

Emergency Action Plan Pool

This document can be used for sessions held at managed venues or venues where there are no staff. Where the coach is ultimately responsible for health and safety there is greater onus on them to ensure that safety provision is adequate. EAP should be read in conjunction with the Risk Assessment.

Venue:	Freedom Leisure Crowborough Eridge Road, Crowborough, TN6 2TN		
EAP created by:	Iain Watson - Lead Coach	Date Created:	15/10/2022
Venue Address: (Inc. Postcode/ Grid Reference)	Eridge Road, Crowborough, TN6 2TN		
Type(s) of Activity this EAP applies to:	Swim Session – Monday 6:00pm - 7:00pm		
Who is ultimately responsible for Health & Safety during these sessions:	<input checked="" type="checkbox"/> Venue Staff <input checked="" type="checkbox"/> Coaching Staff <input type="checkbox"/> Other	Comments:	
How will venue staff be contacted in emergency:	By poolside lifeguard and emergency buttons		
Location of Phone/Mobile Reception Tested:	Reception, Mobile Strength Strong in reception & outside		
Location of the nearest first-aid qualified person:	Coaches & leisure attendants		
Location of first-aid equipment:	Small kit on pool side and main kit behind reception desk.		
Location of Defibrillator:	On wall behind reception desk.		
Non-Managed Venues			
How to contact Emergency Services:	Coaches/participants to call via mobiles.		
How will Emergency Services be directed to the scene of an incident:	Same entrance for car park, drive up to front entrance of building.		
Who else is available to help in case of issues:	Leisure attendants, receptionist staff.		
Managed Venues: List the Actions that the COACH can undertake to ASSIST venue staff:			
Non-Managed Venues: List ALL the Actions that the COACH will undertake and Manage others to do if any of the following situations occurs:			

<p>Evacuation:</p>	<ul style="list-style-type: none"> ▪ Evacuation is required if instructed by the Duty Manager or an emergency alarm is heard. ▪ Direct people to clear the leave the pool and assemble by the nearest designated emergency exit. Evacuation will usually be confirmed or the evacuation will be cancelled by venue staff before there is a need to exit the building. Be prepared for either. ▪ From pool, either exit via the changing rooms or the direct external exit doors as directed by centre staff. ▪ Ensure that no-one returns to the changing rooms to collect their belongings. ▪ Once at the fire exit take a register to ensure that all participants are accounted for. ▪ Stay with participants and await further instructions from the Duty Manager. ▪ Issue blankets if these are available to those most in need. ▪ Close but do not lock all doors behind you. ▪ Re-admission will only be permitted either upon receiving instruction form the emergency services (when present) or on instruction from the duty manager.
<p>Minor Injury:</p>	<ul style="list-style-type: none"> ▪ Suspend Session. ▪ Call for the assistance of centre staff Poolside. ▪ First aid should only be given by a qualified First Aider or by a Centre staff, in line with the guidance of their qualification ▪ The first aider for the session is noted on the risk assessment but will normally be centre staff. ▪ Coaches should remember to consider the safety of other participants and only restart session if safe to do so, and casualty or other members are not at risk or distracted. ▪ When treating a casualty don't leave yourself in a compromising position. E.g. male first aider alone with a female casualty or adult with a child. ▪ The Centre Duty Manager should be informed of any minor injuries so that relevant documentation can be completed. ▪ Coaches should follow the CLUB accident reporting procedure including noting the incident on the session plan and completing an online incident / accident report form.

<p>Major Injury:</p>	<ul style="list-style-type: none"> ▪ Upon discovery of a casualty with major injuries let centre staff know immediately. ▪ Stop / suspend the session. ▪ Assess the situation ▪ Let centre staff poolside know immediately. Ask for Defibrillator. ▪ The coach/centre staff will use tannoy system to send trained staff to poolside. ▪ If possible designate an assistant coach, parent or senior member to manage rest of the group. ▪ First aid should be given by a qualified First Aider or by centre staff within their first aid remit. ▪ Ensure Emergency services are called, and that you understand the response (are they coming?). ▪ Designate someone to wait on road to direct emergency services back into casualty. ▪ Maintain first aid until Emergency services take over. ▪ All cases of head injury should be treated as serious. At no stage should the casualty be permitted to re-start the session if they appear well. Delayed concussion is a real possibility and may lead to loss of consciousness. ▪ Use Club membership records or membership card to retrieve known medical issues and emergency contact details and pass information to Emergency services. The following people have access to this information : Head Coach 07870 152263 Club Chairman 0777 99999998 ▪ After emergency services dealt with situation record accident on Club Accident reporting form, confirm with venue if they require an accident form to be completed.
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Insert Diagram(s) of layout of venue with key safety elements marked (this page is intended to be shared between Risk Assessment and EAP):

