

October 2013

Dronfield Dolphins Swimming Club. General Statement of Health and Safety Policy.

The committee recognises that the club has an important duty of care towards its employees - our swimming teachers, coaches and lifeguards - and that this extends to ensuring their health and safety while they are working for the club.

We also have an important duty to conduct our activities in such a way as to ensure, so far as is reasonably practicable, that other people who might be affected by our activities - swimmers, volunteers, team managers officials, spectators and others - are not exposed to risks to their health and safety.

We are committed to achieving best practice among UK amateur swimming clubs in the way we manage health and safety.

We shall:

- comply with the health and safety rules set out in the Amateur Swimming Association (ASA) Official Handbook;
- undertake suitable and sufficient assessments of the risks to health and safety arising from our activities, record the significant findings and we shall review and revise our risk assessments periodically and when circumstances change;
- use the results of our risk assessments to decide the risk control measures, safety rules and procedures that we need to put in place and maintain;
- allocate responsibility for implementing and maintaining these risk control measures to identified members of the club including coaches, poolside volunteers, team managers, event promoters and officials as appropriate;
- ensure that they are provided with the information, instruction and training that they need to fulfill their responsibilities;
- consult and involve our coaches, volunteers, event promoters and officials as appropriate in undertaking risk assessments, deciding the risk control measures required and in all other aspects of our health and safety arrangements;
- cooperate with the pool operators from whom we hire swimming pools or pool space so that we (and they) are able to undertake suitable and sufficient assessments of the risks to health and safety and coordinate our risk control measures with those of the pool operators so that they satisfy the requirements of the pool operator's normal and emergency operating procedures;
- communicate effectively with pool operators, other swimming clubs as necessary to ensure that they understand our risk control rules and procedures as well as what is required and expected of them;
- monitor the operation of our risk controls and take appropriate remedial action if we find them not to be controlling the risks to the standards we expect;
- put in place and maintain a system for reporting accidents, cases of ill health, hazardous conditions and near miss incidents and for investigating and analysing the causes so that the full lessons are learned and applied;
- periodically review the club's health and safety performance and make any changes that are needed to improve it further.

We shall review and, if necessary, revise this policy annually or more frequently if changed circumstances require it.

Roger Gore

Ann Basford

Chairperson

Secretary

Date.....

Date.....

October 2013

Organisation and arrangements for implementing the policy

1. Responsibilities

1.1. Overall responsibility for implementing the policy rests with the committee under the leadership of the chairperson.

1.2. Responsibilities for implementing and overseeing the operation of specific risk control measures, rules and procedures are allocated to particular members of the committee, coaches, volunteers, team managers, event promoters and officials as appropriate. Allocation of responsibilities is decided from the results of risk assessments. For those individuals who have responsibility for an aspect of health and safety these are summarised in their written role descriptions.

2. Health and safety advice and assistance

2.1. Health and safety advice and assistance is provided to the club by our health and safety coordinator, a retired Chartered Member of the Institute of Occupational Safety and Hygiene (CMIOSH) with 37 years experience of working for the Health and Safety Executive, and its predecessor, in enforcing health and safety legislation across a wide range of employment sectors. We also have access to specialist advice in relation to the safety of swimming activities from experts at East Midlands Amateur Swimming Association to whom we are affiliated.

3. Risk assessments

3.1 Our workforce coordinator takes the lead, adopting a team approach that involves our coaches and volunteers, in assessing the risks to health and safety arising out of our activities. These activities include teaching, training (including land training) and running and participating in competitive swimming events. We review the risk assessments annually or more frequently if there are changes in the circumstances or activities that might affect them.

3.2. We record the significant findings of our risk assessments using a tabular summary that follows the ASA template. We have risk assessment records covering (1) swimming training at Dronfield Sports Centre, (2) swimming training at Ponds Forge, Sheffield, (3) running a swimming gala and (4) land training.

3.3. We share the Health and Safety Executive's approach to sensible management of health and safety. We regard risk assessment as a helpful tool that allows us to identify the significant hazards that might arise during our activities, to assess the associated risks and to put in place sensible and proportionate risk control measures. We therefore record only the significant findings of risk assessments.

