

Health & Safety Officer's Report to the AGM 2014

Summary of Actions for 2014	
1.	<p>Swimming Pools: Health & Safety have continued to maintain a regular contact with all the swimming pools currently used by Swindon Dolphin. All pools have also received a visit to discuss any ongoing H&S issues, and gain feedback on the clubs use of the facilities and general behaviour. With the exception of minor issues the clubs reputation is positive and well received in the main.</p>
A.	<p>Marlborough College:</p> <ul style="list-style-type: none"> ✓ The club we should be providing the pool with details of any swimmers who have a specified medical condition such as Diabetes, Asthma or any other condition, which in an emergency the information is vital to the treatment. ✓ All swimmers must ensure they shower before entering the pool ✓ No drinks bottles with detachable tops should be used poolside
B.	<p>Link Centre: No issues for Link centre. Swindon Dolphin has raised a number of concerns, which the centre has dealt with.</p> <ul style="list-style-type: none"> ✓ The club we should be providing the pool with details of any swimmers who have a specified medical condition such as Diabetes, Asthma or any other condition, which in an emergency the information is vital to the treatment.
C.	<p>Milton Road: Due to the nature of the pool MR will continue to require help and support by the club and members, main areas for update:</p> <ul style="list-style-type: none"> ✓ Air Handling units are proving to be temperamental and may require some additional works by Swindon Borough council to operate with the Air Handling guidelines ✓ General old building issues which will require the borough to support ongoing
D.	<p>Next Generation: The centre provide a high level of service with no issues to report</p>
2.	<p>Gala's H&S have provided support to a number of galas including Winter and Summer leagues, Club champs and EOS events. All galas have run smoothly with no incidents reported. H&S would however, benefit from being observed and identified on poolside. Ideally, the H&S person should be wearing a club shirt with Health & Safety on the back or front.</p>
3.	<p>Incidents: None reported.</p> <p>Reporting of incidents still needs work, as the reporting structure is still very assumptive with little or no detail in which to act on. All incidents must be captured with as much detail as possible with who, when, how and what, plus report it to the centre desk</p>
4	<p>Documentation:</p>
a	<p>Review: The following H&S related documents have been reviewed and updated to current HSE guidelines. The updated document is in circulation for review prior to approval SPD014 - Health and Safety Policy Statement.</p>
b	<p>New Documents: To support the updated Health and Safety Policy Statement the following documents have been created and circulated for review prior to approval.</p>

	<ul style="list-style-type: none"> • General Work Place Risk Assessment • Pregnant and Expectant Mothers Risk Assessment
5.	<p>Development: A Normal Operating Procedure (NOP) and an Emergency Operating Procedure (EOP) which will sit above the pool venues equivalent documents will be developed in 2015</p> <p>This requirement follows the H&S review of all operating instructions, procedures and reporting policies reported in the 2013 report and a requirement for Swim21 accreditation.</p>

Ongoing:

- ✓ All squads need to promote the need for all club members to be Health & Safety aware and that everyone is responsible for H&S, not just the H&S people!
- ✓ Changing room code of conduct needs to be given to all swimmers and regularly checked by coaches.
- ✓ Lane etiquette has proved to be a regular concern due to lane overcrowding at both Milton Road and Marlborough to parents and spectators. As a club we currently do not have a policy which highlights the correct lane etiquette. Most clubs have provide a lane etiquette on their website or as part of the swimmers code of conduct. This needs to be an ongoing education for all swimmers with the hope the younger they start the more effective the club will be with this policy.
- ✓ H&S continue to provide support and advice to the club with regards best practice, which supports the ongoing success of Swindon Dolphin ASC going forward.

“Make it Happen and keep it Safe”

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