



HEALTH AND SAFETY POLICY

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1. ABOUT THIS POLICY

- 1.1 We are committed to ensuring the health and safety of staff and anyone affected by our business activities, and to providing a safe and suitable environment for all those attending our premises or training facilities.
- 1.2 This policy sets out our arrangements in relation to:
- (a) assessment and control of health and safety risks arising from work activities;
 - (b) preventing accidents and work-related ill health;
 - (c) consultation with employees on matters affecting their health and safety;
 - (d) provision and maintenance of a safe workplace and equipment;
 - (e) information, instruction, training and supervision in safe working methods and procedures; and
 - (f) emergency procedures in cases of fire or other major incident.
- 1.3 This policy covers all employees, officers, consultants, contractors, volunteers, interns, casual workers and agency workers.
- 1.4 This policy does not form part of any employee's contract of employment and we may amend it at any time. We will continue to review this policy to ensure it is achieving its aims.

2. RESPONSIBILITY FOR HEALTH AND SAFETY MATTERS

- 2.1 Our Managing Director Tony Robinson has overall responsibility for health and safety and the operation of this policy. Tony Robinson is also our Principal Health and Safety Officer with day-to-day responsibility for health and safety matters.
- 2.2 The Principal Health and Safety Officer will ensure that this policy is reviewed every 12 months.

3. YOUR RESPONSIBILITIES

- 3.1 All staff share responsibility for achieving safe working conditions. You must take care of your own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.
- 3.2 You should report any health and safety concerns immediately to our Principal Health and Safety Officer.

3.3 You must co-operate with managers on health and safety matters, including the investigation of any incident.

3.4 Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

4. INFORMATION AND CONSULTATION

4.1 We will inform and consult directly with all staff regarding health and safety matters.

4.2 We will ensure any health and safety representatives receive the appropriate training to carry out their functions effectively.

4.3 Our Principal Health and Safety Officer is responsible for informing and consulting employees about health and safety matters.

5. TRAINING

5.1 We will ensure that you are given adequate training and supervision to perform your work competently and safely.

5.2 Staff will be given a health and safety induction and provided with appropriate safety training.

6. EQUIPMENT

6.1 You must use equipment in accordance with any instructions given to you. Any equipment fault or damage must immediately be reported to your line manager.

6.2 No member of staff should attempt to repair equipment unless trained to do so.

6.3 Our Principal Health and Safety Officer is responsible for ensuring equipment safety and maintenance.

7. ACCIDENTS AND FIRST AID

7.1 Please ask our Principal Health and Safety Officer for details of first aid facilities and the names of trained first aiders.

7.2 All accidents and injuries at work, however minor, should be reported to your manager and our Principal Health and Safety Officer and recorded in the Accident Book which is kept at our registered office address.

7.3 Our Principal Health and Safety Officer is responsible for investigating any injuries or work-related disease, preparing and keeping accident records, and for submitting reports to the relevant authorities if required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

8. NATIONAL HEALTH ALERTS

8.1 In the event of an epidemic or pandemic alert we will organise our business operations and provide advice on steps to be taken by staff, in accordance with official guidance, to reduce the risk of infection at work as far as possible. Any questions should be referred to our Principal Health and Safety Officer.

8.2 It is important for the health and safety of all our staff that you comply with instructions issued in these circumstances.

9. FIRE SAFETY

9.1 All staff should familiarise themselves with the fire safety instructions.

9.2 If you hear a fire alarm, leave the building immediately by the nearest fire exit and go to the fire assembly point. Do not stop to collect belongings. Do not re-enter the building until told to do so.

9.3 If you discover a fire do not attempt to tackle it unless it is safe and you have been trained or feel competent to do so. You should operate the nearest fire alarm and, if you have sufficient time, call reception and report the location of the fire.

9.4 Nominated individuals will be trained in the correct use of fire extinguishers.

9.5 You should notify your manager if there is anything (for example, impaired mobility) that might impede your evacuation in the event of a fire.

9.6 Our Principal Health and Safety Officer is responsible for ensuring fire risk assessments are undertaken and implemented, and for ensuring regular checks of fire extinguishers, fire alarms, escape routes and emergency lighting.

10. RISK ASSESSMENTS AND MEASURES TO CONTROL RISK

10.1 We carry out general workplace risk assessments periodically. The purpose is to assess the risks to health and safety of employees, visitors and other third parties as a result of our activities, and to identify any measures that need to be taken to control those risks.

- 10.2 Our Principal Health and Safety Officer is responsible for workplace risk assessments and any measures to control risks.
- 10.3 Measures will be taken to avoid or reduce the need to lift or carry items which could cause injury (manual handling) and to provide training on manual handling as necessary.
- 10.4 The use of hazardous substances at work will be avoided wherever possible and less hazardous alternatives will be used where available. Training on the control of substances hazardous to health (COSHH) will be provided as necessary.
- 10.5 We will ensure that all facilities used are safe and reputable and have clear Health and Safety policies available in place.
- 10.6 To avoid accidents when travelling to events, where practical, our staff will be encouraged to use public transport. In instances where our staff have to drive to events we will ensure that they are not required to drive excessively or for more than 4 hours at a time. Overnight accommodation will be provided if an early start or excessively late finish is necessary.
- 10.7 All our solutions are currently targeted at adults and thus it is unlikely that children will be involved. However, there may be instances where children are required as 'subjects' for coaching sessions. In such instances, full consent will be gained from children's parents and the session's lead tutor will be subject to a full DBS check.

11. COMPUTERS AND DISPLAY SCREEN EQUIPMENT

- 11.1 If you use a computer screen or other display screen equipment (DSE) habitually as a significant part of your work:
 - (a) You should try to organise your activity so that you take frequent short breaks from looking at the screen.
 - (b) You will need to have regular eye tests.
- 11.2 Eye tests should be repeated at regular intervals as advised by the optician, usually every two years.