



Health and Safety Policy & Procedures for Swimming Nelson Marlborough

Adopted 19 February 2019

1. SNM is committed to providing a safe environment for swimmers, officials, coaches, parents and caregivers at meets and other events that it organises.
2. SNM is a voluntary organisation without any paid staff and therefore has different legal responsibility than some other entities involved in competitive swimming. Nonetheless, we have a duty of care to provide a safe environment at all events that we sponsor or organise.
3. SNM shall maintain the following –
 - a. **Hazard Register** – a document that records all identified hazards that pose a risk of harm to one or more individuals involved in an event organised or sponsored by SNM.
 - b. **Incident Register** – a document that records all incidents of harm or near misses associated with an event organised or sponsored by SNM.
4. Clubs are responsible for health and safety at meets and other events organised by clubs.
5. SNM and clubs shall have joint responsibility for health and safety at meets and other events that are organised and hosted jointly. In such cases, SNM shall appoint an Event Manager who shall work closely with the host club to implement this policy and provide for a safe environment for the event.
6. In general terms, managers of pool facilities have primary responsibility for health and safety for events held at their facilities, e.g. in terms of water and air quality, spectator safety, changing and showering facilities etc.
7. SNM roles and responsibilities for health and safety are as follows:
 - a. H&S Coordinator, appointed by the SNM Board
 - i. Receive reports of hazards and incidents and report these to the Management Committee and the Board, with recommendations for how any hazards can be eliminated, avoided or minimised.
 - ii. Maintain the hazard register and incident register by recording all reports received and the action to be taken to address any hazard.
 - iii. Liaise with the SNM Technical Committee and club committees on health and safety matters.
 - b. Event Managers of swim meets, appointed by the SNM Management Committee
 - i. Maintain familiarity with this policy, the hazard register and the incident register
 - ii. Prior to the start of a meet,
 1. Liaise with the manager of the pool facility to confirm evacuation procedures, discuss how hazards can be eliminated, avoided or minimised, and review any other health and safety procedures pertaining to the facility.
 2. Advise the meet recorder of information from the facility for possible inclusion in the printed meet programme.
 3. Advise the Technical Director of health and safety information to be included in the briefing of club managers and officials.
 4. Advise the meet announcer of health and safety information to be announced over the public address (PA) system.
 - c. Technical Directors of swim meets, appointed by the SNM Management Committee

- i. Maintain familiarity with this policy, the hazard register and the incident register
- ii. Prior to the start of a meet,
 - 1. Identify any new hazards for the pool and surrounding venue and, in conjunction with the facility manager (where appropriate), devise an action to eliminate, avoid or minimise the risk associated with each hazard;
 - 2. Advise club managers and officials about evacuation procedures and any noteworthy or unusual hazards pertaining to that meet, including actions to be taken to address those risks.
 - 3. Appoint marshals to monitor adherence with the warmup procedure and ensure that lane signage is appropriately displayed.
- iii. During the meet, monitor and enforce compliance with measures to minimise risk.
- iv. After the meet
 - 1. Where new a hazard or incident is the responsibility of the venue, obtain a copy of the relevant report and submit it to the SNM H&S Coordinator.
 - 2. Where a new identified hazard is the responsibility of SNM, complete a **hazard report** and submit it to the H&S Coordinator with copies to the Event Manager and the SNM Technical Committee, and to the venue manager where appropriate.
 - 3. Where a new incident is the responsibility of SNM, complete an **incident report** whenever there is an incident of harm or a near miss at an SNM event, and submit the report to the H&S Coordinator with a copy to the Event Manager and the SNM Technical Committee.
- d. Club managers and club captains
 - i. Advise the Technical Director of a meet of any swimmer who has special circumstances that may expose that swimmer to a higher level of risk than other swimmers and agree with the Technical Director on measures to be taken to minimise that risk.
 - ii. Ensure that club members are familiar with, and comply with, health and safety rules and procedures pertaining to each meet.
 - iii. Advise the Technical Director of any club member who is not complying with health and safety rules and procedures at a meet and who, in so doing, is potentially putting themselves or others at risk of harm.
- e. Coaches
 - i. Advise the club manager or the Technical Director of a meet of any swimmer who has special circumstances that may expose that swimmer to a higher level of risk than other swimmers.
 - ii. Advise the club manager or the Technical Director of any swimmer under the coaches' responsibility who is not complying with health and safety rules and procedures at a meet and who, in so doing, is potentially putting themselves or others at risk of harm.
- f. Swimmers, officials, parents and spectators
 - i. Take responsibility for their own safety and well-being
 - ii. Comply with all rules and procedures specified in the programme or as advised by the Technical Director, club manager or coach

- iii. Advise the Technical Director of any significant hazard that does not appear to be adequately addressed and that poses a risk of serious harm.
- g. SNM Management Committee
 - i. Receive hazard and incident reports from the H&S Coordinator and decide on actions to eliminate, avoid or minimise the associated risks.
 - ii. Report to the Board on all Hazard & Incident reports received and actions taken, with updated versions of the Hazard & Incident registers.
 - iii. Advise the Board on ways to improve management of health and safety at swimming events within the SNM region, including possible amendments to this policy.
- h. SNM Board
 - i. Take overall responsibility for health and safety of swimmers, officials, coaches, parents and caregivers at events organised or sponsored by SNM.
 - ii. Ensure that this policy is posted on the SNM website and distributed to SNM officials, coaches and clubs.
 - iii. Receive reports from the Management Committee and amend SNM policies and procedures as necessary to provide for a safe environment at all SNM events.