



**Safety Code of Practice**  
for  
Clubs and Regions  
(*& National Competitions*)

**Swimming**  
Training & Competitions  
(Closed Water)

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## 1. Executive Summary

Safety plays a part in all our activities within Swim Ireland and we are committed to managing and conducting our activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare of our, volunteers, competitors and others who may be affected by our activities.

This requires the co-operation of all swimmers, coaches, volunteers, facility staff, contractors and others to enable Swim Ireland and its regions and clubs to discharge their responsibilities.

Management of health and safety at club and regional training sessions and competitions is the joint responsibility of coaches, referees, officials and volunteers of Swim Ireland.

However, it is important to note that the final responsibility for safety at club and regional training sessions lies with club and regional committees and in the case of club, regional and national competitions, with the organising committees. <sup>1</sup>

To fulfil this obligation we ask you to ensure, as far as reasonably practicable:

That the facilities in which the Club or Region train and compete have provided you with a written and current safety statement. <sup>2</sup> The safety statement should include a site specific risk assessment.

If for any reason you have not received a Safety Statement from the facility or if the Safety Statement does not contain a risk assessment then the Club/Region must carry out their own **risk assessment** on the area of the facility that the Club or Region will be training in.

(Note: You are **not** required to prepare a Safety Statement)

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<sup>1</sup> Appendix 2

<sup>2</sup> Appendix 1

A separate guidance document has been prepared specifically for this eventuality and is included in this mailing, titled 'Risk Assessment Guidance Document'.

On receipt of / on completion of the Risk Assessment, the club should review the risks outlined, and agree any necessary precautions that should be taken to minimise these risks.

We also recommend that you request a copy of the emergency action plans and procedures for the facility in advance of the Training session / Competition.

We recommend that where appropriate training and competitions will only take place in facilities with whom there is a written pool hire agreement.<sup>3</sup>

Finally, we recommend that there will be full and complete recording and investigation of incidents and accidents with the sole purpose of preventing a recurrence. Where required there will be consistent reporting of prescribed accidents and dangerous occurrences to the Health & Safety Authority.

To assist the Club and/or Region in their endeavours, Swim Ireland will seek to provide health & safety training to enable staff and volunteers to carry out their responsibilities in a safe and efficient manner.

To further assist you, we have put together a number of checklists and templates which we hope you will find useful, and have included them in this document.

This document is intended to be used in conjunction with existing Swim Ireland Policies and Procedures and has been sent to all Clubs and Regions.

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<sup>3</sup> Appendix 11

It will be reviewed on an annual basis in light of your feedback, experience and future developments within the organisation, therefore participants and volunteers are encouraged to put forward suggestions for improvement to this document.

Please direct any queries or comments that you have to the Swim Ireland Development Officers (see [www.swimireland.ie](http://www.swimireland.ie) for further detail).

We thank you for taking the time to read this document and the work you undertake in this regard.

**Best regards**

**Sarah Keane, CEO Swim Ireland**

## Safety Responsibilities

Every individual is responsible for their own safety and the safety of others around them. They should be careful that no act or omission of theirs places themselves or others at risk.

Similarly, everyone has responsibility for the reporting of accidents. Club and organising committees are responsible for reporting accidents to Swim Ireland, and teachers, coaches, referees, meet managers and other officials have a responsibility to report accidents to the Club Committee or Organising committee where appropriate. The Club/Organising Committee are then required to report the accident to the Facility Manager at the venue at which the accident occurred.

### (a) Club Committee & Organising Committees

The Club Committee have direct responsibility for ensuring the safety, health and welfare of all volunteers and swimmers at Club Training Sessions and in this situation is the designated responsible person.

For Club competitions the club committee hold this responsibility, except where they appoint a dedicated organising committee for the event.

For Regional & National competitions, the Organising Committee have direct responsibility for ensuring the safety, health and welfare of all, volunteers, competitors, and others at Swim Ireland competitions and is regarded as the designated responsible person.

**Note:** Where a site is being used for the first time as a Training venue, it will be the responsibility of the organising committee to ensure that the pool meets the current Swim Ireland Safety Standards for Swimming Pools<sup>4</sup> before the selection of the facility for use as a suitable venue.

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<sup>4</sup> Appendix 7

This would include the completion of a site specific risk assessment at the competition venue before the commencement of the competition.

