



**SwimMark**  
ESSENTIAL CLUB

## **York City Baths Club - Emergency Procedures for The Mount School (private facility)**

**Name of person responsible for session / competition:**  
**Currently not in use**

**Details of session / competition:**  
**To be updated when full timetable resumes**

**Facility: The Mount School**

### **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.  
Report all relevant details in Accident/Incident book on poolside.

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

When the fire alarm sounds all pool users must listen to the lifeguards instructions, get out and go through the nearest fire exit to meet outside for a register to be taken.  
To raise an alarm, whether fire or accident, there is a telephone in the pool foyer where 9-999 will get through to emergency services.  
To open gates for emergency vehicles contact Sports Hall Staff (01904 232360) after 6pm.  
On contacting the relevant emergency service exact details of the location of the pool, entrance to the area (Driffield Terrace) and nature of the incident must be given.

### **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. Phone is also on the wall in the pool foyer.  
All YCBC service providers have a mobile first aid kit with them.

Date completed: Feb 2021

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

A handwritten signature in black ink, appearing to read 'A. Hullick', written in a cursive style.

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