

1 Policy Statement: Health and Safety

We are committed to the health, safety and welfare of our employees, our customers and our visitors. In particular we are committed to maintaining safe and healthy working conditions through control of the health and safety risks arising from our work activities, provision and maintenance of safe equipment, ensuring the safe handling of equipment and use of substances, consulting with our staff and providing appropriate information, instruction, training and supervision and taking steps to prevent accidents and cases of work-related ill health.

2 Employer Responsibilities

Overall responsibility for health and safety rests with the Chief Executive. Day to day management of health and safety rests with the Head of Administration

| Statement of general policy | Responsibility of: | Action/Arrangements (What are you going to do?) |
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| Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace | CEO | Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.) |
| Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work | CEO | Staff given necessary health and safety induction and provided with appropriate training and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site. |
| Engage and consult with employees on day-to-day health and safety conditions | CEO | Staff routinely consulted on health and safety matters as they arise but also formally consulted during the annual policy/procedure review |
| Implement emergency procedures – evacuation in case of fire or other significant incident | HoA | Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary. |
| Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances | CEO | Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. |

3 Employee Responsibilities

Employees have the responsibility for:

- Undertaking appropriate training and implementing that training when at work;
- Taking reasonable care of themselves and others' health and safety;
- Co-operating with the employer on health and safety matters;
- Reporting any concerns about working practices or health and safety arrangements if they are considered to be putting health and safety seriously at risk;
- Reading, understanding and implementing the procedures which support the implementation of this policy.

4 References and tools support the Policy

The health and safety guide in the staff handbook

The health and safety risk assessment record

The health and safety poster, on display at the side of the office door

The first aid box, located beneath the pigeon holes in the post room

The accident book, located beneath the pigeon holes in the post room

The Health and Safety Executive (HSE) website – www.hse.gov.uk

The RIDDOR accident reporting system – www.hse.gov.uk/riddor/report.htm

The RIDDOR fatal injury reporting line - 0345 300 9923

5 Policy Review Arrangements

This policy will be reviewed at least annually, or in the event of a health and safety incident or a series of “near misses”.

For office use only

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| Policy title | Health and Safety |
| Policy version | Approved |
| Policy author | CEO |
| Policy consultation | 15.09.15 |
| Policy approval (trustees) | 22.10.15 |
| Policy dissemination | 22.1.15 |
| Policy review date | October 2016 / November 2017? November 18 |

ORGANISATIONAL RISK ASSESSMENT SEPTEMBER 2017

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to control this risk? | Action by who? | Action by when? |
|--|---|---|--|-----------------------|---|
| Slips and trips | Staff and visitors may be injured if they trip over objects or slip on spillages. | General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately. | no. | | |
| Lifting and transporting equipment and materials | Staff and Council members involved in setting up of competitions/festivals. Staff receiving deliveries and storing equipment/supplies. Lifting may result in injury, particularly to the back or limbs | Using trolleys for moving boxes and equipment in the office. Using the lift to transport heavy items. Manual handling training for all staff involved in competitions, receiving deliveries and distributing equipment/materials. | Interns and new appointments to have manual handling training and ESFA-employed CSFA administrators to be invited to join Refresher training to be budgeted for and planned for autumn 2018 | LB AC | End Oct 17 Training to be booked by end October 2018 |
| Working alone | Staff who travel to external venues alone Staff who work in the office alone. Falling ill or being injured and neither addressed in good time. Security risks. | Outlook diaries in use so that whereabouts of staff team known Those most likely to work alone issued with work mobile phones. Check in/check out system for those travelling – mobile phone texting to selected staff on work mobile. Weekend working in the office not permitted for single individuals. | ESFA-supported administrators protected through employer policy checks Inner door to be kept locked if one person is left in the office | AC All | Prior to approval of funding Immediate and ongoing |

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| Exposure to substances hazardous to health | Primarily cleaning staff or those using cleaning chemicals. Risk of injury, burns, inhaling fumes | Products checked for content and inventory kept. Chemicals safely stored. Ventilation is adequate in all rooms. | Cleaning contracted out to professional company | | |
| Damage to eyes or muscular strains from prolonged VDU use | All staff Risk of RSI, eye damage, muscular strain | Fund eye tests for staff. Typing chairs generally in place Work station assessments completed & adjustments made | Complete work station assessments for new staff | AW/DA/SK | End Nov |
| Risk of fire | All staff Burns, smoke inhalation, death | Fire alarms and fire exits in place Fire drill training Fire alarm testing Ensuring lessee maintains clear egress routes | Schedule 1 x staff fire drill and 1 x Council Personal responsibility to be taken for individual visitors | LB All | End Dec Immediate and ongoing |
| Travelling for work | Any staff member travelling for work purposes Vehicle failure, road traffic/train accident results in injury or death | Using trains rather than roads where journeys likely to be lengthy to prevent fatigue. Policy Paying travel expenses only on provision of evidence of MOT cert and business insurance. | No | | |

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| Incident at ESFA events | Staff, Council members, volunteers Parents, spectators, venue officials | National competition finals' risk assessments InspireSport international risk assessments Public liability insurance Trips, travel & events policy | Refresh standard risk assessment template & re-issue with guidance to member Associations Central register of risk assessments for international activity | MD/SdC DE | October #MM Immediate and ongoing |
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