

CB Training Services Limited

Health & Safety Policy Version 24.1



Background

CB Training Services Limited who also trade as Bubble Tots or CB Training Swim School run training courses in First Aid, Lifeguarding, Swimming Instruction and also provide swimming tuition to children aged 0-16 years old.

Manager and founder Chris Bateman employs a total of around 30 staff, consisting of an assistant manager, a receptionist, swimming teachers and Lifeguards

The office is open Monday to Friday 9.30-2.30 but the majority of staff are out at sites we hire for swimming lessons

Statement of Commitment

CB Training Services Limited has prepared the following statement in accordance with the provision of Section 2, Part 3 of the Health and Safety at Work Act 1974.

In distributing this policy to the entire workforce, it is important to emphasise that the staff and any other partners should strive jointly to promote health, safety and wellbeing at work and to this extent, all are expected to co-operate.

Section 7 of the Health and Safety at Work Act 1974 requires all employees to ensure their own safety and the safety of other workers and any other individual who could be affected by their acts and omissions.

CB Training Services Limited acknowledges and accepts, so far as is reasonably practicable, its duty as an employer towards its employees and others who could be affected by its activities. It is the aim of CB Training Services Limited to achieve the highest standards in managing the health, safety and wellbeing of the workforce.

CB Training Services Limited will strive to achieve these high standards in health, safety and wellbeing, not only in order to comply with statutory requirements, but also because such an approach can lead to fewer accidents, incidents and ill health for its workforce and others affected by their activities. In turn, this can lead to a reduction in the time lost from work, a reduction in damage to property and assets, and improvements to the general quality of the service provided.

This is the statement of general policy and arrangements for:		
Chris Bateman – Manager		CB Training Services Limited has overall and final responsibility for health and safety
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Chris Bateman Manager	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.)
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Chris Bateman Manager	Staff and subcontractors given necessary health and safety induction and provided with appropriate training (including working at height, asbestos awareness and electrical safety) and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site.
Engage and consult with employees on day-to-day health and safety conditions	Chris Bateman, Manager All staff	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.
Implement emergency procedures – evacuation in case of fire or other significant incident	Chris Bateman Manager	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Chris Bateman Manager	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.

Chris presented the policy statement at the staff meeting in March 2018 and decided to review and update the document every year or straightaway if there are any major changes in the workplace

Signed: * (Employer)	<i>Chris Bateman</i>	Date:	<i>31st March 2024</i>
----------------------	----------------------	-------	-----------------------------------

Other Information:

Health and safety law poster is displayed at (location)	Office
First-aid box is located:	All sites and in van for travelling to different sites
Accident book is located:	Office and all staff have copies of forms in register folders