

ELLESMERE PORT AMATEUR SWIMMING CLUB

(Affiliated to ASA North West Region)

Accident/Incident Procedures

Name of club: **ELLESMERE PORT ASC.**

Facility: **EPIC Leisure Centre Ellesmere Port**

Normal operating procedures (NOP): Club cabinet in Ladies Locker Area

Emergency action plan (EAP): Club cabinet in Ladies Locker Area

Location of emergency telephone: On Poolside at shallow end window side adjacent treatment room. Alternate Supervisors Office

Location of first aid equipment: At shallow end main pool window side

Location of club accident / incident record log: Club cabinet in First Aid Room

All persons in charge of club sessions must be aware of the facilities NOP and EAP as above. These should be strictly followed in case of an emergency.

The important action points are:

- Raise the alarm
- Call the EPIC centre Staff
- EPIC Staff will take charge of incident.
- Do not move someone with major injuries, wait for specialist help
- Ensure the rest of the group is properly supervised
- Contact the injured person's parent or carer – see members card for emergency contact information
- Complete the club's accident / incident record log
- Inform insurer