

KNUTSFORD TRI CLUB

EMERGENCY ACTION PLAN – Wilmslow Leisure Centre

Created By: Liz Parris. 09.09.2022

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Venue Name/Address:

Wilmslow Leisure Centre (WLC)	Grid Ref. 53.326131, -2.2271480
Rectory Fields	53°19'34"N 002°13'38"W
Station Road	
Wilmslow	What3words. Admit.spark.angle
Cheshire	
SK9 1BU	01625 383960

Sessions this EAP applies to:

Sunday Coached Swim Session: 07.30 – 08.30

Unless otherwise stated or amended, KTC swimmers to follow WLC NOP at non-coached sessions

Actions in case of Emergency

Evacuation:

- Evacuation is required if instructed by the Duty Manager/Lifeguard 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 the pool, use fire exits by the windows/First Aid room as directed by WLC staff and assemble on the cricket pitch at the front of the building. If this is not possible then assemble as directed by WLC staff on the main car park.
- 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 KTC participants are accounted for.
- Stay with KTC participants and await further instructions from the Duty Manager.
- Leave the Centre if directed to do so by the Duty Manager, on hearing appropriate announcements, or if there is immediate danger in the pool area.
- If instructed to exit, do so.
- Re-admission will only be permitted either upon receiving instruction from the emergency services (when present) or on instruction from the duty manager.

Major Injury:

- Upon discovery of a swimmer with **major injuries let lifeguard or WLC staff know immediately.**
- Stop / suspend the session.
- The coach/lifeguard will sound the pool alarm) 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 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.
- **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 any known medical issues and emergency contact details and pass information to Emergency services if possible.
- 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 KTC Accident reporting form, and 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

Minor injury

- Upon discovery of a swimmer with minor injury or a head injury, remove swimmer safely from the pool to safely sit poolside and let lifeguard or WLC staff know.
- **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
- First aid should only be given by a qualified First Aider or by a NPLQ 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, WLC lifeguard/staff
- The First Aider should treat the casualty in line with the guidance of their qualification
- The Centre Duty Manager should be informed of any minor injuries so that relevant documentation can be completed.
- Ensure that the names of any WLC staff involved in the incident are taken for KTC records.
- 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.
- Ensure that KTC swimmer is safe to go home and if necessary arrange for NOK/ICE to collect swimmer from the session.

