

ASA GROUP BOARD
ASA ORGANISATIONAL POLICY MANUAL
GENERAL SECTION

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HEALTH, SAFETY AND ENVIRONMENTAL POLICY STATEMENT

The Amateur Swimming Association (ASA) is an unincorporated association and as such recognises its responsibilities to both its employees and volunteers.

It is the policy of the Amateur Swimming Association to reduce its business risk to the lowest possible level. The Chairman of the ASA Group Board and the Chief Executive take a personal responsibility for achieving and maintaining the highest standards of health, safety and environmental performance.

The Amateur Swimming Association complies with the Health and Safety of Work Act 1974 in respect of the health, safety and welfare of its employees. The Association also recognises its duty of care under common law in respect of the health, safety and welfare of its affiliated members and volunteers.

This policy extends to a number of key activities, summarised below:-

For employees:

- Identifying and assessing health and safety risks arising from our work activities, providing adequate control measures and reviews accordingly to maintain a safe and healthy working environment.
- Support for high standards of communication, training and continuing professional development of all staff and contractors.
- Recording and investigating of incidents, accidents and cases of work ill health, in order to prevent re-occurrence and become a 'learning organisation.'
- Maintenance of business continuity planning to minimise disruption in the event of a disaster at an Association employee location.
- Reviewing and revising this policy as necessary and at regular intervals and in any case to be reviewed annually by the ASA Group Board.

The Amateur Swimming Association manages these processes through the Senior Management Team and the Administration Health and Safety Working Party.

For affiliated members, athletes and volunteers:

- To provide and communicate guidance to the ASA Regions, Counties and Clubs in relation to their employee obligations and health and safety.
- Identifying and assessing health and safety risks arising from club activities, providing adequate control measures and reviews accordingly to maintain a safe and healthy club environment.
- To provide and communicate Health and Safety Laws, Rules and Guidelines for the good governance of the sport, primarily through the ASA Handbook, revised annually.

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- To provide support for training and continuing professional development of all volunteers.
- To encourage recording and investigating of incidents, accidents and cases of club activity ill health, in order to prevent re-occurrence and become a 'learning organisation.'
- Reviewing and revising this policy as necessary and at regular intervals and in any case to be reviewed annually by the ASA Group Board.

The Amateur Swimming Association manages this process through the ASA Group Board, the ASA Sport Governing Board, the ASA Management Team and the Health and Safety Forum.

The Amateur Swimming Association is committed to achieving excellence in all of its business functions and accordingly, it expects all its staff and affiliated members, athletes and volunteers to support and co-operate with the Association in meeting its health, safety and environmental policy and legal obligations.

Reviewed and renumbered 30.11.2010

Reviewed and amended 08.01.2014