



Health and Safety Policy

1. Swimming Hats

- a. All members participating in swimming classes either in the main pool or teaching pool are required to wear a swimming hat.
- b. Members participating in any form of lifesaving class, or adult class, will be required to wear a swimming hat or tie back hair at the discretion of the teacher if it is considered necessary for safety reasons.
- c. Regular reminders of this policy are to be issued to members.

2. Jewellery

- a. Absolutely no jewellery is to be worn during club sessions.
- b. Members will be asked to remove any jewellery prior to entering the pool.
- c. Teachers will not be responsible for any jewellery.
- d. Any member refusing to remove jewellery will be asked to leave the class.
- e. Regular reminders of this policy are to be issued to members.

3. Goggles

- a. Teachers to be conversant with the correct method of putting on / wearing goggles.
- b. Swimmers to be taught/reminded of the correct method of putting on / wearing goggles.
- c. Use of goggles to be discouraged during Flip n' Fun sessions. Goggles worn during these sessions are done so at the member's risk.

4. Transporting Equipment

- a. Any member involved in moving or handling large, heavy or bulky objects should be trained in basic safe lifting techniques.
- b. A trolley is to be used to move any large, heavy or bulky objects.
- c. Recommended that no more than 2 adult manikins are carried by any person.
- d. Manikins must not be carried while filled with water.

5. Jumping and Diving in to Water

- a. Teachers should be conversant with safe jumping / diving guidelines as appropriate.
- b. Jumping in to water will only be permitted where
 - i. Depth is minimum of 1.0m for small children or arm pit height of individual whichever is the greater
 - ii. Depth is over 1.5m for older children and adults



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- c. Diving in to water will only be permitted where
 - i. Depth is over 1.8m
 - ii. Forward clearance is over 7.6m
 - iii. The dive is a flat/racing dive
 - iv. Taught by a qualified teacher (ASA Level 2 or equivalent) during a programmed session.
 - d. Flip n' Fun sessions
 - i. Taught a by qualified teacher (ASA Level 2 with Flip n' Fun CPD or ASA Level 1 Diving Teacher)
 - ii. Dives to be taught in depths over 1.8m and with forward clearance over 7.6m
 - e. Surface Dives
 - i. Warnings regarding risk to hearing must be given to all pupils prior to all surface dives to depths greater than 1.5m in line with current RLSS Code of Practice
6. Poolside Teaching Equipment
- a. All equipment to be checked for damage prior to use.
 - a2. Teachers and pupils to be aware of correct use of equipment.
 - b. Any damage to be reported and recorded in the fault log. Repair or replacement should be made as soon as possible.
 - c. All equipment to be checked each term for damage or deficiency. Checks are to be recorded in the maintenance log.
 - d. While in use, equipment should be placed safely on poolside to prevent slip/trip hazards or blocking safe access around poolside.
 - e. All equipment should be returned and correctly stored at the end of each lesson.
7. Removal of Casualties from the Water
- a. Any member involved in removal of casualties from the water should be trained in basic safe lifting techniques.
 - b. A minimum of 2 people must be used to lift casualties from the water.
 - c. Submersible manikin to be lifted from water by a minimum of 2 people.
 - d. Absolutely no unassisted lifts are to be carried out.
 - e. All lifting of casualties to be carried out in accordance with The RLSS Code of Practice and current Manual Handling Regulations.



8. Additional Clothing

- a. Any teacher or swimmer wearing additional clothing while swimming must be trained in the correct and safe removal of these items while in the water.
- b. Tops must not be pulled over head while being removed.
- c. Any clothing sinking to pool floor must be removed immediately.

9. Resuscitation Manikins

- a. All manikins to be checked for damage prior to use.
- b. Any damage to be reported and recorded in the fault log.
- c. Manikins to be cleaned prior to each use with a propriety disinfecting wipe/solution.
- d. Lungs and face to be changed each term. Old lungs are to be thrown away. Old faces to be cleaned using diluted disinfectant and air dried before storage. Changes to be recorded in the maintenance log.

10. Life saving sport equipment

- a. Fin swimming confined to a lane, no mixing of finned and non-finned swimmers.
- b. Swimmers taught correct method of using fins.
- c. Sufficient distance maintained between swimmers.
- d. Swimmers to remove fins on leaving water.
- e. Swimmers taught correct use of rescue tubes and fastening buckle before using in relay situation.

11. Emergency Evacuation

- a. All staff to be trained in emergency evacuation procedures.
- b. Emergency evacuation procedures are detailed separately and issued to all teachers/trainers.
- c. Emergency pool evacuations to be practised on a regular basis.
- d. Teachers to ensure that register is taken at each session, both dry side and pool side where applicable.
- e. Parents to be made aware of emergency evacuation procedures through club newsletter.

11. Lifeguards

Lifeguards are provided by Harrow Leisure Centre.



12. Teachers/Registers

- a. Teachers must hold a minimum ASA/UKCC Level 2 Certificate for Teaching Aquatics/Coaching Swimming or equivalent, RLSS Trainer Assessor/Lifesaving Instructor or equivalent. ASA /UKCC Level 1 teachers may be used for small classes under the supervision of a Level 2 teacher.
- b. For all teachers/trainers a NPLQ or NRASTC must be held within 6 months of commencing teaching.
- c. Teachers are to ensure that a register is taken at each session, both dry side and pool side where applicable.
- d. Membership database and club registers to hold details of pre-existing medical conditions. Any medication that may be required during training sessions must be brought on to poolside clearly marked with pupil's name.
- e. Teachers are responsible at all times for the Health and Safety of pupils within their class.

13. Members Responsibilities

- a. Members informed that their responsibilities are described in the policy documents available on the website.
- a. Members to be reminded of their responsibility for the supervision of their children.
- b. Regular reminders to members of Club Safeguarding policy and Welfare Officer details.
- c. Parents/carers should be prompt in collecting their children after the lesson.
- d. Parents/carers should not talk to or distract teachers while lessons are in progress. Regular reminders in newsletter of this policy and how parents should contact teachers.
- e. Regular reminders of Photographic policy.

14. Collection of Fees

- a. Members to be encouraged to pay fees online via club website or direct transfer to club account or by cheque.
- b. Minimum of 2 people to be at desk for duration of session while fees are being collected.
- c. Treasurer or other person appointed to collect fees to be accompanied to car at the end of club session or any emergency situation.