

## Health and Safety Policy

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## **Statement of Intent**

Swim Tutor is committed to ensuring the ATC staff and the sites comply with current legislation and best practice recommendations. We take every care to ensure that the course facilities and equipment are fit for purpose and supported by any necessary risk assessments.

It is our aim to:

- Ensure our services are operating within current legislation and in line with best practice recommendations.
- Ensure our courses are run in line with Safety Training Awards requirements.
- Identify the responsibilities for health and safety within the ATC.
- Identify the responsibilities for health and safety at each site used for the delivery and assessment of courses.
- Define the procedures for reporting of concerns, accidents, and near misses.

## **Responsibilities for Health and Safety**

### **ATC Co-ordinator Responsibilities**

The ATC Co-ordinator has the following responsibilities regarding health and safety:

- Remain up to date with current legislation, best practice recommendations, Safety Training Awards requirements, and ATC policies.
- Ensure Tutors and Assessors are aware of their responsibilities regarding health and safety upon acceptance of the course.
- Ensure all parties including the customers, learners, Tutor and Assessor are aware of their responsibilities regarding maintenance of the premises and equipment.
- Ensure the relevant site/venue documents are completed by the client (site/venue) and analyse the suitability of the site/venue to meet the course requirements.
- Ensure sites/venues are aware of their responsibilities regarding health and safety upon acceptance of the course booking.
- Assess the competence of the Tutors, Assessors to complete the course safely.
- Organise suitable training and instruction for ATC staff as required.
- Ensure the health and safety procedures adequately cover the learners.
- Monitor accident reporting and near misses to determine if further action needs to be taken.

### **Tutor and Assessor Responsibilities**

Tutors, Assessors have the following responsibilities regarding health and safety:

- Remain up to date with current legislation, best practice recommendations, Safety Training Awards requirements, and ATC policies.
- Retain records of any risk assessments for the generic activities that you carry out as a Tutor or Assessor
- Carry out regular maintenance on the equipment in line with manufacturer guidelines, ensuring it is in good working order.
- Carry out annual portable appliance testing (PAT) on any electrical equipment used for course delivery.
- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Review site/venue specific documents including risk assessments and normal operating procedures and emergency action plans as necessary.
- Complete an accident report form if any accidents occur.
- Feedback any concerns or issues to the ATC Co-ordinator.

### **Client Site/Venue Responsibilities**

Client site/venue have the following responsibilities regarding health and safety:

- Ensure the site/venue complies with current legislation and best practice recommendations, for example HSE's managing health and safety in swimming pools.
- Have an up-to-date risk assessment and COSHH sheets for any areas to be used during the course.
- Carry out regular maintenance on the equipment in line with manufacturer guidelines, ensuring it is in good working order.

- Carry out annual portable appliance testing (PAT) on any electrical equipment used for course delivery.
- Provide copies of the site/venue normal operating procedure and emergency action plans
- Advise the course Tutor, Assessor on any site hazards, controls, safety rules as necessary.
- Advise the course Tutor, Assessor on any emergency procedure and the location of the welfare facilities.
- Feedback any concerns or issues to the ATC Co-ordinator.

## **Procedures**

### **Accident Reporting**

Accident report forms will be included in the paperwork pack which the course Tutor receives when delivering a course on behalf of Swim Tutor. If an accident occurs on the course the Tutor must complete an ATC accident report form as well as any site/venue specific forms as required by the site/venue. The ATC Co-ordinator must be notified at the earliest opportunity and any accident forms must be returned to the ATC. The ATC Co-ordinator will follow up any accident report and conduct further investigation if necessary.

## **Supporting Information**

- STA Qualification specifications
- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- HSE's Managing Health and Safety in Swimming Pools
- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- Manual Handling Operations Regulations 1992.

## Monitoring and Review

This policy was written by Fiona Leeson trading as Swim Tutor in March 2023.

This policy will be reviewed annually from the version date, and/or after any appeals have been made, to ensure this policy is fit for purpose.

| <b>Review Number</b> | <b>Date of Review</b> | <b>Purpose and Details of Change</b> | <b>Initial</b> |
|----------------------|-----------------------|--------------------------------------|----------------|
| 001                  | 24/4/2024             | No Changes                           | FL             |
| 002                  | 11/11/2025            | No Changes                           | FL             |
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