

Emergency Action Plan

One Emergency Action Plan (EAP) must be completed for each venue. If any EAP details change, a new EAP form must be completed with the new details immediately.

Location of the nearest telephone:	Poolside
Location of the nearest first aid qualified person:	Lifeguard(s)
Location of first aid equipment:	Poolside
Actions in case of emergency	
<p>Venue: Rosenblatt Swimming Pool Oxford University Sport Jackdaw Lane, Iffley Road Oxford. OX4 1EQ</p>	
<p>Stop session/bring activity in relevant swim lane to a halt</p> <ul style="list-style-type: none"> • Use whistle to alert swimmers • Use lifeguards to help with situation • If necessary direct appropriate people to deal with any incident/casualty • If required, instruct swimmers to exit pool and <ul style="list-style-type: none"> ○ gather in entrance from changing rooms ○ evacuate via main entrance, or ○ evacuate via fire escape door <p>(after an evacuation a roll call should be conducted checking against attendance register)</p>	
<p>First Aid</p> <ul style="list-style-type: none"> • Check if First Aid is required • Use lifeguards to administer, or first aiders within group • If emergency services required ask facilities staff to action 	
<ul style="list-style-type: none"> ▪ If emergency services required allow facilities staff to arrange ▪ Ensure ill/injured parties are kept warm ▪ Ensure other swimmers are looked after ▪ Decide whether session to be continued or abandoned 	
<ul style="list-style-type: none"> ▪ If necessary, coach/supervisor to call emergency contacts from details on attendance register ▪ If any participants are hospitalized, coach or appointed person to ensure any belongings and vehicle are looked after (pref by emergency contact) 	
<ul style="list-style-type: none"> ▪ Coach to complete incident/accident report form and fill in poolside Accident book ▪ Incident may require reporting to School authorities 	
<ul style="list-style-type: none"> ▪ After incident, evaluate what happened and revisit Risk Assessment and EAP procedures if necessary 	

Notes: