



HEALTH AND SAFETY POLICY.

July 2026

ABC SWIM SCHOOL is committed to ensuring health & safety of any individual who are involved. ABC SWIM SCHOOL will ensure that appropriate advice is provided to allow safe attitudes within the learning environment.

Policy Aim & Purpose

The aim of this policy is to enable all individuals involved with ABC SWIM SCHOOL to be aware of potential hazards within the learning environment and allow them to identify methods of minimising risk to themselves and others. ABC SWIM SCHOOL will develop, promote and maintain a high standard of health, safety and welfare. ABC SWIM SCHOOL will provide sufficient training, advice and up skilling as required.

Who to contact

Alison Bell 07802 631571 training@abcswimschool.co.uk

<http://www.hse.gov.uk/>

Activities in Place in maintain health & safety

ABC SWIM SCHOOL has the following processes in place to ensure safety and wellbeing of all involved with ABC SWIM SCHOOL.

1. Identifying and assessing health and safety risks arising from work activities, providing adequate control measures and regular reviews to maintain a safe working/learning environment.
2. Supporting high standards of communication, training and continuing professional development of all ABC SWIM SCHOOL staff.
3. Updating information which is communicated through the SWIM ENGLAND/RLSS with regard to health & safety laws, rules and guidelines.
4. Recording and investigating incidents, accidents and cases of work-ill health in order to prevent reoccurrence.
5. Recording and investigating incidents, accidents and cases of learning-ill health in order to prevent reoccurrence
6. Reviewing and revising this policy at regular intervals and in any case to be reviewed annually by ABC SWIM SCHOOL management.

www.abcswimschool.co.uk
info@abcswimschool.co.uk
training@abcswimschool.co.uk

V8 – July 2026

Areas of High Risk

1. It is imperative that a Risk Assessment is carried out on the potential hazards which may occur within the working/learning environment. ABC SWIM SCHOOL has identified, with advice from the SWIM ENGLAND, the high-risk areas and therefore has advised the following.
2. ABC SWIM SCHOOL will follow the ABC SS PSOP.

Staff Training - in section 2 HSWA 1974

1. Delivering staff inductions and references in section 2 HSWA 1974
2. Checking and qualifications of staff each term.
3. Delivering ongoing training and recording.
4. Performing staff competency assessments and record
5. Checking safety of equipment
6. Performing risk assessments and action at sessions
7. Recording incidents on managers reports after each session

Working alone within ABC SWIM SCHOOLS

There may be times when it is necessary to be in the Centre outside of normal working hours. In order to ensure that the situation is managed as safely as possible the following guidelines are issued:

1. The responsibility of health and safety not only rests with ABC SWIM SCHOOL management but also all other staff.
2. Where possible, individuals should aim to reduce the likelihood of this situation from arising. If this is not possible the following action should be taken. *The individual should take responsibility for their own health and safety by ensuring that some-one is aware the individual is working and the time they should be expected to finish. *Should the individual decide to remain beyond the expected time, contact should be made with the notified person that there has been a change in schedule. *The individual must ensure they do not carry out activities for which they have not received appropriate training, refrain from lifting excessive weight or ascending ladders and avoid using lifts whilst alone within the premises.

Fire Safety

1. Electrical equipment must be utilised in a safe and sensible way, ensuring electrical socket are not overloaded and that electrical equipment is turned off overnight.
2. Wedging open a fire door is a breach of the Regulatory Reform Order 2005 and is a criminal offence.
3. In the event of a fire alarm, all individuals must exit the premises via the nearest fire exit and gather in the designated fire assembly point identified in the PSOP.
4. In the event of failure of the fire detection system, individuals may manually operate this by breaking the glass covering a fire call point to promote the evacuation process.

www.abcswimschool.co.uk
info@abcswimschool.co.uk
training@abcswimschool.co.uk

V8 – July 2026

5. The use of fire extinguishers should only be used if necessary to clear an escape route to the exit.
6. In the event that an individual is based at another centre, it is essential they familiarise themselves with the centre's own fire safety policy.

