**Health & Safety Policy**

**Introduction & Policy Statement**

Carnoustie Claymores recognises that it has responsibility to provide, so far as is reasonably practicable, a safe and healthy environment for all its members and others who may be affected by its activities.

The health and safety of all the Club’s members as well as members of the public is of great importance to the successful management and operation of the Club. In order to assist the Club in meeting its responsibility and in order to promote and ensure each person’s individual welfare the Club must rely upon each individual to adopt and maintain a responsible attitude in regard to their own health and safety as well as in regard to the well-being of others affected by individual and/or the Club’s activities.

The Club’s philosophy is that, irrespective of blame, all accidents are preventable and all risks can be managed. Every member of the Club is not only responsible for their own personal safety, but is also responsible for the safety of others who may be affected by their particular actions, therefore each individual is required to conduct themselves, at all times, in a manner that is safe, responsible and socially acceptable.

The Club’s equipment is both valuable and essential to the effective management/administration/ training/teaching functions of the Club. All the Club’s equipment must be available whenever required and maintained in a safe condition at all times.

**The Club’s Approach to Safety**

The Club’s Health & Safety Policy is designed to promote good practice; all individuals are required to demonstrate exemplary behaviour in order to create a positive culture and climate, this includes:

* Codes of Conduct for all swimmers, volunteers, coaches, team manager, spectators and parents/guardians.
* Risk Assessments for club activities
* Policies and Procedures in place in line with Scottish Swimming governance
* Allowing all members, and volunteers to make informed and confident responses to specific health and safety issues.

**Responsibilities of the Club**

The Club structure and method of operation is such that all individuals are responsible to the Club’s Committee. The responsibilities of the Club include but are not limited to:-

* Devise and promote risk assessments.
* Implementation of the Health and Safety Policy.
* Ensure health and safety discipline and adherence to Codes of Conduct.
* Investigation of all incidents, accidents, and hazards.
* Take immediate remedial action where practicable.
* Committee planning for remedial action plan.
* Advise and provide access and information to all club members, volunteers and parents/guardians regarding all club policies and procedures by keeping club website up to date and providing information updates on social media and by email.
* Maintain safety records, keep policies and procedures up to date in accordance with Scottish Swimming Governance.
* Maintain records and “good housekeeping”.

Standards of Supervision/Coaching/Lifeguarding Safety at Pool Sessions:

These sessions are run in line with Carnoustie Claymores Risk Assessment for Carnoustie

High School Swimming Pool and Gardyne Swimming Pool.

At all training sessions there MUST be a minimum of 1 lifeguard and 1 coach (Level 2) present providing this meets Scottish Swimming Coach to Swimmer Ratio guidelines.

In the circumstances where there is 1 coach and the lifeguard is also a coach then the lead coach will decide who is taking on the coaching role and the other coach will take on lifeguarding role and they should not participate in coaching activities. This must also comply with Scottish Swimming swimmer to ratio guidelines.

There will never be a sole worker.

In the circumstances that there is only 1 person available to take a pool session then this pool session must be cancelled in line with the Risk Assessment.

The coach will never take on lifeguarding responsibilities as a sole coach and the pool session MUST be cancelled in line with the Risk Assessment.

In an ideal situation there will be at least 2 people on poolside in addition to the lifeguard (one of which must be a coach)

In addition the Club also has responsibility for the following:-

* To receive written submissions of all accidents / incidents / injuries within 24 hours of any event.
* To record all accidents / incidents / injuries.
* To report all injuries, where relevant, to the appropriate authorities e.g.Scottish Swimming, RIDDOR
* To investigate all matters relating to safety.
* To investigate all complaints of damage to the Club’s equipment or to the facilities and/or equipment belonging to others. To remove damaged equipment from use and plan for repair or replacement
* To refer all matters that indicates a possible breach of disciplinary Policy to the Club’s Committee.

**Risk Assessment**

As a continuation of the pro-active approach towards safety the Club maintains a formal risk assessment programme in which safety factors are determined in accordance with approved risk assessment practice.

The overall purpose of this activity is to:-

* Pinpoint practices that could cause loss or injury.
* Determine areas where support and/or training may be necessary.
* Check the adequacy and efficiency of existing methods and procedures.
* Monitor the effectiveness of training.

**Responsibilities of the Activity Leader (Person in Charge)**

The “person in charge” of any Club activity is accountable/responsible either directly or through the Club’s Management’s to Scottish Swimming as well as, to the relevant law enforcement agencies. He/she has a clear “duty of care” to protect and ensure, so far as is reasonably practicable, each individual’s safety as well as protect and ensure the safety of all others who may be affected by their personal actions.

The “activity leader” is required to take appropriate action whenever safety or discipline matters are breached or when directed to take action by the Club or emergency services.

**Individual Responsibility**

Individual members of the Club, whether swimmer or volunteer or parent/guardian are required to promote safety and good behaviour; quite apart from every person’s very specific duty to observe all “rules, regulations and legislation” applicable to swimmers, swimming and swimming pools / facilities each individual is also responsible for the safety of others who may be affected by his/her own actions.

Individual responsibility to prevent accidents and to behave in a manner that is socially acceptable is not based on who is primarily or legally responsible or at fault. It embodies the concept of “care”; this is one who makes allowances for the lack of ability and/or lack of knowledge on the part of others.

Neither misunderstood instructions, unwillingness to comply with instructions, personal prejudice, carelessness, recklessness, ignorance on the part each individual, or on the part of others, relieves that individual, in any way, of their personal responsibility to behave at all times in a manner that is safe, responsible and socially acceptable. This is particularly important to those individuals who are too young to understand the complexities of such responsibility and place their trust in others to protect their best interests.

**Training of volunteers/coaches**

* Analyse their own practice against established good practice, and to ensure their practice always meets their health and safety obligations and code of conduct.
* Recognise their responsibilities and report any concerns about suspected poor practice.
* Respond to concerns expressed by others.
* Work safely/effectively with all peer groups.
* Comply with Scottish Swimming regulations in regards to training specific to their role within the club.

**Taking Action**

**Accident/Incident Procedure**

All accidents / incidents involving the Club’s members, whether “home” or “away”, must be reported in writing regardless of the amount of damage and / or the involvement of others within 24 hours of the incident using the club’s accident or incident form which can be found in the shared drive or on the website.

This must then be reviewed by the President or Vice President and appropriate action taken as soon as possible.

The form along with any action documentation must be filed in the Accident/Incident Reporting File on the shared drive.

An Accident Report Form is completed and sent to Scottish Swimming if a child sustains a significant injury along with the details of any treatment given. Common sense should be applied when determining which injuries are significant.

**Unacceptable Behaviour/Misconduct**

In the event of any incident involving “unacceptable” behaviour deemed misconduct the incident report must be completed. These documents form the basis of any subsequent investigation and will be used in the event of any disciplinary proceedings arising from the incident. The Disciplinary Policy and Procedure should be read in conjunction with this policy.

This should be applied in consultation with the Difficult Behaviour Managment Guidance Document.