

# 17. Health and Safety Policy

## Statement of Intent

This is the health & safety policy statement of Kilmarnock Amateur Swimming Club ("KASC")

Our health & safety policy is to:

- Prevent accidents and cases of work related ill health
- Manage health & safety risks in our club
- Provide clear instruction and information, and adequate training, to ensure coaches and volunteers are competent to undertake their role
- Ensure safe systems of work are in place and managed for all club activities
- Provide personal protective equipment where required
- Consult with our coaches & volunteers on matters affecting their health & safety
- Maintain safe and healthy working conditions for coaches & volunteers
- Liaise with the facility management regarding safety arrangements detailed in the Pool Safety Operating Procedures and incorporate details into Club specific procedures as required
- Implement emergency procedures, including evacuation in case of fire or other significant incident in line with the Facility PSOP and communicate to coaches and volunteer as necessary
- Review & revise this policy agreement as required
- Record appropriately and report accidents and incidents to the facility management and Scottish Swimming as required

## Responsibilities for Health & Safety

1. The overall & final responsibility for health & safety is the Club President
2. The day to day responsibility for ensuring this policy is put into practice are, committee members & coaches
3. To ensure the health & safety standards are maintained/improved, the following people have responsibility in the following areas:
  - A. President - ensure the Club is run effectively and efficiently whilst providing a safe environment for all.  
The President will meet regularly with committee members and will be informed immediately of any health and safety concerns that may arise across the delegated committee member's areas of responsibility as out-lined within their role descriptors. Dynamic risk assessments and medical information will be reviewed and up-dated regularly to ensure the safety of all members. For further information see Role Descriptors on our website ([HERE](#))
  - B. Committee members – support the President to maintain health and safety standards and adhere to individual roles and responsibilities contained within their own specific descriptors. As some of our committee members support poolside activities at home and during galas, appropriate risk assessments (containing medical information) need to be completed and reviewed. For further information see Role Descriptors on our website ([HERE](#))
  - C. Coaches – ensure athletes are able to participate in a safe and positive environment, and that a well organised, appropriate and effective programme is delivered. Coaches will adhere to the roles and responsibilities within their role descriptor and the coaches code of conduct. Appropriate risk assessments (containing medical information) need to be completed and reviewed. For further information see Role Descriptors on our website ([HERE](#)). You can see the Coaches Code of Conduct ([HERE](#))
4. All members should:
  - a. Co-operate with the committee on health & safety matters
  - b. Take reasonable care of their own health & safety
  - c. Report all health & safety concerns to an appropriate person (as detailed above)

## Arrangements for Health & Safety

Risk Assessment –	<p>The Club will complete relevant risk assessments and take action where required for all club activities. The Club will review risk assessments annually or when a change is made to the assessed activity.</p> <p>Activities will be assessed on the basis that the level of risk should be as low as practicably possible and any control measure put in place are suitable and sufficient to lower the level of risk to an acceptable level.</p>
Training -	<p>The Club will give coaches &amp; volunteers a health &amp; safety induction where required, usually as part of the general club/role induction.</p> <p>This should include specific information on, but not limited to; any equipment set ups or manual handling considerations, any cleaning arrangements, any safe supervision requirements and any key holder responsibilities. The Club/facility will provide appropriate training where required and will provide personal protective equipment where it is required.</p>
Consultation -	<p>The Club will consult Coaches &amp; Volunteers routinely on health &amp; safety matters and formally when we review health &amp; safety arrangements. This should be a standard item on the committee meeting agendas</p>
Safe Supervision -	<p>Any pool based sessions will be run with the correct ratios in place and in line with the safe supervision requirements as detailed in the facility PSOP. Specific arrangements for pool-based rescue and first aid arrangements should be agreed and communicated as necessary</p>
Evacuation -	<p>We make sure escape routes are kept clear at all times as per the facility PSOP. Evacuation plans will be tested regularly and updated if necessary In line with the facility PSOP. Regular communication with the facility management will be key.</p>