Electricity at work

1. All portable electrical items used within the premises must be tested by law to ensure they are safe to use.
2. Do not remove the testing label from any electrical equipment as this is proof that testing has taken place.
3. Do not bring electrical appliances into the premises unless there is a current test label confirming that it has been tested to the required standard.

Employment of School-Age Learn to Swim Helpers

ABC Swim School London Ltd recognises that school-age children employed as Learn to Swim Helpers remain children and must be protected from harm. The school will comply with the Children (Protection at Work) Regulations 1998, the Children and Young Persons Act 1933, local authority byelaws, and all safeguarding, health and safety requirements relating to the employment of children.

Requirements

Eligibility

1. School-age Learn to Swim Helpers must be at least 14 years of age.
2. The role must consist of light work appropriate to the child's age, physical capability, experience and maturity.
3. Employment must not be detrimental to the child's health, welfare, safety or education.

Child Employment Permit

4. No school-age child may commence employment until a valid Child Employment Work Permit has been obtained from the Royal Borough of Greenwich.
5. The employer will complete and submit the relevant permit application and supporting documentation within the timescales required by the Local Authority.
6. Copies of permits shall be retained on the employee's personnel file and made available for inspection if required.
7. Employment must cease immediately if a permit expires, is withdrawn, or conditions attached to the permit cannot be met. ([Royal Greenwich](#))

Parental Consent

8. Written consent from a parent or legal guardian must be obtained before employment commences.
9. Emergency contact details and relevant medical information must be held on file.

Risk Assessment

10. A Young Person's Risk Assessment shall be completed before employment begins and reviewed annually or following any significant change.
11. The assessment shall consider:
 - The swimming pool environment.
 - Poolside hazards.
 - Manual handling activities.
 - Working around water.
 - Lone working restrictions.
 - Emergency procedures.
 - Fatigue and working hours.
 - Safeguarding considerations.

Supervision

12. Learn to Swim Helpers must be supervised at all times by a suitably qualified and authorised member of staff.
13. Helpers must never be left in sole charge of swimmers or groups.
14. Helpers must not undertake teaching, lifeguarding, first aid, rescue duties or any activity requiring a formal qualification unless they hold the appropriate qualification and are operating within its scope.
15. Helpers must report any concerns relating to safety, welfare or safeguarding immediately to the supervising member of staff.

Working Hours

16. Working hours shall comply with current child employment legislation and any conditions attached to the Child Employment Work Permit.
17. Helpers must not work during school hours.
18. Working arrangements must not interfere with school attendance, homework, examinations or educational commitments. ([GOV.UK](https://www.gov.uk))

Training and Induction

19. All Learn to Swim Helpers shall complete an induction before commencing duties.
20. The induction shall include:
 - Poolside health and safety.
 - Emergency action procedures.
 - Safeguarding and child protection.
 - Role boundaries.
 - Reporting procedures.
 - Safe use of equipment.
21. All Learn to Swim Helpers to complete SEQ Learn to Swim Helper CPD

Safeguarding

21. School-age Learn to Swim Helpers shall be treated as children for safeguarding purposes.
22. Any concerns regarding welfare, wellbeing or safety shall be reported in accordance with the ABC Swim School Safeguarding Policy.
23. Appropriate ratios and supervision arrangements shall be maintained at all times.

Monitoring and Review

24. The welfare, safety and development of Learn to Swim Helpers shall be monitored regularly.
25. ABC Swim School reserves the right to amend duties, suspend work or terminate employment where concerns arise regarding safety, wellbeing, educational commitments or compliance with legislation.

Related Documents

- Young Person's Risk Assessment
- Child Employment Work Permit (Royal Borough of Greenwich)
- Parental Consent Form
- Safeguarding Policy
- Health and Safety Policy
- Induction Checklist for Learn to Swim Helpers

Greenwich Child Employment Permit:

[Royal Borough of Greenwich Child Employment Work Permit Information](#)

Monitoring and review

This policy and its procedures will be reviewed annually to ensure it remains fit for purpose and reflects the type of health and safety issues which may arise and how those risks are managed.

The next date for the review will be 2026

www.abcswimschool.co.uk
info@abcswimschool.co.uk
training@abcswimschool.co.uk

V8 – July 2026

