



Affiliated to ASA South East Region and Hampshire County ASA

## **Health & Safety Policy**

**May 2012**

### **1 INTRODUCTION**

The following document contains a set of guidelines for Club members to follow to ensure that club activities are carried out in the safest possible way. They are intended to be complementary to existing National Legislation and the Amateur Swimming Association Health and Safety Laws.

### **2 RESPONSIBILITIES**

#### **2.1 CHAIRMAN**

The Chairman of Fareham Nomads Swimming Club is responsible for establishing and maintaining the Safety Policy of the Club. He delegates his authority through nominated Club Members, who form the FNSC Health and Safety Committee, the Head Coach, Coaches, Swimming Teachers and Team Managers.

#### **2.2 HEALTH AND SAFETY COMMITTEE MEMBERS**

The FNSC Health and Safety Committee is responsible and accountable to the Chairman for:

- 2.2.1 Maintaining and updating standards for Health and Safety within Fareham Nomads Swimming Club.
- 2.2.2 Ensuring that all coaches have read and signed as having understood the relevant FNSC Health and Safety documents.
- 2.2.3 Co-ordinating and arranging courses, which may be deemed necessary for Health and Safety purposes for coaches, swimming teachers and volunteer helpers.
- 2.2.4 Ensuring that Club first aid boxes are regularly checked and the contents maintained at the necessary level.

#### **2.3 HEAD COACH**

The Head Coach is responsible and accountable to the Chairman for achieving the objectives of the Safety Policy by ensuring that:

- 2.3.1 All training sessions are taken by coaches or swimming teachers that are adequately trained to teach the appropriate level.
- 2.3.2 All coaches and swimming teachers are aware of the Safety Policy of the Club.
- 2.3.3 The correct level of supervision is present during swimming sessions.

#### **2.4 COACHES AND SWIMMING TEACHERS**

Coaches and swimming teachers are responsible to the Head Coach for:

- 2.4.1 Co-operating with the Head Coach on all aspects of safety.
- 2.4.2 Ensuring that they have read, understood, and signed all relevant pool Operating Procedures.

- 2.4.3 Ensuring that the correct level of supervision is present during swimming sessions. If in any doubt the session in question should be cancelled.
- 2.4.4 Notifying as soon as possible the parents or guardian of any swimmer involved in an accident. At the earliest opportunity to notify the Chairman.
- 2.4.5 Entering the details of all accidents at West Hill Park in the FNCS Accident Book and filling in an accident report form. The completed form is to be forwarded to a member of the Health and Safety Committee and the Chairman & Head Coach informed as soon as possible.

### **3 HEALTH & SAFETY QUALIFICATIONS**

- 3.1 A First Aid Course acceptable to the Health and Safety Committee. Holders of this qualification are hereinafter referred to as an Emergency Aider.
- 3.2 Rescue test for Coaches and Swimming Teachers of swimming. Holders of this qualification are hereinafter referred to as Lifesavers.
- 3.3 FNCS may sponsor suitable volunteers to take the Pool Lifeguard Bronze Medallion.
- 3.4 To maintain standards, all holders of the above qualifications must hold a current certificate as appropriate to the qualification.
- 3.5 Any coach or swimming teacher, who does not hold the qualifications in paragraphs 2.1 and 2.2 above, will not be allowed to take charge of swimming sessions without a qualified Lifesaver and/or First Aider on the poolside.
- 3.6 Records are to be maintained of the qualifications of all coaches, swimming teachers and volunteer helpers. The Health and Safety Committee will keep copies of appropriate certificates.
- 3.7 Re-qualification courses within the appropriate time-scales will be organised by the Health and Safety Committee.
- 3.8 Records are to be kept of all swimmers with known medical conditions e.g. asthma, diabetes etc. It is to be brought to the attention of all members that it is their responsibility (or parents or guardians of members under 18 years) to make any medical conditions known to the Head Coach.

