



## AQUALIFE SWIMMING LIMITED HEALTH & SAFETY POLICY - 2024

Aqualife Limited (“Aqualife”) follows the legislation set out in The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999. This policy sets out our duty of care as employers, self-employed persons and the controllers of premises to ensure all reasonably practical precautions are taking to ensure the health and safety of all persons attending or using the swimming and training facilities under our control.

### Overview:

- Each Venue we hire provides Aqualife with their Health & Safety Policy, Normal Operating Plan (“NOP”), Emergency Operating Plan (“EAP”) and Risk Assessments. These are then reviewed by Aqualife and we compile and adapt an Aqualife version of each document for our specific use of the pool.
- It is the responsibility of the Directors of Aqualife to store this information and keep it up to date.
- The Directors of Aqualife will ensure that all Swimming Consultants have read and understand the Health and Safety Policy and adhere to the guidelines set out.
- Termly training will be given on all Health & Safety procedures to all members of the Aqualife team and as part of any induction for new Swimming Consultants joining part way through a term.
- Aqualife will ensure that all Learners on any training courses will be made aware of the NOP and EAP on Day 1 of the course by the course Tutor.
- Copies of the Health & Safety Policy will be located on the website ([www.aqualifeswimming.com](http://www.aqualifeswimming.com)) and will make up part of the Terms and Conditions to be agreed by all clients and Learners attending any Aqualife activity or course.
- Aqualife will complete the STA “Facility Health, Safety and Wellbeing Checklist” when registering online STA courses.



- Aqualife will ensure that all activities follow the STA Code of Best Practice and are within the guidelines of all teacher's qualifications.
- The Tutor(s) will be responsible for all Learners undertaking training courses and any swimmers who will act as Participants throughout the course.
- Risk Assessments made each term and then are checked at the beginning of every session. Any changes are noted by the Pool Co-ordinator or reported by Swimming Consultants to the Pool-Co-ordinator. Any issues will be dealt with immediately to secure a safe environment and reported back to the Facilities Manager of the School.
- Our Risk Assessments will also be amended until issue has been resolved.

#### **STA Courses:**

- Upon registering a new course with the STA, Aqualife will provide a new risk assessment taking into consideration, but not limited to:
  - Environment where theory learning will take place
  - Pool and surrounding areas
  - How practical sessions will run
  - Supervision of Participants and Learners who they will be teaching
  - Lifeguard provision
  - External Assessments

#### **Reporting of Incidents:**

- Aqualife will adhere to the Reporting of Injuries, diseases and dangerous occurrences regulation (RIDDOR) 2013 and follow all procedures in place in order to comply.



- All due care will be taken by Aqualife to ensure that all activities are delivered in a safe manner by following the Safety Procedures set out above.
- In the event of an incident Aqualife will follow the venue's EAP and Aqualife's adapted EAP in line with training given.
- Recording of any accidents will be documented on an Accident Report form which all Swimming Consultants and Pool Co-ordinators have in their poolside folders.
- Recording of the incident will be reported immediately after the incident has been dealt with in a timely, accurate and clear manner using the forms and any additional supporting evidence such as photographs, witness forms or reports.
- This form will be sent to the relevant personnel at the Venue and Aqualife offices/directors if needed, initially by email and a hard copy to be sent in the post within 3 days of the incident.
- A copy of the original form will be scanned and kept electronically by Aqualife on our secure cloud based server for a minimum of three years (or three years after the individual's 18<sup>th</sup> birthday) in accordance with rules set out in RIDDOR and the Data Protection Act (1999).

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#### **Review of Policy:**

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All risk assessments will be revisited and updated following the incident. Policies will be reviewed annually (or after any further incidents) in line with current regulations from STA and Government.



### Contact Details

#### **Aqualife Swimming Limited**

Course Tutor: Penny Watkins, Founder, Aqualife Swimming

STA Tutor & Assessor in: STA Level 2 Award in Swimming Teaching, STA Level 2 Certificate in Swimming Teaching

Tel: 0796164138

Email: [penny@aqualifeswimming.com](mailto:penny@aqualifeswimming.com)

Course Tutor, IQA & Administration: Anna Hodges

Partner & Centre Administrator, Aqualife Swimming

STA Tutor, Assessor & IQA in: STA Level 2 Award in Swimming Teaching, STA Level 2 Certificate in Swimming Teaching

IQA in : STA Safety Award for Teachers, Pool Emergency Responder

Tel: 077140 89928

Email: [info@aqualifeswimming.com](mailto:info@aqualifeswimming.com)

Course Tutor: Camilla Golledge, Tutor

STA Tutor, Assessor and IQA in: STA Level 2 Award in Swimming Teaching, STA Safety Award for Teachers

Contact: via Anna Hodges, Centre Administrator



Course Tutor: Lee Cornelius, Tutor

STA Tutor in : STA Safety Award for Teachers

STA IQA Tutor & Assessor in: STA Level 2 Award in Swimming Teaching, STA Safety Award for Teachers

Contact: via Anna Hodges, Centre Administrator

IQA: Abbey Ratchford

STA IQA in: STA Level 2 Award in Swimming Teaching

Contact: via Anna Hodges, Centre Administrator

STA Assessor: Timothy Long

STA Assessor in: STA Level 2 Award in Swimming Teaching

Contact: via Anna Hodges, Centre Administrator

External Assessor:

The Assessor details will be available upon registration of each new course and details will be given on Day 1 of course.

### **Safety Training Awards**

Address: Anchor House, Birch Street, Walsall, West Midlands, WS2 8HZ

Tel: 01922 645097

Email: <https://www.sta.co.uk/contact-us/>

### **OFQUAL (England)**

Contact: Earlsdon Park, 53-55 Butts Road, Coventry, CV1 3BH

Tel: 0300 303 3344

Email: [public.enquiries@ofqual.gov.uk](mailto:public.enquiries@ofqual.gov.uk)



### **Monitoring and Review**

This policy will be reviewed annually to ensure they remain correct and are fit for purpose. However, the policy may be reviewed and updated at any time to reflect any changes made by Safety Training Awards (STA) or the Regulatory authorities.

Policy Launch Date : November 2024

Review Due: November 2025