



Newbury District Swimming Club

(Affiliated to South East Region, ASA)

Accident/Incident Procedures

Name of club: Newbury District Swimming Club

Facility:

Normal operating procedures (NOP):

Emergency action plan (EAP):

Location of emergency telephone:

Location of first aid equipment:

Location of club accident / incident record log:

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 emergency services (if necessary)
- 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 membership card template for emergency information
- Complete the club's accident / incident record log
- Inform insurer

Approved: 19/04/2010