

HEALTH AND SAFETY | POLICY

STATEMENT OF GENERAL POLICY:

FIRST SPORTS COACHING FULLY ACCEPTS THE OBLIGATIONS PLACED UPON IT BY THE VARIOUS ACTS OF PARLIAMENT COVERING HEALTH AND SAFETY. THE COMPANY REQUIRES ALL STAFF MEMBERS TO ENSURE THAT THE FOLLOWING POLICY IS IMPLEMENTED TO A HIGH STANDARD.

MANAGEMENT ORGANISATION AND ARRANGEMENTS:

THIS POLICY HAS BEEN PRODUCED UNDER THE REQUIREMENTS OF THE HEALTH & SAFETY AT WORK LEGISLATION. THE PURPOSE OF THE POLICY IS TO ESTABLISH GENERAL STANDARDS FOR HEALTH AND SAFETY WITHIN THE SERVICE WE PROVIDE AND WITHIN OUR WORKING ENVIRONMENTS.

MANAGEMENT RESPONSIBILITIES:

SOLE-TRADER (COMPANY FOUNDER) – JOSH POLLARD

JOSH WILL HAVE THE MAIN RESPONSIBILITY FOR ENSURING THE POLICY IS WIDELY COMMUNICATED AND THAT ITS EFFECTIVENESS IS MONITORED, UPDATED WHERE NECESSARY.

SAFETY OFFICER – JOSH POLLARD

JOSH POLLARD WILL ALSO MAKE SURE THAT ANY EMPLOYED STAFF WILL ABIDE BY THESE ENFORCED HEALTH, SAFETY AND WELFARE MEASURES.

OUR SAFETY OFFICER IS RESPONSIBLE FOR:

- **THE PRODUCTION AND MAINTENANCE OF THE COMPANY'S POLICY AND ENSURING THAT SCHOOLS AND VENUE POLICIES ARE MATCHED.**
- **OUR POLICIES APPLICATION.**
- **MONITORING THE EFFECTIVENESS OF THIS POLICY.**
- **PROVIDING GENERAL INFORMATION ABOUT THE LAW IN HEALTH AND SAFETY.**
- **THE IDENTIFICATION OF HEALTH AND SAFETY TRAINING NEEDS.**
- **THE PRODUCTION AND MAINTENANCE OF ANY HEALTH AND SAFETY DOCUMENTS OR CODES OF PRACTICE AS NECESSARY FOR ANY RELEVANT AREA OF THE COMPANY SERVICES WHERE THIS IS REQUIRED.**

HEALTH AND SAFETY MANAGEMENT PROCESS:

FIRST SPORTS BELIEVE THAT CONSIDERATION OF THE HEALTH, SAFETY AND WELFARE OF STAFF IS AN INTEGRAL PART OF THE MANAGEMENT PROCESS. WE WILL CONTINUALLY MAINTAIN A HIGH STANDARD OF HEALTH AND SAFETY

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STANDARDS, THIS WILL BE PASSED ON TO ALL STAFF MEMBERS AT FIRST SPORTS COACHING.

WE WILL 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.

IF UNPREDICTABLE HEALTH AND SAFETY ISSUES ARISE DURING THE YEAR, WE MUST ASSESS THE DEGREE OF RISK, IN DECIDING THE NECESSARY RESOURCES AND ACTIONS TO COMMIT TO ADDRESSING THESE ISSUES.

HEALTH, SAFETY AND WELFARE GUIDELINES:

FIRST SPORTS COACHING WILL MAINTAIN THE FOLLOWING NATIONAL HEALTH, SAFETY AND WELFARE GUIDELINES.

WE WILL PROVIDE ALL STAFF MEMBERS AT FIRST SPORTS WITH THE PROVISIONS OF THE GUIDELINES, ANY CHANGES TO THESE GUIDELINES WILL ALSO BE COMMUNICATED ACROSS TO ALL TEAM MEMBERS AT FIRST SPORTS.