They are also required to ensure that an informal visual risk assessment is carried out at the commencement of every training session.<sup>5</sup>

The Committees responsibilities are to:

- Take a direct interest in the safety policies of Swim Ireland and positively support any person whose function it is to implement them.
- Demonstrate their commitment by taking active steps to be aware of the safety record of the club and the venues in which they train, and to issue any necessary reasonable directives e.g. site specific evacuation details in the interest of the health, safety and welfare.<sup>6</sup>
- Endeavour to ensure that there are sufficient resources available, to enable the safety policy to be reasonably implemented.
- Periodically appraise the Safety Statement & Risk Assessment of the venue(s) in which the Club train, and make reference to it in their Annual Report.
- Where necessary, in the absence of formal risk assessments by the facility, carry out a formal risk assessment annually and record the findings.

**(See separate Document on Risk Assessment)**

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<sup>5</sup> Appendix 11

<sup>6</sup> Appendix 9

- Ensure that where responsibility is assigned, (e.g. the responsibility for circulating Fire Evacuation Details or the responsibility of stewarding at a competition) that it is fully understood.
- Procure advice and assistance whenever necessary and take heed, together with remedial action, on any matters brought to their attention.
- Investigate all accidents promptly to establish their cause and recommend and implement corrective action to help prevent any recurrence.
- Carry out inspections to ensure that all club equipment is properly maintained and safe to use.
- They are also responsible for ensuring that the Safety Recommendations are effectively communicated at all levels and are observed at all levels by:
  - Ensuring that volunteers, competitors & officials are made aware of and comply with the health and safety recommendations and the organisational arrangements for implementing them.
  - Ensuring that all volunteers under their control are held accountable for their performance in relation to occupational health and safety.
  - Showing through personal behaviour, that only the highest standards of safety are acceptable.

**(b) Coaches, Teachers, Referees and Meet Managers.**

In the context of training sessions **Coaches & Teachers** are responsible for the safety, health and welfare of swimmers under their control; this includes an individual duty of care towards each participant in the context of his/her physical and mental health.

In the context of competitions, this responsibility is held by the **Meet Manager**. They are required to ensure so far as reasonably practicable the safety health and welfare of volunteers, competitors, and others.

It is the responsibility of the Meet Manager to ensure that, where appropriate, the pool hire agreement is in place, checked, and is signed by all parties. <sup>7</sup>

It is also the responsibility of the Meet Manager to ensure that the Public Safety Announcement & the Swimmer Safety Announcement<sup>8</sup> is read out before each day of the competition, <sup>9</sup> and that the visiting Club coaches have been given a copy of the Safety Notice for Swimmers to convey to their teams.

Coaches, referees and meet managers will, so far as is reasonably practicable: -

- Ensure that participants and volunteers are fully familiar with the Safety Notices, which will be read out before each day of a competition.
- Ensure that safety procedures adopted are implemented.
- Carry out a basic visual safety check in advance of the commencement of any training session or competition. <sup>10</sup>

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<sup>7</sup> Appendix 11

<sup>8</sup> Appendix 5

<sup>9</sup> Appendix 4

<sup>10</sup> Appendix 12

- Immediately inspect any hazard after they have been remedied to ensure safe working conditions/practices have been restored.
- When an accident occurs, complete an accident report before the end of the day the accident occurs, and forward the report to the Swim Ireland Offices without delay.
- Report all accidents promptly to the Club, Region or Organising committee.
- Ensure that participants and volunteers are aware of what to do in the event of a fire and know the location of the Fire assembly point. This can be done through:
  - The reading out of the Safety Notice at the commencement of each competitive event
  - The circulation of the Site Specific Fire Evacuation Details Notice at club level. <sup>11</sup>
  - Ensuring that Fire Exits remain clear during Training Sessions.
- Report all hazards to the Facility Manager or his/her delegate. Where the hazard is deemed to be serious in nature, and could reasonably pose a risk of injury or accident to a participant, volunteer or others, no activity should take place at this venue until the hazard has been removed or reduced to a safe level.
- Maintain good housekeeping within the area covered by the Pool Hire agreement at all times.
- Give consideration to any representation about health and safety from relevant or interested parties, and feed this information back to Swim Ireland.
- Attend Swim Ireland Safety Training if and when required.

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<sup>11</sup> Appendix 10

### (c) Referees

At competitions the referee provides advice and assistance to the Meet Manager on health and safety issues. He or she has the following additional responsibilities:

- To carry out inspections of the pool area in advance of the commencement of the competitions, as well as at the commencement of each session during the competition. <sup>12</sup>
- To ensure all competing Club Coaches have adequate health & safety knowledge of the site. E.g. Fire Assembly Point etc
- To identify hazards arising from his/her inspection and to inform the Meet Manager. <sup>13</sup>

Where the hazard is deemed to be serious in nature, and could reasonably pose a risk of injury or accident to a participant, spectator or volunteer, no activity should take place at this venue until the hazard has been removed or reduced to a safe level.

- To assist the relevant Committee in the investigation of any accidents where necessary.

