

## Health and Safety Policy

### Introduction

Under section 2(2) of the Health and Safety at Work etc. Act 1974, AQUA Leisure Safety has a statutory duty to communicate this Safety Policy to our employees and associates. Further, through this communication we seek to ensure a full understanding of our Safety Policy and objectives at all levels.

AQUA Leisure Safety is committed to high standards of health and safety for staff, customers, sub-contractors and others who may be affected by our activities. We recognise and accept our duties under the health & Safety at Work etc. Act 1974 and associated protective legislation.

The policy document sets out the key points of our approach which is designed to ensure a planned and proactive approach to health and safety within a positive culture.

Achievement of high standards of health and safety within a continuous improvement framework requires a planned approach. Formal structured risk assessments are completed and where necessary documented procedures are developed as appropriate.

### Policy Statement

1. We recognise that high standards of health and safety performance are integral to business performance.
2. We recognise and accept our responsibilities as an employer and service provider to ensure:
  - (i) a safe and healthy workplaces and working environment for our employees.
  - (ii) safety whilst working on host employer's undertakings.
  - (iii) the safety of others who may be affected by our business activity.
3. We are committed to complying with all legal requirements and implementing all appropriate industry best practices and guidance.
4. We will take all steps within our power to meet this responsibility paying particular attention to:
  - (i) facilities, plant, equipment and safe systems of work;
  - (ii) safe arrangements for the use, handling, storage and transport of articles and substances;
  - (iii) transport and travelling for staff and associates;
  - (iv) home working
  - (v) sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work;

- (vi) a healthy working environment.
  - (vii) working alone.
5. We are committed to providing sufficient resources to achieve a safe working environment.
  6. Formal documented risk assessments are conducted at least every two years (sooner if circumstances change) in addition to the continual monitoring and control of hazards.
  7. AQUA Leisure Safety, through its Principal Consultant and Associates, will endeavour to reduce the impact of the business on the environment wherever possible.
  8. We will routinely monitor safety performance and the application of the Policy and will periodically audit and review the Safety Management System, including the effectiveness of the Safety Policy. Health and safety performance is formally reviewed annually at our board meeting.



Andrew PS Ebben  
Principal Consultant  
January 2017

## **Organisation**

1. As Principal Consultant, Andrew Ebben is ultimately responsible for health and safety within AQUA Leisure Safety, including achievement of safety objectives, provision of appropriate resources, competent appointments, training, and systems of work.
2. Andrew Ebben acts as Health and Safety advisor for AQUA Leisure Safety, including monitoring and review of safety performance and is responsible for RIDDOR reportable communication and providing key updates on health and safety legislation to any staff and to Associates.

## **Arrangements**

Safe working practices are devised and implemented to control key hazards within the company.

### **1. Travelling by car**

- 1.1 Staff and associate consultants will ensure personal vehicles are roadworthy taxed and MOT tested at all times.
- 1.2 Suitable business use insurance [Class 1] will be applied.
- 1.3 While driving on business rest breaks of 15 minutes will be taken every 2 hours
- 1.4 Mobile phones should only be used with embedded hands free equipment and calls should be kept as short as possible informing all incoming callers that you are driving.

## **2. Lone working**

- 2.1 While travelling or working away another person should be aware of the location and expected return times for any member of the AQUA Leisure Safety team.
- 2.2 Any member of the AQUA Leisure Safety team working alone in the office is currently deemed to be at minimal risk of violence.

## **3. Working in client premises.**

- 3.1 All members of the team should follow the client signing in and out procedure.
- 3.2 Where safety information is issued by the client this should be read and followed. All staff should make themselves aware of the fire evacuation arrangements and the safe assembly point when entering premises.
- 3.3 When entering hazardous areas such as plant rooms then personal or client issued PPE must be worn.

## **4. Environment**

- 4.1 Waste will be kept to a minimum. Paper and cardboard is stored outside.
- 4.2 Lights and electrical equipment will be switched off when not in use.
- 4.3 Wherever possible, public transport will be used to travel to undertake client work
- 4.4 Cars will be used as effectively as possible taking note of changing trends in the impact of fuels on the environment. Car sharing for meetings will be used when possible.

## **5. Monitoring and Review**

- 5.1 The Principal Consultant monitors health and safety performance in consultation with the Senior Tutor.
- 5.2. Achievement of safety policy objectives is formally received annually by the Principal Consultant and this policy amended accordingly.
- 5.3. All accidents shall be entered in the accident book (BI 510).
- 5.4 This Policy will be subject to a two yearly review.