###### Emergency Action Plan

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.

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| Venue | | Priory Pool, Quarry Leisure Centre | | | |
| EAP created by: | | Sorrel Williams | | Created | 4 July 2023 |
| Venue Address:  (Inc. Postcode/ Grid Reference) | | Quarry Fitness and Leisure Centre  Priory Road  Shrewsbury  SY1 1RU | | | |
| Type(s) of Activity this EAP applies to: | | Pool based Swim Sessions | | | |
| Who is ultimately responsible for Health & Safety during these sessions: | | Venue Staff  Coaching Staff  Other  Comments: | Duty Manager ultimately responsible, Duty Lifeguards are initial point of contact and first responder. Coach responsible for swim session activities | | |
| How will venue staff be contacted in emergency: | | Will be poolside at all times and at reception | | | |
| Location of Phone/Mobile Reception Tested: | | Poolside and reception | | | |
| Location of the nearest first-aid qualified person: | | Lifeguards | | | |
| Location of first-aid equipment: | | Poolside | | | |
| Location of Defibrillator: | | Reception | | | |
| Non-Managed Venues | | | | | |
| How to contact Emergency Services: | |  | | | |
| How will Emergency Services be directed to the scene of an incident: | |  | | | |
| Who else is available to help in case of issues: | |  | | | |
| **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: | | | | | |
| **Evacuation:** | **AWAIT INSTRUCTION FROM VENUE STAFF**. If for some reason no venue staff present, following actions are usual procedure:   Evacuation is required if instructed by the Duty Manager or an emergency alarm is heard, or there is immediate danger in the pool area.   Direct people to clear 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 exit to assembly point at car park opposite to main entrance.   Ensure that no-one returns to the changing rooms to collect their belongings.   Close but do not lock all doors behind you.   Once at the assembly point 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 children, elderly and disabled people and then those most in need.   Re-admission will only be permitted either upon receiving instruction form the emergency services (when present) or on instruction from the duty manager. | | | | |
| **Minor Injury:** | **CONTACT DUTY LIFE GUARD AND PASS OVER TO THEM**, procedure should be:   First aid should only be given by a qualified First Aider or by a NPLQ Lifeguard.   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 stop / suspend the session if they are distracted by dealing with the casualty.   Call for the assistance of centre staff using pool side phone or sending someone for help.   The First Aider should treat the casualty in line with the guidance of their qualification   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 reporting form, confirm with venue if they require an accident form to be completed. | | | | |
| **Major Injury:** | **SUPPORT DUTY LIFEGUARD AND DUTY MANAGER** – likely actions required:   Upon discovery of a casualty with major injuries let centre staff (Duty Lifeguard) know immediately.   Stop / suspend the session.   The coach/centre staff will use the pool alarm (found each corner of the pool (RED ALARM buttons) or send a participant to get the attention of additional centre staff and the duty manager if these fail to work.   Get all swimmers out of the water, and move them away from casualty. If possible designate an assistant coach, parent or senior member to manage the group.   If casualty has no signs of life send for Defibrillator, which is located in reception.   Ensure Emergency services are called.   If casualty is in the water, Lifeguard should manage the situation but coach can offer assistance if required.   First aid should only be given by a qualified First Aider or by a NPLQ Lifeguard within their first aid remit.   Use Club membership records or membership card to retrieve known medical issues and emergency contact details and pass information to Emergency services.   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):** |