

Triton Training Limited	System of Work	PAGE ISSUE DATE REVIEW	Page 1 of 3 Six 05/01/2024 05/01/2025
TITLE: ATC Health and Safety Policy		APPROVED BY: Directors	

1. Health and Safety Policy Statement

Triton Training is committed to maintaining a safe and healthy working environment for all its employees and learners. Triton Training will comply with its legal duties for Health and Safety and maintain effective Health and Safety arrangements to identify risks and prevent injury and ill health, as far as is reasonably practicable, to colleagues, learners, volunteers, and other persons whilst delivering, assessing or attending partner premises or conducting the business of Triton Training.

Triton Training expects its employees when operating on third party premises to conduct themselves in a manner as abides by any local health and safety rules and procedures and as reflects Triton Training's commitment to managing health and safety. It also recognises that Health and Safety is a business function that is as important as other management functions and must, therefore, continually be reviewed and adapt to changes in the business.

The approach which Triton Training takes to Health and Safety is based on the identification and control of risks. Triton Training and its Directors will ensure that appropriate levels of resources are allocated to maintain Health and Safety within Triton Training and to create a safe and healthy working environment. A positive culture of awareness and engagement with Health and Safety issues will be encouraged within Triton Training and all Directors and tutors shall actively support and promote this Policy Statement.

Triton Training's aims and objectives, in order to ensure that this Policy Statement is achieved, are as follows:

2. Planning, training and communications

- To provide the resources so adequate arrangements are put into place for the effective planning, development and review of this Policy Statement.
- To provide the resources so that appropriate systems are developed and maintained for the effective communication of Health and Safety matters throughout Triton Training.
- To provide the necessary information, instruction and training to employees and learners, including temporary colleagues, to ensure their competence with respect to Health and Safety and policies related to any third party premises.
- To develop procedures so that safety equipment and relevant training are provided for employees and others as required including providing any relevant procedures so that safety equipment and relevant training are provided for colleagues and learners whilst operating at third party premises.

- To communicate specific emergency and evacuation procedures to all employees and learners as Triton Training will also be responsible for any learners on site when operating on third party premises.
- During course delivery all learners will be informed of this policy and its importance during the first hour (induction) of the course.

3. Standards of practice

(Health & Safety Standards for course delivery)

- Triton Training shall create an environment that is as healthy, safe and free from risk as far as reasonably practicable for employees when operating both at head office and at third party premises.
- Triton Training believes in constantly improving Health and Safety standards and performance. It will, to this end, endeavour to ensure that all relevant Statutes, Regulations and Codes of Practice are complied with.
- The minimum standards that will be adopted by Triton Training are those required by law, although Triton Training will always seek to exceed these where practical.
- If an accident is reported then an accident report will be completed. This will include details of the accident including dates, times, causes, those involved and any action taken. Triton Training will contact anyone involved in an accident with a maximum of five days to assess his or her well-being.
- Triton Training will ensure accidents are reported both internally to the designated health and safety officer and through Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) if required, this will happen in conjunction with the third party premises.
- During course delivery all learners must sign in and out when going offsite.

4. Promoting shared responsibility

- Triton Training recognises that safety is the responsibility of everyone within the organisation and is not just a function of Directors.
- Employees and learners should take reasonable care of themselves and others who could be affected by their activities and co-operate with management in achieving the standards required. Employees and learners are encouraged to contribute to the overall safe environment through the Health and Safety information provided by Triton Training Directors.

5. Reporting and monitoring

- Triton Training will establish a system to ensure that accidents and ‘near-misses’ are fully investigated and appropriate action taken to reduce the likelihood of their occurrence. All employees and learners are to be inducted and made aware (by the respective Directors or Tutors) of this Policy Statement as appropriate (or when any substantial or significant changes are made). This Policy Statement shall be available at all times to ensure that employees and learners can be made aware of it and access it if required.

Emma Tugby is the health and safety officer and should be contact in the event of an incident, emergency or query via email Emma@Tritontraining.co.uk or 07928266410.

6. Updates of Procedure

Issue	Written, Checked and Approved	Issue Date	Action by
1	Updated, Checked and Approved	09/05/2019	Krystal Buckley
2	Updated, Checked and Approved	01/01/2020	Krystal Buckley
3	Updated, Checked and Approved	01/01/2021	Krystal Buckley
4	Updated, Checked and Approved	01/01/2022	Krystal Buckley
5	Updated, Checked and Approved	01/01/2023	Krystal Buckley
6	Updated, Checked and Approved	05/01/2024	Krystal Buckley

7. Internal Documents & Forms

Sources of Information

1. RLSS Guidance Documents.
2. Swim England Guidance Documents.
3. STA Guidance Documents.
4. <https://www.swimming.org/swimengland/worker-health-and-safety/>