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Disclaimer.

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1.1 APPLICATION

This Safety Statement has been developed to assist ABC Company comply with relevant H&S standards and to ensure that clients are fully aware of ABC Company's commitment to high standards in H&S.

1.2 OBJECTIVES OF THE SAFETY STATEMENT

To provide a reference for the policies and procedures used in house and at any Client sites. It is also used to assess and audit the levels of health and safety being achieved.

To provide evidence that the policies and procedures to ensure health and safety objectives are met and have been thought out and documented in order to help those who must execute them.

To provide a control document to record the pertinent changes to the Company Safety Statement, which become necessary due to the changing business environment.

To help identify training requirements that needs to be fulfilled in order to generate suitably qualified personnel to carry out the policies and procedures contained within the document.

To provide assurance that compliance with legal requirements for health and safety are being met or exceeded.

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ABC Company Safety Statement

1.3 COMPANY SAFETY STATEMENT

The general Statement on this page sets out the Safety Policy of ABC Company.

ABC Company a swimming pool and aqua sports Management Company. Our hours of operation are varying depending on the needs and patterns of our customers.

It is this Company's intention that its work will be carried out in accordance with the relevant statutory provisions of the Safety, Health & Welfare at Work Act 2005, the Safety, Health & Welfare at Work (General Application) Regulations and any other applicable regulations from those implemented in 2007. All reasonable practicable measures will be taken to minimise risk to employees or others who may be affected by company activities.

ABC Company have appointed Manager 1 as having responsibility for managing Health, Safety & Welfare on a day to day basis. Reference should be made to Manager 1, in the event of any difficulty arising in the implementation of this policy. Manager 2 will have ultimate responsibility for ensuring that the provisions of this Safety Statement are implemented.

The Success of the policy will depend on the co-operation of all employees. It is therefore important that you acquaint yourself with all areas of the Safety Statement. You should ensure that you understand your role and the overall arrangements for Health & Safety within the Company and within your individual area. You should also be aware that you have an obligation to take care of your own safety and that of others that might be affected by your actions.

Signed: _____
Manager 2

Date: _____

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2.2 MANAGER 2

- ❑ Manager 2 will be responsible for implementation of the procedures within the Safety Statement.
- ❑ Manager 2 bears the ultimate responsibility for ensuring that staff are given correct information and training for them to do their job effectively.
- ❑ Manager 2 is also responsible for ensuring that staff are supported in enabling them to reach the correct decisions in respect of health and safety matters.
- ❑ Supervise the Company Health and Safety programme.
- ❑ Review all safety rules bi-annually and, when necessary, recommend suitable changes.
- ❑ Investigate all major accidents and damage to Company property and recommend action.
- ❑ Ensure that accident records are maintained.
- ❑ Ensure that records of hazards/near miss reports are maintained.
- ❑ Ensure that the systems for ensuring that fire precautions are adequate.
- ❑ The Health, Safety, and Welfare of all employees are not compromised when all other performance standards are set.
- ❑ That adequate funding is reserved to meet regulatory needs of safety and health.
- ❑ That management will lead by example in adhering to stated policies to achieve the Company's aim to reduce accidents and health exposures.

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2.5 All Employees

- ❑ Be alert at all times to the possibility of swimmers being in distress.
- ❑ Be especially aware of all children and watch for horseplay.
- ❑ All Employees are to co-operate with management in the wearing of the correct safety equipment, using the appropriate safety devices and following proper safe systems of work.
- ❑ All Employees are to co-operate in the investigation of accidents and the reporting of them and also the reporting to their supervisors of any local hazards of which they become aware.
- ❑ All Employees will be encouraged to promote ideas on the improvements of health and safety standards and also provide suitable suggestions for reduction in risks.
- ❑ All Employees are forbidden to interfere with or misuse any specified items of safety equipment or any safety device.
- ❑ All Employees are required to take care of their own health and safety and they should not indulge in horseplay, wilful unsafe acts or carry out or play practical jokes on other employees.
- ❑ Employees found guilty of wilful unsafe acts may be liable to summary dismissal.
- ❑ Employees are advised that strict requirements under the Health and Safety at Work Act can be used by the enforcing authorities against such persons if found guilty of reckless behaviour.
- ❑ All employees must clean up their working area or assist in tidying up thereof and also to help maintain clear passageways and maintain high standards of local housekeeping and hygiene.
- ❑ Do not smoke in designated "No Smoking" areas and dispose of spent matches, cigarette ends etc. properly.
- ❑ Know the location of the First Aid Box.
- ❑ Ensure that you know the procedure in the event of a fire.
- ❑ Report any accident or damage, however minor, to management.

