



# **Birmingham Marlins Swimming Club**

## **HEALTH AND SAFETY POLICY**

### **GENERAL STATEMENT OF POLICY**

Birmingham Marlins Swimming Club is committed to:

1. Provide a safe place of work
2. Provide safe systems of work
3. Provide a safe environment for the teaching and training of swimming and related activities
4. Provide training, instruction and supervision
5. Provide and maintain safe use of equipment
6. Assess the risks to anyone who might be affected by carrying out work activities
7. Ensure materials and substances are safely stored, handled and used in line with manufacturer's instructions
8. Working to prevent accidents

Birmingham Marlins Swimming Club has a duty of care to all its workforce, learners, freelance staff, sub-contractors and visitors. In order to discharge this duty, we take steps to ensure working and learning environments are safe with risks to health being reduced to a minimum or eliminated. These steps include:

1. Use of risk assessments
2. Well designed, user friendly documentation.
3. Staff and volunteer awareness towards their own health and safety.
4. Health and safety training.
5. Safeguarding and protection policy and procedures

### **ROLES & RESPONSIBILITIES**

Birmingham Marlins Swimming Club will appoint a nominated person as health and safety officer. That person will have ultimate responsibility for health and safety within the organisation and where Club employees volunteers or workforce are implementing their duties in line with their role requirements.

### **All employees and management teams**



All employees, volunteers, management teams and others share a collective responsibility for ensuring we offer safe environments to all. Health and safety are foremost the responsibility of the individual, and you should not be undertaking any unnecessary risks that may endanger your health and well-being.

## **MANAGEMENT OF HEALTH & SAFETY**

### **Use of the teaching and training venues**

All employees, volunteers, workforce, staff, visitors, learners and others who are using the teaching and training venues must be introduced to premises layout, health & safety requirements, emergency and first aid procedures, fire exits and escape routes, welfare facilities as set out in the Venue's Operating and Emergency Procedures. They must be given information relating to security, access to information, use of the internet, accident procedures, safe use of equipment and resources including cleaning equipment and electronic equipment and copies of relevant policies.

### **Security of the venues/Intruders**

As the venues may be open to the public during the Clubs occupation it is the responsibility of all volunteers and Staff to ensure that a safe place for work, teaching and training is maintained, including changing facilities and that visitors are identified and checked.

### **Parking facilities**

The car park facilities are limited as we share venues with other organisations, it can, at times, become congested. We request that people park respectfully and in consideration of others who use the building. You do not have an automatic right to a car parking place, because you are using the facility.

### **Risk Assessments**

Risk assessments are to be completed by the health and safety officer for all activities, environments and events. Risk assessments can be located in the office area and need to be reviewed and updated on a regular basis, need to be fit for purpose and accessible to all.

### **Accident and near miss reporting/ RIDDOR**

1. All accidents and incidents are recorded electronically. All accidents or near misses are reported to the nominated health and safety officer.
2. The health and safety officer will investigate accidents which result in serious injury and take action to reduce or eliminate the chances of re-occurrence.



3. Serious accidents/incidents are reported to the funding body and local authority (if appropriate)
4. The health and safety officer will follow RIDDOR procedures when necessary, reporting any RIDDOR incidents within 10 days of the incident that has resulted in the person concerned being off work for more than 3 days, or requiring hospital treatment.

### **Fire Procedures**

1. The Club will follow the fire precautions and evacuation procedures laid down in the venue's Operating and Emergency Procedures
2. The evacuation procedure and meeting point are displayed at all venues
3. All escape routes must be kept clear and free from obstruction at all times.
4. Upon hearing the alarm, all workforce, volunteers, swimmers, visitors and others need to leave the building by the nearest fire exit and go to the assembly point. Do not stop to collect personal items. The senior teacher/coach will ensure that everyone has left the building. The senior teacher/coach responsible for calling the emergency services and ensuring that a roll call is taken.
5. The senior teacher coach will ensure that all swimmers and other vulnerable persons will be taken to a place of safety.
6. Individuals who have a disability, impairment or who need to support to evacuate the venue are to be supported through the use of evacuation apparatus where necessary. When the evacuation is dependent on stairs "safe zones" in close proximity to the nearest fire exit are established. Evacuees are to be positioned here to await the help necessary to have them removed from the building.

### **First Aid**

1. All venues have a first aid box with a standard range of supplies positioned in a prominent place known to all staff.
2. All venues have a first aider who is appropriately qualified and present when others are present. The identity of the first aider is displayed prominently in the reception area.

### **Driving for business purposes**

It is the car driver/owner's responsibility to ensure that the vehicle is road worthy, insured for business use and legal. Do not drink and drive. Do not use your mobile phone whilst driving. Do not drive over the speed limit.

### **Infection Control**



1. The causes and spread of infections need to be kept to a minimum.
2. The venues are to be left in a clean and tidy manner and free from obstruction.
3. Food preparation areas need to be cleaned using anti-bacterial cleaning agents.
4. Food can only be prepared within the kitchen area, although there are other rooms where food can be consumed within the venue facilities
5. You need to tidy up after yourself
6. All spillages need to be cleaned and dealt with, not just left
7. The kitchen sink area needs to be cleaned using the appropriate cleaning materials available on a daily basis
8. All washing up needs to be cleared by the end of each session
9. All changing room facilities are to be treated with respect, please take home all waste products if there is no suitable disposal unit available.
10. If necessary, ensure bins are emptied in line with setting procedures.

Birmingham Marlins Swimming Club does not employ a cleaner or housekeeper, so therefore, it becomes everyone's responsibility to ensure that the facilities at the venues and settings are kept clean on a regular basis. Infection prevention is everyone's duty of control.

### **Illness/sickness/ communicable diseases**

If you are ill and unable to work or undertake your volunteering duties, you need to inform your line or duty manager and head coach as soon as possible.

If you have been in contact with a communicable disease, you need to inform your line manager, duty manager or head coach as soon as possible. Due to the nature of our Club, if you have been in contact with a communicable disease that could affect the health of a vulnerable adult, elderly person or a child, we have a duty of care towards our client's and care settings we are working with.

To deal with any bodily fluids (such as vomit) , you need to ensure that you wear PPE equipment (gloves and aprons) and that you wash your hands afterwards. Please ensure that any waste is disposed of in line with infection control procedures.

Always follow the pool operating procedures for the setting, should contamination occur.

### **Bomb threat / unidentified item**

In the event of a bomb threat (verbal or written), the building alarm is raised and the evacuation procedure followed, with emergency services informed immediately. All mobile devices are switched off



In the event of finding an unidentified item, the emergency plan followed is in proportion to the level of risk. The risk is assessed by staff, and if in any doubt the above procedure is followed.

If you see something or have a concern about an unidentified item, report it, do not just ignore it.