

AMATEUR SWIMMING ASSOCIATION

Health and Safety Forum

Minutes of a meeting held on Wednesday 2 November 2005
at the Ramada Jarvis Hotel, Loughborough

Present

Dr Phil Penny	Chairman	PP
Mr Alan Boyle	North West/Water Polo	AB
Mr Paul Dudley	West/Diving	PD
Mr Dennis Freeman-Wright	Healthy and Safety Consultant	DLFW
Mr Andy Gray	Head of Legal Affairs	AG
Dr David Hunt	Medical Advisory	DH
Miss Jane Nickerson	Director of Operations	JMN
Mrs Jill Stidever	Disability Swimming	JS
Mr Noel Winter	Facilities Officer	NW

Apologies

Mr Alan Capstick	Open Water	AC
Mrs Josie Grange	Swimming	JG
Mr Roy MacAlister	Masters	RMcA

1	Minutes	Action
	The minutes of the meeting held on 6 April 2005 were approved.	
2	Matters arising on the minutes	
	2.1 Minute 2: SIDS	
	2.1.1 NW reported that the document was not yet on the website as further editing was required. He advised that further items for inclusion were continually coming to light, citing as an example the issue of diving into swimming pools. It was agreed the current document should be posted on the web and amended as required.	NW
	2.1.2 Diving into swimming pools was noted as an ongoing problem, particularly with regard to the recording of swimmers' capabilities to the standard of the Competitive Start Award. It was thought extremely unlikely that a firm audit trail existed in any club recording instruction and testing in this particular skill even by those who purchase the certificate and badge.	
	2.1.3 It was suggested and subsequently agreed that the Swim21 process should provide a framework within which clubs should record their swimmers' capability in relation to the Competitive Start Award via a personal logbook with the relevant entry signed by the Coach. All clubs should be encouraged to adopt the logbook system.	
	2.1.4 AG and JN agreed to have advice printed in Wavelength regarding this matter.	AG, JN
	2.1.5 The Forum agreed that that there was a case for a section of the website to be devoted to health and safety matters, and NW agreed to check	NW

how this was to be effected..

2.2 Minute 4: Insurance Cover for Teachers

2.2.1 Noted that whilst the concept of teacher/coach licensing which is due to commence in January 2006 will encourage teachers and coaches to keep their qualifications and CPD up-to-date it was not known if the recommendation that all "new" poolside helpers are qualified by 2006 with existing helpers by 2010. It was agreed JMN should contact the Director of Education for an update on the situation.

AG, JN

2.2.2 Noted that the proposed list of activities outside the normal range of swimming club activities had been circulated via Wavelength and that positive feedback had been received. AG would be submitting proposals to the ASA Committee in order to formalise the position.

AG

2.3 Minute 4.5 Recreational Open Water Swimming

2.3.1 DH reported that a test of core temperatures, which it had been intended to carry out at Holme Pierrepont, had not taken place. The question of the problem of occasional participants in open water events was discussed, particularly the possibility of using Body Mass Indices as a test for suitability for taking part in such events.

2.3.2 After some discussion it was agreed that the working group appointed at the last meeting should reconvene as a matter of urgency with a view to early submission of draft guidelines relating to recreational open water swimming. It was suggested that the effect of wind chill and participation by the elderly should be included.

PP, DH,
NW,
Ashley Cox

2.3.3 It was noted that the proposed Tooting Bec cold-water swim would be confined to experienced open water swimmers and as such had been 'approved' by the ASA.

2.4 Minute 5: Drownings in Blackpool and Hendon

2.4.1 Noted that both cases were ongoing.

2.4.2 JN reported that further advice on counting pupils at the beginning and end of lessons had been published in Wavelength.

2.5 Minute 6: Sudden Arrhythmic Death Syndrome (SADS)

2.5.1 PP advised that research is ongoing and the synopsis of the research will be tabled at the next meeting of the Forum.

PP

2.6 Minute 7: Annual Accident Returns

2.6.1 Noted that clubs are required to record all accidents and to submit the information to the insurers if the situation is likely to result in a claim. All clubs are required to indicate a positive or nil return on their annual return of membership.

