



HEALTH AND SAFETY POLICY

Woggle Goggle Ltd is aware of its obligations under the Health and Safety at Work Act 1974 and recognise that accidents, incidents, and ill health are preventable in many cases. It is our intention to foster the necessary organisational arrangements and culture to control the risks to the best of our ability.

This Policy applies to all directors, employees, sub-contractors, instructors, members, parents, pupils, children, swimmers and general visitors to our facility. Our general policy is:

- To provide adequate control of the health and safety risks arising from the use and maintenance of Woggle Goggle Swimming Pool and Activity Centre.
- To consult with all our members and employees on matters affecting their health and safety.
- To provide and maintain safe plant and equipment.
- To provide information and instruction for our members and employees on health and safety issues.
- To ensure that all employees and subcontracted staff are competent to do the tasks they have been asked to do and ensure training is given where necessary.
- To maintain safe and healthy working conditions.
- To review and revise this policy as necessary at regular intervals.

Overall responsibility for Health and Safety lies with the Centre Manager, but all Woggle Goggle members and visitors must take responsibility for themselves and their group/party whilst using our facility.

RESPONSIBILITIES

EMPLOYEES RESPONSIBILITIES

All employees must:

- Adhere to our Normal Operating Plan and the Emergency Action Plan as detailed in our PSOP.
- Ensure that they, other employees (under their management) and all participants under their responsibility, do not interfere with anything provided which has been put in to safeguard their safety.
- Report all health and safety concerns to the Centre Manager.
- Look after their own health and safety as well as other employees and members whilst using Woggle Goggle Swimming Pool.

CUSTOMERS/MEMBERS RESPONSIBILITIES

Lead Member/members must:

- Adhere to our Normal Operating Plan and the Emergency Action Plan as detailed in this document while using our facility.
- Ensure that they and all other members of their group/family never interfere with anything provided which has been put in to safeguard their safety.
- Report all health and safety concerns to a Woggle Goggle Staff member.
- Look after their own health and other members in their group/family whilst using our facility.

HEALTH AND SAFETY RISKS

Risk Assessments for activities, functions and work areas have been conducted.

All our various Risk assessments will be reviewed and updated annually at a minimum.

CONSULTATION WITH EMPLOYEES

Woggle Goggle Ltd do not have a trade union but consult staff on health and safety issues as necessary.

COMPETENCY FOR TASKS AND STAFF TRAINING

Staff Training

In house training is compulsory. All Woggle Goggle employees will be expected to participate in regular onsite training and qualifications relevant to their job role. Some staff members will be expected to gain certain Industry standard qualifications to carry out their role safely and efficiently.

When pool-based activities are taking place, staff trained in Pool Rescue and first aid must be present. All Woggle Goggle lifeguards must be trained and hold RLSS (or equivalent) qualifications.

All qualified swimming teachers must be trained to a Swim England Level 1 standard as a minimum (or equivalent).

All Woggle Goggle lifeguards must be trained and hold RLSS (or equivalent) qualifications. All lifeguards must also hold relevant first aid qualifications.

All Woggle Goggle staff members should hold a basic first aid qualification.

The Centre Manager and Pool manager have both completed a Pool Plant Operator Certification endorsed by the Chartered Institute for the Management of Sport and Physical Activity (CIMSPA) and endorsed by the Pool Water Treatment Advisory Group (PWTAG).

Other staff members also hold the pool plant foundation certification.

No one may enter the pool plant room without being accompanied by an employee with the above qualification.

ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH

Should an accident occur, it must be reported to the Duty Manager ASAP.

The Duty Manager will then record any accident in our accident log. If deemed necessary, a Woggle Goggle Accident Investigation Report Form will also be completed and Any further appropriate action will also be undertaken.

The health and welfare of Woggle Goggle Ltd members, visitors and staff is of paramount importance to us and all incidents, no matter how seemingly small must be reported.

For a detailed explanation of how we deal with a poolside accident and our first aid procedure, please refer to our NOP below.

Woggle Goggle Ltd has a full RIDDOR Policy In place, which is circulated to employees during our induction process. This document is kept on file and can be viewed by any Woggle Goggle member If required.

MONITORING

The Centre Manager will monitor that all staff are all adhering to the requirements in this policy whilst carrying out their duties.