



# ACCIDENT and INCIDENT REPORTING

## Overview

- All sports clubs have a duty of care over their members
- If a swimmer appears unfit to train, swim or compete (following an accident, incident or for any other reason) they should not be permitted to swim; the club has the final say should a dispute occur
- All accidents and incidents should be logged with as much detail as possible
- Keep on hand medical information and contact details relating to swimmers for emergency purposes

## Insurance

The Club will ensure a current and valid insurance policy is in operation (this is issued by the ASA on collection of yearly membership fees).

All accidents or incidents will require a report verbally immediately following the occurrence and in writing subsequently from those responsible for the group or event in progress at the time of such accident / incident. This written report must be submitted to the Club Welfare Officer and the details entered in the accident report book. Where lifeguards are provided the incident should also be recorded by the facilities Duty Manager.

## Accident and Incident Report Books

All accidents or incidents will require a verbal report immediately following the occurrence and in writing subsequently from those responsible for the group or event in progress at the time of such accident / incident. This written report must be submitted to the Club Welfare Officer and the details entered in the accident report book. Where lifeguards are provided the incident should also be recorded by the facilities Duty Manager.

The accident/incident report books are located in the first aid club and team managers bags in the cupboard at Tiddenfoot leisure centre.

At all other satellite pools the lead coach for the training sessions (Bletchley, Green Park, Luton and Aylesbury Grammar School) should carry an incident book with them to all sessions.

## Details to be recorded

- Location where the incident took place
- Name of person in charge of the session/competition
- Name of the injured person
- Date and time of the incident/accident
- Nature of the incident/accident
- Give details of how and precisely the incident/accident took place. Describe what activity was taking place e.g. land training, circuits, swimming sets
- Give the full details of any action taken including any first aid treatment and the name(s) of the first aiders.
- Were any of the following contacted: Ambulance or Parent/Carer
- What happened to the injured person following the incident/accident e.g. continued swimming/competing, went home, went to hospital

## Club training sessions

The Coaches and Teachers who are responsible for running the session should inform the pool facility staff who will assess the situation and then follow their emergency plans. The swimmers and members will be directed by centre staff. All coaches and teachers should carry telephone numbers and relevant medical conditions of their swimmers. The swimmer parents/carers should be called immediately, if appropriate.

An accident/incident report must be completed, retain a copy for your own records and pass the original to the Club Welfare Officer. The incident should be reported immediately to the Club Welfare Officer and Chairperson. The incident must be recorded in the club Accident/Incident books through the Club Welfare Officer.

## Club Home Events: Club Champs, Spills, Home Relay Galas

The Team Manager, Coaches and Poolside volunteers are responsible for the supervision and safety of LBSC swimmers. If an accident or incident occurs the Team Manager should inform the pool facility staff who will assess the situation and then follow their emergency plans. The swimmers and members will be directed by centre staff.

All team managers and coaches should carry telephone numbers and relevant medical conditions of their swimmers. The swimmer parents should be called immediately, if appropriate. If the parent is present, they should be informed immediately once the welfare of the swimmer has been established. Advice from the pool facility staff and any other suitably qualified professionals should be followed.

An accident/incident report must be completed by the team manager (or Lead Coach if no TM), retain a copy for your own records and pass the original to the Club Welfare Officer. The incident should be reported immediately to the Club Welfare Officer and Chairperson. The incident must be recorded in the club Accident/Incident books through the Club Welfare Officer.

## Open Meets, Away Galas and Leagues

The Team Manager and Coaches are responsible for the supervision and safety of LBSC swimmers. If an accident or incident occurs the Team Manager should inform the pool facility staff who will assess the situation and then follow their emergency plans. The swimmers and members will be directed by centre staff.

All team managers and coaches should carry telephone numbers and relevant medical conditions of their swimmers. The swimmer parents should be called immediately, if appropriate. If the parent is present, they should be informed immediately once the welfare of the swimmer has been established. Advice from the pool facility staff and any other suitably qualified professionals should be followed.

If the Team Manager and/or Lead Coach administers first aid, where feasible, parental/carer consent should be sought in advance. The Team Manager bag should be replenished with any items used.

If an incident/accident occurs when travelling by coach to a league/gala, first aid should be administered as appropriate and the coach operator should be informed. A risk assessment should be completed in advance of travel and should detail how any incident/accident is handled. The key contact numbers for the coach company and the driver should be detailed.

An accident/incident report must be completed, retain a copy for your own records and pass the original to the Club Welfare Officer. The incident should be reported immediately to the Club Welfare Officer and Chairperson. The incident must be recorded in the club Accident/Incident books through the Club Welfare Officer.

## Training

Recommend that annual Basic First Aid training is arranged for Coaches, Teachers, Team Managers and other key personnel, to include epipen training.

## Swimmer Welfare

All clubs have a duty of care over their members. If a swimmer appears unfit to train, swim or compete (following an accident, incident or otherwise) they should not be permitted to swim. If Team Managers or Coaches suspect a swimmer is not fit to swim, the swimmer should be told they are not permitted to swim. Whilst dialogue with parents and other individuals (e.g. lifeguards) is normal in these cases, it is ultimately the club's decision. Team Managers and Coaches cannot be over-ruled by parents, carers or others.

It is the club's duty of care to be satisfied swimmers are fit enough to swim or train.

## Key Contacts

Club Role	Name	Email	Mobile
<b>Welfare</b>	Michelle Wright	<a href="mailto:lpsc.welfare@gmail.com">lpsc.welfare@gmail.com</a>	
	Andrew Smith	<a href="mailto:lpsc.welfare@gmail.com">lpsc.welfare@gmail.com</a>	07740 610565
<b>Chair</b>	Chris Feander	<a href="mailto:lpscchair@gmail.com">lpscchair@gmail.com</a>	
<b>Coaches</b>	Graeme Bell	<a href="mailto:lpscheadcoach@gmail.com">lpscheadcoach@gmail.com</a>	
	Elsa Crick		
	Andrea Martin-Wears		
<b>Lead Team Manager</b>	Liz Connick	<a href="mailto:Lizconnick@outlook.com">Lizconnick@outlook.com</a>	07968 578338