

Health and Safety Policy

Sport Structures is committed to providing a safe working, coaching, teaching and learning environments for all workforce, personnel, learners and any related third parties.

It is ultimately the responsibility of the Head of the Centre, Kath Robinson, to ensure that this procedure is implemented, published and accessible to all individuals that may come into contact with us, along with any relevant third parties. The Head of Centre will also ensure that all personnel have read and understood this policy and any changes are communicated accordingly.

Learners accessing our training opportunities will be made aware of this policy and this will be easily accessible and always present on our website.

All learners and personnel have a legal responsibility, as stated under Section 7 of the Health and Safety at Work Act 1974, to do everything practicable to prevent an accident or injury to themselves and to fellow learners and/or personnel.

The designated Health and Safety Officer is:
Simon Kirkland Mobile: 07766768474 Email: Simon.Kirkland@sportstructures.com

Objectives

Sport Structures will take all reasonably practicable efforts to safeguard its learners, workforce, clients and any other third parties from harm. This will be achieved by conducting risk assessments and monitoring control measures to remove or reduce risks. Sport Structures aims to promote health and safety, so far as reasonably practicable, by:

- providing and maintaining safe equipment and environment, including a means of access in a condition that is safe and without risk to health
- preventing accidents and cases of work-related ill health and safety hazards arising from work activities via effective risk identification, assessment and implementation of control measures
- implementing regular emergency and evacuation procedures in case of a significant incident
- protecting the health and safety and welfare of individuals and vulnerable learners via systematic risk management
- engaging with learners, personnel and any related third parties, to provide relevant information, instruction, training and supervision, as is necessary to ensure health and safety
- completing an initial health and safety check on all new employers with appropriate action plan that is tracked if required
- checking that all employers understand their health and safety responsibilities at induction when they are employing apprentices through questioning
- completing a health and safety question checklist for all apprentices to complete on induction to ensure they are aware of key health and safety points
- providing adequate training and allocating appropriately qualified members of personnel to identify and control potentially hazardous situations/environments
- complying with statutory regulation on health and safety and welfare of learners, personnel and any related third parties

This list is not exhaustive and represents general principles followed by Sport Structures in respect of health and safety. Sport Structures will ensure that suitable and sufficient control measures are in place to reduce identified risks in the delivery of all courses/qualifications/programmes/lessons.

All personnel required to conduct risk assessments will be given the appropriate training and/or will be made aware of what is expected of them in advance. All recorded risk assessments are made available to all relevant staff who must ensure that all control and/or recovery measures plans are complied with and related actions recorded.

Where tutors/assessors identify additional risks, which were not previously identified, or where a current risk assessment is not in place, a risk assessment must be conducted. Workforce must complete risk assessments ahead of delivering a course/qualification/programme/lesson.

Accident Reporting

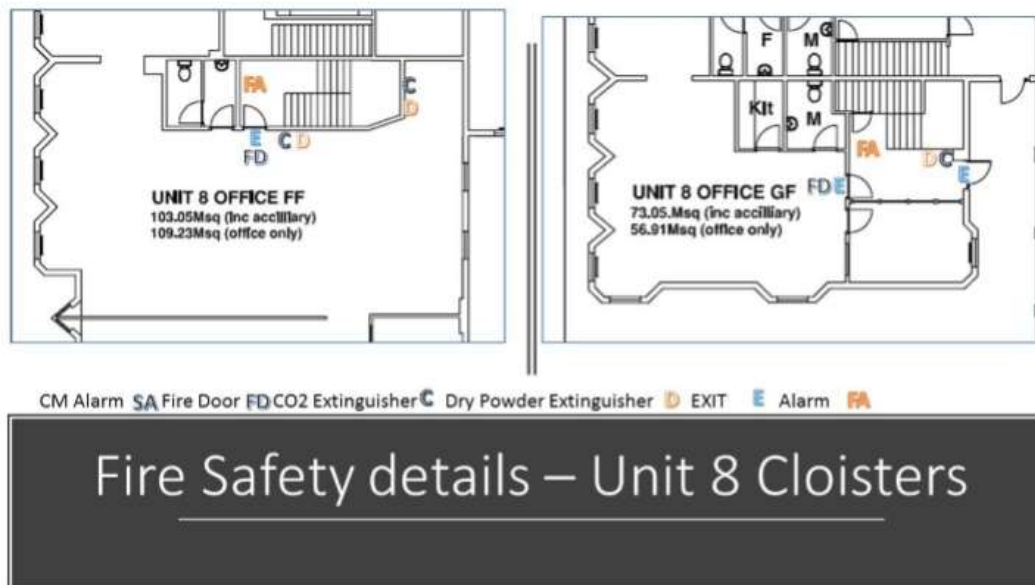
During a course/qualification/programme/lesson, the workforce in charge of the event (possible via delegation) involved in the accident/incident is responsible for ensuring that an investigation takes place and then an accident report form is completed. In the case of an injury, following appropriate care for the injured individual, the tutor/assessor/quality assurer must inform their point of contact at Sport Structures. The accident report form should be forwarded immediately via the quickest route to enable details to be recorded and any actions noted. Please note that delivery/assessment sites might also have their own recording procedures which will also need to be followed.

Any accidents to staff or the public at the Sport Structures offices should be recorded in the fire health and safety book. This is kept in labelled cupboards at the Sport Structures offices. Any accident needing medical treatment should also be reported to the health and safety officer.

Any ill health relating to any learners/personelle should be confirmed and passed onto the relevant Sport Structures member of staff. For apprenticeships, attendance is noted through progress reviews and contact logs and when a learner is absent or ill, this must be reported. Action will then be taking on a case by case basis, depending on the duration and reason of the absence. If it is not clear what the best course of action is, the designated health and safety officer should be consulted.

Fire Safety

Please note that delivery/assessment sites might also have their own fire safety procedures which will also need to be followed. It is recommended that the tutor/assessor identifies a member of staff at the delivery/assessment site who is responsible for this and gains this information to pass on before the course/qualification/programme/lesson takes place. See below a map of the Sport Structures offices which details the fire safety equipment available. All visitors to the site are made aware of the fire procedures.



First Aid Procedure

The nominated/appointed individual is:

Name	Email	Contact Number
Kath Robinson	Katherine.robinson@sportstructures.com	07917 388 174

All confirmed nominees are appropriately qualified first aiders, holding current first-aid certificates. Therefore, one of the first aiders listed above must be contacted in the event of an incident occurring. It is important that all issues where a first aider has been involved are recorded in the necessary incident logbook(s) which accompany the first-aid box(es).

Whenever learners are present, their tutor/assessor is responsible for making them aware of who their nominated first-aiders are and where they can be found

The first aid box(es) are located:

- In labelled cupboards at the Sport Structures offices.

Nominated first aiders are also provided with appropriate first aid equipment.

All accidents/incidents will be recorded on an Accident Report Form which should be sent to the Designated Health and Safety Officer who will decide whether further action needs to be taken and whether a report under RIDDOR¹ is required.

Please note that delivery/assessment sites might also have their own first aid procedures which will also need to be followed. It is recommended that the tutor/assessor identifies a member of staff at the delivery/assessment site who is first aid trained before the course/qualification/programme/lesson takes place.

¹ Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Risk Register

Sport Structures have an ongoing risk register that is monitored. Health and safety considerations are included in this and evaluated and actioned when required.