

# Health and Safety Policy

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## Statement of General Health and Safety Policy

The Institute of Swimming is committed to complying with the requirements of the Health and Safety at Work Act 1974 and accompanying protective legislation in respect of the health, safety and welfare of its employees. The Institute of Swimming also recognises its duty of care, as far as is reasonably practicable, under common law in respect of the health, safety and welfare of its learners and others affected by our operations.

The Institute of Swimming will endeavour to:

- Prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities
- Provide adequate training to promote employee competence to do their work
- Engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health
- Promote the awareness of health and safety and encourage its best practice throughout the organisation
- Implement appropriate emergency procedures in regard to evacuation in case of fire or other significant incident.
- Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and maintain safe storage / use of substances

Successful implementation of this policy is dependent upon total commitment to it at all levels of the organisation. Each employee has a legal obligation to take reasonable care of his/her own safety and that of others.

## Organisation and Responsibilities

It is deemed that no-one in the Institute of Swimming is in full possession of all material parts to deem them solely responsible for matters relating to health and safety. These responsibilities are delegated through the management organisation sufficient to reflect the diverse and multi site nature of our business in England.

In order to ensure that health and safety is competently managed, the following responsibilities have been allocated by the Board of Directors of the Institute of Swimming, with whom responsibility for compliance rests:

### **Board of Directors (Chair of the Board) as far as is reasonably practicable:**

- Will facilitate resources so that there is an effective policy for Health and Safety within the organisation.
- Will, as often as necessary, and at least annually, approve the effectiveness of the policy and as necessary make changes as required.
- Will take a direct interest in the Institute of Swimming's policy in regard to the Health and Safety at Work Act.

### **Institute of Swimming Managing Director Responsibilities - as far as is reasonably practicable**

The Managing Director is responsible for all matters relating to health, safety and welfare of Institute of Swimming employees, learners and visitors.

The Managing Director will:

- Be directly responsible for preparation and revision, for approval by the Board of Directors, of a Health and Safety Policy.
- Take a direct interest in the policy and support all persons carrying it out.
- Review reports by the Safety Officer on Health and Safety issues and seek to monitor and maintain health and safety standards; through the work of the Safety Officer.
- In conjunction with the Safety Officer:
  - Approve and review the Policy at least annually.
  - Distribute the Policy so that 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.
- Monitor the policy review, with the Board of Directors, as often as necessary and at least annually.
- Agree any required adequate training for all managers, and particularly the Safety Officer.

### **Safety Officer Responsibilities**

The Safety Officer is accountable to the Managing Director for the day to day implementation of the organisation's safety policy in both head office and remote locations. These responsibilities include the following areas:

- Advising and defining policies and procedures, in conjunction with external advisors if required, for management and employees on matters pertaining to health and safety, and assisting them in the performance of their relevant duties.
- Acting as the initial point of contact within the Institute of Swimming for health and safety matters, whether relating to teaching provision, apprenticeships or office operations
- Investigating and initiating reporting procedures on all accidents and dangerous incidents, and advising on necessary steps required to prevent reoccurrence.
- Monitor that statutory and regulatory requirements are being met and facilitating risk assessments, as and when appropriate in the relevant areas.
- Provide appropriate first aid provision.
- Maintain regular monitoring of safety standards relating to courses and other teaching provision.
- Maintaining and updating the Institute of Swimming Health and Safety policy in line with statutory and company changes.
- Liaising with relevant official bodies and safety organisations in order to maintain and improve health and safety within the organisation.

In the Safety Officer's absence, a member of the Quality Team will fulfil the responsibilities above.

### **Management Responsibilities**

Each Manager is responsible for the implementation of the safety policy within his/her own function.

They must monitor the workplace and relevant facilities to maintain safe conditions. Where risks are identified, it is the Manager's responsibility to manage change requirements in risk control measures, so far as is reasonable practicable.

**Management duties will include:**

- Managing the resources so that all employees, learners, contractors and visitors are aware of safety procedures.
- Establishing that all equipment, machinery, plant and substances are fit for their purpose; and are kept in good working condition (e.g. by such methods as regular maintenance, electrical testing and service of equipment).
- Providing training, information, instruction and supervision as is appropriate so that work/business is conducted safely.
- Taking immediate and appropriate steps to investigate and rectify any risk identified in relation to health and safety matters arising out of business activity.
- Bringing promptly to the attention of the Safety Officer (or in the Safety Officer's absence, his/her immediate Line Manager) any issues needing attention.
- Managing the resources to enable all accidents (including near misses and dangerous occurrences) are reported and recorded; and are also investigated to determine casual factors and help prevent further occurrence
- Maintaining safe access and egress to work areas and buildings .
- Implementing safety policies and documentation to give adequate notice to the Board of Directors and officials that compliance is being achieved.

**Teaching Staff Responsibilities**

Every Tutor/Assessor/Presenter (or other staff member associated with teaching functions) is responsible for the implementation of the safety policy in any area of Institute of Swimming training provision with which he/she is involved and for implementing appropriate duty of care for learners.