**Note:** Where a site is being used for the first time as a competition venue, it will be the responsibility of the **organising committee** to ensure that the pool meets all the requirements under the Swim Ireland Safety Standards for Swimming Pools<sup>14</sup> before the commencement of the competition.

Referees must not engage in improper conduct or behaviour (including bullying/harassment).

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<sup>12</sup> Appendix 3

<sup>13</sup> Appendix 3

<sup>14</sup> Appendix 7

**(d) Coaches and all other officials**

Coaches and all other officials who are acting in a voluntary capacity on behalf of Swim Ireland have the following safety obligations.

- Take reasonable care of their own safety, health and welfare and that of others.
- Ensure they are not under the influence of an intoxicant to the extent that they may endanger themselves or others. Swim Ireland has a zero tolerance to alcohol and drugs. Those who are taking prescription drugs should be aware that medication may also impede their judgement, and where this is the case, they should withdraw from Swim Ireland activities until such time as the effect has passed.
- They must not engage in improper conduct or behaviour (including bullying/harassment).
- Attend all necessary training.
- Use safety equipment or clothing provided, or other items provided for their safety, health and welfare at work.
- Report to the Head Coach, Club/Regional Committee or Meet Manager as soon as practicable:
  - Any work which may endanger the health and safety of themselves or others.
  - Any defect in the place of work, systems of work, articles or substances.
  - Any breach of health and safety legislation of which he or she is aware.

Report all hazards to the Meet Manager, Club/Regional Committee and/or Facility Manager or his/her delegate.

Where the hazard is deemed to be serious in nature, and could reasonably pose a risk of injury or accident to a participant, spectator or volunteer, no activity should take place at this venue until the hazard has been removed or reduced to a safe level.

- Co-operate with Swim Ireland or any other delegated person as appropriate.

They must not:

- ❖ interfere with, misuse or damage anything provided for securing the health, safety and welfare of those at work
- ❖ Place anyone at risk in connection with work activities
- ❖ Intentionally or recklessly interfere with or misuse any appliance or safety equipment provided to secure the safety, health or welfare of persons at work

Ensure that they are familiar with the content of the Safety Guidelines.

They are required to execute any safety policies or procedures adopted by Swim Ireland.

Maintain good housekeeping within the area covered by the Pool Hire agreement at all times.

Give consideration to any representation about health and safety from relevant or interested parties, and feed this information back to Swim Ireland.

Attend Swim Ireland Safety Training if required.

Cooperate fully with the Meet Managers and Referees in the execution of their Health and Safety duties.

### **3. Dissemination of Safety Code of Practice**

This Safety Code of Practice has been sent to all Swim Ireland clubs and others who may require access to it. They can also be accessed via the Swim Ireland Website.

When making changes to this document and to ensure that each Club has the most recent information, the revised Safety Code of Practice will be sent again in full.

### **4. Safety Training and Instruction**

In the interest of safety within our sport, Swim Ireland expects that all members clubs and regions will co-operate fully with the Safety Code of Practice, and where necessary will seek advice where required to assist them in implementation.

A record of any relevant safety training that a person has received, through Swim Ireland, will be maintained by the Swim Ireland.

Additional training courses may be provided to meet specific needs as they arise from time to time. Such courses may be carried out within the club or at an appropriate outside agency. All volunteers are required to co-operate with Swim Ireland in the implementation of any safety training programme.

### **5. Provision of First Aid**

All organising committees must ensure that at least one qualified occupational first aider is on duty at any given competition. At Training sessions, it is recommended that at least one person present has experience and/or training in Basic First Aid and Life support.

This requirement may be fulfilled by the host facility, but where this is the case, it should form part of the hire agreement.

Competitors, club members or officials who suffer injury in the course of their Swim Ireland activities are required to present themselves for appropriate treatment, and to complete an accident report form.

Well stocked first-aid boxes<sup>15</sup> must be provided at every training session and competition. They are to be kept in a clean condition and re-stocked regularly.

Staff administering first-aid must ensure the following:

Disposable gloves must be worn, particularly when treating an open cut or wound. No tablets, drugs or medicines are to be kept or administered, however, qualified occupational first aiders will be aware that aspirin (300 mg) may be used where a heart attack is suspected and where the casualty does not display any of the specific contraindications.

Following an accident requiring first-aid treatment, an accident report form is completed.<sup>16</sup> Serious accidents are to be reported without delay to the Swim Ireland HQ and the relevant facility Manager.

## 6. Emergency Procedures

Emergency Procedures should in place in the event of a fire, or other emergency such as structural failure at all training and competition venues. Clubs are reminded to familiarise themselves with the procedures so that a speedy evacuation of the premises can be completed in the event of an emergency.

