

Wrexham Swimming Club Health and Safety Policy

Introduction

This policy satisfies the requirements contained within the Health and Safety at Work Act 1974 and takes into consideration all relevant HSE regulations, ACoP's and guidance.

The Policy covers all activities undertaken by Wrexham Swimming Club (WSC) and its representatives, including coaching, and all other supporting activities and responsibilities. The policy also details general guidelines and rules for all Club Swimmers, coaches, volunteers, parents and others who have defined responsibilities and duties which complement, reinforce and/or assists the Club in meeting its health and safety obligations.

1. WSC Policy Statement

The Club recognises and accepts its responsibility to provide, so far as is reasonably practicable, for the health, safety and welfare of all its swimmers, coaches, volunteers and others who may be affected by its activities. The Club is resourced and structured to ensure it meets these obligations, thereby ensuring the successful management and operation of the Club.

The Clubs guiding principle is that all risks can and must be managed to as low as reasonably practicable. The Club has an aspiration of zero accidents and/or injury and requires exemplar behaviour from all associated with WSC to support the achievement of this principle.

The Policy is designed to meet WSC's responsibilities and promote best practice, encouraging all individuals associated with the club to create a positive safety culture and climate for our swimmers, ensuring we:

- Provide children / young people with a safe, protected environment whilst in our care;
- Allow all swimmers, coaches and volunteers to make informed and confident decisions to ensure specific health and safety managed effectively issues are.

In order to assist WSC in achieving these aims we strongly encourage (and rely upon) each individual associated with the Club (swimmers, coaches, volunteers, parents) to adopt and maintain a responsible attitude in regard to their own health and safety.

2. Activities covered by this policy

- Squad Training Sessions (incl. Early Morning, Evening, Weekend)
- Club Home Galas - for the duration of the Gala
- Club Away Galas - for the duration of the Gala where the host club has not provided adequate arrangements.
- Open Competitions - The Club will expect host Clubs to provide lifeguard facilities.

3. WSC Responsibilities

The Club's structure and method of operation is such that all individuals (swimmers, coaches, volunteers, parents) are responsible for upholding this health and safety policy either directly or through the Club's Committee. WSC's Committee must:

- Implement the Health and Safety Policy.
- Appoint a health and Safety Representative.
- Promote hazard reporting and accident prevention.
- Encourage an inclusive health and safety culture.
- Investigate all matters relating to health and safety.
- Investigate and report on all incidents, accidents, and hazards.
- Take immediate remedial action where practicable to remove hazards and reduce risk.
- Advise and provide relevant health & safety information to swimmers, coaches, volunteers.
- Maintain safety records
- Monitor/review H&S Law, Regulations & ACoP's to ensure continued compliance.
- Report all injuries, where relevant, to the appropriate authorities e.g. RIDDOR report to HSE
- Ensure a current and valid insurance policy exists.

3.1 Risk Assessment

Continual improvement in health and safety performance requires a pro-active approach towards removing hazards and reducing risk. To meet its legal obligation with regards to risk assessment and control (MHSW Regulations 1999) the Club's H&S representative will undertake a formal annual risk assessment which will be reviewed by the head coach and approved by the Committee. This RA review ensures all existing health and safety controls remain valid and examines all opportunities to reduce existing risk levels.

4. Poolside Safety obligations

WSC will, as a minimum, provide suitably trained individuals who hold a current National Rescue Award for Swimming Teachers and Coaches (NRASTC) to fulfil their poolside safety obligations. Their numbers will be dictated by the capabilities and numbers of swimmers in the session (as determined by the WSC risk assessment and as agreed within the Pool Use Agreement).

This role can be fulfilled by the coach, providing they hold the appropriate National Rescue Award for Swimming Teachers and Coaches (NRASTC) qualification. Where this requirement cannot be achieved no activity will take place. All individuals who undertake this role will be issued with guidance and training to ensure competence in their duties and understanding of their responsibilities (inc. emergency arrangements).

During galas fulfilling this role will be the responsibility of the pool operator.

5. Responsibilities of the Coach (Person in Charge)

The coach will generally fulfill the responsibilities of the “person in charge” during any WSC activity. They will be accountable / responsible for ensuring the health and safety of all swimmers and volunteers associated with the activity under their control, either directly or through the Club’s Committee. The ‘person in charge’ has a clear “duty of care” to protect and ensure, so far as is reasonably practicable, each individual’s health and safety as well as ensure the safety of all others who may be affected by their personal actions/omissions.

This individual is required to take appropriate action whenever health, safety or discipline matters are breached or when directed to take action by the facility management and/or the Police/Fire Service.

6. Responsibilities and behaviours of all individuals

Every member of the WSC (swimmers, coaches, volunteers, parents) are not only responsible for their own personal health and safety, but also for the safety of others who may be affected by their acts or omissions, therefore each individual is required to conduct themselves, at all times, in a manner that is safe, responsible and socially acceptable.

All are required to promote safety and good behaviour and are reminded of their very specific duty to observe all rules, regulations and legislation applicable to swimmers and swimming pools/facilities. This is particularly important to ensure the health and safety of those individuals who are too young to understand the complexities of such responsibility and place their trust in others to protect their best interests.

All incidents involving “unacceptable / unsafe” behaviour will be investigated. This investigation and subsequent report will be used in the event of any disciplinary proceedings arising from the incident.

Failure to comply with all health and safety requirements and/or unacceptable / unsafe behaviour could mean expulsion from the Club. Health and Safety, inc. good behaviour is everybody’s responsibility.

7. Training of coaches and volunteers

The Club will ensure that all coaches and volunteers undertaking tasks on behalf of the club are trained and competent to do so. No activity will take place without the required number and competent club representatives being present.

8. Accident and Reporting Procedure

All accidents or incidents will require a written report immediately following the occurrence. This written report should be submitted to the Pool Operator and WSC’s H&S representative who will keep a log of all accidents and summarise these to the committee.

9. Liaison and agreements with Pool Operator

WSC is committed to working closely with the Pool Operator on the arrangements necessary for ensuring the health and safety of Club swimmers, coaches, volunteers, and parents at all times when using the pool and associated facilities.

9.1 Operating Procedures

The Club will ensure that all coaches and volunteers are familiar with the Pool Operators written pool operating procedures setting out the organisation and arrangements for ensuring users’ safety in normal and emergency conditions.

9.2 Pool use agreements.

A pool use agreement with the pool operator will be reviewed and approved by the Club committee on an annual basis. This will be specific to each pool used and will consist of specific pool use agreements for normal operating times and for outside normal operating times where required.

H&S POLICY review and update – WSC Committee will review and update this Policy document as and when required by new circumstances, Pool Operator requirements or changes to current health and safety legislation and at a frequency no greater than every 5 years.

WSC will provide access to this health and Safety Policy to all who may be affected by it and will ensure that they are familiar with the content.

Signed: (Chairperson) Dated: