



## Club Emergency Procedures

**Name of club:**

Penzance Swimming Association and Water Polo Club

**Name of person responsible for session / competition:**

James Ryan – Head Coach – Junior Performance/Senior Performance/Masters  
Jo Edwards – Assistant Coach – Improvers 1&2 – Development Squad

Kara Haines – Improvers 1&2  
Anthony Stevenson – Water Polo

**Details of session / competition:**

Junior/Senior/Masters – Mon/Wed/Fri 06.30-8.00am Mon/Thur 5.30pm-9pm Fri – 7-9pm  
Improvers/Development Squad – Mon 5.30 -7pm Thur 5.30 – 6.30pm  
Water Polo Junior and Senior – Sun 4.30 – 7pm

**Facility: (Information to be provided for each facility)**

Penzance Leisure Centre, St Clare, Penzance, TR18 3QW

**Process for accident reporting:**

Accidents should be reported by the lifeguard on duty to the Leisure Centre Duty Manager and should be recorded in the centre's accident report book. A copy of the accident report form should be emailed to the club secretary and then stapled into the club's accident book which is kept in the grey folder on the reception desk.

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

A member of Parkwood Leisure should always be called to attend an injury, no matter how slight. Coaches should remain with casualty until assistance arrives.

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

With the coach responsible for the session.

First Aid equipment is located on poolside, telephone located beside spa pool/toilet. Lifeguards in possession of radios to raise alarm. First Aid room located between pool shoe corridor and sports hall.

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

**Date completed: 30 January 2018**

**Signature of person completing form: S J Rixon – Club Secretary**

# PENZANCE SWIMMING ASSOCIATION AND WATER POLO CLUB



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.