



## **CHESHAM TOWN COUNCIL – CHESHAM MOOR GYM & SWIM**

### **HEALTH AND SAFETY POLICY**

In accordance with Section 2(3) of the Health & Safety at Work, etc. Act 1974

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#### **1.0 INTRODUCTION**

This document has been compiled to provide information and guidance to all employees on this Council's Health and Safety Policy for the Gym & Swim Centre and organisational arrangements for implementation of that policy.

Separate Health & Safety Policy Statements exist for the Town Hall & Parks and Premises and The Elgiva.

#### **2.0 STATEMENT OF HEALTH AND SAFETY POLICY**

It is the policy of this Council to provide and maintain safe and healthy working conditions, plant, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

The policy will be kept up to date and reviewed once every four years. A review will also be conducted in the event of a serious accident.

#### **3.0 – THE ORGANISATION AND RESPONSIBILITIES**

##### **OVERALL RESPONSIBILITY**

The Town Clerk has overall and final responsibility for ensuring:

- (a) the provision and implementation of the Health and Safety Policy;
- (b) review of the Health and Safety Policy.

##### **DELEGATED RESPONSIBILITIES WITHIN CHESHAM MOOR GYM & SWIM**

The Centre Manager to whom the second line health and safety supervision has been delegated, will be responsible to the Town Clerk for the day to day supervision within his defined area of responsibility and, in particular, for:

- (a) establishing, in consultation with the Town Clerk, safe systems of work and procedures for carrying out the Council's Health and Safety Policy incorporating any Regulations, approved Codes of Practice and other relevant legislation;
- (b) ensuring that safe working procedures and safe systems of work are implemented by Centre staff and that a safe working environment is provided for them;
- (c) ensuring that all employees under his control receive adequate training, information and supervision to maintain safe standards.
- (d) carrying out all risk assessments pertaining to Chesham Moor Gym & Swim and reviewing them annually.

In addition, the Centre Manager will be responsible for:

- (a) maintaining safe working practices in order to achieve maximum safety;
- (b) ensuring adequate safety supervision and training where required, in particular, where young and inexperienced workers are concerned;
- (c) ensuring that all safety rules are observed and that protective clothing and equipment is supplied, worn or used where required;
- (d) ensuring that all machinery and equipment is properly maintained and safe to use.
- (e) ensuring that recorded water tests are conducted every two hours, daily and weekly, as required.

All employees have the responsibility to co-operate with their Line Manager to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

All lifeguards are required to:

- (a) follow the duties and responsibilities outlined in the centre's Normal Operating Procedures and Emergency Operating Procedures;
- (b) know and enforce the rules for pool use;
- (c) conduct daily checks of the lifesaving equipment;
- (d) wear their uniform at all times on duty.

All employees at Chesham Moor Gym & Swim are required to:

- (a) make themselves familiar with and conform to this Health and Safety Policy;
- (b) observe safety rules at all times;

- (c) where required, use personal protective equipment and use appropriate safety devices provided;
- (d) report to their immediate Line Manager all accidents, injuries to persons and damage to vehicles, plant and equipment;
- (e) know the location of First Aid facilities.
- (f) report all safety hazards as a matter of urgency to their immediate Line Manager;
- (g) know what to do in the case of fire or other emergency and the location of fire fighting equipment;
- (h) maintain good housekeeping at all times;
- (i) observe safe standards of behaviour and dress;
- (j) not enter into any kind of horseplay or practical joking;
- (k) carry out visual safety inspections of plant and equipment prior to using such equipment.

It is the policy of this Council that all employees shall receive training in all safety aspects of their occupation, and courses shall be held for this purpose.

It shall be the responsibility of the Centre Manager to investigate all accidents at the Moor Road centre and to submit a full report to the Town Clerk who, in turn, will issue instructions to ensure that these do not continue and, where appropriate, make recommendation to the Policy and Resources Committee on accident prevention.

It shall be the responsibility of the Centre Manager to monitor the maintenance of all plant and equipment and to submit reports for consideration by the Policy and Resources Committee on replacing machinery and equipment that is no longer fit for purpose.

#### **4.0 – GENERAL ARRANGEMENTS**

##### **FIRST AID**

The First Aid Room is situated adjacent to the men's changing room. Additional First Aid kits are located in reception and the plant room and an evacuation bag is kept at poolside. The Centre Manager is responsible for carrying out checks every three months to ensure the contents are adequately maintained and documenting these checks.

The Centre Manager and all lifeguards and gym staff are trained in First Aid. Sufficient members of staff are trained in First Aid to ensure that there is a trained member of staff on duty at all times.

