



SwimMark
ESSENTIAL CLUB

York City Baths Club - Emergency Procedures for St. Peters School (private facility)

Name of person responsible for session / competition:

Monday – Chris Turner
Tuesday – Chris Turner
Wednesday – Chris Turner
Thursday – Chris Turner

Details of session / competition:

All Teaching sessions have been consolidated into St Peters School pool. No training squads are swimming at St Peters School pool

Monday – Teaching
Tuesday – Teaching
Wednesday – Teaching
Thursday – Teaching

Facility: St. Peter's School

Monday – St. Peters School Pool
Tuesday – St. Peters School Pool
Wednesday – St. Peters School Pool
Thursday – St. Peters School Pool

Process for accident reporting:

Fill YCBC accident report (example on separate sheet). Notify the school & YCBC Secretary. All relevant YCBC workforce have access to blank copies. Alternatively copies of school accident forms are located inside the sign-in book in the foyer which can be used.

All accidents including near misses must be reported to the School Health and Safety Co-ordinator by YCBC.

Serious accidents must be reported immediately by phone and or e-mail to the School Health and Safety Co-ordinator j.illingworth@stpetersyork.org.uk 07872 031095

The Health and Safety Co-ordinator reviews all accidents and decides whether an accident is reportable to the HSE under the Reporting of Injuries, Diseases and Dangerous

Occurrences Regulations 1995 (RIDDOR) to comply with the legislation and regulations regarding the reporting of accidents.

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

Activate panic alarm to clear pool, 1 on both sides of pool. An emergency telephone located on pool side can be used in an emergency to call the Emergency Services. A second phone is located in the pool office during normal school hours and term time but may be locked out of hours. First dial 9 for an outside line followed by 999.

Persons responsible for the pool should also ensure they have a fully charged mobile phone available in the event that the land line fails.

Contacting the Emergency Services - Yorkshire Ambulance Service (YAS)

Dial (9) for an outside line

Emergency Services 999

Emergency Rendezvous Point: **SP6**

Address: Swimming Pool, St Peter's School, Clifton, York, YO30 6AB

The YAS call taker should then ask for the specific rendezvous point (SP6) once they have picked the correct address. The Emergency Ambulance Rendezvous Points for the Pool is **SP6**. You must also give directions for the **SP6** entrance **which is towards the end of The Avenue (off A19, Clifton), through the gate next to the tennis courts, just after the Sports Hall**

In the event that the rendezvous point location is NOT requested by the YAS call taker, then it must be given to ensure unnecessary delays are avoided.

Next contact the FA's on duty on 07918 074289 (based at St Peter's) or 07918 744529 (based at St Olave's) to open the gate to let the ambulance in, and to direct them to the pool.

In the event of an evacuation the assembly point is "First 15" rugby sports pitch located immediately outside the swimming pool next to the St Peters Sports Centre. Liaise with emergency service and the school. Check Numbers to ensure everyone has left the building. Do not let anyone enter the building until emergency services say it safe to do so.

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

Emergency contact details are held with the secretary for all swimmers and volunteers. The teaching coordinator and coaches also have emergency contact details and medical information. These are updated every time a swimmer moves squads. The registers at each of pools for the teaching section have the contact numbers if the secretary is not present.

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

First Aid kit is on the wall on the poolside and in the sports gym and the offices.
Phone is also on the wall on poolside and in gym as well as in the pool & Gym offices.
All YCBC service providers carry a mobile first aid kit with them at all times.

Date completed: Feb 2021

Signature of person completing form: A Hullick (SwimMark Coordinator)

A handwritten signature in black ink, appearing to read "A Hullick". The signature is written in a cursive style with a long horizontal stroke at the end.

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