

Accident/Incident Procedures

Name of club:	Bere Regis Swimming Club
Facility:	Purbeck Leisure Centre
Normal operating procedures (NOP):	Purbeck Leisure Centre NOP
Emergency action plan (EAP):	Purbeck Leisure Centre EAP
Location of emergency telephone:	Front Reception Desk of Leisure Centre
Location of first aid equipment:	Front Reception Desk of Leisure Centre
Location of club accident / incident record log:	Held by Club Treasurer

All persons in charge of club sessions must be aware of the facilities NOP and EAP as above. These should be strictly followed in case of an emergency.

The important action points are:

- Raise the alarm
- Call the emergency services (if necessary)
- Do not move someone with major injuries, wait for specialist help
- Ensure the rest of the group is properly supervised
- Contact the injured person's parent or carer – see membership card template for emergency information
- Complete the club's accident / incident record log
- Inform insurer