



# 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 Swim England Health and Safety Policy Statement dated 01 August 2019.

### **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. Appoint a Covid Lead and Covid Liaisons to manage all risk assessments in relation to Covid-19 to ensure compliance to current Swim England guidance.
4. Hold relevant insurance and provide copies of the details of this insurance when reasonably requested.
5. Ensure that toilets, washing facilities and drinking water are available in line with current risk assessments.
6. Ensure adequate first aid facilities are available from each pool provider.
7. Implement Emergency Evacuation Procedures and ensure these are tested
8. Provide this Health and Safety Policy to all volunteers, parents/carers and ensure they are aware of their responsibilities
9. Provide health and safety training to key individuals such as coaches and teachers.
10. Publish this Health and Safety Policy on the club website
11. Require our suppliers to maintain, safe and working areas and associated equipment
12. Appoint a Health and Safety Officer
13. Record and review all incidents to make sure the relevant parties are informed and make changes to our procedures if necessary.
14. Provide an accident book which will be held by the Pool Co-ordinator for each pool.

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15. Communicate our Health and Safety Procedures and Risk Assessments to the relevant individuals for each activity

### **Procedure:**

#### **Training Session**

The Lead Coach will:-

- 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
- ensure all coaches and teachers are teaching according to the Swim England guidelines and correcting strokes as appropriate.

The Pool Co-ordinator will:-

- provide the correct number of swimmers, teachers and coaches according to the number and ability of swimmers for each session.
- ensure any lane changes for swimmers are communicated to Covid Lead in advance of a session.
- identify new swimmers requiring Covid-19 forms to be completed to the Covid Lead

The Covid Lead will:-

- attend all training as required by Swim England
- maintain working relationships Covid Leads from other clubs to develop best practices
- ensure all risk assessments are written and maintained for Covid-19 in accordance to current Swim England guidance
- provide training to all Covid Liaisons and also coaches / teachers / volunteers on risk assessments
- ensure parents have written instructions on expectations for attendance at sessions
- provide the correct number of Covid Liaisons / volunteers to support each session
- attend sessions on a regular basis to oversee activities and address any concerns
- ensure number of personnel poolside is appropriately restricted to only those required for effective operation of the session

Covid Liaison will:-

- take a register of swimmers present at each training session
- escort swimmers to and from pool areas as described in risk assessments
- observe the session to ensure social distancing and 'bubbles' are maintained
- report all concerns to the Covid Lead. The Covid Liaison will confirm their attendance on the register for the session



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### 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 club's accident book provided for each pool and also complete the pool accident report if appropriate.
- report any concerns during a session regarding Covid-19 to the Covid Liaison.

### Health and Safety Officer will:-

- attend each session every so often and complete a safety walkabout. Record any concerns and act on these with appropriate support.

### Swimmers will:-

- be aware of own and others actions and work diligently to avoid injuring themselves or others.
- comply with Covid-19 instructions for attendance at each session.

### Parents will:-

- ensure your swimmer is feeling well before entering the pool and report any connected incidents or ill health to the Covid Lead or Pool Co-ordinator
- support your swimmer's actions to align with this health and safety policy and any risk assessments for Covid-19.

## **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



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### 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.