

Sunbeam Swimming Club

Health, Safety and Welfare Policy



Principle

Everyone coming to Sunbeam Swimming Club has the right to a positive and enjoyable experience in a safe environment.

Aim

The aim of this Policy is to create and maintain a safe environment for everyone who comes to Sunbeam Swimming Club sessions, activities and events.

The Committee takes their duty of care seriously and expects all people associated with Sunbeam Swimming Club to share this commitment.

Introduction

- Sunbeam Swimming Club Committee has overall responsibility for health, safety and welfare and providing the necessary funds/resources to fulfill their duty of care.
- Sunbeam Swimming Club Committee accepts its duty of care to do whatever it can to provide for the health, safety and welfare of all members, spectators, coaches, volunteers and visitors, so that risks are minimised and well managed.
- Anyone requiring help to understand this Policy is encouraged to ask for support in order to do so.

Sharing this Policy

All members, spectators, coaches and volunteers will have access to this Policy at the start of their association with the Club and again at any later time as requested. A laminated copy will be available on poolside. When hiring a new venue, a Committee member (usually the Chair) will be responsible for advising everyone of the emergency procedures for that venue.

Responsibilities

ALL

Everyone, including coaches/volunteers and members, are responsible for following this Policy and the 'HOW WE BEHAVE AT SUNBEAM' charter.

The Welfare Officer

The Welfare Officer is responsible for ensuring all reported accidents, incidents and near misses are responded to, investigated and recorded appropriately and in a timely manner on behalf of the Committee. Outcomes will be mindful to distinguish between fact, observation, allegation and opinion. The outcome will be shared with the Core Committee at the next available opportunity, or sooner depending on the seriousness of the accident/incident.

The Co-Chairs

The Co-Chairs are responsible for the implementation and monitoring of health, safety and welfare policies, recommending changes where necessary and distributing or making available the most recent version of relevant documentation.

The Co-Chairs are also responsible for the following:

- Assessing the risk to the health, safety and welfare of volunteers, members and visitors and identifying what measures are needed to comply with its obligations;
- Ensuring equipment used is safe and well maintained;

- Providing information, instruction, training and supervision to coaches and volunteers in safe working methods and procedures as required;
- Encouraging coaches, volunteers and members to co-operate in ensuring the environment is safe i.e. keeping poolside clear of equipment;
- Ensuring all are aware of emergency procedures for hired venues and/or establishing emergency procedures as required;

Coach and Volunteer Responsibilities

All Sunbeam coaches and volunteers will ensure they:

- are aware of the contents of this Policy and comply with it.
- take care of themselves and others who may be affected by their actions.
- report all accidents, incidents, and near misses (things which could have led to an accident), to the Co-Chairs, Welfare Officer or another Committee member as soon as is practicable.
- record accidents or near misses in the accident book stored in the Sunbeam equipment crate on poolside and that provided by the venue being hired as appropriate.
- are aware of the fire and evacuation procedures for the venue being used.
- will report anything that causes concern and take reasonable action to prevent an incident arising from it.
- inform the Welfare Officer of any safeguarding concerns brought to their attention, without making judgment.
- inform anyone raising a concern that it might need to be shared, confidentially, with the Committee and not agree to keep secrets.

Risk Assessments

The Co-Chairs will ensure all premises and tasks are risk assessed. Risk assessments will be completed when there is:

- A new trip, event or activity.
- A change of venue.
- Any other reason which could prompt a review of an existing risk assessment.

Resolving Concerns

- Everyone involved with Sunbeam Swimming Club is responsible for alerting a first aid incident if it happens and is permitted to act as a Good Samaritan to support the injured person.
- Any person who has a health, safety or welfare concern should first speak to a Co-Chair or Welfare Officer.
- After the investigation is complete, the person who raised the concern will be notified if the concern is not found and/or no action is being taken. The person who raised the concern may not be informed if the concern was upheld unless it is necessary for them to be and is not entitled to know what action may have been taken. If reasonable adjustments are made to safeguard a person, they will be notified of those adjustments.
- If the problem is not responded to in a reasonable time, or the person who raised the concern is not satisfied with the outcome, they should then write to the Committee outlining their concerns.
- This matter will be entered on the agenda for the next meeting of the Committee and if necessary an ad-hoc Committee meeting will be arranged to discuss this issue.

Review

This policy will be reviewed every two years or sooner as required and the necessary amendments made in a timely manner.

Last reviewed January 2024

APPENDIX A

Health, Safety and Welfare / Emergency Procedures when swimming at The Pavilions in the Park

- If the lifeguard blows a short blast on their whistle please stop what you are doing and see if they are alerting your attention. They will then tell you what you are doing that is causing them concern. You must follow their instructions. Failure to do so may result in you being asked to leave the pool by Sunbeam Swimming Club.
- If there is an accident or incident in the pool that requires everyone to leave the pool, the lifeguard will blow a long blast on their whistle, please get out of the pool immediately. You will be directed to one of the emergency doors and need to wait there until you are told what to do next. If we are required to leave the building, a silver foil blanket will be supplied to keep you warm – please use it. Follow the lifeguard to the designated Assembly Point and do not re-enter the building until we have been told we can.
- If you have an accident or incident, please notify a lifeguard or Sunbeam Swimming Club volunteer. You must ensure the details are recorded in The Pavilions in the Park Accident Book and the Sunbeam Swimming Club Accident book stored in the equipment crate. It is vital you do this at the time of the event.

APPENDIX B

Committee Roles

The following roles are acknowledged to be Core Committee Members	Non-Core Committee Members
Chairs and Co-Chairs Welfare Officer Secretary Treasurer Appointed Volunteer Representative	All additional other roles