## **ACCIDENTS, INJURIES AND DANGEROUS OCCURRENCES**

It shall be the responsibility of the Centre Manger to record all accidents in the Accident Book and to report Injuries, Diseases and other Dangerous Occurrences to the Health & Safety Executive as appropriate. The Accident Book is located in the First Aid Room. Incidents must be recorded on Dangerous Incident Forms and reported to the Town Clerk. A template form is held electronically. The accident and incident reports are reviewed annually by the Centre Manager to detect any recurring accidents and incidents and to take action as necessary.

## **FIRE SAFETY**

Fire risk assessments will be conducted annually by trained staff.

A system of weekly, monthly and six-monthly recorded fire safety checks is in place.

A written emergency plan (including an evacuation plan) exists for the centre.

## **ESCAPE ROUTE**

It shall be the responsibility of the Centre Manager to see the escape routes, staircase and passages are kept clear at all times.

## **FIRE EXTINGUISHERS**

It shall be the responsibility of the Centre Manager to organise annual inspections of all fire extinguishers on the Council's premises.

## **ALARMS**

All employees are responsible for ensuring that they are conversant with the evacuation procedures relevant to the buildings where they work.

The centre fire alarm will be tested by the designated, trained Fire Warden on a weekly basis.

Recorded fire drills will be carried out at the centre twice a year by the Fire Warden to test the adequacy of the precautions and evacuation procedures.

The pool alarm will be tested and recorded by the lifeguards on a daily basis during the swimming season.

## **RECORDS**

It shall be the responsibility of the Town Clerk to ensure that all fire safety tests and drills are logged in a records book which shall be provided for this purpose.

## **CATERING**

Chesham Moor Gym & Swim is a registered food business with Chiltern District Council and is therefore subject to Food Hygiene – EC Regulations 852/2004, Food Hygiene Regulations 2006 inspections. The Centre Manager is responsible for ensuring that there is documentation in place to demonstrate how food is handled and prepared hygienically following the 'Safer Food Better

Business' guidance issued by the Food Standards Agency. All employees working in the café are trained in Level Two Food Safety and Hygiene for Catering and their certificates are kept on file.

## **5.0 TRAINING**

It shall be the responsibility of the Centre Manager to issue all newly appointed staff with a personal copy of the Chesham Moor Gym and Swim Health and Safety Policy and such supplements as are applicable to his/her duties and responsibilities.

It shall be the responsibility of the Centre Manager to ensure that all new centre staff receive adequate training in all safety aspects of their occupation and that training records are kept.

## **SPECIAL TRAINING**

All staff undertaking lifeguard duties must hold current Royal Life Saving Society UK National Pool Lifeguard Qualification (NPLQ) units 1 and 2. Monthly, recorded training sessions are held for lifeguards. Lifeguards are trained by RLSS Trainer Assessors (pool) in the spine and its anatomy, spinal injuries and the use of the spinal board. Members of staff operating in the café are trained in Level Two Food Safety and Hygiene for Catering.

## **6.0 TENANTS, CONTRACTORS AND VISITORS**

Tenants must comply with the Health and Safety at Work Etc Act (1974) and must in no way act contrary to the Council's Health and Safety Policy.

Where contractors and sub-contractors are engaged by the Town Council, they must maintain effective control of themselves and those working under them so as to ensure that they comply with the responsibilities and duties under the Health and Safety at Work Etc. Act (1974).

The Town Council shall ensure that those not in employment of the Council, including the general public, are not exposed to risks to their safety or health when on the Council's premises.

All contractors are required to sign the Asbestos Information Sheet.

## **7.0 SUPPLEMENTS TO SAFETY POLICY STATEMENT**

Detailed practicalities of managing Health and Safety are provided in the Normal Operating Procedures (NOP) and Emergency Operating Procedures (EOP) documents, including rules for pool use and lifeguard procedures and duties.

It is the responsibility of the Centre Manager to ensure that these documents are kept up to date and that all staff receive sufficient and adequate training in relation to the NOP and EOP.

## **8.0 ADVICE AND CONSULTANCY**

The local Inspector's Office and telephone number is:

Local Area Inspector  
Health and Safety Executive  
Priestly House  
Priestly Road  
Basingstoke  
Hants RG24 9NW

Tel: 01256 404000

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## **APPENDIX ONE – FIRST AID/SAFETY EQUIPMENT**

Sterile assorted plasters  
Sterile eyepads  
Sterile medium bandages  
Sterile large bandages  
Triangular bandages  
Alcohol-free cleansing wipes  
Safety Pins  
Disposable gloves  
Foil blankets  
Face shields  
Ice packs  
Safety scissors

There are two eye-wash stations on site.