- **TO FOLLOW SCHOOL/VENUE HEALTH + SAFETY POLICIES AT ALL TIMES DURING USE.**
- **STRICT FOLLOWING OF EITHER A FIRST SPORTS OR A WORKING ENVIRONMENTS (PRIMARY SCHOOL VENUE) RISK ASSESSMENT ON ANY VENUES/ EQUIPMENT USED BY OUR STAFF MEMBERS/ CUSTOMERS.**
- **WE WILL ALWAYS KEEP OUR TEAM UPDATED ON IMMEDIATE MATTERS OF HEALTH AND SAFETY CONCERN, SUCH AS FIRE DRILLS, FIRE EXITS, FIRST AID.**
- **WE WILL ALWAYS MAKE SURE THAT OUR STAFF MEMBERS ARE UP TO RELEVANT TRAINING STANDARD.**
- **ALL STAFF MEMBERS WILL BE UPDATED AT ALL TIMES BY 'JOSH POLLARD' IF ANY POLICY CHANGES HAVE BEEN MADE.**
- **KEEPING ACCIDENT REPORT BOOK AVAILABLE TO STAFF WHO MAY BE RUNNING EXTRA-CURRICULAR CLUBS.**
- **FIRE PROCEDURES.**
- **WE WILL MAKE SURE ALL STAFF MEMBERS READ THIS DOCUMENT AND ARE FULLY UNDERSTANDING OF THE STANDARDS WE MUST ABIDE BY.**

IDENTIFICATION OF HEALTH AND SAFETY HAZARDS:

ANNUAL AUDIT AND REGULAR RISK ASSESSMENTS

FIRST SPORTS COACHING WILL MAINTAIN UPDATED COPIES OF RISK ASSESSMENTS IN ORDER TO COVER ALL POSSIBLE HEALTH AND SAFETY HAZARDS

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WITHIN OUR SPORTS SERVICES. WE ALSO HAVE A COMPANY AUDIT OF WHICH WE ENFORCE WITHIN ALL STAFF MEMBERS AT FIRST SPORTS. THESE ARE;

- **OUR STANDARDS LAID DOWN IN THE POLICY.**
- **OUR 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.**

IT IS OUR RESPONSIBILITY TO ENSURE THAT ANY DEFICIENCIES HIGHLIGHTED IN THE AUDIT ARE DEALT WITH AS SPEEDILY AS POSSIBLE.

IN ADDITION TO CARRYING OUT SAFETY AUDITS, WE WILL ALSO COMPLETE REGULAR CHECKS ON ALL EQUIPMENT USED BY STAFF MEMBERS AT FIRST SPORTS, INCLUDING EQUIPMENT AND HIRE SPACES THAT WE MAY WORK WITHIN.

WE UNDERSTAND OUR CONTINUAL 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 GUIDELINES; THAT IS FOLLOW THE 5 STEPS:

IDENTIFY THE HAZARDS

DECIDE WHO MIGHT BE HARMED AND HOW

EVALUATE THE RISKS AND DECIDE ON PRECAUTIONS

RECORD THE FINDINGS AND IMPLEMENT THE PRECAUTIONS

REVIEW THE ASSESSMENT AND UPDATE WHEN NECESSARY

TRAINING:

IN ORDER TO WORK WITH US AT FIRST SPORTS, WE WILL MAKE SURE THAT ALL STAFF MEMBERS RETAIN RELEVANT HEALTH AND SAFETY TRAINING TO A HIGH LEVEL AT LEAST ONCE EVERY 2/3 YEARS. IF IMMEDIATE UPDATES NEED TO BE MADE, THIS WILL ALSO BE ARRANGED.

WE HAVE FOUR KEY AREAS OF PRIORITY:

- **TRAINING STAFF MEMBERS WHO HAVE MANAGEMENT ROLES, TO EQUIP THEM WITH AN UNDERSTANDING OF THE MANAGER'S RESPONSIBILITIES**

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UNDER THIS POLICY, AND THE ROLE AND PURPOSE OF SAFETY REPRESENTATIVES.

- **TRAINING FOR SAFETY REPRESENTATIVES TO ENABLE THEM TO COMPLETE THEIR JOB ROLE.**
- **TRAINING FOR ALL MEMBERS OF STAFF TO ACQUAINT THEM WITH THE MAIN PROVISIONS OF THE LAW AND ITS PRACTICAL IMPLICATION, THE MAIN FEATURES OF THIS POLICY AND KEY SAFETY RULES.**
- **INDUCTION AND IN-SERVICE TRAINING FOR STAFF AT ALL LEVELS TO ACQUAINT THEM FULLY WITH NEW REQUIREMENTS AND HAZARDS.**

RECORDS, STATISTICS AND MONITORING:

THE COMPANY WILL OPERATE SYSTEMS FOR RECORDING, ANALYSIS AND PRESENTATION OF INFORMATION ABOUT ACCIDENTS, HAZARD SITUATIONS AND UNDESIRABLE OCCURRENCES. FUTURE CIRCUMSTANCES WILL BE PREVENTED AFTER RELEVANT IMPLIMENTS WITHIN A NEW RISK ASSESSMENT AND STAFF AWARENESS.

