

Swindon ASC

Health and Safety Policy and Procedure



Purpose:

All individuals' health and safety is of paramount importance at all times, particularly swimmers. We aim to align our actions to the ASA health and safety policy dated September 2013.

Statement of intent:

Swindon ASC will:-

1. Ensure we are familiar with the Normal and Emergency Operating Procedures for each of the pools in which we operate and align our procedures accordingly.
2. Ensure that risk assessments for all key activities have been undertaken and recorded. Where substantial risks are identified the club will take action where possible to reduce the probability of the risk occurring.
3. Hold relevant insurance and provide copies of the details of this insurance when reasonably requested.
4. Ensure that toilets, washing facilities and drinking water are available
5. Ensure adequate first aid facilities are available
6. Implement Emergency Evacuation Procedures and ensure these are tested
7. Provide this Health and Safety Policy to all volunteers, parents/carers and ensure they are aware of their responsibilities
8. Provide health and safety training to key individuals such as coaches and teachers.
9. Publish this Health and Safety Policy on the club website
10. Require our suppliers to maintain, safe and working areas and associated equipment
11. Appoint a Health and Safety Officer who will be a Committee Member
12. Record and review all incidents to make sure the relevant parties are informed and make changes to our procedures if necessary.
13. Communicate our Health and Safety Procedures to the relevant individuals for each activity
14. Require the pool managers to meet their obligations in terms of the health and safety of the building including but not limited to the pool standards



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Procedure:

Training Session

The Pool Co-ordinator will:-

- provide the correct number of teachers and coaches according to the number and ability of swimmers for each session.
- take a register of swimmers present at each training session
- be aware and make sure teachers and coaches are aware of the emergency operating procedure and normal operating procedure for the pool in which the training session is taking place
- if an incident occurs, complete the report of the incident using the appendix and send this to the health and safety officer for the club
- ensure all coaches and teachers are teaching according to the ASA guidelines and correcting strokes as appropriate

Coaches/Teachers will:-

- maintain the maximum number of swimmers in each lane as prescribed at each pool.
- watch the training session to minimise the risk of injury take action to avoid any incidents.
- take appropriate action if any incidents occur and report these to the health and safety officer using form provided in the appendix and also complete the pool accident report if appropriate.

Diligent Eyes will:-

- will observe the session and report all concerns to the pool co-ordinator. The diligent eyes will register their attendance on the pool board

Health and Safety Officer will:-

- attend each session every so often and complete a safety walkabout. Record any concerns and act on these with the pool co-ordinator

Swimmers will:-

- Be aware of own and others actions and work diligently to avoid injuring themselves or others.

Parents will:-

- Ensure your swimmer is feeling well before entering the pool and report any connected incidents or ill health to either the health and safety officer or the pool co-ordinator

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- Support your swimmers actions to align with this health and safety policy and any local pool requirements such as showering before entering the pool.

Competitions

Swimmers

- will follow any reasonable request made by an official, club coach, health and safety officer or member of the swimming pool staff.

Coaches

- will ensure the number of swimmers in a lane at any point does not exceed the maximum as prescribed by the individual pool
- will observe the swimmers and identify any acts which they feel is not safe
- will follow any reasonable request made by an official, health and safety officer or member of the swimming pool staff

Club Gala officials

- will follow any reasonable request made by the referee, health and safety officer or member of the swimming pool staff

Spectators

- will follow any reasonable request made by an official, club coach, health and safety officer or member of the swimming pool staff in order to maintain a safe environment

Other activities such as social events

All participants will take all action required in order to maintain a safe environment.

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Appendix 1 - Club Officials

Pool Coordinators:				
Milton Road – Large Pool	Milton Road – Small Pool	Link Centre	Highworth Rec	Next Generation
Jackie Abrey Deputy: Peter Starsmeare	Julie Bishop	Ryan Moore Sarah Bailey	4-6: Tracey Sharland 6-7: Ryan Moore Backup: Peter Starsmeare	Sarah Bailey
Health and Safety Officer: Michelle Ferris				

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Appendix 2 - Health and safety incident report form

Name and address of individual affected:
Which type of membership to the club does this person have if any:
Description of incident/accident/near miss:
Description of injuries sustained or suspected:
Detail the action or first aid provided:
Witness names and contact details:
Please give this form to the Pool Coordinator or Health and Safety Officer
Action taken: