

## Health & Safety Policy

### Introduction and Objectives

This policy satisfies the requirements contained within the Health and Safety at Work Act 1974 and takes into consideration all relevant HSE regulations, approved codes of practice and guidance from Swim England. All activities undertaken by Boldmere Swimming and Water Polo Club (BS&WPC) are to be covered by this policy, which supplies general guidelines and rules for all members and employees to help BS&WPC meet its health & safety obligations.

BS&WPC aims to minimise all risks to members, employees and all others who are affected by its activities, by managing and mitigating these risks as much as can be reasonably practicable. This is best achieved through the support of all participants, and the Club relies upon all individuals to adopt and sustain a responsible attitude to the health and safety of themselves and others.

### Responsibilities of the Club

All club individuals (defined as including swimmers, water polo players, coaches, teachers, officials, volunteers, and parents) have a responsibility for upholding this health and safety policy either directly or through the club committee. The committee is required to always undertake the following.

Encourage and develop an inclusive health and safety environment and culture throughout the club.

Implement the Health and Safety Policy. This will be overseen by the Chair of the BS&WPC, who will be responsible for ensuring that the policy is suitable for the club.

Ensure that a valid and current insurance policy covers the requirements of all BS&WPC members.

Investigate all matters relating to health and safety, including incidents, accidents, near - misses and hazards.

Report any relevant incidents to the appropriate authorities as required.

Provide relevant health and safety information to all members and ensure that this is kept up to date.

Maintain accurate safety records.

May 2021

Risk assess club activities and update these as required, with regular reviews of these to be conducted to continually reduce existing risk levels wherever possible. Risk assessments will be reviewed by the Head Coach, approved by the committee, and made available to all members.

## Responsibilities of the Coaching and Teaching Team

All pool based and land training activities will be undertaken by appropriately qualified coaches or teachers, who will have been trained and have demonstrated competency to such undertake tasks on behalf of the club. They will be responsible for ensuring the health and safety of all participants of the activity under their control, and have a duty of care to protect and ensure the wellbeing of each individuals health and safety as far as is practicable and reasonable. Should there be any breaches of health and safety, particularly those which have already been defined within an existing risk assessment they will take the necessary appropriate action to remedy the breach or cease the activity and resolve this through the appropriate channels.

Coaches and teachers will be fully aware of the procedures for reporting accidents and incidents, and be fully aware of normal operating procedures (NOP) and emergency action plans (EAP) for each of the facilities where activities are undertaken.

Coaches and teachers will be fully aware of any specific individual needs that may be required for individual participants, facilitating these wherever this is reasonable to do so.

## Responsibilities of all individuals

Every individual is responsible for the health, safety and wellbeing of themselves and others when they are involved in any club activity, and therefore must conduct themselves at all times in a manner which is responsible, safe, and socially acceptable. It is important that all individuals promote safety through observation of rules, regulations, risk assessments and legislation which is applicable to the club and also the facilities used by the club.

Incidents where unsafe or unacceptable behaviour has occurred will be investigated by the club, and failure to comply with health and safety requirements could lead to disciplinary measures being undertaken by the club in line with the current disciplinary policy in force at the time.

May 2021

Accident and reporting procedures

All accidents and incidents will require a written report to be undertaken immediately after the occurrence and sent to the club welfare officer. BS&WPC will keep a log of all such incidents and summaries will be sent to the committee.

Policy review

The Health and Safety Policy will be reviewed annually by the BS&WPC committee and updated or reviewed should there be new circumstances arising, which could include new legislation requirements or facility operator requirements.

Policy created 14<sup>th</sup> May 2021.

Date of next review – 14<sup>th</sup> May 2022

Reviewed by Richard Hill – BS&WPC Secretary