

## Health and Safety Policy

### Introduction

Sport Structures is committed to providing a safe working, teaching and learning environment for all staff, associates and learners and any related third parties and understands its responsibility to promote health and safety and legal requirements under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999

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 Executive 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 and promoting health and safety

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 form part of any induction process and staff / learner training

### 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 promoting health and safety, 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
- checking that all employees 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. Requesting that all tutors when delivering learning, complete a risk assessment prior to any training taking place to mitigate against any risks throughout the period of learning. Risk assessment templates are provided to the workforce.
- 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 learning and assessment.

### Accidents, Incidents, Ill Health and 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, 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.

### Ill health

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.

Procedures to be followed in cases of accident or sudden illness:

Employees need to:

- Take any action required to deal with the immediate risk.
- Contact the emergency services if necessary.
- Contact a senior manager and make them aware of the situation.
- Ensure the incident is properly recorded in accident book.

### Reporting an accident in the workplace or Training Environment

Staff, apprentices, learners, and employers to report accidents so that Health and Safety Officer can thoroughly investigate the matter and take steps to prevent them from recurring in the future. There are various types of workplace accidents that must be reported, and these include deaths, major injuries, injuries that require an employee, apprentice or learner to miss work for more than a seven-day period, work-related diseases, dangerous occurrences, and incidents where a member of the public is taken directly to hospital for treatment.

If an Accident or Incident Occurs at head office or on a training site, the Managing Director will need to:

- Assess the kind of investigation needed.
- Report the incident as required to the enforcing authorities.
- Investigate (what happened and why?)
- Take action to stop something similar happening again.

### First Aid Procedure

The nominated/appointed individual within the office is:

Name	Email
Emma Griffiths	Emma.griffiths@sportstructures.com

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

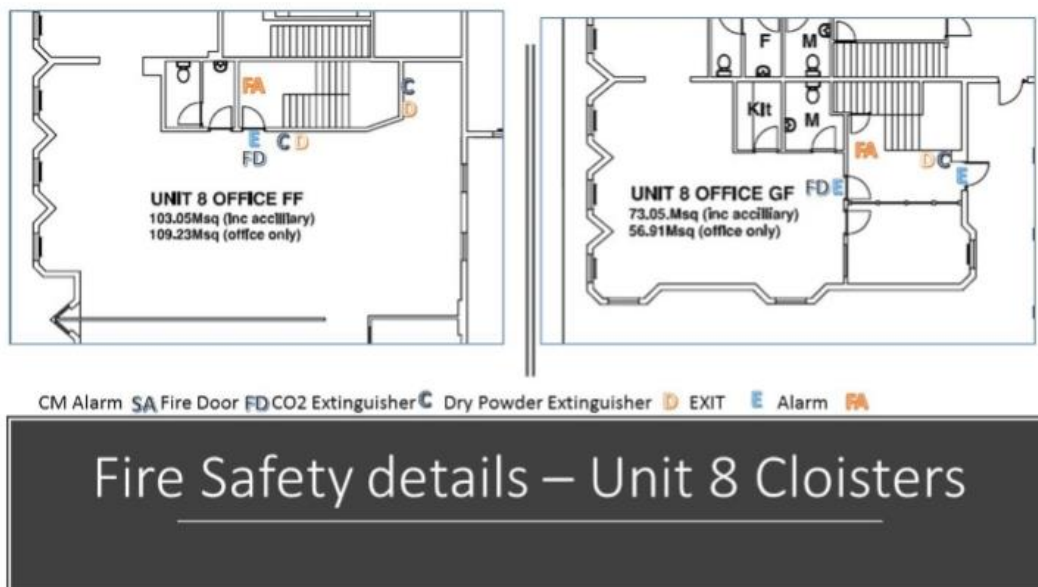
Nominated first aiders are also provided with appropriate first aid equipment.

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.

### 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).



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

### Risk Register

Sport Structures have an ongoing risk register that is monitored by the Board. 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.

### Members of Staff and learners

Every member of staff has a continuing duty to exercise responsibility and to do everything reasonably practicable to prevent injury to themselves and others. Staff must at all times use appropriate safety equipment, where recommended by the Board. Staff must report any accidents, incidents, near misses and/or potential safety hazards promptly to the Health and Safety Officer.

### Display screen equipment and working environment

All staff who are classed as DSE “users” are trained in their safe use. This will be undertaken by all staff as part of their induction. DSE risk assessments and working environment questionnaires will be completed and reviewed at least every 3 years or sooner if changes to equipment or location occur.

### COSHH

Substances that are subject to the Control of Substances Hazardous to Health Regulations are rarely used and stored at the Sport Structures office. The Health and Safety Officer will ensure assessment of the risks are built into the company risk register and an inventory is maintained of any substances stored and used. This is likely to feature cleaning chemicals. This will be reviewed annually.

### Personal Protective Equipment

The use of personal protective equipment (PPE) to control exposure will only take place as a last resort or as a back-up measure. PPE will be appropriate for the task, and shall be maintained in accordance with manufacturer’s instructions.

No new substance will be introduced into the office until an assessment has been carried out.

### Manual handling

Risk assessment must be carried out to identify precautions and minimise risks to manual handling tasks. Where possible lifting equipment should be used to facilitate lifting. Where this is not possible correct lifting techniques must be adopted. Members of staff should not attempt to lift anything, which is above their capabilities.

### Safe place to work

Sport Structures is committed to providing a safe place to work. This can normally be achieved by maintaining high standards of housekeeping, regular inspections of the office environment and complying with procedures where restrictions apply.

Inspections are carried out quarterly by the Health and Safety Officer. Inspections will include:

- Conditions and suitability of flooring
- Conditions and suitability of lighting
- Conditions and suitability of doors
- Conditions and suitability of equipment
- Obstructions

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### Standard of housekeeping

- Always return items to their designated storage area when they are no longer required
- Do not leave objects on the floor or in walkways;
- Dispose of waste items as soon as possible;

All staff must ensure that routes within the area of their responsibility are free from obstructions and safe to use on a daily basis. Staff are encouraged to report any problems they feel they may have in relation to access to the Health and Safety Officer.

### Portable equipment and visual inspections

Not every electrical item needs a portable appliance test (PAT), a simple user check and visual inspection of the equipment and supply cable is enough. It is important damaged or faulty equipment is recognised and reported to the Health and Safety Officer.

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## Health and Safety Statement of Commitment

Sport Structures is committed to identifying and managing health and safety risks, maintaining high standards of best practice and meeting our legislative requirements.

We recognise the legal requirements under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 to ensure the safety of all employees, associates, learners and Partners. We also recognise that a healthy workforce, working within a safe environment, has a positive impact on our abilities to deliver services and achieve excellence.

Sport Structures will ensure sufficient steps are taken to ensure all staff, learners and those delivering services on our behalf are not exposed to unacceptable risk.

Expectations and Health and Safety standards will be promoted, clearly defined and documented. Sport Structures will ensure leadership and resources are in place so that all employees and learners have the guidance, knowledge and opportunity to maintain and improve staff wellbeing, working environments and working practices.

Implementation of the Health and Safety policy is both an individual and management responsibility; with an everyday approach to Health and Safety.

We expect all employees, associates, learners and Partners of Sport Structures to share our commitment towards Health and Safety.

**SIGNED POLICY AVAILABLE ON REQUEST**