

## Health and Safety Policy Statement

Our statement of general policy is to:

- Provide adequate control of the health and safety risks arising from activities.
- consult with our employees on matters affecting their staff and centre Health & Safety
- provide and maintain safe plant and equipment
- covers our apprentices Health & Safety
- ensure safe handling and use of substances
- provide information, instruction and supervision for employees
- ensure all employees are competent to do their tasks, and to give adequate training
- prevent accidents and cases of work-related ill health
- maintain safe and healthy working conditions
- review and revise this policy as necessary at regular intervals

### Responsibilities

1. Overall and final responsibility for health and safety is that of the managing director Paul Smith
2. Day-to-day responsibility for ensuring this policy is put into practice is delegated to the centre managers
3. To ensure health and safety standards are maintained/improved, the centre managers are responsible in the following areas:
  - Health and Safety visits
  - Risk assessments
  - Updating operating procedures

All employees must:

- Co-operate with supervisors and managers of health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety
- Report all health and safety in concerns to an appropriate person (centre managers)

The centre manager is responsible for:

1. Safe plant and equipment
  - Identifying all equipment requiring maintenance
  - Ensuring effective maintenance procedures are drawn up
  - Checking the new/repaired equipment meets health and safety standards
2. Arrangements under the Control of Substances Hazardous to Health Regulations 2002 (as amended)
  - Identifying all substances which need a COSHH assessment
  - Undertaking COSHH assessments
  - Ensuring that all actions identified in the assessments are implemented
  - Ensuring that all relevant employees are informed about the COSHH assessments
  - Checking that new substances can be used safely before they are purchased

### **Information, instruction and supervision**

- The Health and Safety Law poster is displayed in the Brighton Swimming Centre Office, Eastern Road, Brighton, BN2 5JJ and also on the top floor of Sussex Functional Skills Centre, 2 Gordon Mews, Gordon Close, Portslade, BN41 1HU
- Health and safety advice is available from [www.hse.gov.uk](http://www.hse.gov.uk)
- Supervision of young workers/trainees will be arranged, undertaken and monitored by the appropriate people.
- The centre managers will give employees working at locations under the control of other employers, relevant health and safety information

### **Competency for tasks and training**

All employees will be given health and safety induction training when they start work, which will cover basics such as first aid and fire safety.

There will also be job-specific health and safety training. BSC will also provide training if risks change and refresher training when skills are not frequently used such as lifeguard training which is offered at 3.5 hours every month.

Arrangements for training, including arrangements for record keeping are as follows:

- Induction training will be provided for all employees by Freya Bolingbroke at Brighton Swimming Centre and Charlie Dew/Luke Hardy at Skills House.
- Job Specific training (lifeguard training) will be provided by Jade Cohen/Freya Bolingbroke or other RLSS approved trainer/ Assessor
- Training records are kept at by Freya Bolingbroke/Jade Cohen, Eastern Road, Brighton, BN2 5JJ (lifeguard training and general staff training)
- Training will be identified, arranged and monitored by Freya Bolingbroke

- **Accidents, first aid and work-related ill health**

Our first aid arrangements are as follows:

- There is a first aid box located on poolside and in the staff office at BSC. There are also first aid boxes on the 1<sup>st</sup> floor and top floor of Sussex Functional Skills Centre.
- All offices in Brighton and Portslade have First Aiders, which are listed on the back of office doors.
- All accidents of work-related ill health are to be recorded in the accident book at whichever site is relevant.

The centre manager is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority (HSE or your local authority depending upon where you work).

### **Monitoring**

To check our working conditions, and ensure our safe working practices are being followed, the centre manager is responsible for:

- Investigating accidents
- Investigating work-related causes of sickness and absences
- Acting on investigation findings to prevent a reoccurrence

To check the working conditions of our apprentices on our funded programs and to ensure safe working practices are followed, we will

- Conduct health and safety HASPS visits every 2 years by NEBOSH or IOSH qualified inspectors
- Obtain copies of the operating procedures for each centre
- Ensure learners are aware of the Safety procedures in their workplace.

### **Emergency procedures – fire and evacuation**

- The centre manager is responsible for ensuring the fire risk assessment is undertaken and implemented
- Escape routes are checked by the supervisors before every session
- Fire extinguishers are visually checked by the appropriate people and annually inspected by Pyrotec Ltd.
- Alarms are tested twice annually by specialist company – Sovereign Fire.
- Emergency evacuation will be tested every 6 months - Covid update – our muster points remain unchanged as social distancing is achievable in existing locations.

This policy and procedure will be reviewed periodically to ensure that it remains fit for the purpose, suitable and complies with legislation.

This policy applies to staff employed by Functional Skills UK Ltd t/a Swim UK, Gym UK and Pavilion training, Brighton Swimming Centre Ltd and Brighton Swimming Centre Ltd t/a Brighton Swimming School, Pool to Pier and any other brands adopted by either company

Signed:



Name and position: Paul Smith MD

Date: December 2020

Review Date: December 2021