

## **Health and Safety Policy**

As an organisation we recognise the responsibility we have for the welfare of our members, to provide, as far as practicable, a safe and risk-free environment for members and others who may be affected by the organisation's activities. To assist the organisation in meeting its responsibilities, The organisation relies upon every member 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

## **Activities Covered**

- The Club's activities covered by this Safety Policy include the following:
- Club Training Sessions – Weekday morning, 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 .
- Ascot Royals Swim Clinics

## **Pool Safety**

### **Lifeguard Provision**

The organisation undertakes to agree with pool operators on the arrangements necessary for always ensuring the safety of the organisation's swimmers when pool hire occurs. The organisation's Safety Policy will follow the Swim England "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.

No swimmer is allowed in the pool until the Club Coach is present.

### **Fire/Emergency Alarms**

This may be in the form of an electronic sounder or bell, if one of the alarms is sounded. All representatives from the organisation should follow the instructions as set out in the Pool Safety Operating Procedures. Everyone should leave the pool in a calm and orderly manner and assemble at the designated fire alarm assembly area indicated by the Coach/ teacher of the session or the Facility's Manager in charge.

### **Coach Qualifications**

The organisation will ensure that all Club Coaches are suitably qualified to UKCC standards

### **Swimmer/Coach Ratios**

The organisation will ensure that the swimmer: 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, based on the ratio to which the Coach is qualified.

### **Normal Operating Procedures (NOP) / Emergency Action Plan (EAP)**

The Organisation will ensure that all Teachers, Coaches, 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. The Coaches/ teachers will ensure that the 'Pool Rules' as set out in the Pool Operators' NOP to reduce risks are adhered to.

### **Risk Assessments**

Risk Assessments are required for all activities that take place under the Ascot Royals/ Frogs and Friends name.

**Medical/ Illness** The welfare and safety of any swimmer in the lessons is of paramount importance and the following guidance and conditions need to be followed:

1. All swimmers joining the organisation are asked to notify us of any medical condition they may have. Similarly, any swimmers who may have developed a medical condition since joining the organisation and may need medication e.g asthma inhalers, must inform the Membership Secretary, Welfare Officer and Coaching/ teaching Team so that they are made aware of the condition.
2. All children reporting to swim are assumed fit to complete a normal session unless written notification of an injury or other condition is provided to the teaching/ coaching team.
3. Following any injury/illness that has prevented a swimmer from swimming for more than 6 weeks then a medical declaration stating that the swimmer is fit to re-join the elite training programme from a Doctor or allied health care professional (which would include physiotherapist) is required and given to the Head Coach or Welfare Officer prior to training. This information would then be shared with the Coaching Team and Committee so that a training schedule can be implemented for that individual swimmer to ensure their safety and welfare.

4. Such information will be treated confidentially.5. The Welfare Officer will inform Coaches/ teachers in writing of any reported conditions, with any known training limitations identified. A meeting will then be arranged by the Welfare Officer between the Coach, Parents and Swimmer to discuss the swimmer's training schedule.

6. The Welfare Officer will inform the Membership Secretary of any reported conditions. If there are concerns these will be raised with the Chairperson.

7. The Head Coach in agreement with all the Coaching Staff has the right to request a swimmer does not attend sessions if in their opinion the swimmer cannot be safely accommodated. In all instances the Coach will raise their concerns with the Welfare Officer.

8. Any swimmer not following this Policy will be swimming at their own risk and the Club/Coaching Staff will not accept any responsibility for injury or harm. Swimmers should not enter the water if they have the following:

- Vomiting
- Diarrhoea • Infectious skin rashes
- Open wounds • Ear infections
- Covid 19 or symptoms

Parents and swimmers must at all times remain responsible for any medication required by a swimmer and for administering it as required.

### **Emergency Contact Information**

All swimmers joining the organisation are asked to provide two Emergency Contact Details to ensure that all poolside personnel have access to emergency contact information for all members in their care. All Coaches, teachers and the Welfare Officer have access to this information on a need-to know basis. The information is kept up to date by the Membership Secretary.

### **Taking Action - Accident / Incident Procedures**

The Club's emergency procedures are provided to all Coaches and Poolside Staff.

### **Accident/ Incident Reporting**

All accidents or incidents will require a verbal report immediately following the occurrence and subsequently in writing from those responsible for the group or event in progress at the time of the incident. must be submitted to the Welfare Officer and the details entered in our Accident/Incident Report Book. Where lifeguards are provided the accident/incident should also be recorded by the facilities Duty Manager too.

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

### **Policy Review**

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