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Health and Safety Policy Statement

Swim England is committed to maintaining a safe and healthy working environment for all its staff and visitors. Swim England will comply with its legal duties for Health and Safety and maintain effective Health and Safety arrangements to identify risks and prevent injury and ill health, as far as is reasonably practicable, to colleagues, commercial partners, service users, volunteers, and other persons while on Swim England's premises or conducting the business of Swim England and its subsidiaries.

Swim England expects its employees when operating on third party premises to conduct themselves in a manner as abides by any local health and safety rules and procedures and as reflects Swim England's commitment to managing health and safety. It also recognises that Health and Safety is a business function that is as important as other management functions and must, therefore, continually be reviewed and adapt to changes in the business. The approach which Swim England takes to Health and Safety is based on the identification and control of risks.

Swim England and its Executive will ensure that appropriate levels of resources are allocated to maintain Health and Safety within Swim England and to create a safe and healthy working environment. A positive culture of awareness and engagement with Health and Safety issues will be encouraged within Swim England and all managers shall actively support and promote this Policy Statement.

The Institute of Swimming has adopted Swim England policies and where applicable the words Swim England should be replaced by the Institute of Swimming.

Swim England's aims and objectives, in order to ensure that this Policy Statement is achieved, are as follows:

1. Planning, training and communications

- To provide the resources so adequate arrangements are put into place for the effective planning, development and review of this Policy Statement.
- To provide the resources so that appropriate systems are developed and maintained for the effective communication of Health and Safety matters throughout Swim England.
- To provide the necessary information, instruction and training to employees and others, including temporary colleagues, to ensure their competence with respect to Health and Safety.
- To develop procedures so that safety equipment and relevant training are provided for colleagues and others as required.
- To communicate emergency and evacuation procedures to all colleagues who will also be responsible for any visitors they have on site.

2. Resource allocation and management

- Swim England's Chief Executive Officer, the Chairman of the Board and the Chairman of the Sport Operations Committee will facilitate and make available the necessary resources in the form of finance, equipment, personnel and time. The assistance of expert help will be sought where the necessary skills are not available within Swim England.

- The Board and Sport Operations Committee will make available sufficient resources so that Health and Safety are given equal priority with all other business functions and will attach equal importance to achieving Health and Safety targets.
- The Board and Sport Operations Committee will liaise and work with all necessary persons so that good Health and Safety practices are embedded and maintained within the organisation. They will also ensure that adequate arrangements are also in place for the Health and Safety of guests and visitors.
- The Board and Sport Operations Committee will make available sufficient resources so that Health and Safety are fully integrated into the management and decision-making processes within Swim England.
- Health and Safety management will be an integral part of each Manager's functions and they will monitor their performance along with their other duties.

3. Standards of practice

- Swim England shall create an environment that is as healthy, safe and free from risk as far as reasonably practicable for employees.
- Swim England believes in constantly improving Health and Safety standards and performance. It will, to this end, endeavour to ensure that all relevant Statutes, Regulations and Codes of Practice are complied with.
- The minimum standards that will be adopted by Swim England are those required by law, although Swim England will always seek to exceed these where practical.

4. Promoting shared responsibility

- Swim England recognises that safety is the responsibility of everyone within the organisation and is not just a function of management. Managers will have specific duties and responsibilities to comply with Swim England Policy Statement.
- Employees should take reasonable care of themselves and others who could be affected by their activities and co-operate with management in achieving the standards required. Colleagues are encouraged to contribute to the overall safe environment through the Health and Safety Steering Group or via their managers/line Managers.

5. Reporting and monitoring

- Swim England will establish a system to ensure that accidents and 'near-misses' are fully investigated and appropriate action taken to reduce the likelihood of their occurrence.

All employees, contractors and self-employed persons engaged by Swim England are to be inducted and made aware (by the respective managers/line managers) of this Policy Statement as appropriate (or when any substantial or significant changes are made).

This Policy Statement shall be prominently displayed at all times to ensure that it is available so that users and visitors can be made aware of it.

This Policy Statement and Swim England's Health and Safety Policy are to be reviewed on an annual basis, taking into account any changes in legislation, good practice and Swim England strategy.



CEO Swim England
Date: 1 August 2019



Chair Board
Date: 1 August 2019



Chair – Institute of Swimming
Date: 1 August 2019