As these procedures will be reviewed periodically and amended where necessary, they should be reviewed by the Club on an annual basis.

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<sup>15</sup> Appendix 9

<sup>16</sup> Appendix 8

In the absence of these procedures being available for the facility, the Club or organising committee should consider the preparation of same for their Club members.

As a minimum Clubs should ensure that all members are aware of the following:

- What to do on discovery of a fire.
- The evacuation procedure.
- Location of Fire Assembly Point.
- How to call the emergency services.

A record of everyone in attendance should be maintained at all training sessions, and when all have been evacuated to a position of safety a roll call should be completed.

Further evacuation information for Clubs to circulate to its members is available in the appendices.<sup>17</sup>

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<sup>17</sup> See Appendix 10

## 7. Accident/Incident Reporting and Investigation

All accidents or incidents (near misses), whether serious or not, must be reported immediately to Swim Ireland. An Accident/Incident Report form is available for this purpose.<sup>18</sup>

Accident Investigations will be carried out by Clubs/Regions where appropriate, the purpose of which is to determine the immediate and root cause of the accident/incident and to prevent similar accidents/incidents occurring. The conclusions of the investigation will be recorded. Corrective action will be taken where necessary and recorded.

Accident data will be periodically analysed by Swim Ireland with a view to improving safety performance. Where appropriate, the Code of Practice will be reviewed in light of any accident/incident.

## 8. Risk Assessments/Identification of Hazards and Potential Hazards

The safety of participants, officials, and volunteers is paramount. With this in mind generic risk assessments have been circulated, as a separate document, identifying hazards for consideration by Clubs.

Where a host facility cannot or have not provided a Safety Statement & Risk Assessment, to the Club, the Club is then required to complete a site specific risk assessment of the premises in which they train using the Generic Risk Assessment Format. This should be completed at least once a year.

(Note: This has been issued as a separate document and is titled Generic Risk Assessment)

Where necessary, Clubs or Swim Ireland may make use of competent consultants and bodies with special skills and services to augment the internal audits.

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<sup>18</sup> Appendix 8

## **9. Compliance**

In the interest of a consistent safety culture within our organisation, sanctions may be applied in the event that members, clubs and regions fail to follow the Code of Practice

## Appendices

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## Appendix 1 – The requirements of a Safety Statement

The Safety Statement which you receive from the facility must be current.

Therefore it must have been written or reviewed within one calendar year for it to be considered current.

It is equally important that the document that you have been given is signed. In the opening pages of the document there should be a corporate Safety Policy or Safety Statement. This should ideally be signed at the highest level within the organisation e.g. CEO, Managing Director or owner. This signing of the Safety Statement shows a commitment to safety from the highest levels of the organisation.

Provision of a Safety Statement document will provide reassurance to the Club as it indicates that the venue has taken account of the following:

- The provision of a safe place of work, including safe access and egress.
- The provision of safe plant and equipment, articles and substances.
- The provision of safe systems of work.
- The provision of welfare facilities.
- The provision of appropriate information, instruction, training and supervision.
- Determining and implementing appropriate preventative and protective measures.

**If the facility does not provide you with a Safety Statement for whatever reason, there is no requirement on the Club to prepare one.**

**However a risk assessment will need to be prepared**, of the area in which the Club or Region train and for this purpose a Risk Assessment Guidance Document has been prepared, and is included for your reference.

## Appendix 2 - Documentation Checklist

The following information is to be received in writing from the venue **in advance** of any Swim Ireland training session or competition.

In the case of pool hire for training the information is obtained at the commencement of the hire agreement.

It is reviewed annually and is the responsibility of the Club Committee.

For competitions, this documentation is required in advance of the start of the competition.

It is the responsibility of the Organising Committee.

No.	Title	Date Received	Signed
1	Facility Safety Statement.		
2	Site Specific Risk Assessment		
3	Facility Emergency Action Plans (E.A.P)		
4	Pool Hire Agreement.		

Date:	
Venue:	
Event:	
Chairperson (Print Name):	

**Appendix 3 - Referees Competition Daily Checklist**

Check	For	Signed
Lane Ropes	Securely fixed. No loose wires or cable ends.	
Starting Blocks	Securely fixed. Pressure Pads tight.	
Touch Pad	Securely fixed in the correct position.	
Exposed Cables	Covered by mats or cable mats to avoid trip hazards.	
Start System	Strobe Light in position.	
False Start Rope	In position & Secure	
Backstroke Flags	In position and secure	
Chairs for Swimmers	In position	
Chairs for Officials	In position	
Competition PA System	Operational	
Meeting Rooms available.	Accessible	
Meeting Rooms equipped.	As required	
Water Temperature	25 – 28 Degrees Celsius	
Pool Water Clarity	Should be clear & sparkling	

Date:	
Venue:	
Event:	
Referee (Print Name):	

### Appendix 4 - Public Safety Announcement

“This is a Public Safety Announcement

You are responsible for your own safety while attending this event.

