



## HARPENDEN SWIMMING CLUB

Affiliated to A.S.A. East Region

Club contacts: tel: 07767 683956 / email : administrator@harpendensc.co.uk

Website : www.harpendensc.co.uk

### Normal Operating Procedure

Parents should ensure that the clubs representatives are present before leaving swimmers at any event.

Swimmers must be checked in at all training sessions so we know who is in the building.

Parents are responsible for their children before they reach the poolside and immediately after swimming sessions.

Should a swimmer need to leave poolside during a training session or at a gala, we would ask that initially they talk to the Coach during a training session or the Team Manager at a gala or a person delegated to be responsible.

When undertaking land or swimming training it is the responsibility of the swimmer or parent to bring any medical problem or injury to the attention of the Coach or Trainer.

### Emergency Action Plan

#### Serious Incidents

Upon observing a serious or potentially serious incident in the water or on the poolside the Teacher/Coach (lifeguard), will effect any necessary rescue or other action according to their training ensuring that “back-up” is available from other lifeguard(s) or responsible adult(s) at the earliest opportunity.

The pool should be cleared immediately when a serious situation arises to avoid any secondary incidents.

As a matter of course 999 should be rung from the pool telephone or a mobile. If in doubt the call should be made to avoid any delays in medical treatment.

All incidents should be recorded in the club and facility accident report book.

#### Non-Serious Incidents

For non-serious incidents e.g. nose bleeds, cuts, nausea, cramp etc. the pool may not need to be cleared. This will be dependant upon having more than one coach and or lifeguard available, one to maintain on participants in the pool, and one to deal with the incident.

If the non-serious incident then becomes serious then the serious incident process above should be followed.

All incidents should be recorded in the club and facility accident report book.

#### Evacuation of The Pool Area

If there is an actual fire or suspected fire or the fire alarm has been activated or if there is a bomb threat, lighting failure, structural failure or chemical contamination then the pool should be evacuated following the pool evacuation plan. Once evacuated, the Coach in charge of the session should call a register to ensure all swimmers are accounted for. If someone is unaccounted for, no one should reenter the building. When emergency services arrive they should be informed if anyone is unaccounted for. Assuming the pool is not going to reopen, swimmers parents should be contacted to arrange to come and pick them up. The coach in charge must not leave the site until all swimmers have been collected.

#### First Aid and Emergency Aid

A first aid kit is available at the pool; cuts may be dressed and a plaster applied though re-entry into the pool is not allowed. Those who complain of feeling unwell should be supervised by a nominated adult while changing.

#### Emergency Aid Equipment

Emergency aid equipment: reaching pole, reaching stick, throw ropes, floats, balls etc are located around the pool and should be used as required by a qualified person.