

HEALTH AND SAFETY POLICY

STATEMENT OF GENERAL POLICY

- 1.1. The Company fully accepts the obligations placed upon it by the various Acts of Parliament covering health and safety. The Company requires its Chief Executive to ensure that the following policy is implemented and to report annually on its effectiveness.

MANAGEMENT ORGANISATION AND ARRANGEMENTS

Introduction

- 1.2. This policy has been prepared and published under the requirements of Health & Safety at Work legislation. The purpose of the policy is to establish general standards for health and safety at work and to distribute responsibility for their achievement to all Lead Coaches, supervisors, and other employees through the normal line management processes.

MANAGEMENT RESPONSIBILITIES

Directors and Lead Coaches

- 1.3. These are wholly accountable to the shareholders for the implementation and monitoring of the policy within the area of their specified responsibility.

HEALTH AND SAFETY MANAGEMENT PROCESS

- 1.4. The Company believes that consideration of the health, safety and welfare of staff is an integral part of the management process. The provision of the Health and Safety at Work etc Act, associated Codes of Practice and E.C. Directives will be adopted as required standards within the Company. Responsibility for health and safety matters shall be explicitly stated in management job descriptions.
- 1.5. The Company requires staff to approach health and safety in a systematic way, by identifying hazards and problems, planning improvements, taking executive action and monitoring results so that the majority of health and safety needs will be met from locally held budgets as part of day-to-day management, although many health and safety problems can be rectified at little additional cost.
- 1.6. If unpredictable health and safety issues arise during the year, the Directors must assess the degree of risk, in deciding the necessary resources and actions to commit to addressing these issues.

GUIDELINES

1.7. It shall be the responsibility of the lead coach to bring to the attention of all members of his or her staff, the provisions of the guidelines, and to consult with appropriate Health and Safety Representatives about the updating of these guidelines. The model contents of a guideline are:

- a clear statement of the role of the department;
- regulations governing the work of the department;
- clear reference to safe methods of working, for example nursing procedures, manufacturers' manuals;
- information about immediate matters of health and safety concern, such as fire drills, fire exits, first aid;
- training standards;
- the role and identity of the Health and Safety Representative;
- names of specialist advisers who can be approached about the work of the department;
- the Lead Coach responsible for organisation and control of work;
- accident reporting procedures;
- departmental safety rules;
- fire procedures;
- policies agreed by the Company.

IDENTIFICATION OF HEALTH AND SAFETY HAZARDS

ANNUAL AUDIT AND REGULAR RISK ASSESSMENTS

1.8. It is the policy of the Company to require a thorough examination of health and safety performance against established standards in each department, **at least** annually. The technique to be adopted for such examinations will be the 'Safety Audit'. The Audit requires review of:

- standards laid down in the policy;
- departmental guidelines;
- relevant regulations;
- environmental factors;
- staff attitudes;
- staff instructions;
- methods of work;
- contingency plans;
- recording and provision of information about accidents and

hazards and the assessment of risk.

- 1.9. The information obtained by the Audit will be used to form the basis of the plan for the department for the following year. Audits must be completed by July of each year.
- 1.10. The responsibility for ensuring that audit activity is carried out as part of this policy rests with the Company Director and will be carried out by the nominated person.
- 1.11. It is the management's responsibility to ensure that any deficiencies highlighted in the Audit are dealt with as speedily as possible.
- 1.12. In addition to carrying out Safety Audits, it is the responsibility of the Lead Coach to check, at least quarterly, all portable equipment, including electrical appliances, in their area, and to ensure that all problems are immediately dealt with.
- 1.13. All employees have a responsibility for the elimination of hazards in order to maintain a safe working environment and will also be expected to carry out regular **risk assessments** in line with the Health and Safety Executive Guidelines; that is follow the 5 steps:
1. Identify the hazards
 2. Decide who might be harmed and how
 3. Evaluate the Risks and decide on precautions
 4. Record the findings and implement the precautions
 5. Review the assessment and update when necessary

TRAINING

- 1.14. Health and Safety training shall be incorporated within annual training programmes, as part of the development of a systematic training plan.
- 1.15. Two areas of need shall be given special priority:
- training for Lead Coaches, to equip them with an understanding of the Lead Coaches responsibilities under this policy, and the role and purpose of safety representatives;
 - induction and in-service training for staff at all levels to acquaint them fully with new requirements and hazards.

RECORDS, STATISTICS AND MONITORING

- 1.16. The Company will operate systems for recording, analysis and presentation of information about accidents, hazard situations and untoward occurrences. Information obtained from the analysis of accident statistics must be acted upon and, where necessary, bids for additional expenditure made to the Chief Executive

REPORTS TO THE HEALTH AND SAFETY EXECUTIVE

- 1.17. The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 to the Health and Safety Executive, shall rest with the Chief Executive as delegated to the Safety Officer.

FIRST AID

- 1.18. It is the responsibility of all employees to ensure they are FA First Aid trained and hold a current active certificate

LIFTING AND HANDLING

- 1.19. Lead Coaches are responsible for informing staff of safe lifting techniques.

NON-SMOKING ON COMPANY PREMISES

- 1.20. The Company has agreed that there will be no smoking in or around its facilities unless in specially designated areas.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

- 1.21. The Control of Substances Hazardous to Health Regulations (COSHH) require the Company to identify those substances which are in use and which are hazardous to health (as legally defined) and to assess the risk of those substances.

CONTROL OF WORKING TIME

- 1.22. The Company is committed to the principles of the Working Time Regulations. No member of staff is expected to work more than 48 hours per week (including overtime) unless there are exceptional circumstances.

HEALTH AND SAFETY AND THE INDIVIDUAL EMPLOYEE

- 1.23. The Health and Safety at Work Act requires each employee 'to take reasonable care for the Health and Safety of himself and of other persons who may be affected by their acts and omissions' and co-operate with management to enable management to carry out their responsibilities under the Act. Employees have equal responsibility with the Company for Health and Safety at Work.
- 1.24. The refusal of any employee to meet their obligations will be regarded as a matter to be dealt with under the Disciplinary Procedure. In normal circumstances counselling of the employee should be sufficient. With a continuing problem, or where an employee leaves themselves or other employees open to risk or injury, it may be necessary to implement the formal stages of the Disciplinary Procedure.

VISITORS AND MEMBERS OF THE PUBLIC

1.25. Any member of staff who notices persons acting in a way which would endanger other staff, should normally inform their Head of Department. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary. It is equally important not to over-react to a situation.

CONSULTANTS

1.26. The Company wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of Consultants working on behalf of the company at any facility will be of the highest standards. In addition, Consultants have an obligation so far as is reasonably practicable to ensure all equipment, materials and premises under their control are safe and without risks to health.