

Health and Safety Policy

Policy ref.	IOSPOL0004	Process owner	Quality Officers (QO)
Version	Date of Issue	Date of Previous Review	Date of Next Review
5	1 st August 2014	1 st October 2018	1 st October 2109

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.

Full details of the organisation and arrangements made to ensure compliance with our health and safety policy are set out in a separate document.

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.