



## HEALTH AND SAFETY POLICY

ABC SWIM SCHOOL is committed to ensuring health & safety of any individual who are involved. ABC SWIM SCHOOL will ensure that appropriate advice is provided to allow safe attitudes within the learning environment.

### **Policy Aim & Purpose**

The aim of this policy is to enable all individuals involved with ABC SWIM SCHOOL to be aware of potential hazards within the learning environment and allow them to identify methods of minimising risk to themselves and others. ABC SWIM SCHOOL will develop, promote and maintain a high standard of health, safety and welfare. ABC SWIM SCHOOL will provide sufficient training, advice and up skilling as required.

### **Activities in Place in maintain health & safety**

ABC SWIM SCHOOL has the following processes in place to ensure safety and wellbeing of all involved with ABC SWIM SCHOOL.

- Identifying and assessing health and safety risks arising from work activities, providing adequate control measures and regular reviews to maintain a safe working/learning environment.
  - Supporting high standards of communication, training and continuing professional development of all ABC SWIM SCHOOL staff.
  - Updating information which is communicated through the ASA with regard to health & safety laws, rules and guidelines.
  - Recording and investigating incidents, accidents and cases of work-ill health in order to prevent reoccurrence.
  - Recording and investigating incidents, accidents and cases of learning-ill health in order to prevent reoccurrence
  - Reviewing and revising this policy at regular intervals and in any case to be reviewed annually by ABC SWIM SCHOOL management.
- **Areas of High Risk**
- It is imperative that a Risk Assessment is carried out on the potential hazards which may occur within the working/learning environment. ABC SWIM SCHOOL has identified, with advice from the ASA, the high risk areas and therefore has advised the following.

- ABC SWIM SCHOOL will follow the PSOP of Shooter Hill Post 16 Campus.

### **1. Pool side**

To ensure learners are familiar with the pool environment and PSOP.

That learners are correctly dressed for poolside e.g footwear

To ensure equipment used is set up and down under supervision.

Staff and Learners conduct themselves safely on poolside.

### **2. Classroom for re enrollments**

All learners must sign in and out at the beginning, end of day and at 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.

Classroom is set up and managed safely to avoid any accidents.

Learners must be notified and instructed of the fire drill.

### **Working alone within ABC SWIM SCHOOLS**

There may be times when it is necessary to be in the Centre outside of normal working hours. In order to ensure that the situation is managed as safely as possible the following guidelines are issued:

- The responsibility of health and safety not only rests with ABC SWIM SCHOOL management but also all other staff.
- Where possible, individuals should aim to reduce the likelihood of this situation from arising. If this is not possible the following action should be taken. \*The individual should take responsibility for their own health and safety by ensuring that someone is aware the individual is working and the time they should be expected to finish. \*Should the individual decide to remain beyond the expected time, contact should be made with the notified person that there has been a change in schedule. \*The individual must ensure they do not carry out activities for which they have not received appropriate training, refrain from lifting excessive weight or ascending ladders and avoid using lifts whilst alone within the premises.

## **Fire Safety**

- Electrical equipment must be utilised in a safe and sensible way, ensuring electrical sockets are not overloaded and that electrical equipment is turned off overnight.
- Wedging open a fire door is a breach of 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 in the designated fire assembly point identified in the PSOP.
- In the event of failure of the fire detection system, individuals may manually operate this by breaking the glass covering a fire call point to promote the evacuation process.
- The use of fire extinguishers should only be used if necessary to clear an escape route to the exit.
- In the event that an individual is based at another centre, it is essential they familiarise themselves with the centre's own fire safety policy.

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## **Electricity at work •**

- All portable electrical items used within the premises must be tested by law to ensure they are safe to use.
- Do not remove the testing label from any electrical equipment as this is proof that testing has taken place.
- Do not bring electrical appliances into the premises unless there is a current test label confirming that it has been tested to the required standard.

## **• Monitoring and review**

- This policy and its procedures will be reviewed annually to ensure it remains fit for purpose and reflects the type of health and safety issues which may arise and how those risks are managed.
- The next date for the review will be 21st April 2017.