



Health and Safety Policy



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Policy Statement

Statement of Intent

This is the Health and Safety policy statement of:

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We recognise and accept that we are responsible for complying with health and safety legislation and for ensuring the health, safety and welfare of their staff and others who may be involved in company activities. This Health and Safety Policy Statement of Intent is signed by the company director sets out the company's commitment towards health and safety and reviewed annually.

Our Health and Safety policy is to:

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| <ul style="list-style-type: none">● Prevent accidents and incidents in the workplace and/or while working● Manage health and safety risks in our workplace● Keep our clients safe and well while under our care● provide the safe use, handling, storage and transport of all equipment.● create a working environment that is safe and without risk to health, where everyone is aware of their accountabilities and responsibilities.● provide the equipment and resources for carrying out this policy.● Providing all necessary Information, instruction, and training to maintain and ensure adequate health and safety at work. |
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Name:	Dan Martin	Dated:	
Signed:		Review Date	

Organisation and Responsibility

The responsibility for Health and Safety is:

The day-to-day responsibility for ensuring this policy is put into practice is:

Health and Safety Officer duties are:

- ensuring that adequate resources are available for carrying out of this policy.
- the day to day management of health and safety of company activities.
- providing leadership on health and safety matters for the company.
- ensuring that the operation of the health and safety management system provides effective planning, organisation, control, monitoring and review of health and safety within the company's use of facilities.
- preparing implementing and maintaining a company health and safety policy (including organisation and arrangements) aimed at complying with the requirements of the government's health and safety policy.
- liaising with the appropriate facility provider to establish safe use of equipment.
- ensuring that on-line records of statutory servicing, maintenance and testing for the company are accessed periodically to check accuracy.
- reporting accidents/incidents and investigating any significant health and safety failures and actioning the outcome of any investigations into their causes through the company's procedures.
- ensuring employees follow their responsibilities detailed within the company's and health and safety policies, their arrangements and safe working procedures, holding them to account if they do not.
- arranging the following: safety training; safety inspections; monitoring of the maintenance of equipment; and first aid training;

- ensuring staff are aware of their duties and have sufficient ability, resources and training to be able to carry them out properly as detailed within this policy.
- accessing competent health and safety advice & Occupational Health provision.
- carrying out Risk Assessments of work practices, use of equipment and hazards in accordance with HSE Risk Assessment guidelines.
- ensuring that the operation of the health and safety management system provides effective planning, organisation, control, monitoring and review of health and safety within the company and its departments.
- taking charge in emergencies, if unavailable, the responsibility will be the Head Coaches.

All Staff have a duty to:

- To carry out their duties in line with the company's health and safety policies, their arrangements and safe working procedures.
- To take reasonable care for their own health and safety and that of other persons who may be affected by their activities.
- To co-operate with the company to ensure that any relevant statutory provisions are complied with.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.
- To report all accidents, incidents or near misses to their immediate line manager.
- To report any unsafe work situation or equipment defects to their immediate line manager.
- To use any equipment or substance provided in accordance with any training or instruction given.
- All employees are responsible for health and safety within their area of work. They will put right a hazard or unsafe work practice as soon as they notice it or have it reported to them. If a hazard cannot be put right, it should be reported to the managing director and the piece of equipment or area should not be used.

General arrangements

Risk Assessment

- All venues and services delivered will have a risk assessment created for each.
- Risk assessment will be updated upon any changes to facilities or conditions.

Accidents and incidents

- A trained First Aider will be on duty at all times. All members of staff will be trained as First Aiders with senior management being advanced first aiders.
- The health and safety officer will maintain the First Aid bag, replenishing after each use.
- All employees will have in-date first aid certificate and be aware of the techniques of resuscitation and the treatment of an unconscious person.
- The First Aid bag is to be present and available at every session delivered.
- All accidents are to be reported in the Accident Record book in the First Aid bag.
- A record of serious incidents should be recorded on a 'serious Incident Management Log' form and procedures for reporting and/or further action.

General Welfare

- All staff should move around facilities including opening doors with due care and generally behave with consideration towards other staff and facility users.
- The Safety Officer will develop procedures and staff training to ensure the personal safety of staff while on duty for the company.

Fire Safety

- The Safety Officer will deliver Fire Safety arrangements; these include ensuring staff awareness of facility escape routes and assembly points.
- All staff will be aware of the Fire Action instructions and the location of Fire Alarms within facilities.
- During a fire, it is the session's lead staff member that all clients follow to leave the building to ensure they are safe.

Equipment

- All equipment must be used in the way provided through training and checked or cleaned in order to be kept in a sufficient usable state.
- All members of staff should follow Manual Handling procedures and take care that no risk of injury through bad lifting techniques.

Facilities

- In the event of adverse weather conditions such as snow, hail or ice, training will be cancelled in the interest of client welfare.
- The floodlights are maintained by external facility, in the event of floodlight failure, the lead coach is to leave the area & report to reception with the client.
- Indoor facilities are double checked prior to use to ensure no dangers or unsecure hazards and ensured a safe child friendly area.
- 4G Grass Pitches are inspected for dangerous and hazardous items including the safety of goals and surrounding areas before any sessions are set up.