



## **LHSS HEALTH & SAFETY POLICY**

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### **1. INTRODUCTION**

The following document contains a set of guidelines for Club members to follow to ensure that club activities are carried out in the safest possible way. They are intended to be complementary to existing National Legislation and the Swim England Health and Safety Laws which can be viewed at [www.swimming.org/library/documents/656/download](http://www.swimming.org/library/documents/656/download)

### **2. RESPONSIBILITIES**

- 2.1 The Head Coach is responsible for establishing and maintaining the Safety Policy of the Club. He/she delegates his authority through nominated Club Members to include Coaches, Swimming Teachers and Team Managers.
- 2.2 The Head Coach must maintain and update standards for Health and Safety within the Club.

- 2.2.2 All coaches are to read and sign as having understood the relevant LHSS Health and Safety documents.
- 2.2.3 Courses which may be deemed necessary for Health and Safety purposes for coaches, swimming teachers and volunteer helpers must be arranged, attended and recorded.
- 2.2.4 First aid boxes must be regularly checked and the contents maintained at the necessary level.
- 2.3 All training sessions are to be taken by coaches or swimming teachers that are adequately trained to the appropriate level.
- 2.4 All Coaches, Teachers and poolside workers must have read, understood, and signed the Normal Operating Procedure and the Emergency Action Plan.

### **3. MEDICAL**

- 3.1 Records are to be kept of all swimmers with known medical conditions.  
It is to be brought to the attention of all members that it is the responsibility of parents or guardians to make any medical conditions known to the Head Coach and to inform the Head Coach of any changes.

### **4. TRAINING SESSIONS**

- 4.1 Flat racing dives are the only dives permitted from the poolside during training sessions.
  - 4.1.1 Flat racing dives are to be taught, in the first instance, at the deep end of the pool.
  - 4.1.2 Only when a swimmer has demonstrated competence in executing a flat racing dive consistently at the deep end in accordance with the Swim England Preliminary Competitive Start Award shall they be allowed to practice the dive at the shallow end of the pool without starting blocks. The Head Coach or Assistant Coach are responsible for assessing each swimmer's ability in this respect.
- 4.2 If any member requires First Aid or Rescue, this will be carried out by a suitably trained person i.e. the Coach at Locks Heath pool and the lifeguards at Holly Hill LC. All injuries, however minor are to be reported and recorded.
- 4.3 For all swimming training sessions, a suitably qualified Coach or Teacher qualified to NRASTC, or NPLQ, must be in attendance prior to the commencement of training or any other activity, and must remain poolside for the duration of the activity.
- 4.4 Coaches are to ensure at the earliest opportunity all new swimmers understand how to respond to alarm signals.
- 4.5 Coaches or an appropriate adult must ensure that both changing rooms are cleared at the end of the last session and all doors and windows are closed and locked on leaving the premises.
  - 4.5.1 Coaches must ensure that there are no swimmers left without a parent/guardian or responsible adult on site prior to them leaving themselves.

### **5. LAND TRAINING**

- 5.1 Land training will be conducted either on the school playground or hall. Session will be supervised by at least one experienced adult to ensure that injuries and damage to property and equipment is avoided.
- 5.2 All those taking part must always wear suitable clothing and footwear for the activities during training.
- 5.3 Members are to take instruction from the land training coach and always demonstrate good behaviour. Horseplay can be dangerous and will not be tolerated.

## **6. COMPETITION**

- 6.1 Coaches are to ensure that both they and all club swimmers listen to the safety announcement at the start of every competition.
- 6.2 Swimmers leaving poolside at a competition must inform the Coach or poolside helper where they are going and must be dressed and wearing appropriate footwear.

## **7. CHILD PROTECTION PROCEDURES**

- 7.1 All paid staff and volunteers, aged 18 years and over, directly involved with swimmers must register with the Swim England. In line with Swim England recommendations on Child Protection, information on these forms will be included in an SE database, which will form a National Register, in addition DBS check are mandatory for all.
- 7.2 Use of a nonregistered volunteer is acceptable only at the Head Coach's discretion. If the same volunteer is to be used regularly then they must complete an SE registration form.