ACCIDENT REPORTING
Helmsley Pool

**Reporting Pool Accidents and Other Incidents**

All accidents whether minor or major must be recorded in the Accident File which is located in the Pool's reception office.

For all accidents record the following:

* Complete the header section of the main Accident Report Form section (essential)
* Complete the Accident Report Form section
* Sign and date the Accident Report Form section

In the event of a major accident then a complete and accurate record must be made as soon as possible after the accident has happened. You may wish to record additional information on a separate sheet of paper to enhance the information recorded in the Accident File. This additional information may include the following:

* A Complete statement from all person(s) involved
* A diagram with the position of the accident clearly marked
* If possible, include on the diagram staffing positions and names
* Statements from all staff involved
* Any other detail which may be relevant to the accident

For a major accident, the Health and Safety Executive (HSE) must be advised by the Administration Trustee, at their earliest convenience, and the official accident (RIDDOR) form on the website, completed.

In the case of a serious accident to a member of the public or staff or major incident involving the building or plant the Environmental Health Department of the Ryedale District Council. should be notified. This is to be carried out by the Administration Trustee.

Incidents of aggression to staff, including threats, abuse and dangerous occurrences must be reported to the Pool Manager, Lifeguards or Volunteers and recorded in the Day Book.

Incidents involving the evacuation or closure of the centre will require the Pool Manager or Deputy recorded this in the Pool Office Calendar.

The Accident Book records must be kept for a minimum of 5 years from the date of the incident.

Baxtons Sprunt
Helmsley
York
North Yorkshire
YO62 5HT
info@helmsleyopenairpool.org

**Helmsley Open Air Swimming Pool**

This report must be completed for every Pool Accident.

It is the responsibility of the Pool Manager or Deputy to complete this Accident Report as soon as possible after the incident and verbally report the matter to a Trustee of Helmsley Pool. If there is more than one Pool visitor involved, please use a separate form for each person.

|  |  |
| --- | --- |
| Date and Time of Accident  |  |
| Weather Conditions |  |
| Water Temperature |  |
| Manager on Duty |  |
| Lifeguards on Duty |  |
| Volunteers on site, if any. |  |

**Describe the Accident’**

**Name & Address of the Casualty**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Contact Details |  |
| Age & Sex of the casualty |  |
| Prevailing medical conditions(if any are identified)  |  |
| Swimmer or Non-Swimmer |  |
| Type of Injury & parts of the body affected. |  |

**Emergency Services**

|  |  |
| --- | --- |
| Was an ambulance called? |  |
| Were the Police called? |  |
| Was the defibrillator used? (Sports Club) |  |

|  |  |
| --- | --- |
| Who initially found the victim?  |  |
| If the victim was a child was an adult supervising or watching them?  |  |
| Was the victim swimming alone? |  |

|  |  |
| --- | --- |
|  Was any equipment used in the rescue? |  |
|  |  |
| How many Pool staff were involved in the accident? |  |

**Are any of the factors below considered to be a contributing factor?**

|  |
| --- |
|  Slippery Surfaces:  |
|  Grassed Area  |
|  Recirculation Equipment:  |
| Pool Chemicals |
| Diving: |
| Jumping/Horseplay:  |
| Other  |

|  |  |  |
| --- | --- | --- |
|  **Print Name:**  |  **Signature:**  |  **Date:**  |

To the person reporting:

Please advise the Administration Trustee of this report by emailing a copy of this report to:

Helmsleypool1@gmail.com

Please place the printed report on the folder provided.

Thank you.