



Health and safety within the learning environment

Splash Academy is committed to ensuring high standards of health and safety for all involved with the delivery and assessment of qualifications. By raising awareness of potential health and safety risks, Splash Academy aims to provide a secure learning environment in line those set by Health and Safety Executive (HSE).

Policy aim and purpose

The aim of this policy is to raise awareness of health and safety requirements within the learning environment, as well as provide information on risk management procedures. This policy will highlight potential risks which may occur within the learning environment and promote a high standard of health, safety and welfare for all learners, Splash academy workforce

Health and safety requirements

All of those involved with the delivery and assessment of qualifications, including those learners completing a qualification, have the right to be safe within the premises, whether based in the classroom or in the swimming pool. To maintain high standards of safety, Splash Academy will ensure:

- A risk assessment of the premises; this includes the aquatic environment and classroom is carried out
- The appropriate insurance is in place and the certificate displayed in an accessible location
- Provide toilets, washing facilities and drinking water
- Provide adequate first-aid facilities
- Implement clear and appropriate emergency procedures for evacuation in case of fire or other significant incident
- Ensure appropriate health and safety training is accessible to enable staff to carry out their duties
- Ensure the workforce understand how risks will be controlled and who is responsible for this

- Display a copy of the health and safety law poster - this is available directly from www.hse.gov.uk
- Ensure compliance with all health and safety legislation
- Maintain safe and healthy working conditions
- Ensure Maintenance of plant, equipment and machinery
- Ensure safe storage/use of substances.

Risk assessment

A risk assessment is an important step towards protecting individuals within the learning environment and is a legal requirement. The purpose of a risk assessment is to identify any hazards which have the potential to cause harm and assess the risk or likelihood of occurrence. This should not intend to eliminate all risk, however protect individuals as far as reasonably practicable. In most instances, preventative measures can easily minimise the chance of a risk occurring.

There are five steps to identifying risk within the learning environment:

- Identify potential hazards
- Decide who may be harmed and how
- Evaluate the risk and identify control measures
- Record these findings and implement any actions identified
- Review annually and update when necessary

In addition to a risk assessment, centres delivering aquatic qualifications must also have in place the following:

- Pool Safety Operating Procedure (PSOP)
- Emergency Action Plan (EAP)

Fire safety

Splash academy will hold evidence of a fire safety risk assessment. .

Fire safety measures should include the following:

- Carry out a regular review of fire risk within the premises
- Inform staff and/or the qualifications workforce of the risks identified
- Put in place and regularly maintain appropriate fire safety measures such as fire detection and alarm systems, emergency lighting, fire extinguishers
- Have contingencies in place in the event of emergency
- Provide staff and/or qualifications workforce with fire safety information and training.

Fire extinguishing equipment will be available within the learning environment, however only used if:

- The fire is discovered at an early stage and is considered controllable,
- Appropriate employee training has been provided on using fire extinguishers, and
- The escape route can be made passable.

These must conform to the appropriate British Standard i.e. it must carry the kite mark or the special BAFE mark. Fire extinguishing equipment must be:

- Within easy reach (i.e. no more than 30 metres away from the learning environment)
- Either wall-mounted or on a floor stand conforming to regulations
- Clearly labelled identifying the type of extinguisher and its purpose
- Clearly visible and easily accessible (i.e. not hidden behind doors or furniture)
- Away from any heat source (i.e. radiators, kettles, cookers)
- Serviced regularly
- Suitable to the type of fire identified as a risk (i.e. water, dry powder, foam, CO₂, fire blanket)

Portable appliance testing

Portable Appliance Testing (often referred to as PAT) is the term used to describe the review of electrical appliances or equipment to ensure they are safe to use. To ensure a safe learning environment, Splash academy will ensure annual testing of electrical equipment intended for use in the delivery and assessment of qualifications.

First aid

Splash academy via HBK leisure, the hiring agent, will provide adequate and appropriate first aid equipment, facilities and personnel to ensure that those individuals within the learning environment are able to receive immediate attention in the event of accident or injury.

To determine what is adequate or appropriate will depend entirely on the individual centre as to the number of first aiders required, what should be included in the first aid box and whether a first aid room is required. An assessment should be carried out of first aid requirements to determine what to provide.

RIDDOR

Under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), Splash Academy via HBK leisure, the hiring agent, will submit reports to HSE under RIDDOR in the event of injury within the workplace. Reportable instances include death, major injuries, over seven day injuries or dangerous occurrences. For those considered as members of the public, such as

learners, reportable instances include death or where taken from the scene of an accident to hospital for treatment.

Record keeping

In the event of accident or injury, the centre must have in place procedures for recording details relating to the incident. These will be recorded in an HSE-approved accident book with records kept for at least three years after the accident or injury.

Pool requirements

Splash academy will adhere to the pool requirements, set out by the ASA, for the selected discipline. These may be found via www.swimming.org/asa/teaching-and-coaching/centre-information/.

These requirements relate pool dimensions, water temperature and depth suitable to the type of qualification being delivered. In addition, the recommended learner : participant ratio should be followed in order to provide a comfortable learning environment and reduce unnecessary risk to accident or injury.

Monitoring and review

This policy will be reviewed annually to ensure it remains fit for purpose and in line with health and safety regulations. Additionally should an accident or injury occur this policy will be reviewed and updated to prevent further occurrence within any other centre.

The next policy review will take place in September 2019