

**Form
Reference**

Scottish Amateur Swimming Association



Health and Safety Paper

HEALTH AND SAFETY POLICY STATEMENT

1. The Association accepts its responsibilities as set out in the Health and Safety at Work Act 1974, the Office Shops and Railway Premises Act and Local Authority Contracts in respect of health and safety at work as a matter of prime importance. The Association will ensure employees are aware of Health and Safety regulations whilst at work. This commitment also extends to persons not directly employed by the Association that may be affected by its operations.
2. The Association recognises that the achievement of a continuous improvement in Health and Safety is an important objective. Its aim is to promote and maintain a high standard of Health and Safety, providing information, training and instruction, together with safe systems of work, safe places of work and proper care and maintenance of all plant and equipment.
3. In order to discharge their responsibilities and pursue their objectives, the Association's Board of Directors undertakes to:-
 - a) Provide and maintain safe working and environmental conditions throughout the Association;
 - b) Provide such information, instruction, training and supervision as may be necessary to enable SASA members to perform their work safely and effectively;
 - c) Identify and assess hazards arising from operations or processes and take such steps as are necessary to reduce risk so far as is reasonably practicable;
 - d) make arrangements for joint consultation between management and appropriate employee representatives to discuss matters of mutual concern and to encourage employees to identify practical improvements in safety;
 - e) Provide and maintain suitable and sufficient personal protective equipment as may be appropriate to the working environment;
 - f) Ensure all accidents and dangerous occurrences and events that threaten safety are reported, recorded and investigated, and that appropriate corrective action is taken by risk assessment;
 - g) Regularly communicate issues which affect Health and Safety to SASA Members;
 - h) Provide sufficient resources to maintain and manage health and safety;
4. Employees undertake to:-
 - a) Work safely and efficiently;
 - b) Take reasonable care of their own health and safety at work, and the health and safety of others who may be affected by their acts or omissions;
 - c) Use personal protective equipment and safety devices, as appropriate;
 - d) Report all accidents which result in injury and any incidents which could have resulted in injury or threaten safety, to include risk assessment;
 - e) Adhere to SASA procedures and observe instructions designed to ensure a safe and health working environment;
5. Affiliated Clubs, members, contractors, sub-contractors and other persons working with the

Association and visitors are required to:-

- a) Comply with the Association's policy and procedures and any relevant statutory provision;
- b) Carry out their tasks safely and efficiently;
- c) Take reasonable care of their own health and safety whilst working, and the health and safety of others who may be affected by their acts or omissions;
- d) (i) Report to the Association all accidents which result in injury, and any incidents that could have resulted in any injury or threaten safety;
- (ii) Affiliated Clubs within their reports are also to inform the Association of the risk assessment carried out.

6 The Board member(s) responsible for Safety Policy will:-

- a) Audit the organisation, planning and achievement of safety;
- b) Regularly review and report the result of this audit to the Board, with recommendations for amendments to the policy and safety management system;
- c) All Board members are fully accountable within their own areas of responsibility for implementing and for making the necessary arrangements within the timeframe of this policy.

7 The policy will be reviewed as necessary, but at least annually and will be brought to the attention of all those concerned.

**Chairman
Board of Directors**

October 2005

Distribution: Employees, Affiliated Clubs, and Association Members