4. Employee and public liability insurance

4.1. The ASA provides the club with annual employee and public liability insurance cover for our activities. Our secretary ensures that a copy of the current certificate of employee and public liability insurance is displayed on the club notice board at Dronfield Sports Centre.

5. Safety Supervision

5.1. The Club will ensure that all swimming teaching and training activities are directly supervised by competent swimming teachers and coaches who are qualified to ASA standards. At any training session at least one of the coaches present must be qualified to at least ASA Level 2 standard. All club training sessions require the presence of sufficient qualified teachers and coaches to meet the coach (teacher) to swimmer ratios specified by the ASA. Swimmers and learners are not permitted to enter the pool area until there is a teacher or coach on the poolside ready to supervise them.

5.2. The Club will ensure that all of our teachers, coaches and lifeguards are familiar with the relevant parts of the pool operator's written rules (Normal Operating Procedures and Emergency Action Plans) that set out the arrangements for ensuring the safety of pool users both in normal and under emergency conditions. Our teachers, coaches and lifeguards must be familiar with the nature of the pool operator's emergency alarm, signal or announcement over the public address system and understand the action they must take to ensure the safety of the swimmers for whom they are responsible, as well as their own safety, should the emergency alarm be sounded or an emergency announced.

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5.3 The club will ensure that land training activities, including the use of equipment in the gym at Dronfield Sports Centre, are supervised by responsible adults and that participants are trained in the safe use of equipment used.

6. Lifeguard Cover

6.1. The club will ensure that a sufficient number of competent qualified lifeguards are on duty whenever swimmers are in the pool or at poolside for teaching and training sessions and for swimming events. The lifeguards are provided by the operators of the pools at which we train or run swimming galas.

6.2. The Club arranges for the pool operator to provide lifeguard cover for any swimming event that the club promotes/organises.

7. First Aid

7.1. The club arranges for the pool operator to provide first aid facilities, equipment and trained first aiders on duty for all teaching and coaching sessions and for all swimming events that we organise. The first aid arrangements provided must meet the requirements of the First Aid at Work Regulations.

8. Medical conditions

When joining the club swimmers and learners (or in the case of those who are under 16 years of age their parents or guardians) are required to inform the club's membership secretary of any medical conditions that might affect the swimmer's or learner's health or safety while swimming or of which people administering first aid or medical treatment might need to be aware.

9. Maintenance and inspection of equipment

Our senior coaches undertake visual pre-use checks of any items of equipment that we own, or for which we are responsible, and which might foreseeably deteriorate resulting in increased risk to the safety of swimmers. These include the lane ropes, starting blocks and turning board in lane 4 at DSC. The coach arranges for any damage or deterioration to be rectified in good time. At galas the event referee is responsible for undertaking these pre-use checks.

10. Accident and incident reporting and investigation

10.1. The club's accident book (BI150) is kept readily available in the first aid room at Dronfield Sports Centre. Our senior coaches have been issued with a supply of loose accident record forms (taken from BI 150) to take with them in case they are needed at other venues. Our coaches and lifeguards have been instructed in the club's accident recording and reporting procedure.

10.2. In the event of a serious incident our health and safety coordinator will decide if the incident is reportable under RIDDOR and, if it is, report it by telephone to the national Incident Contact Centre (ICC). In the absence of the safety coordinator this task will be undertaken by our chairperson or secretary or, if they are unavailable, by the senior coach on duty.

10.3. Any coach, lifeguard, volunteer or other member of the club who encounters a hazardous condition, witnesses, or has reported to them, a near miss, incident (including child welfare incident) or accident should take prompt action to ensure that any immediate risks to health or safety are dealt with.

10.4. All recorded accidents, hazardous conditions, near misses and incidents (including child welfare incidents) must be reported to the club's health and safety coordinator who will arrange for the causes to be investigated as appropriate. Where appropriate he will make recommendations to the committee in relation to the measures to be taken to prevent a recurrence of the circumstances that led to the hazardous condition, near miss or accident.

11. Monitoring, audit and review

The workforce coordinator, health and safety coordinator, SWIM 21 Coordinator and a senior coach will undertake periodic inspections and audits to check that our health and safety rules and procedures are complied with and our standards are being met. The results of inspections and audits are reported to the committee who use this information, together with information from accident, incident and near miss reporting to review the club's health and safety performance and make any changes needed for improvement.