



# Accident & Emergency Procedure

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## 1 Introduction

Killerwhales Swim Club of Havering recognises that even in the most controlled of circumstances accidents and emergencies can and do happen. Our approach is to assess and minimise risk, ensure information is widespread on safe practices and learn from mistakes.

This procedure sets out our approach.

## 2 Procedure & Detail

- Ensure all teaching and coaching staff are aware of normal and emergency operating procedures for all pools they work in.
- In the event of an accident or emergency at the pool, the following procedure is to be followed:
  - Inform the most senior coach in attendance immediately
  - Ensure everyone is safe
  - Inform the pool staff who will assess the situation and follow their emergency plans
  - The swimmers parents must be contacted immediately.
- An accident report must be completed on every occasion
- All incidents must be recorded in the Club Accident / Incident books held by the Club Secretary.
- The Committee is to be made aware of any serious accident or injury.
- Serious incidents which could possibly give rise to threat of legal action must be reported to ASA insurance brokers immediately.
- Do not accept liability for any incident as it occurs as this is in a breach of our insurance policy.
- The most senior coach at poolside is to be responsible for implementing emergency plans as set out within each pool Emergency Operating Procedures

## 3 Monitoring & Review

- We will review the operation and outcomes of this policy at least every 24 months