



Club Emergency Procedures

Name of club:

Teddington Swimming Club (Richmond Pool)

Name of person responsible for session / competition:

Edward Sinclair (Head Coach) / Dani Villaverde (Assistant Head Coach) / Jan Shepperd (Head of Development) / Ken Sayers (County Squad Coach) / James Adams (Development Coach)

Details of session / competition:

Weekly Club training sessions AM and PM.

Facility: (Information to be provided for each facility)

33 meter swimming pool with teaching pool at one end. Lifeguarded for every club session. Multiple fire exits surrounding the pool and pool alarms at each lifeguard station. An outdoor door accessible from the indoor pool, which is lifeguarded and should only be used with a coach. Large first aid room at the shallow end.

Process for accident reporting:

All incidents in the facility of the sports centre must be reported to the duty manager. Immediate poolside incidents are to be dealt with by pool staff. Further assistance is asked for if needed.

As outlined in the facility emergency action plan (EAP) what action should be taken in the event of an emergency?

Assessment of the incident at first, whilst dealing with the lifeguards and staff. If further emergency services are required, the pool will arrange this. Contact with parents should be immediate. All pool sessions stopped if necessary.



Details of where the emergency contact details of swimmers and volunteers helping in the session are held:

All contact numbers and email addresses are held by each coach. A large database can be accessed through the club secretary. Welfare also have all the personal information held securely. The pool will have contact details for all club staff.

Identify the location of the facility first aid kit and phone to use in case of emergency:

Multiple first aid kits around poolside. One in the deep, one in the shallow end and also the first aid room.

Date completed:

2nd September 2017 Robert Johnson

Name and Signature of person completing form:

A handwritten signature in black ink that reads "Robert Johnson".

All persons in charge of club sessions must be aware of the facilities normal operating procedures (NOP) and EAP as above. These should be strictly followed.