



Introduction

Sutton & Cheam Swimming Club 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, Sutton & Cheam Swimming Club 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 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:

- Westcroft Leisure Centre
- Cheam Leisure Centre
- Morden Leisure Centre

it is the responsibility of the Pool Operator to provide life guarding cover as part of the hire facility. All Sutton & Cheam Swimming Club representatives should take instructions from the pool operator lifeguards.

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



At the following training venues:

- Downsend School
- Old Palace School;

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 in attendance, one of whom should hold a National Pool Lifeguard Qualification, or the 'Rescue Test for Teachers and Coaches of Swimming'.

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 standards.

Swimmer/Coach Ratios

The club 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.

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

The Club will ensure that all teaches, coaches, club lifeguards 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 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

Sutton & Cheam Swimming Club believes that accidents are preventable and risks contained. The club has therefore carried out comprehensive risk assessments on all club activities; identifying specific risks, and where practicable, taking steps to mitigate them.

Insurance

The Club will ensure a current and valid insurance policy is displayed on all Club notice boards.

Emergency Contact Information.

All swimmers and players joining the club are asked to provide Emergency Contact Details to ensure that all poolside personnel have access to emergency contact information for all members in their care.

Taking Action

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 group or event in progress at the time of the incident. This written report must be submitted to the Club Secretary and the details entered in the Accident Report Book.

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 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.