### **4 CLUB TRAINING SESSIONS**

#### **4.1 GENERAL**

- 4.1.1 Flat racing dives are the only dives to be permitted from the poolside during training sessions.
- 4.1.2 Flat racing dives are to be taught, in the first instance, at the deep end of the pool and outer lanes will not be used.
- 4.1.3 Only when a swimmer has demonstrated competence in executing a flat racing dive consistently at the deep end in accordance with the ASA's Competitive Start Award, shall they be allowed to practise the dive at the shallow end of the pool without starting blocks. The Head Coach, Assistant Coach or Juniors Coach shall assess their ability in this respect.
- 4.1.4 Coaches and swimming teachers that are in any doubt regarding the ability of a swimmer to execute a flat racing dive proficiently must contact the Head Coach, Assistant Coach or Juniors Coach to assess the swimmer's ability to execute such a dive.

#### **4.2 FAREHAM LEISURE CENTRE (FLC)**

- 4.2.1 A qualified Lifesaver should be in attendance on the poolside for each squad.

- 4.2.2 If the required number of Lifesavers cannot be met, a qualified lifeguard must be in attendance.
- 4.2.3 The lane coach supported by FLC staff as necessary will provide first aid initially. All injuries, however minor, are to be reported to FLC staff immediately and subsequently to the Chairman of FNCS or a member of the FNCS Health and Safety Committee and the Head Coach.
- 4.2.4 The NORMAL and EMERGENCY OPERATING PROCEDURES written by FLC are to be read and signed as being understood by all coaches, lifeguards and the lifesaving volunteer helpers.
- 4.2.5 Regular Pool evacuation drills must be practised at intervals not exceeding SIX MONTHS.

### **4.3 WEST HILL PARK SCHOOL (WHP) SWIMMING POOL**

- 4.3.1 For all swimming training sessions, a qualified Lifesaver and Emergency Aider, who may be one person e.g. the coach, is to be in attendance on the poolside before swimmers enter the water and for the duration of the session.
- 4.3.2 Coaches must ensure that both changing rooms are cleared at the end of the last session and all doors (including the small door at the SOUTH end of the pool) giving access to the pool are locked after the building is empty.
- 4.3.3 Coaches must ensure that there are no swimmers left on site prior to them leaving themselves.
- 4.3.4 WHP Operating Procedures and requirements are to be complied with at all times.

### **4.4 LAND TRAINING**

- 4.4.1 Land training will be conducted at various venues as agreed by the FNCS Main Committee. Each session will be supervised by at least one qualified adult to ensure that injuries to club members and damage to property and equipment is kept to a minimum.
- 4.4.2 Supervisors must have at least twelve months experience in using weights for weight training.
- 4.4.3 The appropriate floor protection is to be in place before weights are used.
- 4.4.4 The supervisor is to check the weights and securing arrangements before training commences. If a defect is found in an item of equipment, which, in the opinion of the supervisor, would make it dangerous to use, the defective item is to be repaired before use. If the item cannot be repaired immediately, it is to be labelled clearly, "NOT TO BE USED".
- 4.4.5 Defective equipment is to be removed and arrangements made for repair as soon as practical.
- 4.4.6 Where the facilities at WHP are being used, swimmers attending land training are not to be allowed to sit on or lean against the balconies.
- 4.4.7 Operating Procedures and appropriate requirements of the venue are to be complied with at all times.

## **5 COMPETITIONS**

- 5.1 For all events where FNCS are the promoters then the ASA Health & Safety Laws 201 – 206 must be adhered to.
- 5.2 Coaches/Swimming Teaches/Team Managers are to remind FNCS swimmers of the depth of water when races start at the shallow end of the swimming pool during all competitions.

- 5.3 Coaches/Swimming Teachers/Team Managers are to ensure that swimmers, who have not been successfully assessed for the Competitive Start Award, start races in the water.
- 5.4 Operating Procedures and Health & Safety requirements of the venue being used for the competition are to be complied with at all times.

## **6 CHILD PROTECTION PROCEDURES**

- 6.1 All paid staff and volunteers, aged 18 years and over, directly involved with swimmers must complete a registration form for submission to the ASA. In line with ASA recommendations on Child Protection, information on these forms will be included in an ASA database, which will form a National Register.
- 6.2 Proposals to use a non-registered volunteer are to be submitted to a member of the Health and Safety Committee for approval. If a volunteer is to be used regularly then they must complete a registration form.