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2.6 CONTRACTORS (Generally refers to any company who comes onto our premises to carry out maintenance works etc).

- All contractors must submit their Safety Policies and Insurances to ABC Company for approval prior to being awarded any works.
- All Contractors will be expected to prepare a Method Statement appropriate to the works they will be engaged in.
- Where Appropriate no contractor may be allowed to commence work on a client site prior to being issued a Permit to Work by the ABC Company.
- All contractors will be expected to comply with the ABC Company Policy for Health, Safety and Welfare.
- All work must be carried out in accordance with relevant statutory provisions, i.e. Construction Regulations.
- Scaffolding and other access equipment used by contractors' employees must be erected and maintained in accordance with Regulations and Codes of Practice.
- All plant and equipment brought onto site by contractors must be safe and in good working order, fitted with any necessary guards and safety devices and with any necessary certificates available for checking.
- Any injury sustained by a contractor's employee must be reported immediately to management at ABC Company.
- Contractors must comply with any safety instructions given by ABC Company management.
- ABC Company must be notified of any material or substance brought onto the Client site which has health, fire, or explosive risks. Such materials must be stored and used in accordance with current recommendations.
- Contractors must take all reasonable steps to avoid interference by mobile plant and equipment.

2.8 General Pool Rules (posted in public areas)

- No one will be allowed in the swimming area unless the pool is officially open and a lifeguard is on duty. Entering the pool premises when it is not open for public use is strictly prohibited.
- Obey the Lifeguards at all times.
- No Running on the banks.
- No Jumping into the water.
- No Diving at any point.
- Swimming hats are compulsory.
- Use the toilet and have a quick shower before entering the pool.
- Use of the Jacuzzi, Sauna and Steam room are for adults only.
- Use of the Kiddies pool is for 5 years and under.
- All children under 8 years must be accompanied by a ratio of 1 adult to 8 children in the swimming pool.
- No horseplay in or around the pool or in the changing area.

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3.3 TRAINING

HAZARDS

Inadequately trained staff are a hazard to themselves and their co-employees. The management at ABC Company shall identify the training needs of their staff and ensure they are fulfilled.

It is the Policy of ABC Company that every employee will receive safety training on an ongoing basis. All new personnel will receive safety training as part of their induction. Staff training is not only concerned with imparting facts but also with notifying staff to face up to their responsibilities and to be equipped to deal with emergencies.

Training will include safety induction and safety awareness, manual handling training and First Aid training.

All the safety training received will be monitored and updated by the Manager 2. This training will be recorded and tracked.

ABC Company will keep training records to include:

1. Name of the employee being trained.
2. Date of training.
3. Training details.
4. Signature of the trainer and employee to ensure that the training has been carried out, documented and understood.

3.3.1 Lifeguard and ongoing training

All lifeguards will be trained to IWS/ILAM level 2 certificate standard as a minimum.

To maintain the skills and competency of a lifeguard, suitable and sufficient training and competency assessment will be conducted by qualified training staff and will include:

- A fitness programme to include timed swims and towing and rescue methods
- Simulated incident training, working in a team, based on the site-specific EAP Emergency Action Plans

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3.6 FIRST AID

CONTROL MEASURES

The first aid box should be suitably marked and easily accessible.

The exact location of the First Aid box must be known by all employees and a specific notice, identifying its whereabouts, must be posted to include names of qualified First Aiders.

It is the company's policy that First Aiders shall be appointed who have certificates of qualifications in Occupational First Aid to ensure adequate cover for all activities.

