



Swim Wales Training and Development Health & Safety Policy

DOCUMENT STATUS

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DOCUMENT CONTROL INFORMATION

Change History		
Version	Date	Details of changes
V2	12/02/2019	Amendments to existing policy
V3	02/04/2020	Amendments to existing policy
V4	18/09/2020	Amendments to existing policy

Swim Wales is committed to ensuring the health and safety of all of its employees and any other individual involved with Swim England Qualifications (SEQ). Swim Wales is committed to complying with the requirements of the Health & Safety at Work Act (1974) and accompanying protective legislation in respect of the health, safety and welfare of its employees. Swim Wales also recognises its duty of care as far as it is reasonably practicable under common law in respect of the health, safety and welfare of its learners and others affected by our operations

Policy aim and purpose

The aim of this policy is to enable all employees and individuals involved with SEQ to be aware of potential hazards within the working environment and allow them to identify methods of minimising risk to themselves and to others. Swim Wales strives to develop, promote and maintain a high standard of health, safety and welfare. In order to achieve this, Swim Wales will provide sufficient training and advice to those individuals, thus ensuring that those individuals are suitably up skilled.

Activities in place to maintain health and safety

Swim Wales has a number of processes in place to ensure the safety and wellbeing of all involved with Swim England Qualifications:

- Identifying and assessing health and safety risks arising from work activities, providing adequate control measures and regular reviews to maintain a safe working environment
- Supporting high standards of communication, training and continuing professional development of all employees and individuals involved with Swim England Qualifications
- Providing and communicating health and safety laws, rules and guidelines in relation to their employee obligations and health and safety
- Recording and investigating incidents, accidents and cases of work-ill health, in order to prevent reoccurrence and become a 'learning organisation'
- Maintaining a business continuity plan to minimise disruption in the event of a disaster within one of the used premises

- Reviewing and revising this policy at regular intervals and in any case to be reviewed annually by the responsible officer.

Areas of high risk

It is imperative that a risk assessment is carried out on the potential hazards that may occur within the working environment. Swim Wales has identified the below high risk areas for its employees and consultants and therefore has advised the following:

Working alone within the organisations premises

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

- The responsibility for health and safety not only rests with the employer but also the employee
- 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 of where 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.

Working alone within another organisations premises

Occasionally a consultant may be required to visit a Centre's premises; in this instance, the following guidelines are issued:

- The individual must adhere to the Centres health and safety guidelines whilst in the premises
- It is essential that the individual is familiar with the fire safety procedures within the premises and ensure they are aware of fire escape routes in case of emergency
- The individual must ensure they do not carry out activities for which have not been requested by the Swim England Qualifications (SEQ).
- The individual must refrain from lifting excessive weight or ascending ladders.

Fire safety

- Electrical equipment must be utilised in a safe and sensible way, ensuring electrical sockets are not over loaded 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
- The fire detection system and emergency lighting at key exits must be tested at regular intervals by the responsible officer
- 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
- 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 prompt 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 that they familiarise themselves and relevant colleagues/learners with the Centres own fire safety policy.

Electricity at work

- All portable electric items used within the premises must be tested by law to ensure that 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

Lifting heavy objects

There are risks of back injury or injury due to dropping of a heavy object.

First aid

All facilities used by Swim Wales, must be able to provide adequate and appropriate first aid equipment, facilities and personnel to ensure that those individuals within the learning environment are able to receive immediate attention in the event of accident or injury.

To determine what is adequate or appropriate will depend entirely on the individual centre as to the number of first aiders required, what should be included in the first aid box and whether a first aid room is required. An assessment should be carried out of first aid requirements to determine what to provide.

Record keeping

In the event of accident or injury during the delivery or assessment of a Swim England qualification, the Swim Wales (through the relevant educator) have in place procedures for recording details relating to the incident. These should be recorded in an HSE-approved accident book with records kept for at least three years after the accident or injury.

Monitoring and review

This policy and its procedures will be reviewed annually, to ensure it remains fit for purpose and reflects the types of health and safety issues that may arise and how those risks are managed.

The next policy review will take place in March 2021

Training and Development

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