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Introduction & Policy Statement

Swim Wales recognises that it is its responsibility to provide, so far as is reasonably practicable, for the health, safety and welfare of all its members and others who may be affected by its activities.

The health and safety of all *Swim Wales* members as well as members of the public is of great importance to the successful management and operation of *Swim Wales*. In order to assist *Swim Wales* in meeting its responsibility and in order to promote and ensure each person's individual welfare *Swim Wales* must rely upon each individual (employee, affiliated member, volunteer) 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 *Swim Wales* activities.

Swim Wales' philosophy is that, irrespective of blame, all accidents are preventable and all risks can be contained! Consequently, *Swim Wales* operates to a policy of zero accident involvement. Every member of *Swim Wales* (employee, affiliated member, volunteer) 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.

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

The Swim Wales Approach to Safety

The *Swim Wales* 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:

- Providing children and young people with appropriate safety and protection whilst in the care of *Swim Wales*;
- Allowing all employees, affiliated members, and volunteers to make informed and confident responses to specific health and safety issues.

Responsibilities of the Company

The Swim Wales structure and method of operation is such that all individuals (employee, affiliated member, volunteer) are responsible either directly or through their respective Club Management to the Swim Wales Board of Directors. The responsibilities of the Swim Wales Board Directors include but are not limited to:-

- Devise and promote accident prevention policy.
- Implement Health and Safety Policy.
- Ensure health and safety discipline.
- Investigate all incidents, accidents, and hazards.
- Classify accidents/incidents according to the avoidable/unavoidable procedures.
- Take immediate remedial action where practicable.
- Advise all management levels on remedial action.
- Advise and provide information to management, staff, affiliated members, volunteers.
- Maintain safety records, monitor statutes, codes of practice, procedures.
- Maintain records and "good housekeeping".

In addition the Swim Wales Board 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. RIDDOR
- To investigate all matters relating to safety.
- To investigate all complaints of damage to *Swim Wales* equipment or to the facilities and/or equipment belonging to others.
- To refer all matters that indicates a possible breach of disciplinary Policy to the *Swim Wales* Discipline Committee.

Risk Assessment

As a continuation of the pro-active approach towards safety the Swim Wales Board of Directors maintains a formal risk assessment programme in which safety factors are determined in accordance with approved risk assessment practice (MHSW Regulations 1999 (EC)). 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 *Swim Wales* activity is accountable/responsible either directly or through their respective Club Management to the Swim Wales Board of Directors 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 *Swim Wales* Board of Directors and/or the facility management and/or the Police/Fire Service.

Individual Responsibility

Individual (affiliated) members of *Swim Wales*, whether swimmer or volunteer, 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 (employee, affiliated member, volunteer), or on the part of others, relieves that individual (employee, affiliated member, volunteer), 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 staff and volunteers

Best practice includes training after recruitment to help employees, affiliated members and volunteers to:

- Analyse their own practice against established good practice, and to ensure their practice always meets their health and safety obligations.
- Recognise their responsibilities and report any concerns about suspected poor practice.
- Respond to concerns expressed by others.
- Work safely/effectively with all peer groups.

Swim Wales requires:

- Coaching staff to attend a recognised good practice health & safety workshop,
- Non-coaching staff and volunteers to complete recognised health & safety training.
- Relevant personnel to receive advisory information outlining good practice and informing them about what to do if they have health & safety concerns.
- Attend update training when necessary. Information about meeting training needs can be obtained from Swim Wales and the Health & Safety Executive.

Taking Action

Accident Procedure

All accidents/incidents involving *Swim Wales* members, whether "home" or "away", must be reported in writing either directly or through their respective Club Management to the Swim Wales Board regardless of the amount of damage and/or the involvement of others within 24 hours of the incident. This is particularly important in the event of any injury.

Reporting Injuries

All injuries involving *Swim Wales* members must be reported in writing to the Swim Wales Board within 24 hours of the injury being incurred.

Unacceptable Behaviour

In the event of any incident involving "unacceptable" behaviour the report must outline the reasons why such action is being instigated, the events immediately preceding the incident, the actions taken during the incident, the events immediately following the incident, the names of all involved in the incident, and the names of all witnesses to the incident. These documents form the basis of any subsequent investigation and will be used in the event of any disciplinary proceedings arising from the incident.

Warning!

Failure to comply with all safety requirements and/or unacceptable behaviour could mean expulsion from *Swim Wales*!

Conclusion

Safety and good behaviour is everybody's responsibility – it's not an optional extra!

Signed:



Title: Allen Bewley: Board Director; Swim Wales.

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Further Reading:

Swim Wales Y Plant Child Protection Policy

Swim Wales Road Safety Policy

Swim Wales Disciplinary Policy



FINA Handbook