

Health and Safety Policy

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.

Under the Health and Safety at Work etc. Act 1974, employers have a duty to ensure the health and safety of their staff and others affected by the work they do, as far as is reasonably practicable. This policy sets out the steps Sport Structures takes to meet this duty. We are committed to:

- preventing accidents in the workplace
- preventing work-related ill health
- managing health and safety risks in the workplace
- training employees in health and safety
- consulting with employees on health and safety
- having emergency procedures

This policy applies to all employees along with associates, learners and partners of Sport Structures. All employees 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 proactive steps to reduce 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 are embedded through the company's policies, procedures, values, and practices.
- Maintain safe and healthy working/learning conditions and prevent accidents and cases of work-related ill health.

Responsibilities

- Directors have an ultimate responsibility to ensure this policy is activated.
- Managers are responsible for familiarising themselves with this policy and advocating the principles to staff
- The Health and Safety Officer is responsible for reviewing this policy once a year
- Staff are responsible for:
 - following this policy
 - taking reasonable care of their own health and safety and of others
 - using appropriate equipment which is safe

- reporting any health and safety concerns, accidents, incidents, near misses promptly to their line manager or the Health and Safety Officer
- Learners are responsible for:
 - following this policy
 - taking reasonable care of their own health and safety and of others
 - reporting any health and safety concerns, accidents, incidents, near misses promptly to their tutor/assessor.

Every member of staff, associate, learner and any other third party has a continuing duty to exercise responsibility and to do everything reasonably practicable to prevent injury to themselves and others. Individuals must use appropriate equipment and must report any accidents, incidents, near misses and/or potential safety hazards promptly to the Health and Safety Officer or relevant Sport Structures member of staff.

The designated Health and Safety Officer is:
Sarina Haddock Sarina.haddock@sportstructures.com 0121 455 8270

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.
- Take reasonable care of their own health and safety.
- Report all health and safety concerns to the designated Health and Safety Officer.

Health and Safety arrangements

Risk assessment

Sport Structures carries out risk assessments to identify:

- sources of harm (hazards) to employees and others in the workplace, and
- whether the organisation has enough protections (control measures) in place to reduce the risk of harm.

Risk assessments are reviewed at least every 12 months or when something changes, whichever comes first.

First aid provision

Sport Structures has a number of trained first aiders. These employees can assess medical situations, administer basic first aid and, if necessary, call for further help.

First aiders are not medical professionals. They are not expected to carry out medical procedures or give out medical advice. Staff who want to be trained as first aiders should discuss this with their line manager. A register of first aiders (including

mental health first aiders) is maintained and reviewed every 12 months. The register is held by the Finance and HR Officer and is available via our company SharePoint.

First aid procedures

All confirmed nominees are appropriately qualified first aiders, holding current first-aid certificates. Therefore, one of the first aiders 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 is in the labelled cupboard at the Sport Structures office.

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 may also have their own first aid procedures which will 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, prior to the event starting.

Accidents, incidents, ill Health, and reporting

Accidents and near misses are investigated by an appropriate person. This is so we can:

- identify any breaches of this policy
- find ways to prevent accidents happening again
- update risk assessments
- show staff/ our commitment to health and safety

All accidents at work are recorded via the accident log on SharePoint. The log is reviewed by managers to look for trends in safety issues so they can be addressed. Any accident needing medical treatment should also be reported to the Health and Safety Officer.

During the delivery of training, the member of staff (associate or salaried staff) in charge of the event is responsible for ensuring that an investigation takes place and an accident report form is completed.

In the case of an injury, following appropriate care for the injured individual, the member of staff must inform their point of contact at Sport Structures. The accident report form should be forwarded immediately via email to enable details to be recorded and any actions noted. Please note, delivery sites might also have their own recording procedures which will also need to be followed.

In a case of an accident or sudden illness, staff are required to:

- Take any action required to deal with the immediate risk.

¹ Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

- Contact the emergency services if necessary.
- Contact a Manager / Health and Safety Officer and make them aware of the situation.
- Ensure the incident is properly recorded on the Accident log

If an accident or incident occurs at our office or on a training site, the Health and Safety Officer 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 from happening again

Ill health

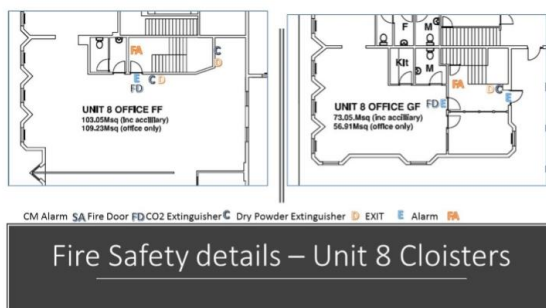
Any ill health relating to any member of staff, learner or any related third party should be confirmed and passed on to the line manager of the member of staff who will then follow the sickness absence process.

For apprenticeships, attendance is noted through progress reviews and communication with the allocated tutor/assessor. When a learner is absent or ill for an extended period, this will be communicated internally to the apprentice team and a break in learning will be actioned if required.

Fire Safety

Venues used for the delivery of training will have their own fire safety procedures which will need to be followed. It is recommended that the tutor/assessor identifies a member of staff at the venue who is responsible for this and gains this information to pass on before the session takes place.

Sport Structures has an evacuation procedure that can be used if an emergency, such as a fire or flood, means the office must be evacuated. See below a map which details the fire safety equipment available. All visitors to the office 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).



Terror incident

In the event of a potential terror or knife attack, employees are encouraged to run, hide, and tell.

- Run: Escape if it is safe to do so, leave belongings behind and help others only if it does not put you in danger.
- Hide: If escape is not possible, find cover and hide, lock or barricade doors, turn phones to silent and stay out of sight and away from doors/windows
- Tell: Call 999 when it is safe and give clear details such as location, description of attacker and weapons, number of people involved/injured.

After the incident, account for employees/learners, ensure senior staff are made aware, secure the scene, offer support, follow police instruction, and ensure a debrief takes place.

Training

Employees are trained in health and safety as part of their induction. In addition, and if necessary, role-specific health and safety training is provided to employees.

Employees who work from home receive the same health and safety training as other employees.

Consultation

We consult staff routinely on health and safety matters. This is conducted through regular staff surveys.

Display screen equipment and working environment

Employees' workstations are assessed to reduce risks from display screen equipment (DSE).

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.

Manual handling

Safe manual handling is covered in health and safety training given to all employees.

A 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 capability.

COSHH

Substances that are subject to the Control of Substances Hazardous to Health Regulations (COSHH) 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 backup measure. PPE will be appropriate for the task and shall be maintained in accordance with the manufacturer's instructions.

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

Working at the Sport Structures office

We are 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 annually 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
- Trip hazards
- Fire safety equipment
- Chairs and tables

Staff are encouraged to:

- 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.
- Operate a clean desk policy

All staff must ensure that routes within the area of their responsibility are free from obstructions and safe to use daily. Staff are encouraged to report any problems they feel they may have in relation to access to the Health and Safety Officer. Please refer to the normal operating procedures for guidance.

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.

Risk Register

Sport Structures have an ongoing risk register that is monitored by the Board and the management team. Health and safety considerations are included in this and evaluated and actioned when required. This information is located on the company SharePoint.