

Pool Competition Emergency Planning Guide



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Introduction

The purpose of this document is to provide you with suggestions to help you plan your pool competition to ensure it will run as safely as possible.

It is an important part of an organiser's role to show that you have considered possible risks, and assessed ways to reduce them. It also helps to show that you have taken your responsibilities to ensure the safety of your team, athletes & spectators seriously.

Preparing a safe event

It is recommended that you complete a simple Risk Assessment and Emergency Plan for your event. These should be written down. This way they are available to anyone that requests them, such as the swimming pool management, your insurers, the BFA, or athletes. Often you will need them prior to booking a pool.

These are valuable documents:

- A Risk Assessment encourages you to identify hazards and how to reduce them
- An Emergency Plan sets out how you will manage the event safely

Completing these documents helps to show that you have assessed possible risks, and ways to reduce them. This is important in the event of any accident at the competition resulting in an insurance claim.

The competition Risk Assessment and Emergency Plan should be done well in advance of the event. Ideally you would return it with your BFA Competition Registration (or soon after).

How to complete an Emergency Plan and Risk Assessment

Below is a checklist of possible considerations you may find useful to include in your Pool Competition Emergency Plan. By all means include any others that are relevant to your specific venue and event. Every scenario is unique – the idea is to think about your individual competition situation and plan for a safe event, not to complete a checklist.

You may use your own Risk Assessment, or you can personalise and adapt the example provided by the BFA.

Emergency Plan check list

The Emergency Plan sets out how you will manage the event safely. Items to include are suggested below.

Item	Points to include
Event Details	Date & time etc. Primary Organiser contact name
Insurance	Do you have insurance to cover the needs of you running this event
Venue Information	Venue name & Address. Parking / Travel Information.
Facilities Information	Pool sizes & depths, Temperatures, number of lanes, Changing areas, Refreshment areas etc. Lockers & security.
General Public	Will the public be using the venue at the same time as the competition? What hazards could your event present to them and vice versa? How will you provide instruction to your attendees to reduce risk to them and the general public? <i>*When diving in pools, we recommend that you hire the space to make sure that you have room for your activity and that you carry adequate insurance for the facility</i>
Scheduling	What is your schedule? Has this been explained to all attendees before the event? Have you allowed for adequate breaks for the team and athletes?
Venue & Activities	What Hazards exist at the venue? Arrival at venue, Changing rooms & poolside, Set-up of registration room, stretching / warm-up area, Eg. Slippery surfaces, Temperature, deep water, trip hazards. Safe storing of gear. Adequate space for Warm Up areas. Lead Weights in pool area. Large gear causing obstruction to evacuation routes. Electrical items near poolside.
Freediving Activities	Hypoxia & blackout, Drowning, Spinal Injuries, Electrocutation, over or under-heating of athletes / organisation team
Safety Divers & Dive Team	What qualifications do your dive team have. What experience do your dive team have? Have Safety divers had recent refresher / practice sessions. Who has up to date EFR qualifications? How will people know who is first aid trained? Do your team know if they are expected to act in this capacity? Plan in Safety diver training to allow practice of rescues so that you are comfortable with them and all up to date with buddy procedures. Make sure that everyone is comfortable with providing safety to the level required.
Emergency Equipment	What equipment and first aid will you have at the event? Eg. first aid kit (and where appropriate emergency oxygen). Where will it be kept? Who will be responsible for administering it?
Emergency Evacuation Plan	Where will you keep the Emergency plan & how can people find it to read it beforehand? Where is your nearest Emergency medical facility? Is it open during the hours of the event? Include name, address & travel directions from the venue. Do you have a designated emergency evacuation vehicle? where will this be parked? Who is responsible for contacting emergency services if there is a problem.
Competition Medic	Who is your competitor medic and what is their qualification? Have you agreed with them where & when they will be at hand and the responsibilities. Do they know where to find emergency first aid equipment? Do they have knowledge of Freediving related hazards? Eg. If using Pool lifeguards as medic, do they have freediving emergency management training? Brief your activities to anyone supervising, for example lifeguards, dive team and safety diver, with risks highlighted.

Competition Equipment	Floats, Lines, Timers, Laptops, Loudspeakers, Safety diver Vest etc. Has all equipment been checked and who will make sure it is set up and in the right place?
Incident management	Do you have an Emergency report form? Where will it be kept? Who will be responsible for completing it?

Remember this is not an exhaustive list – there will be other considerations for your event & venue!

Risk assessment example

This is available from the BFA Competitions Officer.