



# NOTTINGHAM PORTLAND SC

## Health and Safety Policy

### Introduction

Nottingham Portland Swimming 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 health and safety policy will follow the ASA safety guidelines.

Such agreement will require either the Pool Operator or the Club itself to provide lifeguard cover.

The detailed health and safety policy that follows relates to the Club's lifeguarding and other responsibilities and also includes general guidelines and rules for all Club swimmers, teachers, coaches, lifeguards and parents who have defined responsibilities and duties which complement, reinforce or aid the Club's basic obligations.

### Basic Obligations

- When the Club itself either agrees or is required to provide lifeguards, suitably qualified personnel will be present on each and every occasion and in appropriate numbers as circumstances dictate. WHERE THIS CANNOT BE DONE ADEQUATELY ON ANY OCCASION NO ACTIVITIES WILL TAKE PLACE.
- During inter-club galas, Club Championships or other organised competitions, the above supervision will be maintained either by the Club, other clubs attending or by the hire facility.
- Poolside alarms: if one of the alarms is sounded - this may be in the form of an electronic sounder or bell - all Club representatives should take instructions from the host venue lifeguards until the safe area is reached or the alarms are silenced.
- Fire/emergency drill: the purpose of this will be to get all the swimmers familiar with leaving the pool safely. The following will indicate this. If the whistle is blown sharply three times during a session, this will indicate a fire/emergency drill. Everyone should leave the pool in a calm and orderly manner and assemble at the designated fire alarm assembly area, indicated by the Head Coach of the session.
- All swimmers with long hair MUST wear swimming hats. This is so that the swimmer can see where he/she is going and also to prevent hair from being caught in the pump inlet and outlet grills under the water.
- Swimmers should not enter the water if they have the following:-
  - vomiting
  - diarrhoea
  - infectious skin rashes
  - open wounds
  - ear infections
- 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 coaches are aware of the medical condition.
- Swimmers should not run on poolside, as the tiles are quite slippery when wet.
- The Club will draw attention of all members to its health and safety policy and will ensure that they are familiar with and understand the emergency procedures.
- Club lifeguards, where provided, will be issued with guidelines on their duties and responsibilities, as will coaches, teachers and parents, and will be required to check from time-to-time with the pool operators for any change which affect their functions.

# NOTTINGHAM PORTLAND SC



## **Written Operating Procedures**

The Club will ensure that all Club teachers, coaches and lifeguards are familiar with the Pool operator's written statement or rules setting out the organisation and arrangements for ensuring users' safety in normal and emergency conditions.

## **Range of Activities Covered**

The Club's activities covered by this health and safety policy include the following:

- Squad training sessions on weekday evenings and weekends.
- Club home galas - for the duration of the gala.
- Club away galas - for the duration of the gala, where the host Club has not provided adequate arrangements.
- Open competitions - the Club expects host clubs/organisations to provide adequate lifeguard facilities.

## **Accident/Incident Reporting and Insurance**

The Club will ensure that a current and valid insurance policy, which includes indemnity for pool operators where this is required by the terms of the Hire Agreement, is displayed on the Club's noticeboard at the Portland Leisure Centre.

All accidents or incidents will require a report, verbally immediately following the occurrence and in writing subsequently, from those responsible for the group or the 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 the Accident Report Book.