

# Health and safety policy

This is the statement of general policy and arrangements for:

Salmon Disabled Swimming Club

Overall responsibility for health and safety is that of:

Chris Bowles, Chairman  
and Committee of The Salmon Club

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Chris Bowles, Chairman  
and Verne Burgyone, Water Safety Officer (WSO)

Statement of general policy	Responsibility of: Name/Title	Action/Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	Chairman & Water Safety Officer	Risk Assessment of the activities of the Salmon Club including swimming sessions, trips, social events and other planned activities of club. Personal risk assessments for individuals involved in critical incidents or considered to be especially vulnerable.-o
To provide adequate training to ensure volunteer helpers are competent to do their work.	Chairman & Water Safety Officer	Discussion with Volunteers on role and demands. Monitoring of performance and assistance given. Volunteer Training in First Aid and emergency procedure every three years. Committee trained to L2 H&S. Water safety training for WSO as required.
To engage and consult with volunteer helpers on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Chairman & Water Safety Officer	Regular announcements to members and helpers on H&S issues as discussed at quarterly committee meeting. Advice to members and helpers given in Newsletters and notices
To implement emergency procedures – evacuation in case of fire or other significant incident.	Duty Manager of Westminster Lodge	Fire Risk Assessment under article 9 of RR(FS)O 2005 conducted. Emergency plans developed and exercise annually. GEEP for Salmon Club and PEEPs /GEEPs for members.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	Duty Manager of Westminster Lodge	Managed by EveryoneActive as pool management as per HSG179 . Issues discussed at quarterly Committee meetings with pool management. Some mobility equipment and resuscitation equipment owned and maintained by Salmon Club.

Health and safety law poster is displayed:	Not applicable but one would be displayed for Westminster Lodge Staff		
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR:	Accident book for Westminster Lodge at pool reception, Main first aid box in poolside First Aid room. Accidents reported to Duty Manger for reporting to EveryoneActive and RIDDOR reporting. Salmon Club also has an accident book in membership briefcase		
Signed: <i>Chris Bowles</i>	Chris Bowles	Date:	August 2015
Subject to review, monitoring and revision by:	New Committee	Every:	12 months or sooner if activity changes

# Risk Assessment

## Salmon Club: Swimming Session at Westminster Lodge Leisure Centre Pools (every Saturday 16.00 hrs. – 17.30 hrs.)

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects, slip on spillages or wet floor on poolside and changing area.	General good housekeeping. All areas well lit, including stairs. Staff keep work areas clear and cleaned. Provision of swimming shoes to Helpers. Monitoring closely.	Reporting of oil spillage from hoist and use of soap product in changing area and all slips must be reported to Pool Management.	All pool staff, and helpers to monitor.		
Manual Handling	Helpers moving boxes of club equipment could result in injury.	Trolley box to be used to minimise manual handling.				
Manual Handling of people	Helpers (particularly Hoist operators) and members, when assisting members into hoist or wet chair / lift, or if member was to fall.	Discourage Manual lifting, only assist with mobility. Aids such as hoist with sling and rota stand to access wet chairs for lift. Ask for assistance if fall occurs.	Refresher Training for Hoist operators in practical situation and supervision.	Chris Bowles	Dec 2015	
Fire / Evacuation	Any members or Volunteers in the building. Risk of smoke inhalation or burns. Mobility impaired members could be at increased risk due to delay vacating pool and building e.g. hoist users. Stress caused to certain members from constant alarm sounding during evacuation.	Pool and club has evacuation procedures and has conducted training for volunteers. The club has annual evacuation exercise. Information to all members and helpers. Issue of Hear plugs to affected members	Evacuation Exercise 2015	Pool Management and Chairman	31 <sup>st</sup> Dec 2015	
Child & vulnerable adult Protection	Children or vulnerable adult members could be subject to physical, psychological abuse or neglect.	Child Protection and POVA policies, Appointment of Club Protection Officers and designated person. Investigation of cause for concerns and general supervision of activities involving Children / VAs. Training of all volunteers in CP/POVA.	Review Risk Assessment of club activities every three years unless changes to legislation or incident.  Improved vetting procedures inc. CRB checks for key roles	H&S sub committee Chairman & Protection Team	April 2016	
Collision in the water	Two or more members colliding whilst swimming- risk of injury particularly head injury. Greatest if on backstroke or with face in water or swimming vigorously. Member diving or jumping into the water colliding with those already in the water.	Lifeguards and spotters watch for potential incidents and blow whistle to warn members. Members given advice on safer swimming particularly if crowded. Snorkels & masks are only allowed as a breathing aid for named individuals. No diving or jumping in from the side allowed, other than to gain access to pool as other methods impractical e.g. amputee.				