REPORTS TO THE HEALTH AND SAFETY BOARDS (RIDDOR):

THE RESPONSIBILITY FOR MEETING THE REQUIREMENTS OF THE REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 1985 (RIDDOR) TO THE HEALTH AND SAFETY EXECUTIVE, SHALL REST WITH THE CHIEF EXECUTIVE AS DELEGATED TO THE SAFETY OFFICER.

SPECIALIST ADVISORY BODIES:

CERTAIN BODIES AND THE INDIVIDUAL MEMBERS OF THOSE BODIES, HAVE ALWAYS HAD A HEALTH AND SAFETY ROLE, MOST NOTABLY, THE HEALTH & SAFETY EXECUTIVE, OR LOCAL ENVIRONMENTAL HEALTH DEPARTMENTS. IF FURTHER SPECIALIST ADVICE IS REQUIRED, THIS MAY BE OBTAINED BY MANAGERS FROM EXPERT INDIVIDUALS OR BODIES OUTSIDE THE COMPANY.

THE OCCUPATIONAL HEALTH SERVICE:

FIRST SPORTS WILL ALWAYS OBTAIN INDEPENDENT OCCUPATIONAL HEALTH ADVICE WHEN REQUIRED. SUCH SERVICES CAN INCLUDE COUNSELLING ON HEALTH AND ASSOCIATED MATTERS, INVESTIGATION OF HAZARDS AND ACCIDENTS, ENVIRONMENT STUDIES, HEALTH INTERVIEWS AND EMPLOYMENT MEDICALS.

FIRST AID:

FIRST SPORTS HAVE MADE PROVISION FOR FIRST AID AND THE TRAINING OF 'FIRST AIDERS' IN ACCORDANCE WITH THE FIRST AID REGULATIONS (1982). JOSH

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POLLARD IS RESPONSIBLE FOR ENSURING THE REGULATIONS ARE IMPLEMENTED AND FOR IDENTIFYING TRAINING NEEDS. FIRST AID COURSES WILL BE SUPPLIED TO OUR STAFF MEMBERS THROUGH FIRST AID TRAINING COMPANIES (BRISTOL FIRST AID TRAINING).

FIRE:

WE USE MULTIPLE VENUES TO PROVIDE OUR SPORTS COACHING SERVICE, EACH OF THESE VENUES HAVE RELEVANT FIRE POLICIES AND PROCEDURES IN PLACE. THESE PROCEDURES ARE TO BE FOLLOWED BY ALL STAFF AT FIRST SPORTS THAT ARE WORKING WITHIN THEM AT THE TIME.

IN THE CASE OF A FIRE EMERGENCY OR AFTER A FIRE PROCEDURE HAS BEEN NEEDED, WE WILL REPORT THIS AT ALL TIMES TO THE RELEVANT VENUE.

FOOD HYGIENE:

DURING OUR SPORTS HOLIDAY CLUB PROVISION AND EXTRA-CURRICULAR SPORTS CLUBS, WE WILL MAKE SURE THAT ALL PARTICIPANTS WASH THEIR HANDS BEFORE HANDLING/ EATING FOOD. THEY WILL ALSO EAT FOOD IN A SAFE PLACE. WE WILL ALSO SCREEN ANY FOOD ALLERGY/ REQUIREMENTS WITH PARENTS/CARERS BEFORE PARTICIPANTS ATTEND OUR CLUBS.

NON-SMOKING WITHIN ANY HIRED VENUES:

THERE WILL BE NO SMOKING IN ITS BUILDINGS. THE OVERALL AIM IS TO REDUCE SMOKING AND SO SAVE LIFE, REDUCE RISK OF FIRE, PREVENT UNNECESSARY ILLNESS AND CHRONIC DISABILITY. THERE IS TO BE ABSOLUTELY NO SMOKING ON SCHOOL PREMISES AND STAFF MEMBERS WILL BE PENALISED IF THEY DO NOT FOLLOW THIS.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH:

ANY SUBSTANCES THAT ARE HAZARDOUS TO HEALTH + SAFETY WILL BE IDENTIFIED, ASSESSED OF RISK AND KEPT AWAY FROM ANY PARTICIPANTS DURING OUR SPORTS PROVISION. ALL STAFF MEMBERS WILL MONITOR ALL

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SUBSTANCES AND ARE TO BE INTRUCTED/ TRAINED ON ALL OF THE ABOVE AS WELL AS ANY UPDATES/ NEW SUBSTANCES WITHIN THE VENUE.

CONTROL OF WORKING TIME:

FIRST SPORTS COACHING 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. SIMILARLY, ALL OTHER REQUIREMENTS OF THE REGULATIONS E.G. IN RELATION TO BREAKS, NIGHT WORKERS ETC. WILL BE COMPLIED WITH.