In the unlikely event of the fire alarm going off we ask that you leave by the nearest available exit.

Please take a few moments now to familiarise yourself with the exit closest to you.

To facilitate a speedy evacuation we ask you to keep all walkways and exits clear of bags and equipment.

Please ensure your own safety and the safety of others around you by reporting any hazards to the Meet Manager or any official. “

**Note: Where children under 18 are attending or competing in the event the following announcement must also be made:**

“In line with Swim Ireland rules no person may video, film or take photographs at this event without having received permission and registered their details with the event organiser (or similar responsible person)”

This statement must be read out at the start of every session for the duration of the event to ensure all individuals are aware of the Swim Ireland policy.

## Appendix 5 - Swimmer Safety Announcement

The following announcements **to competitors** and others must be made at the start of each session of the competition and before each pre-competition training period.

“You are reminded that the depth of water at the shallow end is **(announce depth)** and the deep end is **(announce depth)**. Starting blocks are **(announce height)** above water level at the shallow end and **(announce height)** above water level at the deep end. “

**(Note:** Depending on the water depth the following announcement will also be made)

**When the water depth is less than 0.9m at the end of the pool where starting or turning takes place you must make the following additional announcement:**

“As the water depth is below 0.9m at (name the end(s)) of the pool, all starts at that end must be in the water and you are reminded that this depth is considered insufficient for tumble turns.”

**Or**

**When the water depth is 0.9m but less than 1.5m and the height of the pool edge is not more than 0.38m above the level of the water you must make the following additional announcement:**

“Coaches and Team Managers are reminded that only those swimmers **who their coaches declare are competent** to start with a shallow racing dive from the side of the pool, are permitted to do so. Where their coach declares any swimmer is **not competent** to dive they must start in the water.”

Or

When the water depth is 0.9m but less than 1.5m and starting blocks are provided you must make the following additional announcement:

**“Coaches and Team Managers are reminded that only those swimmers who their coaches declare are competent to start with a shallow racing dive from the starting blocks, are permitted to do so.”**

“If there is a false start, you must continue with a shallow racing dive, you must not topple into the water head downwards as this is dangerous.

“If you are starting in the water, you must lower yourself over the side; do not jump or dive.

Finally, Swimmers are advised to remove all jewellery in order to prevent accidental injury to themselves.”

**Appendix 6 – Safety Considerations Swimmers**

(To be conveyed to the swimmers via the coaches)

**Swimmers Please Note**

You are responsible for your own safety while competing in this competition.

Do not attempt to use the starting blocks unless you are competent to do so. You are reminded that you may also start from the poolside.

In the event of a false start, swimmers should ensure that they make a safe entry to the water.

The instructions of race officials must be followed at all times and without delay.

Glass Bottles are not permitted on the deck or in the changing rooms.

Swimmers should be fully clothed before they access the viewing gallery.

The viewing gallery should only be accessed via the signed access doors.

## Appendix 7 – Swim Ireland Safety Standards for Swimming Pools

### 1. Depth

A minimum depth of 1.35 meters, extending from 1.0 metre to at least 6.0 metres from the end wall is required for pools with starting blocks.

A minimum depth of 1.0 metre is required elsewhere. Exceptions to this may be made by the coaches, subject to the age, experience and competence of the swimmers.

### 4. Walls

**4.1** End walls shall be parallel and form right angles to the swimming course and to the surface of the water, and shall be constructed of solid material, with a recommended non slip surface extending 0.8 metre below the water surface, so as to enable the competitor to touch and push off in turning without hazard. Where end walls do not meet this standard it shall be noted in the risk assessment and additional care shall be taken.

**4.2** Rest ledges along the pool walls are permitted; and are recommended to be between 0.1 metre, to 0.15 metre wide.

**4.3** Gutters may be placed on all four walls of the pool. If end wall gutters are installed, they must allow for attachment of touch panels to the required 0.3 metre above the water surface. It is recommended that a suitable covering grill or screen would be put in place for competitions.

### 5. Lanes

Lanes shall be of a sufficient width for the safe passing of two swimmers. This will be determined by the coach, with due consideration to the age, experience and

## 6. Lane Ropes

**6.1** In competitions lane ropes shall extend the full length of the course; ideally secured at each end wall to anchor brackets recessed into the end walls or in such a way as to prevent injury to swimmers. The anchor shall be positioned so that the floats at each end wall of the pool shall be on the surface of the water. Where the rope is fixed to anchor brackets fixed into the flooring, be aware that a trip hazard is now present and this should be duly noted in any risk assessment carried out.