Drowning	Any member in the water (particularly if medical condition could affect their ability in an emergency or increase likelihood of incident) or helpers close to water falling in.	Children and our most vulnerable members are accompanied in water by a parent or carer. Main Pool: minimum of two NPLQ qualified staff members assisted by two volunteer spotters and, Learner pool/confidence water; a NPLQ qualified staff member assisted by a volunteer spotter. Training of spotters in importance of role. Risk assessments on individual members after critical incidents e.g. near drowning or if considered especially at risk e.g. dementia. Pool safety watch list on members with condition that could increase risk e.g. epilepsy / stroke. Weak swimmers are not allowed in deep end and swimming aids not allowed in deep end (although buoyancy aids are permitted, provided they are competent swimmer and are only used to improve buoyancy.	Spotter training with Everyone Active staff  Spotter exercise (simulated incident)  Maintain Pool Safety Watch List  Pass on information in confidence to Helpers and Pool staff via pool management	Water Safety Officer Ops Manager  Water Safety Officer Ops Manager  Membership Sec  Water Safety Officer Chairman	Dec 2015  Dec 2015  Monthly or if changes	
Member becoming unwell (or injured)	Any member or volunteer helper but particularly those with known medical conditions which could cause acute attacks e.g. Epilepsy, Asthma, Heart conditions. Could be made worse if no immediate First Aid attention available.	Pool Lifeguards and other staff are First aid trained. Most volunteer helpers have had emergency First aid training. Leisure Centre has AED. All accidents and incidents are reported to pool who record them. List of members with certain conditions on Pool Watch list and all Lifeguards and helper informed. Emergency medical and contact details keep on front desk. All members have to provide letter from doctor stating water activity should present increased risk to them or others due to medical condition.				
Hypothermia	Any member in cold water or standing while wet (e.g. during evacuations). Increased risk with certain medical conditions e.g. those affecting muscles e.g. MD or MS. Children increased risk due to higher body surface area to mass ratio. Risk of hypothermia which could in turn increase risk of drowning due to inability to swim or self-rescue.	Pool temperature is monitored by pool staff. All Staff and volunteer aware of risk and on lookout for signs. Two Medi-Wrap blankets kept in poolside box. Foil blankets available during evacuations against chilling. Immediate removal and first aid administered to victim.				
Access & egress to building	Members and helper walking or being pushed from car park or road could slip or fall particularly in adverse weather conditions e.g. snow or ice.	Access from car park and disabled parking wheelchair accessible and in good condition. We try to remain open and let individual members make their own decision if they feel it is safe to attend session Committee will make decision if weather is very poor (snow and ice) as to safety of members to attend by using footpaths and driving if road conditions are poor. EOP for "Cancellation and Cascade".				

Access & egress from water	Most members access / egress the pools using vertical steps at each corner. Some need the use of hoist, disabled access steps or platform lift with wet wheelchair to gain access or egress. A couple of members either dive or jump seated from poolside into deep water.	Assistance to park mobility aids and assist members to steps. Hoist / lift operated by trainer person and regularly inspected. Arrangement in place to cancel hoist users if hoist unavailable. Manual lift from pool not allowed unless in event of lift failure then only by trained pool staff. (Not Salmon Helpers)				
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**Assessor:** *Chris Bowles*      **Chris Bowles, Chairman & Philip Morris Hon. H&S Officer**

**Date of assessment:** 5<sup>th</sup> March 2015

**Reviewed by:** **Chairman & new committee annually.**

**Assessment review date:** 5<sup>th</sup> March 2016 (or sooner if activities change)

## Risk Assessment for Hoist & Lift Operation:

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Done
Incorrect Assembly of Hoist or mechanical failure	Failure of hoist resulting in injury to user or operator. (Hoist user could fall to floor or be struck by assembly. Hoist operator could be struck by falling assembly)	Hoist set-up by Everyone Active staff & checked by them. (Training on hoist set-up to new SOP). Pre-use checks by Salmon Helper and used by trained helpers as per SOP. 6 monthly LOLER Inspections.	Refresher training in SOP	Authorised trainer organised by Chairman/Ops Manager	Dec 2015	
Leak of Hydraulic fluid	Failure of hoist resulting in injury to user or operator. Slow operation hampering emergency evacuation. Member/helper/staff could slip and sustain injury.	Inspected by competent engineer every 6mths under LOLER. User checks. Monitor, report leaks/concerns to EA management, and remove from service.	None			
Incorrect use by operator	Hoist user could sustain fall to floor or struck by assembly, operator could be injured by falling assembly /pinch points.	Hoist operated by trainer person. Updated SOP for Hoist operation.				
Manual Handling during transfer	Hoist operator could sustain MSDs and user could be injured if dropped or by being held.	Users are encouraged to do as much for themselves, use of transfer aids. "No Manual Lift" policy for Salmon Club helpers.	Training in assisting mobility.	Salmon Chair Ops Manager	Dec 2015	
Hoist unable to be used	Hoist users; Slow evacuation of pool in an emergency. Risk to EA staff from manual lifts (MSDs).	Cancel hoist users. Salmon Helpers not allowed to Manually Lift.				
Pinch Points of Hoist	Operator or Hoist users; particularly from chains or hooks.	Training in correct set-up (hooks). Warn users of potential chain-pinch risk and take care.	Discuss EA management /SADC covering of chains or getting seat.	EA Mgmt. (& SADC)	Dec 2015	
Movement of client on wet chair	Fall from chair during movement resulting in injury to user. (No belt)	Maintenance of Wet Chair (brakes/tires) Training and supervision				
Hydraulic Platform Lift	User; Fall from platform step, as not at pool bottom.	Take seat to point of buoyancy so swimmer can float themselves out of seat.				

**Notes:** "Hoist User" is a disabled member being lifted while "Hoist Operator" is a Salmon Helper or Everyone Active staff operating the hoist to perform the list on the user. "Hoist" is an EZ Dipper Hoist with sling. "Lift" is a platform lift into main pool, for use with Wet Wheelchairs. MSDs=Muscular Skeletal Disorders. LOLER = Lifting Operations & Lifting Equipment Regulations 1998

**Assessor:** Chris Bowles Salmon Chairman & Philip Morris, H&S Officer

**Date of assessment:** 5th March 2015

**Reviewed by:** Chairman, Pool Ops Manager & new committee annually.

**Assessment review date:** 5<sup>th</sup> March 2016 (or sooner if activities change)