



Affiliated to ASA South East Region and Hampshire County ASA

Health & Safety Policy (Reviewed and Revised Feb 2017)

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/WOMAN

The Chairman/woman of Fareham Nomads Swimming Club is responsible for establishing and maintaining the Safety Policy of the Club. He/she 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/woman 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 National Rescue Award for Swimming Teachers and Coaches (NRASTC), National Pool Lifeguard Qualification (NPLQ) or Swimming Teachers Association Level 2 Award for Teachers (STA). Holders of this qualification are hereinafter referred to as Lifesavers.
- 3.3 FNCS may sponsor suitable volunteers to take the NRASTC, NPLQ, OR THE STA Award.
- 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 3.1 and 3.2 above will not be allowed to take charge of swimming sessions without a suitably qualified person in attendance. 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.
- 3.6 Re-qualification courses within the appropriate time-scales will be organised by the Health and Safety Committee.
- 3.7 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. Parents are to be made aware that it is their responsibility to inform their Coach & Secretary of any changes and to update their personal records on Team Unify.

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, it is recommended that outer lanes are not to 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 Preliminary Competitive Start Award, shall they be allowed to practice the dive at the shallow end of the pool without starting blocks. The Head Coach, Assistant Coach or other coaches/teachers as delegated by the Head 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 or Assistant Coach to assess the swimmer's ability to execute such a dive.

4.2 FAREHAM LEIAURE CENTRE (FLC), HOLLY HILL (HH) and MOUNTBATTEN LEISURE CENTRE (MB)

- 4.2.1 At the above pools a qualified Lifeguard, as supplied by the centre's management must be in attendance prior to the commencement of any club activities.
- 4.2.2 If any member requires First Aid or Rescue, this will initially be carried out by the club coach/teacher, then the staff of the centre will assume control of all incidents and members of the club must follow their instructions. . All injuries, however minor, are to be reported to centre staff immediately and subsequently to the Chairman of FNSC or a member of the FNSC Health and Safety Committee and the Head Coach.
- 4.2.3 The NORMAL and EMERGENCY OPERATING PROCEDURES written by all Pool Operators are to be read and signed as being understood by all coaches, teachers, holders of NRASTC, NPLQ, STA Award, helpers and all other members active on pool side.
- 4.2.4 **WEST HILL PARK SCHOOL (WHP) and WILDERN (WLD) SWIMMING POOLS**
- 4.3.1 For all swimming training sessions, a suitably qualified Coach, Teacher or Helper must be in attendance prior to the commencement of training or other activities. In addition they must be qualified to NRASTC, NPLQ, and STA Award standard. They must remain poolside for the duration of the activity.
- 4.3.2 Regular Pool evacuation drills must be practiced at intervals not exceeding SIX MONTHS & recorded on the sheet provided in our equipment cupboard. Coaches must ensure all new swimmers understand how to react to the warning signals.
- 4.3.3 Coaches or an appropriate adult must ensure that both changing rooms are cleared at the end of the last session and all doors, as applicable to the pool (including the small door at the SOUTH end of WHP pool) giving access to the pool are locked after the building is empty.
- 4.3.4 Coaches must ensure that there are no swimmers left without a parent/guardian or responsible adult on site, prior to them leaving themselves.
- 4.3.5 WHP and WILDERN 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 FNSC 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 Teachers/Team Managers are to ensure that swimmers, who have not been successfully assessed for the Competitive Start Award, start races in the water.
- 5.3 Coaches should ensure that both they and all the swimmers listen to the safety announcement at the start of any competition.

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. In addition, they are required to have an enhanced DBS.
- 6.2 Use of a non-registered volunteer may be at the Head Coach or Assistant Coach's discretion. If a volunteer is to be used regularly then they must complete an ASA registration form. If being used as an observer at WHP they must be familiar with the NOP/EAP.