

## **Health & Safety Safeguards for Clubs during training**

- ✓ Ensure you understand your facility Health & Safety and Evacuation procedures.
- ✓ Ensure all Coaches, Swimmers, Parents and members are aware of the meeting points in an evacuations or emergency
- ✓ Ensure all employed staff / or volunteer staff are trained to know what to do in an emergency
- ✓ Ensure safety instructions are visible during training
- ✓ Have a recording process in place for any incident whilst you are hiring the facility
- ✓ Ensure facility provide the Club with a hard copy or electronic copy of Incident Reports
- ✓ Ensure outcomes are recorded
- ✓ Keep a hard copy on file

### **Important Key**

**T    Train those that need to know**  
**E    Ensure everyone understands the rules**  
**A    Advertise safety rules**  
**M    Monitor and record any incidents**

### **Together Everyone Achieves More safely**

Go to the Swimming Wellington website, click on;  
'Swim Wgtn' tab → 'Health & Safety' tab  
for all Health and Safety Information