

Risk Assessment Form – Roscommon Leisure Centre



This Emergency Action Plan should be read in conjunction with the Risk Assessment for this facility.

Venue:	Roscommon Leisure Centre Swimming Pool		
EAP created by:	James Gallagher Level 1 Coach	Date Created:	26/10/19
Venue Address: (Inc. Postcode/ Grid Reference)	Ardnanagh Roscommon Town F42 PY52		
Type(s) of Activity this EAP applies to:	LTC Pool-based Swim Sessions		
Who is ultimately responsible for Health & Safety during these sessions:	Venue Staff	Duty Manager has ultimately responsible. Lifeguards are initial point of contact and First Responder.	
How will venue staff be contacted in emergency:	Will be poolside at all times.		
Location of Phone/Mobile Reception Tested:	Reception landline.		
Location of the nearest first-aid qualified person:	Lifeguards.		
Location of first-aid equipment:	First aid room (poolside). At reception.		
Location of Defibrillator:	Front wall, outside entrance to Roscommon Leisure Centre.		
Non-Managed Venues			
How to contact Emergency Services:	Contact Venue Staff. Dial 112 or 999		
How will Emergency Services be directed to the scene of an incident:	Venue Staff.		
Who else is available to help in case of issues:	Venue Staff and Lead Coach.		

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Actions required in specific situations

Evacuation:	<p>AWAIT INSTRUCTION FROM VENUE STAFF. If for some reason no venue staff present, following actions are usual procedure:</p> <ul style="list-style-type: none">• Evacuation is required if instructed by the Duty Manager or an emergency alarm is heard.• Direct people to clear the pool and assemble by the nearest designated emergency exit. Evacuation will usually be confirmed or the evacuation will be cancelled by Venue Staff before there is a need to exit the building. Be prepared for either.• From pool, use evacuation points A or B and meet at assembly point (see map below).• Ensure that no-one returns to the changing rooms to collect their belongings.• Once at the evacuation points ensure that all participants are accounted for using the sign-in sheet.• Stay with participants and await further instructions from the Duty Manager.• Issue blankets (if these are available) to children, elderly and disabled people and then to those most in need.• Leave the venue if directed to do so by the Duty Manager, on hearing appropriate announcement, or if there is immediate danger in the pool area.• If instructed to exit then do so promptly. Close but do not lock all doors behind you.• Re-admission will only be permitted either upon receiving instruction from the emergency services (when present) or on instruction from the Duty Manager.
Missing Person:	<ul style="list-style-type: none">• Alert Venue Staff.• Request for an appropriate announcement to be made.• Assist Venue Staff in search of premises with Venue Staff.• Contact next of kin.

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Minor Injury:	<p>CONTACT LIFEGUARD who will take control of the situation.</p> <ul style="list-style-type: none">• First aid should only be given by a qualified First Aider or by a Lifeguard.• The First Aider for the session is noted on the risk assessment but will normally be Venue Staff.• Coaches should remember to consider the safety of other participants and stop / suspend the session if they are distracted by dealing with the casualty.• Call for the assistance of Venue Staff by sending someone for help.• The First Aider should treat the casualty in line with the guidance of their qualification• When treating a casualty, avoid a compromising position. E.g. male First Aider alone with a female casualty or single adult with a child.• The Duty Manager should be informed of any minor injuries so that relevant documentation can be completed.• Coaches should follow the LTC accident reporting procedure (see latest LTC - Senior Club - Safety Briefing) including noting the incident on the session plan and completing an incident / accident report form.
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Major Injury:

ALL CASES OF HEAD INJURY SHOULD BE TREATED AS SERIOUS!

- Upon discovery of a casualty with major injuries, notify Venue Staff (Lifeguard) immediately.
- Stop / suspend the session.
- The Coach / Venue Staff will send a participant to get the attention of additional Venue Staff and the Duty Manager where appropriate.
- Get all swimmers out of the water, and move them away from the casualty. If possible designate an Assistant Coach or Senior Member to manage the group.
- **SUPPORT LIFEGUARD AND DUTY MANAGER – LIKELY ACTIONS REQUIRED:**
- If casualty has no signs of life then send for Defibrillator immediately, which is located on outside wall at entrance to Roscommon Leisure Centre. No key required.
- Ensure Emergency services are called.
- If casualty is in the water, Lifeguard should manage the situation but Coach can offer assistance, if required.
- First aid should only be given by a qualified First Aider or by a Lifeguard within their first aid remit.
- Provide emergency services with details of any medication, known medical history and, in case of emergencies, contact details for the person injured. Check the sign-in sheet and request any relevant information from a member of the Training Committee who should be able to access additional information that is securely maintained by the Training Committee.
- Coaches should follow the LTC accident reporting procedure (see latest LTC - Senior Club - Safety Briefing) including noting the incident on the session plan and completing an incident / accident report form. Confirm with Venue Staff if they require an accident form to be completed.
- Notify key stakeholders, as appropriate, including:
 - **Coach** - James Gallagher (086-0238889)
 - **Training Co-Ordinator** - Marie McLoughlin (087-7408380)
 - **Chairperson** - Cian Crosbie (086-8365805)
 - **Secretary** - Niall Mulvihill (086-3179745)

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Diagram of Roscommon Leisure Centre

