

## Health and Safety Policy

### Introduction

Sport Structures is committed to providing a safe working, coaching, teaching and learning environment for all staff, learners and any related third parties and understands its responsibility to promote health and safety.

All staff, learners and any related third parties 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 staff, learners and any related third parties.

### Purpose of the Policy

- to ensure all staff, learners and any related third parties take pro-active steps to reduce any health and safety risks
- to increase the awareness amongst staff, learners and any other related third party on the principles of health and safety, and how Sport Structures upholds them
- to improve current practice and ensure that effective health and safety is embedded through the company's policies, procedures, values and practice
- maintain safe and healthy working/learning conditions and to prevent accidents and cases of work-related ill health

### Responsibilities

It is ultimately the responsibility of the Managing Director, to ensure that this policy and all accompanying procedures are implemented, published and accessible to all staff, learners and any relevant third parties.

The designated Health and Safety Officer is:
Simon Kirkland
Mobile: 07766768474
Email: <a href="mailto:Simon.Kirkland@sportstructures.com">Simon.Kirkland@sportstructures.com</a>

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the designated Health and Safety Officer, and all staff to implement it in their own work areas. All staff should:

- co-operate with any health and safety matters
- not interfere with anything provided to safeguard their health and safety
- take reasonable care for their own health and safety
- report all health and safety concerns to the designated Health and Safety Officer

### Communication

The policy will be available and easily accessible to all staff, learners and any related third parties in the following ways:

- It will be included in the staff handbook

- it will be accessible through the company shared drive and on the website
- it will be discussed/covered in staff training and staff meetings
- it will form part of any induction process

### Legal Requirements

In order to fulfil its legal obligations, Sport Structures' Equality and Diversity Policy complies with all relevant health and safety legislation including the Health and Safety at Work Act 1974. Sport Structures will ensure that any future amendments to any relevant legislations are followed and adhered to. This responsibility will lie with the Managing Director.

### Implementation

Sport Structures will take all reasonably practicable efforts to safeguard its staff, learners and any related 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 staff, learners 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 staff to identify and control potentially hazardous situations/environments
- complying with statutory regulation on health and safety and welfare of staff, learners 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 using the Sport Structures risk assessment form ahead of delivering a course/qualification/programme/lesson.

### Accident Reporting

Document reference: 1.1  
 Version 4  
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 Review date: Jan 2021

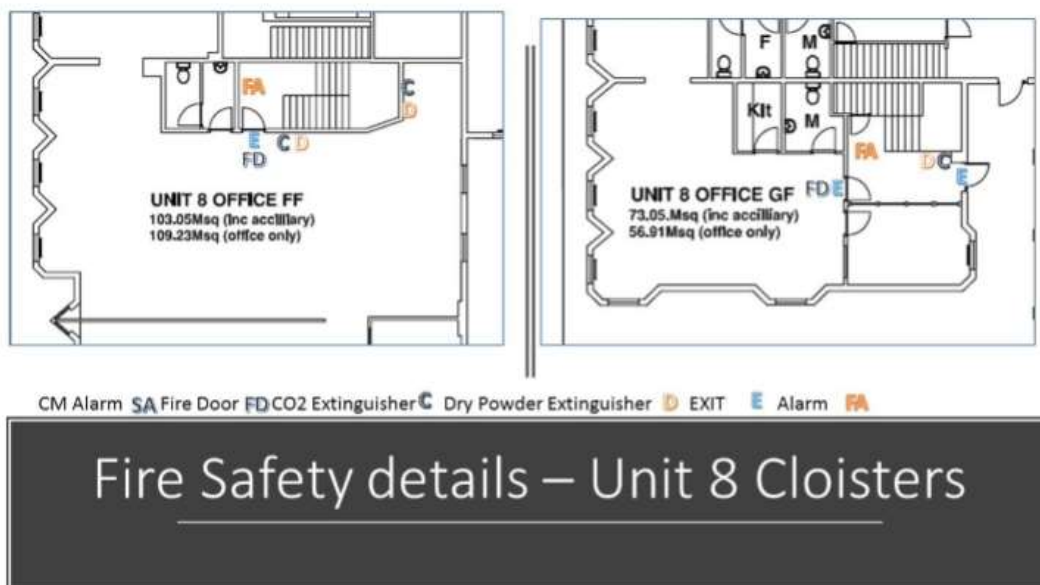
During a course/qualification/programme/lesson, the workforce in charge of the event (possible via delegation) involved in the accident/incident is responsible for ensuring that an investigation takes place and then an accident report form is completed. In the case of an injury, following appropriate 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, learners and any related third parties at the Sport Structures offices should be recorded in the accident report form. 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 staff, learners and any related third parties 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 with information printed on the walls which includes information on the evacuation procedures and the fire assembly point location (on the far side of George Road).



The nominated/appointed individual is:

Name	Email	Contact Number
Kath Robinson	<a href="mailto:Katherine.robinson@sportstructures.com">Katherine.robinson@sportstructures.com</a>	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 office

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 RIDDOR<sup>1</sup> 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.

#### Risk Register

Sport Structures have an ongoing risk register that is monitored by the board and senior leadership team. Health and safety considerations are included in this and evaluated and actioned when required. This information is located on the company shared drive so it is visible to all staff.

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<sup>1</sup> Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013