



Fourth Lane Swimming Club LLC

Fourth Lane Swimming Club LLC Incidents and Accidents Policy

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1. Policy Purpose and Scope

The purpose of this policy is to ensure the safety and well-being of all members, staff, volunteers, and visitors at Fourth Lane Swimming Club LLC. It provides a clear framework for the prevention, management, reporting, and investigation of all incidents and accidents that occur on club premises or during club activities.

This policy applies to everyone involved with the club, including:

- Coaching staff and teachers
- Volunteer members
- Swimmers and athletes
- Parents/guardians and spectators

2. Definitions

- **Accident:** An unplanned, unforeseen event that results in injury or illness to a person(s) or damage to property.
- **Incident (Near-Miss):** An unplanned, unforeseen event that under slightly different circumstances could have resulted in injury, illness, or damage. *Reporting these is crucial for prevention.*
- **Serious Incident:** Any incident that results in a major injury, fatality, or requires emergency services and/or hospitalisation.
- **First Aider:** A person who has a valid certificate in First Aid training, approved by the relevant national authority (e.g., DRASSA, Red Cross, etc...).



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3. Prevention Principles

The primary goal of Fourth Lane Swimming Club LLC is to prevent incidents and accidents from occurring. This is achieved through:

- Adherence to our **Safeguarding Policy** and **Code of Conduct**.
- Ensuring all coaches and teachers are appropriately qualified and Police Clearance checked.
- Maintaining a safe environment, including regular pool safety checks.
- Ensuring qualified lifeguards are on duty during all club sessions.
- Providing ongoing training for staff and volunteers on health and safety procedures.
- Maintaining clear and safe poolside protocols (e.g., no running, safe entry/exit).

4. Immediate Action Procedure

In the event of an incident or accident, the following steps must be taken:

1. **Assess the Situation:** Ensure the area is safe for yourself and others before approaching (e.g., check for electrical hazards, slippery surfaces).
2. **Alert the Lifeguard:** The on-duty lifeguard must be alerted immediately. They are trained to take charge of incidents in the water and on poolside. If the coach is acting lifeguard they will take charge in capacity as lifeguard.
3. **Provide Aid:** A qualified First Aider must attend to the injured person. Do not move them unless they are in immediate danger.
4. **Call Emergency Services (if required):** If the injury is serious, call 999 immediately. Instruct a specific person to meet and guide emergency services to the exact location.



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5. **Clear the Area:** Ensure other swimmers and public are moved to a safe area to protect privacy and allow first aiders/emergency services to work effectively.
6. **Preserve the Scene:** Where safe to do so, do not disturb the area where the incident occurred to aid any subsequent investigation.

5. Reporting and Recording

All incidents and accidents, **no matter how minor**, must be recorded.

1. **Club Accident/Incident Report Form:** The responsible coach or first aider must complete the club's official report form **before the end of the session**. The form is located in the First Aid bag.
2. **Details to Record:**
 - o Date, time, and location of the incident.
 - o Name and contact details of the injured party.
 - o Nature and description of the injury/incident.
 - o Details of any first aid or treatment given.
 - o Names and statements of any witnesses.
 - o Name of the person completing the form.
3. **Reporting to Welfare Officer:** The completed form must be submitted to the **Club Welfare Officer** and **Club Administration** within 24 hours.
4. **Serious Incidents:** The Club Director must be notified immediately for any serious incident. They are responsible for reporting the incident to the relevant authority.

6. Communication with Parents/Guardians

- For any incident involving a minor, parents/guardians must be informed **as soon as possible** by the lead coach or Welfare Officer.



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- Communication should be clear, factual, and compassionate, detailing what happened, the action taken, and any next steps.
- A copy of the accident report form should be offered to the parent/guardian.

7. Investigation and Follow-Up

- The Club Welfare Officer and a designated administration member will review all report forms.
- For more serious events, a formal investigation will be launched to determine the root cause and identify measures to prevent recurrence.
- All findings and any resulting changes to policy or procedure will be communicated to the committee and relevant staff.

8. Confidentiality

All accident and incident reports are confidential documents. They will be stored securely in accordance with the club's Data Protection Policy. Access is restricted to the Club Welfare Officer and other designated officials on a need-to-know basis.

9. Associated Documents

- Safeguarding Policy
- Health and Safety Policy
- Code of Conduct (for all members, staff, and parents)
- Emergency Action Plan (EAP)
- Data Protection Policy

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This policy will be reviewed annually by the club.