2.6.2 It was also noted that the requirements of pool managements might appear to cut across the requirements of the ASA's insurers, but clubs should be advised to follow both reporting routes.

2.6.3 JN undertook to look again at the Guidance Notes issued to clubs.

JN

2.6.4 A review of all accidents reported to the insurers to be reviewed

annually,

2.7 Minute 8: Health and Safety Officers

2.7.1 There was concern at the lack of progress in the training of county representatives by the Volunteer Co-ordinator despite several requests and the production of all the course and resource material.

2.7.2 It was agreed JMN should contact the Director of Operations to ascertain if the training could be carried out through the Regions to expedite matters,

2.7.3 Noted that DLFW would be responsible for the initial training of county trainers who would in turn cascade down to individual clubs.

JN

2.8 Minute 9: Medical forms

2.8.1 NW circulated a proposed generic Parental Consent form, which he felt would be relevant to most activities including training courses and overseas competition. It was intended to provide a record of informed consent on the part of parents and guardians.

2.8.2 A number of suggestions for minor changes were made and accepted, including an additional section relating to allergies. NW agreed to circulate the revised draft to all technical committees and the Membership Working Party with a 14-day deadline for responses.

2.8.3 Noted that each user would need to formulate a retention and destruction policy.

NW

2.9 Minute 10: Open Water – European Bathing Water Standards

2.9.1 PP reported no progress in this area. Agreed to carry forward to the next meeting.

PP

2.10 Minute 11: Pool Gases

2.10.1 PP reported that a study of cases of bronchitis in swimming pool workers was being carried out by the PWTAG and that the MRC was conducting a survey of the relationship of pool gases and asthma in young children.

2.10.2 NW warned that 'headline' reaction to such a survey's findings might not always be positive and the sport should be on alert to ensure the message is managed properly.

2.11 Minute 12: Wavelength

2.11.1 Agreed copies of Wavelength should be sent to PP.

JN

2.12 Minute 13: Swimmers with Epilepsy

2.12.1 A set of the Guidelines on Epilepsy prepared by Dr David Booth for the Scottish ASA had been circulated.

2.12.2 The question of the possibility of sudden immersion in cold water triggering epileptic episodes was discussed. It was noted that although the link was commonly mentioned there was some doubt as to the source of this advice. PP undertook to contact Epilepsy Action and the RLSS to seek the source of this advice.

PP

2.12.3 JS noted that the advice on lane allocation in competition might be to the disadvantage of swimmers suffering from epilepsy. However, it was felt to be in the best interest of the swimmer.

2.12.4 It was agreed for the sake of clarity that the words in para 1 'competitive swimming, nor other water sports' should be replaced by 'swimming', and that in the footnote 'action to prevent drowning' should read 'appropriate action.' It was also agreed to note the policy does not apply to disability specific events or classified disability swimmers as separate risk assessments are carried out and appropriate procedures put in place.

JN

2.12.5 With these amendments it was agreed that the draft should be placed before the ASA Committee for approval.

2.13 Minute 14: Disability Discrimination Act – audit of premises

2.13.1 DLFW reported on his audit. He reported no significant issues of non-compliance in Loughborough or Red ditch.

2.14 Minute 16: Review of draft Health Safety and Environmental Policy Statement and Report

2.14.1 JN reported that the required action had been taken.

2.15 Minimum Ages for Competition

2.15.1 The required action had been taken, and no changes to ASA Law recommended.

2.16 Minute 18: Guidelines for Masters Swimmers

2.16.1 The new Guidelines had been published on the website.

2.17 Minute 19: Evacuation Procedures at Events

2.17.1 Information had been published in Wavelength.

2.18: Minute 20: Certificate of Permanent Disability

2.18.1 A new certificate had been devised and was now in use and known as a "Certificate of Disability".

2.18.2 Noted that the question of masters swimmers with Certificates of Disability setting records in the 'form' strokes was being considered by the Masters Committee.

3 Administration Health and Safety Working Party

Confirmed in response to comments from PD that any asbestos work in Harold Fern House had been carried out by appropriately qualified engineers.

4 Date of next meeting

Wednesday 29 March at 10.30 a.m. at the Ramada Jarvis Hotel, Loughborough.