

[For the purposes of this document Carnforth Otters Swimming Club is referred to as 'the Club'.]

## Introduction

It is in the interests of all members of the club that they are aware of, and behave according to health and safety procedures. The Club undertakes to agree with pool operators on the arrangements necessary for ensuring the safety of club swimmers at all times when pool hire occurs. Such agreement will provide either for the pool operator, or the club itself a commitment to provide lifeguard cover for all club swimming sessions.

The detailed safety policy that follows relates to the club's life guarding and other responsibilities. It also includes guidelines for all club swimmers, teachers, coaches, lifeguards and parents whether or not they have defined responsibilities and duties that complement the Club's basic obligations.

Account has been taken of the Health and Safety at Work Act 1974 and Managing Health and Safety in swimming pools (HSG179) 2003 published jointly by the Health and Safety Commission and Sport England. HSG 179 states that if the guidance is followed, then clubs will normally be doing enough to comply with the law. These documents are held by the Club Welfare and Health & Safety Officer Kirsty Banks-Lyon and Amanda Livingstone, and can also be viewed via links from the Amateur Swimming Association web site at [www.britishswimming.org](http://www.britishswimming.org)

## Basic Obligations

When the club is required to provide lifeguards, suitably qualified personnel will be present on each occasion and in appropriate numbers as circumstances dictate. Where this cover can not be achieved, no activities will take place. For normal learner and improver classes with separate teachers for programmed instruction and for set periods with less than the maximum overall pool bather load the club will provide the required 2 lifeguards either itself or as part of the hire arrangement. For squad competitive training sessions (of up to 30 or more experienced swimmers), at least one lifeguard will be provided or hired. Where the agreement is for the club to have full life guarding responsibility, the club will provide a qualified coach/lifeguard with qualified back-up support on call. During inter-club galas or club championships or other organised competitions, the above supervision will be maintained either by the club or as part of the hire arrangement.

The club will draw the attention of all its members to its safety policy and will ensure that they are familiar with, and understand, emergency procedures. Regular unrehearsed emergency drills will be undertaken. Club lifeguards will be issued with guidelines on their duties and responsibilities, (as will coaches, teachers and parents). The Club's Health and Safety Officer will liaise regularly with pool operators to ensure that any changes to operating procedures are communicated to all club members.

## Members Obligations

All members have responsibilities with regard to aspects of health and safety during club swimming sessions. If at any time a member has a concern about health and safety either at a club session or at an away event, he/she should inform either the Welfare Officer (Kirsty Banks-Lyon) or a teaching staff member at the earliest opportunity. All concerns will be taken seriously and investigations undertaken. It is likely that if members are aware of risks and potential hazards then fewer accidents and incidents may arise. In addition, this policy is to be used alongside other club guidelines that members are given upon joining and from time to time during membership, for example the Code of Behaviour.

## Written Operating Procedures

The club will ensure that all teachers, coaches and club lifeguards are familiar with the pool operators written statements setting out the organisation and arrangements for ensuring users' safety. There are two important documents, the first deals with safety within normal operating procedures (NOP) and the second with safety during an emergency (Emergency Action Plan or EAP). All Club members can have access to the documents via the club's welfare and Health and Safety Officer.

## Range Of Activities Covered

The club's activities covered by this safety policy include the following:

- Squad training sessions including early morning, evening, weekend.
- 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 will expect host clubs/organisations to provide adequate lifeguard facilities.

## Accident/Incident Reporting And Insurance

The club will ensure a current and valid insurance policy that includes indemnity for pool operators where this is required by the terms of the hire agreement. All accidents or incidents will require a report verbally immediately following the occurrence and in writing subsequently from those responsible for group or event in progress at the time of such accident/ incident. This written report must be submitted to the club secretary and the details entered in an incident/ accident logbook.

## Updating Policy

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