There shall not be more than one lane rope between each lane. The lane ropes shall be firmly stretched.

**6.2** At the 15-metre mark from each end wall of the pool the floats shall be distinct in colour from the surrounding floats or where this is not possible the 15 metre mark should otherwise be safely indicated.

**6.3** Where Lane numbers are used they shall be made of soft material and placed on the lane ropes at the start and turning end of the pool.

## 7. Starting Platforms

We recommend that starting platforms shall be firm and give no springing effect. The surface area shall be at least 0.5 metre x 0.5 metre and covered with non-slip material. Maximum slope shall not be more than 10°. The platform shall be constructed so as to permit the gripping of the platform by the swimmer in the forward start at the front and the sides. Handgrips for starts may be installed on the platforms. If installed they shall be parallel to the surface of the end wall, and must not protrude beyond the end wall.

The height of the platform above the water surface shall be from 0.5 metre to 0.75 metre.

It is recommended that a water depth from a distance of 1.0 metre to 6.0 metres from the end wall must be at least 1.35 metres where starting platforms are installed.

Where this is not possible a comprehensive risk assessment must be completed and in place. The risk assessment should take account of the competence and ability of the swimmers, the level of supervision, the actual depth of the water, the general water clarity, underwater lighting, and the goggle type used by the swimmers.

#### **Starting Platform < .5 Meter above the water:**

However, if the height of the starting platform above water is less than .5 meter, a minimum depth of .9 meter is appropriate when all users have

- (a) Been competently trained in competitive starts
- (b) Are aware of the depth of the water
- (c) Are under strict supervision

Notices shall be attached to all starting blocks where there is less than 1.8m of water stating: DANGER SHALLOW WATER BELOW.

Coaches should ensure as far as reasonably practicable that all entrants can perform flat racing dives, before being allowed to use the starting blocks.

If there is doubt, demonstration of their ability to do so should be conducted in water with a vertical depth of at least 1.8m during a training session.

Where the water depth is **less than .9m**, races will start from the water.

**8. Backstroke Turn Indicators** – In training and competitions flagged ropes shall be suspended across the pool, and placed 5.0 metres from each end wall. Where possible, additional distinctive marks must be placed on both sides of the pool and on each lane rope, 15.0 metres from each end wall.

**10. False Start Rope** In competitions a false start rope shall be suspended across the pool not less than 1.2 metres above the water level from fixed standards placed 15.0 metres in front of the starting end. It shall be attached to the standards by a quick release mechanism. The rope must effectively cover all lanes when activated. If not used in training, coaches must ensure that swimmers are aware of the false start rope, and the action to take when activated.

**11. Water Temperature** It is recommended that for competitions the water temperature shall ideally be in the range of 25°- 28°. During competition the water in the pool must be kept at a constant level, with no appreciable movement. Inflow and outflow (normal circulation of the pool water) is permissible as long as no appreciable current or turbulence is created.

**12. Lighting** – Lighting level within the pool hall should be sufficient at all times to ensure that the bottom of the pool is clearly visible and that all safety signage can be clearly seen and read.

**13 Lane Markings** shall be of a dark contrasting colour, placed on the floor of the pool in the centre of each lane.

**14. Bulkheads** – When a bulkhead serves as an end wall, it must extend the full width of the course and present a solid stable vertical surface on which touch pads may be mounted extending not less than 0.8m below and 0.3m above the surface of the water, and must be free of hazardous openings above or below the waterline which may be penetrated by a swimmer's hands, feet, toes or fingers. A bulkhead must be of a design that provides for the free movement of officials along its length without such movement creating any appreciable current or water turbulence

## Appendix 8

## FIRST AID REPORT FORM

Swim Ireland Incident  
Report Form - 2011**Important Note:**

This form must be completed by a Representative of a Swim Ireland Regional & Affiliated Club or the person in charge and **not** the injured person (hereafter called the Third Party)

**Details of the Accident:**

Please complete as fully as possible at the time of the accident and forward to the Swim Ireland Office immediately. Insurance cover can be adversely affected if notification of accidents is not made quickly.

