

Arthur Hill – Save Our Swimming CIC Health and Safety Policy

1. Our Commitment

A visit to a swimming pool should be an enjoyable experience, so we need to protect pool users from serious risks without stopping them from having fun. As well as everyday risks, special risks at swimming pools can arise from:

- Deep water
- Hazardous chemicals
- Infection from water-borne illnesses

Swimming pool operators are legally required to protect the health and safety of pool users, workers and volunteers, and members of the public who visit their premises.

Arthur Hill – Save Our Swimming CIC accepts its corporate responsibility for the health and safety of every person who may be affected by our activities, and acknowledges the responsibility of the Directors and of individuals working on behalf of the company to maintain health and safety. The company commits to upholding all legal requirements under health and safety legislation, adopt best practice in health and safety management, and to abide by the spirit of this statement.

It is our policy to provide and maintain safe and healthy working conditions, equipment, and systems of work for all our visitors, employees, volunteers, and contractors, and to provide such information and training as they need for this purpose.

2. Company's Responsibilities

In order to meet our commitment to health and safety, Arthur Hill – Save Our Swimming CIC will:

- Provide systems of work that are safe and without risk to health by establishing, maintaining, and regularly reviewing safety arrangements and risk assessments.
- Provide safety equipment, information, instruction, training and supervision.
- Provide and maintain a safe working environment and take preventative and protective measures to keep people safe.
- Maintain accurate records of accidents and other events with health and safety implications.
- Review health and safety performance regularly to establish what action can be taken to reduce risks, including an annual review by Directors of health and safety policies and risk assessments.
- Consult staff and volunteers about health and safety issues.
- Take health and safety considerations into account when planning developments in our services, purchasing equipment, and occupying new premises.
- Appointing competent personnel to ensure compliance with statutory duties and safety procedures, including a Director who will be responsible for health and safety matters. This Director will be the Company Secretary, Peter Burt.

3. Company Secretary's Responsibilities

The Company Secretary is responsible for the effective implementation of procedures and systems including monitoring, prevention of hazards and taking remedial action in this area of responsibility.

The Company Secretary will ensure that all staff and volunteers are informed about safety issues and that there are adequate signs with details of hazards and emergency procedures.

The Company Secretary will bring the health and safety policy and all associated procedures to the attention of all staff and volunteers.

4. Health and Safety Officer (Competent Person)

The Board of Directors shall appoint a competent person to act as Health and Safety Officer and assist in undertaking the measures required to comply with the requirements and prohibitions imposed by the relevant statutory provisions.

A person shall be regarded as competent when he/she has sufficient training or knowledge to enable him/her to assist in this task.

The following individuals have been designated competent person for the responsibilities shown: Stewart Johnson.

5. Employee and Volunteer Responsibilities

All personnel, whether paid or unpaid, have a duty to act responsibly and to take reasonable care for the health and safety at work of both themselves and their colleagues. All employees and volunteers will ensure that:

- They are fully conversant with this safety policy.
- They comply with this policy and work safely and responsibly at all times.
- They co-operate with supervisors or managers on health and safety matters.
- They keep the work environment safe and tidy and take action to reduce risks.
- They take care of their own health and safety and that of others who may be affected by their acts or omissions.
- They report all accidents, near misses and dangerous occurrences immediately to their manager.
- They are fully conversant with all safety and fire procedures applicable to the area in which they are working.
- If they identify any potential health and safety hazards, they report the situation promptly to their manager.

6. Arrangements for managing health and safety

6.1 Risk assessments

The Director will ensure that all premises and activities subject to risk assessment are assessed in accordance with the relevant legislation. Assessments will be regularly reviewed and repeated whenever any of the following factors occur:

- Change in legislation.
- Change of premises,
- Significant change in work carried out.

- Change in management structure.
- New equipment is introduced.
- It becomes apparent that the original assessment is no longer valid.

Assessments will be recorded and records maintained by the Company Secretary and Health and Safety Officer. The findings of risk assessments will be reported to the Company Secretary who will approve action to remove or control risks, including suspending an activity where necessary.

6.2 Operating procedures

The pool is to be operated in accordance with the principles outlined in the Health and Safety Executive Publication 'Managing Health and Safety in Swimming Pools' (HSG179) and with the instructions in the Pool Safety Operational Procedures (PSOPs). Pool Safety Operational Procedures are to identify safe systems of work and precautions for avoiding accidents.

7. Reporting and investigating of accidents and dangerous occurrences

All accidents, dangerous occurrences and near misses, no matter how minor, will be reported immediately to the Company Secretary as soon as possible after the event and recorded in the accidents book.

All accidents, near misses and dangerous occurrences will be investigated within 24 hours by the Company Secretary, who is also responsible for acting on investigation findings to prevent a recurrence and reporting serious accidents to the Health and Safety Executive and the Board of Directors.

8. Emergency arrangements

First Aiders will be appointed for the premises in accordance with the Health and Safety (First Aid) Regulations 1981.

First Aiders will be responsible for taking prompt action following any accident, whether involving a member of staff, volunteer or a member of the public.

A fire risk assessment will be conducted and escape routes will be clearly signed and regularly checked.

Alarms will be tested and emergency evacuation drills will be conducted regularly.

9. Training and instruction

Arthur Hill – Save Our Swimming CIC will provide such information, instruction, training and supervision as are necessary to ensure, so far as reasonably practicable, the health, welfare and safety of the public, staff, and volunteers. Health and safety training will be provided:

- At inductions.
- On transfer to work at other premises or on other duties.
- On the introduction of new equipment.
- When changes are made to systems of work

- When training needs are identified during risk assessments

Repeat training will be provided at regular intervals. Personnel at all levels will be included in the health and safety training programme. Records will be maintained of all health and safety training.

10. Consultation with staff and volunteers

Consultation with employees will be provided by regularly reviewing health and safety as a standing item on staff and volunteer meeting agendas.

11. Arrangements to ensure that employees and volunteers follow safety rules and precautions.

It will be the responsibility of line managers to ensure that safety policies and procedures are followed by staff. Deliberate or flagrantly unsafe or reckless conduct will be treated as a disciplinary matter

This policy will be kept up to date and reviewed regularly to reflect changes in the nature and size of the business.

Adopted: 15 February 2017
Review date: January 2018