HEALTH AND SAFETY AND THE INDIVIDUAL EMPLOYEE:

THE HEALTH AND SAFETY AT WORK ACT REQUIRES EACH FIRST SPORTS EMPLOYEE 'TO TAKE REASONABLE CARE FOR THE HEALTH AND SAFETY OF THEMSELF AND OF OTHER PEOPLE WHO MAY BE AFFECTED BY THEIR ACTS AND OMISSIONS'. FIRST SPORTS EMPLOYEES HAVE EQUAL RESPONSIBILITY WITH THE COMPANY FOR HEALTH AND SAFETY AT WORK.

REFUSAL OF ANY EMPLOYEE TO MEET THEIR OBLIGATIONS WILL BE REGARDED AS A MATTER TO BE DEALT WITH UNDER OUR DISCIPLINARY PROCEDURE. IN NORMAL CIRCUMSTANCES COUNSELLING OF THE EMPLOYEE SHOULD BE SUFFICIENT. WITH A CONTINUING PROBLEM, OR WHERE AN EMPLOYEE LEAVES THEMSELVES, OTHER EMPLOYEES OR CHILDREN OPEN TO RISK OR INJURY, IT MAY BE NECESSARY TO IMPLEMENT THE FORMAL STAGES OF THE DISCIPLINARY PROCEDURE.

TO MAINTAIN HIGH LEVELS OF HEALTH AND SAFETY FOR ALL STAFF MEMBERS AT FIRST SPORTS;

- **ALL COACHES WILL BE DBS CHECKED.**
- **ALL COACHES WILL BE INSURED.**
- **ALL COACHES WILL HOLD A SPORT RELATED QUALIFICATION(S).**
- **RISK ASSESSMENTS CAN BE CREATED IF THE SCHOOL REQUESTS IT.**
- **EQUIPMENT CHECKS WILL HAPPEN BEFORE THE BEGINNING OF EACH SESSION.**
- **ALL COACHES WILL CONDUCT SESSIONS THAT ARE RELEVANT TO ALL CULTURES AND SHOW RESPECT AND EQUALITY TO ALL PARTICIPANTS.**

VISITORS AND MEMBERS OF THE PUBLIC:

FIRST SPORTS WISHES TO ENSURE THAT AS FAR AS IS REASONABLY PRACTICABLE, THE HEALTH, SAFETY AND WELFARE OF VISITORS TO OUR SPORTS PROVISION SERVICE WILL BE KEPT TO A HIGH STANDARD.

ANY MEMBER OF STAFF WHO NOTICES ANY VISTOR ACTING IN A WAY WHICH WOULD ENDANGER OTHER STAFF, WILL INFORM THE VENUE MANAGEMENT TEAM,

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SPEAK TO THE VISITOR IN QUESTION. A FIRST SPORTS REPRESENTATIVE WILL ALSO REPORT THIS TO A HIGH-LEVEL STAFF MEMBER WITHIN THE PREMISE OF OUR PROVISION.

IF THE DANGER IS IMMEDIATE, WE WILL USE COMMON SENSE TO GIVE WARNING, CALL FOR ASSISTANCE OR GIVE AID AS NECESSARY. WE KNOW THAT IT IS EQUALLY IMPORTANT NOT TO OVER-REACT TO A SITUATION.

CONTRACTORS:

FIRST SPORTS COACHING ENSURES THAT AS FAR AS IS REASONABLY PRACTICABLE, THE HEALTH, SAFETY AND WELFARE OF CONTRACTORS WORKING IN THE COMPANY'S ESTABLISHMENTS WILL BE OF THE HIGHEST STANDARDS. IN ADDITION, CONTRACTORS AND THEIR EMPLOYEES 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.

CONTRACTORS MUST ALSO OBSERVE ANY FIRE PROCEDURES WITHIN VENUES OF USE, THESE OBLIGATIONS WILL BE DRAWN TO THE ATTENTION OF THE CONTRACTORS IN THE CONTRACT DOCUMENT ISSUED TO THEM. IN ADDITION, JOSH POLLARD WILL BE IDENTIFIED IN THE CONTRACT AS HAVING AUTHORITY TO STOP THE WORK OF CONTRACTORS WHO ARE PLACING THEMSELVES, OTHER STAFF, OR VISITORS AT RISK. ANY MEMBER OF STAFF WHO JUDGES THERE IS A RISK WHERE CONTRACTORS ARE WORKING, SHOULD INFORM THE FIRST SPORTS COACHING TEAM IMMEDIATELY.