



# 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:	Knutsford Leisure Centre		
EAP created by:	Head Coach	Date Created:	20/08/2022
Venue Address: (Inc. Postcode/ Grid Reference)	Knutsford Leisure Centre Westfield Drive Knutsford WA16 0BL Tel: 01625 383951  What3words location: initiates.quack.decreased		
Type(s) of Activity this EAP applies to:	Swim Session –Fridays 0615 and 0700		
Who is ultimately responsible for Health & Safety during these sessions:	<input type="checkbox"/> <b>Venue Staff</b> <input type="checkbox"/> Coaching Staff <input type="checkbox"/> Other Comments:	Duty Manager  Contactable at reception or via receptionist.	
How will venue staff be contacted in emergency:	Phone on day 01625 383951. Via radio from reception.		
Location of Phone/Mobile Reception Tested:	Reception, Mobile Strength Strong in reception & outside		
Location of the nearest first-aid qualified person:	Coaches & lifeguards		
Location of first-aid equipment:	Poolside (Lifeguard & KTC Coach)		
Location of Defibrillator:	Reception (adjacent to pool)		

**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:**

- Evacuation is required if instructed by the Duty Manager or an emergency alarm is heard.
  - 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, use fire exits 7 or 8 and meet at assembly point 2.
  - 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 children, elderly and disabled people and then those most in need.
  - Leave the Centre if directed to do so by the Duty Manager, on hearing appropriate announcement, or if there is immediate danger in the pool area.
  - If instructed to exit, do so.
  - Close but do not lock all doors behind you.
- Re-admission will only be permitted either upon receiving instruction from the emergency services (when present) or on instruction from the duty manager.

**Minor Injury:**

- 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 (lifeguard)
- Coaches should remember to consider the safety of other participants and stop / suspend the session if they are distracted by dealing with the casualty.
- Coach to liaise with, and take direction from, KLC lifeguard/staff
- 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 KTC accident reporting procedure (report to club Chair/Welfare Officer/Secretary as soon as possible) including noting the incident on the session plan and completing a KTC Accident report form.

**Major Injury:**

- Upon discovery of a casualty with major injuries let KLC centre staff know immediately.
- Stop / suspend the session.
- The coach/centre staff will use the pool alarm (found on each side 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 a swimmer 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 the 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.
- All cases of head injury should be treated as serious. At no stage should the casualty be permitted to return to the pool even if they appear well. Delayed concussion is a real possibility and may lead to loss of consciousness
- Use KTC membership records to retrieve known medical issues and emergency contact details and pass information to Emergency services.
- If you feel able, contact NOK/ICE to appraise them of the situation.
- After emergency services have dealt with the situation, record the accident on the Club Accident reporting form, confirm with the venue if they require an accident form to be completed.
- Report incident to club Chair/Welfare Officer/Secretary as soon as possible

Insert Diagram(s) of layout of venue with key safety elements marked (this page is intended to be shared between Risk Assessment and EAP):

See below for exits and assembly points extracted from Venue EAP/NOP