Name of injured person (Third Party): \_\_\_\_\_

Address: \_\_\_\_\_

Date of Accident: \_\_\_\_\_ Time of Accident: \_\_\_\_\_ am/pm

Address at which accident occurred: \_\_\_\_\_

Do you (The Club) own the premises: Yes \_\_\_ No \_\_\_

Please provide full details of the Accident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Was the accident witnessed? Yes \_\_\_ No \_\_\_

If the accident was witnessed, advise the name(s) and address(es) of witness(es):

\_\_\_\_\_

\_\_\_\_\_

When was the accident reported and to whom:

\_\_\_\_\_

\_\_\_\_\_

Advise the name and address of third party:

\_\_\_\_\_

\_\_\_\_\_

Advise details of injuries/damage sustained by the third party:

\_\_\_\_\_

**Declaration:** *I/We hereby declare that the statements on this form and information provided in addition are true and complete, to the best of my/our knowledge and belief.*

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE: RETURN THIS FORM TO SWIM IRELAND email: [finance@swimireland.ie](mailto:finance@swimireland.ie)  
(TITLE: Incident Report)**

**Appendix 9 - Recommended Contents of a First Aid Box**

Materials	Average Number of Persons Present		
	1--5	6—25	26—50
Adhesive Plasters	12	20	40
Sterile Eye Pads (bandage attached)	nil	2	4
Individually wrapped triangular bandages	2	6	6
Safety Pins	2	6	6
Medium individually wrapped sterile wound dressings	nil	6	8
Large individually wrapped wound dressings	nil	2	4
Extra large individually wrapped wound dressing	nil	2	4
Individually wrapped wipes	8	8	10
Paramedic shears & (ice packs)	1 (4)	1 (6)	1 (8)
Pairs of latex gloves	1	2	2
Sterile Eye Wash	1	1	2

**Appendix 10 - Site Specific Fire Evacuation Details**

This document is to be issued by the Club Committee to the Club Members including swimmers, and relates specifically to the facility in which they train. Where club members train in more than one venue, a copy of this form will be issued for each facility.

To: All Club Members & Officials

General Points regarding Evacuation From: \_\_\_\_\_

- 1] Everyone should be familiar with their nearest exit route and assembly point.
- 2] On discovery of a fire, sound the alarm.

All doors should be closed as you leave to reduce the spread of fire. .

- 3] On hearing the fire alarm everyone must evacuate the building immediately.  
Do not stop to change, collect coats, swim bags, etc.

- 4] Proceed to the Fire assembly point and remain there.

The Fire Assembly Point is \_\_\_\_\_

- 5] Do not under any circumstances re-enter the building unless given the all clear by the Fire Officer.

Club:	
Date of Issue:	
Issued By:	

**Appendix 11****Sample Pool Hire Agreement**

Exclusive reservation by (Name) Swim Club of  
(Name) swimming pool

1. The cost of Pool Hire is €\_\_\_\_\_ per hour. We understand that a deposit of €\_\_\_\_\_ is required with this booking to secure and confirm our booking. This is refundable up to 10 days before our first booking date. The balance in full is due on arrival.
2. The hirer shall not transfer the booking to any Person/Persons or Group, without the express permission of the Pool Manager of the (Name) Swimming Pool.
3. This booking is being made on the understanding that the supervision ratio {as per the facility admissions policy} will be strictly maintained by the Club.
4. The booking is from {State Time} to {State Time} on {State day(s) of the Week} from {State Date} to {State Date}.

With the following exceptions: {State If any e.g. Bank Holidays}

5. In the unlikely event of it being necessary to close the pool for repairs or for any other reason, no claim shall lie against the (Name) Swimming Pool in respect of loss or inconvenience or any other damage suffered. But in this case a refund will be made to the Swimming Club.
6. The Club will be advised immediately of any impending closure so that they can inform the club members.
7. The facility undertakes to ensure that the pool water quality and clarity is suitable for swimming at all times and meets the National Swimming and Spa Pool Operators Standard.
8. The water temperature will be maintained, as far as reasonably practicable between 25 and 28 Degrees Celsius.

9. The facility shall ensure so far as reasonably practicable that the areas covered under the pool hire agreement are without risk to the safety, health & welfare of the club members.
10. The hirers shall ensure that all persons present on the pool area during the exclusive booking are members of their Swim club.
11. The photographing of children in the pool area will not be permitted by the Swimming Club except pursuant to the regulations contained in the Swim Ireland Safeguarding Children Policies and Procedures document 2010.
12. The swimming club understand that they are responsible for the control and actions of all persons (in their group) present on the pool premises and for any damage which may be caused to the pool premises or property during the period of the exclusive booking.
13. The Swim Club is not responsible for areas outside of the exclusive reservation. Those areas are: {Delete or amend as appropriate}
  - Pool Hall
  - Pool Equipment Storage Area
  - Changing Rooms
  - Viewing Gallery
14. The Pool Manager, or his deputy, shall have the general charge of the pool and shall be the officer to carry into effect these regulations.
15. We undertake to ensure that no person shall, while suffering from any infectious disease enter the Swimming Pool, nor shall any person be admitted when in the opinion of the coach, he/she is intoxicated.
16. No dogs other than registered guide dogs shall be admitted to any part of the premises.
17. Smoking is prohibited within the building.
18. Spitting will be prohibited – in and out of the Pool.
19. Anyone using indecent or offensive language shall be prohibited from using the pool.