The first aid boxes are suitably marked and easily accessible. The location is follows;

- **Office**
- **Poolside**

- The First Aid Boxes is inspected on a weekly basis by the driver. This check and replenishment is recorded and kept on file.
- All life guards at Level 2 Certificate have specific first aid and life saving skills.
- It is the company's policy that First Aiders shall be appointed who have certificates of qualifications in Occupational First Aid to ensure adequate cover for all activities. This policy shall not be activated until there is a suitable number of employees at a fixed location.
- It should be noted that First Aiders are not empowered to dispense analgesics, pills, or medications. Supplies of such items will not be in first aid boxes. Individual employees who believe they might have a need of these items must be responsible for their own supplies.

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4.3 ACCESS AND EGRESS

HAZARDS

ABC Company staff will adhere to all rules regarding access and egress on the Client Site. However, set out below are the general arrangements for the company.

Inadequate access and egress facilities can result in:

- Restriction of an orderly evacuation of the premises
- Trips and falls
- Obstruction of emergency exits

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

All doors and access points shall be kept clear and maintained.

All passageways shall be kept clear of obstruction.

All floor covering and surfaces shall be kept clean and in good condition.

Adequate lighting shall be provided at all entry, exit points and along corridor and passageways.

Waste shall be removed regularly and systematically stored in a secure place until collected for disposal.

It is vital that all fire escape routes are not obstructed at any time.

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4.4 HOUSEKEEPING & LOCKER AREAS

HAZARDS

Poor housekeeping can pose a wide variety of risks to health and safety.

- Trips:- Materials left lying in the open
- Slips:- On a greasy floors, slippery material strewn around
- Falls:- Use of materials for accessing higher work areas.
- Collisions:- Blockage of access aisles with materials
- Objects falling on people:- Improper stacking of materials
- Fire:- Inadequately and infrequent disposal of combustible rubbish.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

The locker rooms are cleaned at regular intervals and records are kept.

Shower curtains are installed to contain the shower spray within the shower areas.

Soap dishes are provided in showers.

Anti slip mats are provided for use when exiting the shower.

Mirrors are fixed in place.

No chemicals, other than toiletries, are stocked in the locker / changing rooms.

The manufacturer's guidelines and instructions on cleaning products are strictly adhered to.

Staff are instructed to comply with the hygiene procedures.

The temperature of the water supplied to the shower is under the control of the user.

Staff are instructed to test the water temperature prior to use. The water taps are suitably identified i.e. hot or cold.

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4.9 HAZARDOUS SUBSTANCES

The main issue of hazardous substances is the use of Chlorine and other water additives for the pools. Only staff who have been trained in the use of this equipment will be allowed access to the area.

HAZARDS

Health hazards from substances can be divided into the following categories:

- External contact - corrosive, skin absorption, dermatitis.
- Inhalation - gases, fumes, vapours.
- Ingestion - swallowing.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

SUPERVISION WHEN NECESSARY

- The Workplace Supervisor will ensure that:
 - All substances are listed in a chemical register.
 - All substances have an up to date Material Safety Data Sheet (MSDS) on file.
 - The control measures listed in the MSDS are followed.
 - A written assessment, control measures and other information are on site.
 - All substances are stored in an appropriate unit that is fire retardant and can contain spillages.
 - Procedures planned to handle or use any hazardous substance or process are carried out fully.
 - Any, equipment, hygiene measures or protective clothing are provided and maintained as required.

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4.11 Compressors and Pumping Equipment

All water pumping and sterilisation equipment is subject to maintenance by external contractors. The controls below are general points relating to this equipment. ABC Company staff do not engage in maintenance of these items.

Hazards

- Explosion
- Fire

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

Air Receivers

- The maximum allowable working pressures of air receivers should never be exceeded, except when being tested. Only hydrostatically tested and approved tanks shall be used as air receivers.
- Each air receiver shall be equipped with at least one pressure gauge.
- A safety (spring loaded) release valve shall be installed to prevent the receiver from exceeding the maximum allowable working pressure.

Air Distribution Lines

- Air lines should be made of high quality materials and fitted with secure connections.
- Hoses should be checked to make sure they are properly connected to pipe outlets before use.
- Air lines should be inspected for defects. Compressed air lines should be identified as to maximum working pressures (psi) by tagging or marking pipeline outlets.

