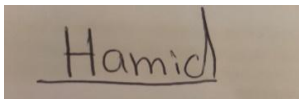




Health and Safety Policy

Approved by:	H Anwary
Signed:	
Date approved:	Mar 2026
Date review:	Mar 2027
Version No:	V3.1

V3	May 2024	Policy revised completely
V3.1	Apr 2025	Amendments, including personnel and equivalent teacher rescue qualification. The risk management process for different sites is included.
V3.2	Mar 2026	Minor changes, including a new change to personnel

Health and Safety Policy

Statement of Intent

Active Swim is committed to ensuring the health, safety, and welfare of all people involved in running courses. The organisation will:

- Identify and assess potential hazards and risks and provide adequate control measures.
- Consult with all stakeholders affecting health and safety and provide information, instruction and supervision for employees
- Ensure employees are competent in exercising their role
- Record and investigate incidents and accidents to prevent recurrence
- Maintain safe and healthy working conditions
- To review and update this policy as necessary and at regular intervals

Accountable Person Responsibilities

The accountable persons are: (Hamid Anwary and Sue Moussa). They are responsible for all matters relating to the health, safety, and welfare of Active Swim employees, learners, and visitors.

The accountable person will:

- Be directly responsible for preparing and revising a Health and Safety Policy.
- Take a direct interest in the policy and support all persons carrying it out.
- Review reports on Health and Safety issues and seek to monitor and maintain health and safety standards alone or in conjunction with the appropriate awarding bodies.
- Monitor the policy and review it as often as necessary and annually.
- Distribute the Policy so all employees and subcontractors can understand its content.
- Properly assign responsibilities and check that this is accepted.
- Review safety statements with all managers at least annually.
- Agree on any required adequate training for all staff and sub-contractors.

Employees, tutors, and others have to:

- Co-operate with the club on matters relating to health and safety
- Take reasonable care of their health and safety, and those with whom they would reasonably be expected to come in contact in their role
- Report all health and safety concerns to the **Accountable Person**.

Health and Safety during courses

The company's health and safety responsibility during courses is delegated to the tutor. They should ensure that they:

- Maintain up-to-date knowledge of the company's risk assessment and any relevant policies and procedures, including the centre's operating procedures they are working at
- Have an awareness of the procedures to use during an emergency
- Reported and recorded all incidents/accidents at the training venue. Any accidents should also be reported to the **Accountable Person**.
- Tutors should typically have a relevant teacher rescue or lifeguard qualification (e.g. NPLQ; NRASTC, SAT or equivalent). In the event of none held, another nominated teacher or personnel with the appropriate qualifications will be present during pool sessions.
- Tutors and others are reminded that the overall responsibility for health and safety at training venues is that of the venue operator. The training venue procedures should prevail. Issues should be reported to the Accountable Person.

The Learners

Risk Assessments are carried out for every venue delivered by Active Swim. *Swim England's advice includes the* following high-risk areas, and therefore has advised the following:

- Active Swim will follow the PSOP of all their centres (available on request)
- Active Swim will complete a risk assessment for all courses (available on request)
- Sign in and sign out on the registers.
- WavePower guidelines regarding phone use and best practices should be adhered to.

Classroom

- All learners must sign in and out at the beginning and end of the day, and any time they leave the building.
- Bags need to be stored safely to avoid trip hazards.
- Any drinks are safely managed away from electrical equipment.
- The classroom is set up and managed safely to avoid any accidents.
- Learners must be notified and instructed of the fire drill.

Poolside

- To ensure learners are familiar with the pool environment and PSOP.
- That learners are correctly dressed for poolside, e.g. footwear
- Ensure the equipment used is set up and taken down under supervision.
- Staff and Learners conduct themselves safely on the poolside.
- A qualified person with appropriate lifesaving or pool lifeguarding qualifications will be present.

Fire Safety

- Electrical equipment must be utilised safely and sensibly, ensuring electrical sockets are not overloaded and that electrical equipment is turned off overnight.
- Wedging open a fire door breaches the Regulatory Reform Order 2005 and is a criminal offence.
- In the event of a fire alarm, all individuals must exit the premises via the nearest fire exit and gather at the designated fire assembly point identified in the PSOP.
- If the fire detection system fails, individuals may manually operate it by breaking the glass covering a fire call point to promote evacuation.

First Aid

- First aid is found at the following locations:
 - Swimming pool entrance
 - Changing village, including defibrillator (Rickmansworth School) or outside the new block (York House School)
 - Poolside

Reporting Safety Concerns at Delivery Sites

Course educators and staff must report all safety concerns to the Nominated Officer via email. In urgent cases, a phone call should be made instead.

Definition of a Safety Concern:

- A significant failure to meet expected safety standards at a delivery site, posing a risk of injury to staff, learners, or members of the public (e.g., inadequate teacher rescue supervision while the pool is in use or emergency exits being padlocked).
- A situation in which the delivery site does not comply with the safety requirements outlined in the Delivery Site Safety requirements.

Upon receiving a Safety Concern Report, the Nominated Safety Officer, in collaboration with the Key Contact, will conduct a thorough investigation. If necessary, senior management will be consulted to implement further actions to ensure a safe environment for all learners.

For further details, contact the **Accountable Person**.

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[In case of emergency, Hamid can be contacted directly on 07403450972](tel:07403450972)

Should Hamid not be available, please get in touch with Sue Moussa (Deputy Accountable Person) info@activeswim.co.uk