



HEALTH & SAFETY STATEMENT CLUB POLICY DOCUMENT

Statement of Intent

This is the health & safety policy statement of **University of Aberdeen Performance Swimming**

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/Chair
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. **Club President –**
 - i. Ensure Health & Safety is included in Committee Meetings as required.
 - ii. Ensure Risk Assessments are reviewed and updated as required or on an annual basis.
 - iii. Ensure Health and Safety is covered during inductions.
 - iv. Liaise with ASV any matters relating to health and safety as required.
 - b. **Committee members –**
 - i. Support the Club President with reviewing and updating risk assessments as required or on an annual basis.
 - ii. Support the club president in ensuring the necessary health and safety content is covered during coach/volunteer inductions.
 - iii. Conduct dynamic risk assessments before, during and after each club activity (except coaching activity) as required. (i.e team travel, running a competition)
 - iv. Support (or deputise for) the club president to liaise with ASV any matters relating to health and safety as required.
 - v. Take reasonable care of their own health & safety.
 - c. **Coaches –**
 - i. Conduct dynamic risk assessments before, during and after each session as required.
 - ii. Ensure coaches and athletes conduct themselves in a safe manner.
 - iii. Refer quickly, any issues relating to health and safety to the committee or to ASV as required and as appropriate.
 - iv. Co-operate with the committee on health & safety matters.
 - v. Take reasonable care of their own health & safety.



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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 – UOAPS will complete relevant risk assessments and take action where required for all club activities. UOAPS will review risk assessments annually or when a change is made to the assessed activity.

Activities will be assessed on the basis that the level of risk should be as low as practicably possible and any control measures put in place are suitable and sufficient to lower the level of risk to an acceptable level.

Training - UOAPS & ASV will give coaches & volunteers a health & safety induction where required and as appropriate, usually as part of the general club/role induction.

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. UOAPS/ASV will provide appropriate training where required and will provide personal protective equipment where it is required.

Consultation - UOAPS will consult Coaches & Volunteers routinely on health & safety matters and formally when we review health & safety arrangements. This should be a standard item on the committee meeting agendas.

Safe Supervision - 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.

Evacuation - 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.