



## **Health & Safety Policy**

### **Introduction**

ADV Swim School is committed to ensuring the health, safety and welfare of its employees, tutors, trainers, learners and other individuals involved in the delivery or participation of its courses.

### **Maintaining Health and Safety**

ADV Swim School will ensure the health and safety of all participants on courses by carrying out the following:-

- Identify and assess potential hazards and the risks arising from them and provide adequate control measures. Regular reviews will be carried out to maintain a safe environment.
- To consult with employees, tutors and trainers on matters affecting their health and safety
- To provide information, instruction and supervision for employees
- To ensure that all employees are competent to carry out their role and to give adequate training
- To record and investigate incidents and accidents in order to prevent re-occurrence
- To maintain safe and healthy working conditions
- To review and update this policy as necessary and at regular intervals

Employees, Tutors, Trainers and Assessors will be required to:-

- Co-operate with the company on matters relating to health and safety
- Take reasonable care of their own health and safety and those that they would reasonably be expected to come in to contact with in their role
- Report all health and safety concerns to an appropriate person on site or contact the ATC Co-ordinator directly

### **Health and Safety during courses**

During courses health and safety responsibility is delegated by the company to the tutor. They should ensure that they:-

- Maintain an up to date knowledge of the company's risk assessment and any relevant policies and procedures
- Be aware of the risk assessment and operating procedures of any facilities that they are working at



## Health & Safety Policy

- Be aware of the procedures to use during an emergency to include items such as fire/evacuation, and injury to learner/swimmer etc
- All accidents must be reported and recorded at the training venue. Any accidents should also be reported to the company's person responsible for Health and Safety

Tutors are reminded that overall responsibility for health and safety at training venues is that of the venue operator. Should there be a conflict in policy, the training venues procedures should prevail. Such issues should be raised with the venue Health and Safety Officer plus the ATC Co-ordinator who is responsible for health and safety.

Person with responsibility for Health and Safety:-

Diane Tidey

ADV Swim School

01444 470001 or 07977 447603

info@advswimschool.co.uk