Teaching staff should monitor the learning environment, facilities and individual learner characteristics to ensure safe conditions are maintained. Where risks are identified, it is the Tutor/Assessor/Presenter's responsibility to assess and minimise these risks, so far as is reasonable practicable.

**Teaching staff duties will include:**

- Providing accurate information and instruction so all learners, staff, contractors and visitors are aware of safety procedures within the specific learning environment for each course.
- Establishing that all equipment used for teaching is fit for purpose and kept in good working condition (e.g. regular inspection/maintenance and/or Portable Appliance Testing for electrical equipment).
- Providing the necessary resources so that the learning environment is safe to use prior to and during teaching.
- Providing awareness of first aiders, emergency contacts and evacuation routes at Delivery Centres prior to course commencement.
- Carrying out appropriate risk assessments for any learner with declared or discovered medical, physical or learning needs; implementing these to reduce risks.
- Providing accurate health and safety training to learners in accordance with course specifications.
- Reporting accidents, dangerous occurrences and communicable diseases to the Delivery Centre Key Contact in compliance with legislation and also making a full report to the Safety Officer for further investigation.
- Reporting any concerns observed in relation to safety standards at Delivery Sites to the Safety Officer for further investigation.

### **Employee Responsibility**

Every employee is expected to comply with their duty to take responsible care for the health and safety of themselves and their work colleagues, or other persons who may be affected by their actions or omissions.

Employees should co-operate with other persons within the work environment to enable statutory duties or requirements to be fulfilled, having particular regard to:-

- Working safely and efficiently; using any protective equipment provided in the correct manner.
- Not undertaking any task for which authorisation and/or training has not been given.
- Reporting any hazardous conditions, incidents or deficiencies to their Line Manager that have led to, or may lead to, injury or hazards to health and safety.
- Adhering to all safety rules and procedures.
- A clear knowledge of appropriate emergency evacuation routes and participating in keeping these clear of obstructions at all times.
- Co-operating in the investigation of accidents with the object of introducing measures to prevent their reoccurrence.
- Maintaining good and hygienic housekeeping standards.
- Not interfering with, or misusing, anything provided in the interests of health, safety and welfare.

# Risk Assessment

## Introduction

The Institute of Swimming regards safety as a high priority for all of its learners and workforce. Risk assessment in the workplace is not only a legal responsibility, but an effective way of ensuring safety by removing or reducing potential hazards.

It is Institute of Swimming policy that an appropriate risk assessment is carried out prior to any course activity.

## Principles of Risk Assessment

Risk assessment does not have to be complicated or only done by a qualified person – it is mostly a matter of using common sense and thinking things through carefully beforehand. The aim is to identify the hazards in a particular activity and see where the potential for each hazard to cause harm (i.e. the risk) can be removed or reduced by taking appropriate precautions to avoid injury.

A hazard can be defined as something with the inherent potential to cause harm or injury.

Risk can be defined as the likelihood of harm or injury arising from a hazard (some risk assessments may identify this as being low, medium or high) and its consequences.

Some examples of hazards and the associated risks are:

- Use of electrical equipment – there is a risk of electric shock or burns.
- Lifting heavy objects – there are risks of back injury or injury due to dropping the object.

Five steps to risk assessment:

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the risks and decide on precautions
4. Record your findings and implement them
5. Review your assessment and update if necessary

If, having done a risk assessment for a particular activity, there is some doubt as to the most appropriate precautions to take to reduce the level of risk for a specific hazard, please contact a suitably trained member of the Institute of Swimming staff.

Risk assessments should always be in writing, clearly identified and dated, as well as being in a format that can be modified and easily reproduced. When undertaking any risk assessment, particular attention should be given to safeguarding learners under the age of 18 and vulnerable adults.

All risk assessments should be reviewed for each course, when an accident has occurred or when a significant change is introduced into that situation.

## **Risk Assessments within the SportPark offices**

The Institute of Swimming will carry out risk assessments covering the normal day-to-day office-based activities expected within the Sport Park offices. If any staff member needs to undertake a task not covered by this, then he/she should first do a risk assessment using the generic template and notify an Institute of Swimming trained IOSH trained staff member.

## **Risk Assessments within Institute of Swimming training courses**

Prior to running any Institute of Swimming training event, the tutor/presenter will thoroughly familiarise themselves with the delivery site facilities and carry out risk assessments appropriate to the course that they are delivering (whether or not they have previously delivered a course at that site).

These risk assessments should cover the general delivery site environment (escape routes, changing facilities, toilet areas, etc.) and the learning environment (poolside and classroom).

Risk assessments should also be carried out for any learner who have declared particular physical, medical or learning needs or impairments – these should relate not only to the physical environment but also to the impact on the requirements of the course

Risk assessments for the learning environment should take into account the characteristics of the particular delivery site (e.g. facilities, access, pool size and depth, classroom size and furnishings, slip/trip hazards, the proximity of other pool users, the safety standards of the site, storage of noodles and other pool equipment), particularly in relation to the requirements of the course (e.g. diving, number of learners).

