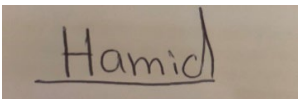




Health and Safety Policy

Approved by:	H Anwary
Signed:	
Date approved:	May 2024
Date review:	May 2025
Version No:	V3

Health and Safety Policy

Statement of Intent

Active Swim is committed to ensuring the health, safety, and welfare of all people involved in running courses. The organisation will:

- Identify and assess potential hazards and risks and provide adequate control measures.
- Consult with all stakeholders affecting health and safety and provide information, instruction and supervision for employees
- Ensure employees are competent in exercising their role
- Record and investigate incidents and accidents to prevent re-occurrence
- Maintain safe and healthy working conditions
- To review and update this policy as necessary and at regular intervals

Reference to this policy will link to the Active Swim Safeguarding Children and Vulnerable Adults Policy.

Accountable Person Responsibilities

The accountable persons are: (Hamid Anwary and Sussan Moussa). They are responsible for all matters relating to Active Swim employees' health, safety, welfare, and that of learners and visitors.

The accountable person will:

- Be directly responsible for preparing and revising a Health and Safety Policy.
- Take a direct interest in the policy and support all persons carrying it out.
- Review reports on Health and Safety issues and seeks to monitor and maintain health and safety standards alone or in conjunction with (SEQ).
- Monitor the policy and review it as often as necessary and annually.
- Distribute the Policy so all employees and sub-contractors can understand its content.
- Properly assign responsibilities and check this is accepted.
- Review safety statements with all managers at least annually.
- Agree on any required adequate training for all staff and sub-contractors.

Employees, Tutors and others have to:

- Co-operate with the club on matters relating to health and safety
- Take reasonable care of their health and safety and those that they would reasonably be expected to come in contact with in their role
- Report all health and safety concerns to the **Accountable Person**.

Health and Safety during courses

The company's health and safety responsibility during courses is delegated to the tutor. They should ensure that they:

- Maintain up-to-date knowledge of the company's risk assessment and any relevant policies and procedures, including the centre's operating procedures they are working at
- Have an awareness of the procedures to use during an emergency
- Reported and recorded all incidents/accidents at the training venue. Any accidents should also be reported to the **Accountable Person**.
- Tutors should have a relevant lifesaving qualification (e.g. NPLQ; NRASTC or equivalent)
- Tutors and others are reminded that the overall responsibility for health and safety at training venues is that of the venue operator. The training venue procedures should prevail. Issues should be reported to the Accountable Person.

The Learners

Risk Assessments are carried out for every venue delivered by Active Swim. *Swim England's advice includes the following high-risk areas and therefore has advised the following:*

Active Swim will follow the PSOP of all their centres (available on request)

Active Swim will complete a risk assessment for all courses (available on request)

WavePower guidelines regarding phone use and best practices should be adhered to.

Classroom

- All learners must sign in and out at the beginning, end of the day, and any time they leave the building.
- Bags need to be stored safely to avoid trip hazards.
- Any drinks are safely managed away from electrical equipment.
- The classroom is set up and managed safely to avoid any accidents.
- Learners must be notified and instructed of the fire drill.

Poolside

- To ensure learners are familiar with the pool environment and PSOP.
- That learners are correctly dressed for poolside, e.g. footwear
- Ensure the equipment used is set up and down under supervision.
- Staff and Learners conduct themselves safely on the poolside.
- A qualified person with appropriate lifesaving or pool lifeguarding qualifications will be present.

Fire Safety

- Electrical equipment must be utilised safely and sensibly, ensuring electrical sockets are not overloaded and that electrical equipment is turned off overnight.
- Wedging open a fire door breaches the Regulatory Reform Order 2005 and is a criminal offence.
- In the event of a fire alarm, all individuals must exit the premises via the nearest fire exit and gather at the designated fire assembly point identified in the PSOP.
- If the fire detection system fails, individuals may manually operate it by breaking the glass covering a fire call point to promote evacuation.

First Aid

- First aid is found at the following locations:
 - Swimming pool entrance
 - Changing village, including defibrillator
 - Poolside

For further details contact the **Accountable Person**.

Mr H Anwary
10 Burgundy Court
31 Arla Place
Ruislip
HA4 0GD

hamid@activeswim.co.uk

[in case of emergency, Hamid can be contacted directly on 07403450972](#)

Should Hamid not be available, please contact Sussan Moussa (Deputy Accountable Person).