

HEALTH AND SAFETY POLICY

Introduction

Garstang Amateur Swimming Club (GASC) 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.

To assist the club in meeting its responsibilities, GASC relies upon every member to adopt and maintain a responsible attitude in regard to their own health and safety, as well as the safety and well-being of others.

Activities Covered

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

Club Training Sessions Weekday evening and weekends.

Club Home Galas For the duration of the Gala

Club Away Galas For the duration of the Gala where the host Club have not provided adequate arrangements

Open Competitions The Club expect host clubs/organisations to provide adequate lifeguard facilities

Pool Safety

Lifeguard provision

The Club undertakes to agree with pool operators 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.

At the following training venues:-

Garstang Swimming Centre
Lancaster University Pool
West View Pool Preston

It is the responsibility of the Pool Operator to provide life guarding cover where some public swimming takes place concurrently with club swimming.

No swimmer is allowed in the pool until the club coach and or lifeguard is present.

At the following training venues:-

Garstang Swimming Centre (when there is no public access)
Lancaster University

The Club will provide suitably qualified life guarding cover in accordance with the pools' Normal Operating Procedures (NOP), where the agreement is for the Club to have full responsibility during swimming training and programmed lessons at the above venues, there must be **at least** two adults (coach/teacher/lifeguard) in attendance, one of whom should hold a National Pool Lifeguard Qualification.

If there is no one on the poolside with such a qualification, then no swimming is to take place.

Coach Qualifications

The Club will ensure that all club coaches are suitably qualified to UKCC (UK Coaching Certificate) standards. There will be a Level 2 coach on poolside at all times.

Swimmer/Coach Ratios

The Club will ensure that the swimmer to teacher ratios (for swimmers in the water) as laid down in the ASA's "**Safe Supervision for Teaching and Coaching Swimming**" will be adhered to. The ratios vary depending upon a number of factors such as swimmer skill levels. Typically it will be 8:1 for lessons and 20:1 for squad training.

Normal Operating Procedures (NOP) Emergency Action Plan (EAP), which set out the control measures for ensuring user's safety in normal and emergency conditions.

The Club will ensure that all teachers, coaches, club lifeguards and other appropriate personnel are familiar with and understand 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.

Emergency evacuation procedure to be practiced at least annually by the Club's teachers, coaches, lifeguards and members as far as is practicable, following the, "Emergency Action Plan" provided by the pool management. (EAP)

The coaches 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.)

Medical Conditions

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 coaches who can plan their lessons accordingly.

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 coaching team so that they are made aware of the condition.

Swimmers with the following should not enter the water:-

Vomiting

Diarrhoea

Infectious skin rashes

Open Wounds

Ear Infections

Risk Assessments

The Club Head Coach, Club Chairman and/or Club Secretary and in consultation with coaches and lifeguards will carry out an annual risk assessment on **all** Club activities identifying specific risks and where practicable steps will be taken to mitigate them. (The pool manager will be invited to join this risk assessment around the Swimming Centre area).

Insurance

The Club will ensure a current and valid insurance policy is displayed on the Club notice board.

Emergency contact Information

All swimmers and players joining the club are asked to provide three emergency contact details to ensure that all poolside personnel have access to emergency contact information for all members in their care. The contact telephone numbers are kept in the Club locker in the ladies changing room. The key is kept at reception.

Taking Action

All poolside staff ,teachers/coaches/lifeguards are aware of the members emergency contact telephone numbers and where they are kept.

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 and submitted to the Club Secretary. The occurrence will immediately be written in the notebook kept in the Club Locker for this sole use by the coach in charge of the session giving date, time and detail. These details will then without delay be emailed or telephoned by the coach in charge of the session/group to the Club Welfare Officer who holds the Incident/Accident book. She too will bring the incident/accident to the attention of the Club Secretary/Chair.

The Club Committee will:-

Record all incidents, accidents and injuries

Report all injuries where relevant to the appropriate authorities/insurance company.

Investigate all matters relating to health and safety.

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