Pressure Regulation Devices

- Valves, gauges, and other regulating devices should be installed on compressor equipment in such a way that they cannot be made inoperative.
- Air tank safety valves should be set no less than 15 psi or 10% (whichever is greater) above the operating pressure of the compressor. They should never be set higher than the maximum allowable working pressure of the air receiver.

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4.14 General Pool Hazards and controls

Hazards

- Slips, Falls, etc
- Drowning
- Fire or explosion due to smoking, electrical faults, chemical storage and associated matters.
- Electrical shock due to the misuse or use of faulty electrical appliances.
- Inadequate lighting or inadequate use of the lighting provided.
- Chemical hazards associated with the storage and use of flammable, toxic, harmful, corrosive and irritant chemicals.
- Poor hygiene.
- Access / egress.
- Contact with hot surfaces (saunas, etc.).
- Inadequate ventilation / extremes of temperature.
- Striking against glass mirrors, windows and contact with broken glass.
- Hazards associated with poorly maintained furniture, fixtures and fittings, i.e. sharp edges, protruding nails and screws.
- Trapping or being struck by the entrance / sauna doors

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

Life Protection

- Fully Qualified Life Guards on duty at poolside whenever the pool is open.
- Range of life saving equipment is available to lifeguards.
- Control of admissions to pool strictly adhered to in order to ensure no over crowding.
- Roughly 3 M² allowed per person in the pool.
- Sign in and/or wrist band controls shall be used to manage the occupancy/admissions levels.
- All staff will be fully trained in how to respond to an emergency.

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General Points:

- ❑ All staff have appropriate qualifications.
- ❑ Suitable number of staff trained in first aid and life saving techniques.
- ❑ Defibrillator available with trained staff.
- ❑ Equipment is maintained on a quarterly basis by contractors
- ❑ Full set of housekeeping and cleaning procedures in place to protect against slips and falls.
- ❑ Daily and weekly maintenance checks on all equipment.
- ❑ Only trained staff allowed to access plant room area.
- ❑ Only senior managers who have appropriate training may mix and add chemicals to the water system.
- ❑ PPE as follows available for this purpose:
 - Gloves to EN 374
 - Full face mask – 3M model 6057
 - Heavy duty apron
 - Hard hat
 - Chemical spill kit
 - Chemicals areas to be kept locked at all times

Physical Control Measures

- ❑ A tiled surface is provided in the dressing room areas, along the pool deck and at the base of the pool. The tiled surfaces are maintained on an ongoing basis.
- ❑ The pool areas are cleaned on a daily basis.
- ❑ The pool areas are monitored by staff throughout the day.
- ❑ Handles and anti slip mats / surfaces are provided in the showers as necessary.
- ❑ A safety mat is provided for use when exiting the showers.
- ❑ Anti slip mats / flooring are provided in the sauna, shower exiting areas and around the jacuzzi.
- ❑ Trained personnel clean all locker room areas daily prior to occupancy.
- ❑ Adequate lighting is provided in the locker rooms and it is used at all times.
- ❑ Housekeeping standards are strictly enforced and monitored by staff.
- ❑ Furniture and fittings are carefully located to reduce the potential hazards associated with slips, trips and falls.
- ❑ The foot bath is located in the passageway leading to the pool highlighted and fitted with a safety mat.

Chemical Controls

- ❑ All chemical stores are securely locked when not in use.
- ❑ The quantities of chemicals stored in the plant room are kept to a minimum.

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8.2 ABC Company Equality Policy

ABC Company are an equal opportunities Employer & thus, as laid out in this policy, seek to comply with all legal regulations & directives with regard to dealing with individuals or groups in a fair & legal way.

It is the policy of ABC Company to deal (employ, pay, consult, interview, speak to, and write to etc.) with any person/s equally & with dignity Regardless of disposition:

- Gender
- Race
- Colour
- Creed (Religious Persuasion)
- Nationality
- Disability or Physical Impairment
- Financial Status

ABC Company, its Management and Staff must uphold & comply with this policy. Failure to comply with this policy could result in immediate disciplinary action & possible dismissal.

Should any person cause harm, harass, sexually harass or disadvantage any of the above because of their disposition, that person/s will be reported to the Authorities & will be dealt with on a legal basis.

It is the overall policy of this company to practice equality & to be fair to all.

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