Having done the risk assessments, the tutor/presenter should then consider the different hazards and attempt to reduce the level of risk in each case. If he/she is unsure on any aspect, then the Institute of Swimming trained member of staff should be consulted. The tutor/presenter should keep copies of all risk assessments. A copy of any specific risk assessment relating either to premises where the general level of safety is below expectations or to a course where a learner has declared a physical, medical or learning need or impairment should be sent to the Institute of Swimming IOSH trained staff member, indicating what action has been taken to reduce the level of risk.

Where a training event is run over several days, areas of the risk assessments which are liable to change (e.g. trip hazards such as trailing cables or objects left lying, equipment, water clarity, lifeguard provision, etc.) should be checked daily and corrected as necessary – a daily inspection is likely to be sufficient in most cases.

## **Reporting of Incidents or Safety Concerns**

Should an accident, incident or near miss occur during a training course where the safety of staff or learners is at risk, or if the tutor/presenter has concerns about the standard of safety within the learning environment where there is the potential for the safety of staff or learners to be put at risk, a report should be made to the Institute of Swimming Trained staff member as soon as possible. Full details of this procedure follows.

# Accident, Incident and Safety Concerns

## Introduction

The Institute of Swimming regards safety as a high priority for all of its learners and workforce. It is Institute of Swimming policy to record and investigate all accidents that result in injury or ill health. It is also Institute of Swimming policy to record and investigate all “near miss” incidents that might potentially have resulted in injury, ill health or damage to property, plant or equipment.

Ensuring that steps are taken, where possible, to avoid recurrence of any such accidents or incidents is vital. The Institute of Swimming requires its course delivery site providers to maintain good safety standards. Where concerns are raised in regard to potentially unsafe practices at delivery sites, these will be investigated and appropriate action taken as required.

## Accident and Incident Reporting

All Institute of Swimming staff are required to co-operate in ensuring that the following procedures are adhered to. These apply whether the accident takes place within Institute of Swimming offices or in a remote location (including course delivery sites):

### Reporting Injuries

- Any accident must be reported to the nearest first aider as soon as possible (even if no treatment is necessary). Lists of first aiders are displayed at prominent positions in the workplace. The first aider must be provided with information about the injured person and the circumstances of the accident.
- In cases where the injured person is sent for immediate hospital attendance, it is the responsibility of the first aider to ensure that their line manager is informed. In all other cases, i.e. where the injured person is sent home or returns to work, he/she must report to their line manager before doing so. If the injured person is a learner on an IoS course, the tutor or training supervisor must ensure that the IoS Safety Officer is informed as soon as possible.
- All injuries must be recorded, as soon as possible, in the accident book either by the injured person or by a responsible person on their behalf. If the accident takes place during an IoS training course, it is the delivery site's responsibility to record what happened in their accident book and, if appropriate, make a formal report to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013)
- The IoS Safety Officer must be notified of all accidents and injuries using the Accident Report form, available on the intranet and IoS Tutor Hub. It is the Safety Officer's responsibility to ensure that a report and notification is made to the HSE where required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013), unless this has already been done by the delivery site.
- The Safety Officer, in conjunction with the line manager of the department or section in which the accident occurred, will carry out a full investigation and complete an Accident Investigation Report as soon as circumstances permit.
- Following an investigation, the Safety Officer will make any necessary recommendations to an appropriate manager to reduce the risk of recurrence of such an accident in the future.

### **Reporting Near Miss Incidents**

- Staff should report all near miss incidents immediately to their line manager. A near miss is defined as:
- any unplanned event that resulted in damage to property
- any unplanned event that might potentially have caused injury to yourself or others, or damage to property
- The line manager will notify the Safety Officer in writing about every incident in which there was damage to property, plant or equipment, or where there was clear potential for injury. If the incident occurred on an IoS course, the tutor should notify the Safety Officer using the Safety Concern/Incident Form (available on the Tutor Hub).
- The Safety Officer will ensure that a report and notification is made to the Enforcing Authority (normally HSE) where required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013).
- On receiving an Incident Report the Safety Officer will, in conjunction with the Short Course Coordinator, carry out an investigation of the “near miss”. If further action is deemed to be necessary in order to ensure a safe environment for IoS staff and learners, senior management should be consulted as appropriate.
- The Safety Officer, in conjunction with the line manager of the department or section in which the near miss occurred, will carry out a full investigation and complete an Incident Investigation Report as soon as circumstances permit.

### **Reporting Safety Concerns at IoS Delivery Sites**

- Course tutors or other staff should report all safety concerns to the IoS Safety Officer using the Safety Concern/Incident Report Form available on the Tutor Hub. A safety concern is defined as:
- A significant lapse in expected standards of safety within the delivery site that could result in injury to staff, learners or members of the public (for example, a lack of lifeguard supervision when the pool is open or padlocked emergency exit doors).
- A situation where the delivery site has failed to comply with the expected safety requirements specified by the IoS listed in the Delivery Site Safety checklist.
- On receiving a Safety Concern Report the Safety Officer will, in conjunction with the Short Course Coordinator, carry out a thorough investigation. If further action is deemed to be necessary in order to ensure a safe environment for IoS staff and learners, senior management should be consulted as appropriate.