20. In the interest of hygiene all patrons must wear Bathing Caps. This rule will be rigidly enforced by the Club.

21. Any trespassing in rooms or hallways other than Entrance Hall, Dressing Rooms, and Pool Area is strictly prohibited.

22. Maximum number of persons allowed in the Pool is strictly (State) including supervising adults.

Signed: \_\_\_\_\_

**Club Secretary or Delegate**

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

**Facility Manager or Delegate**

Date: \_\_\_\_\_

**Appendix 12 – Informal Visual Pre-Training Session Check**

The following things should be considered when completing an informal visual risk assessment at the commencement of any training sessions.

For	Consider
<b>Water</b>	Normal Depth of water Clarity – bottom can be seen Temperature – normal Are Noxious Odours present Complaints from swimmers
<b>Air</b>	Normal Temperature Noxious Odours
<b>Fire Exits</b>	Are they clear of obstructions?
<b>Decks</b>	Free from tripping hazards or other hazards
<b>Lighting</b>	Sufficient
<b>Changing rooms / village</b>	Sufficient Lighting Hazard Free
<b>Pool Cover</b>	Must be removed fully before any swimmer may enter the water.
<b>Diving Blocks</b>	Suitably Secured.
<b>Supervision</b>	Ensure sufficient supervision in place before commencing training session.

This check is not intended to be in writing, but simply a visual check before the session commences, to ensure the safety of participants. Where a hazard is identified and could reasonably pose a risk of injury or accident to a participant, or volunteer, no activity should take place at this venue until the hazard has been removed or reduced to a safe level.

### **Appendix 13 - Risk Awareness Flow Chart for away competitions, Training Camps and other away activities.**

Note: For further information please refer to the Safeguarding Children Policies and Procedures 2010: Codes of Conduct, or more recent update.

The level of risk associated with away trips for the purposes of competition and training camps is totally dependent on who holds responsibility for the group or group while members are away.

The responsibility will vary between:

- ❖ Parental Responsibility
- ❖ Club Responsibility
- ❖ Joint Club / Parent Responsibility
- ❖ Use of host families.

The highest levels of risk exists where Club has sole responsibility and with this in mind Swim Ireland issued a General Protocol for Away Events, with its most recent revision completed in January 2008. Refer to this document for more detailed information, but below are some of the key considerations.

- Where team managers are appointed, the Team Managers are responsible for the well being and safety of the swimmers whilst away on a trip. Team Managers' responsibility for the swimmers begins at the first meeting point for the team. This responsibility ends when all swimmers are returned to the agreed meeting point at the end of the event.
- Team Managers are 'on duty' for the whole duration of the event and will not arrange or pursue personal activities whilst responsible for swimmers.
- To execute their responsibility Team Managers will lay down guidelines and rules to ensure swimmers well being and safety. These guidelines and rules will be made in accordance with the venue in which the group is residing, and as such

may vary. The Team Manager may be required to enforce further guidelines and rules at any time during the trip to ensure the safety of the swimmers.

- These must be adhered to at all times. Any breach of these guidelines and rules will be subject to sanctions or disciplinary procedures and may lead to expulsion from future events or the relevant camp/competition. However, sanctions involving extra training or swimming in any form are not acceptable forms of punishment, and will not be used.
- Any transport provided must be adequately insured, there must be sufficient seats and safety belts and all road traffic laws must be obeyed. Ensure all parents/guardians know the drop off and collection times.
- Ensure one adult of each gender with a group of mixed swimmers. Recommended ratio for U12 is 1:8 and for over 12 is 1:10 as minimum.
- Avoid travelling with a single child. If unavoidable, put the child in the back seat and obtain permission from the parent or guardians.
- Swimmers and Swim Ireland/Region/Club personnel will not share rooms. Swimmers of the same gender and similar age will share rooms. Adult swimmers will not share a room with swimmers under 18.
- Swimmers may visit each other's rooms by invitation, but this must be in groups of three or more (male and female mix is allowed) and the door must remain open. Any maximum number will be determined by the Team Managers.
- It is not permitted at any time that one female and one male are in a room alone
- Swimmers may be allowed unsupervised visits off the premises e.g. to go to the local shop, only if the Lead Team Manager determines the environment is suitable. Team Managers will notify the swimmers at the initial Team Meeting as to the arrangements for any unsupervised visits.

