



Congleton Amateur Swimming Club

Health and Safety Policy

1. Policy Statement

- 1.1. Congleton Amateur Swimming Club recognises its responsibility for the welfare of its members, to provide, as far as practicable, a safe and risk free environment for members and others who may be affected by the club's activities.
- 1.2. To assist the club in meeting its responsibilities, Congleton Amateur Swimming Club relies upon every member and volunteer to adopt and maintain a responsible attitude in regard to their own health and safety, as well as to the safety and well-being of others.
- 1.3. Any serious disregard of the club's health and safety rules can result in immediate termination of membership as determined under the club's Disciplinary Procedures.

2. Activities Covered

The Club's activities covered by this Safety Policy include the following:

- 2.1. Club teaching sessions at Congleton Leisure Centre
- 2.2. Club galas
- 2.3. Pool safety
- 2.4. Lifeguard provision
- 2.5. The Club undertakes to agree with pool operators, Everybody Sport and Recreation, on the arrangements necessary for ensuring the safety of the Club Swimmers at all times when pool hire occurs. The Club safety policy will follow the ASA's "Safe Supervision for Teaching and Coaching Swimming" guidelines, which lays down safety guidelines for programmed activities – those with a formal structure, disciplined, supervised or controlled and continuously monitored from the poolside.
- 2.6. it is the responsibility of the pool operator to provide life guarding cover as part of the hire facility. All club representatives should take instructions from the pool operator lifeguards.

No swimmer is allowed in the pool until a club teacher and a lifeguard are present.

3. Swimmer/Teacher Ratios

The club will ensure that the Club's swimmer: teacher ratios (for swimmers in the water) will be adhered to. The ratios will be reduced if the teachers believe that individual swimmers need more attention and if the risk assessments require it. In general, it will be 6 swimmers to 1 teacher as a maximum.



4. Normal Operating Procedures (NOP) / Emergency Action Plan (EAP)

- 4.1. The Club will ensure that all teachers and other appropriate personnel are familiar with and understand the Club's Emergency procedures; and the Pool Operators' Normal Operating Procedures (NOP) and Emergency Action Plan (EAP), which set out the control measures for ensuring user's safety in normal and emergency conditions.
- 4.2. The teachers will ensure that the 'Pool Rules' as set out in the NOP to reduce risks are adhered to (e.g. no running on poolside, use of swim hats, no diving unless the swimmer has reached the ASA Competitive Start Award standard, changing, hygiene, no outdoor footwear, no glass on poolside etc).

5. Medical Conditions

- 5.1. All swimmers joining the club are asked to notify the club of any medical condition they may have. These details are passed on to the specific teachers who can plan their lessons accordingly.
- 5.2. Similarly, any swimmers who may have developed a medical condition since joining the Club and may need medication e.g., asthma inhalers, must inform the teaching team so that they are made aware of the condition.
- 5.3. Swimmers with the following, should not enter the water:
 - Vomiting - with a clear 48 hours from the last incident
 - Diarrhoea – with a clear 48 hours from the last incident
 - Infectious skin rashes
 - Open Wounds
 - Ear infections

6. Risk Assessments

Congleton Amateur Swimming Club believes that accidents are preventable and risks contained. The club will therefore carried out comprehensive risk assessments on all club activities on a regular basis; identifying specific risks, and where practicable, taking steps to mitigate them.

7. Insurance

The Club will ensure a current and valid insurance policy is displayed on all Club notice boards.

8. Emergency Contact Information.

All swimmers and players joining the club are asked to provide Emergency Contact Details to ensure that all poolside personnel have access to emergency contact information for all members in their care.



9. Taking Action

The club's emergency procedures are provided to all coaches and poolside staff.

10. Accident/ Incident Reporting

All accidents or incidents will require a verbal report immediately following the occurrence and subsequently in writing from those responsible for group or event in progress at the time of the incident. This written report must be submitted to the Club Secretary and the details entered in the Accident Report Book.

The Club management committee will:

- record all incidents, accidents and injuries
- report all injuries where relevant to the appropriate authorities
- investigate all matters relating to health and safety

11. Policy Review

The Club will receive and update this Safety Policy document as and when required by new circumstances, pool operator requirements or changes to current safety legislation.

12. References

- 12.1. Health and safety procedures
- 12.2. Child protection and safeguarding policy and procedures
- 12.3. Volunteer recruitment
- 12.4. Volunteer induction
- 12.5. Emergency action plan
- 12.6. Normal operating procedures