

POLICY NUMBER 08

HEALTH & SAFETY POLICY (CSL Version 2)

NOTE: This policy also covers Managing Learning Health & Safety Policy 24

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1. POLICY STATEMENT

Creative Sport & Leisure Ltd recognises and accepts that, under the Health and Safety at Work Act 1974, it has a legal duty to ensure, so far as is reasonably practicable, the Health, Safety and Welfare of all its employees and that it also has certain duties towards students, the public and people either on its own premises and the premises of its customers, these duties being explicit in the above Act.

This policy describes how Creative Sport & Leisure Ltd will ensure that no participant, associate or employee is exposed to any environment or task that places him or her at a risk to his or her personal safety.

2. RESPONSIBILITIES

2.1 Management Responsibilities

The CEO and Directors of Creative Sport & Leisure Ltd take full responsibility for the Health and Safety within the Organisation. They will monitor the effectiveness of the Health and Safety Policy and revise the policy when improvements are needed. All changes to the policy will be communicated to all staff, students and associate partners with immediate effect.

On a daily basis the CEO and Directors responsibilities for Health and Safety will be devolved to the staff, students and associate partners of Creative Sport & Leisure Ltd in the performance of their regular duties.

All employees will receive training in their responsibilities as defined by this procedure. Training will be repeated whenever changes in legislation or working methods require such training to take place. In addition, the company will provide suitable training to employees as required by working conditions and legislation. The company Health and Safety Officer as requested by the company will arrange training.

2.2 Staff, Student and Associate Responsibilities

The Health and Safety at Work Act 1974, states: *"It shall be the duty of every employee while at work: -*

- To take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and*

- *With regard to any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to cooperate with him so far as it is necessary to enable that duty or requirement to be performed or complied with."*

It is the responsibility of employees, students and associates to meet their duties for the practical application of the Health and Safety Policy in addition to their requirements under the Health and Safety Act 1974 and associated legislation as amended by statute. Creative Sport & Leisure Ltd has highlighted individual responsibilities below to ensure that the organisation can meet its responsibilities under Health and Safety Legislation:

2.3 Staff Responsibilities

In order that Creative Sport & Leisure Ltd will be able to comply with the law all employees will observe their responsibilities to fellow staff, students, public, and associate partners / employers whilst in their own and on employer's premises and will be expected to: -

- i. To adopt and implement Creative Sport & Leisure Ltd Health and Safety Policy;
- ii. To know and observe the special safety measures to be adopted in his/her area of work and ensure they are applied;
- iii. To know and observe any special safety measures to be adopted in the current work locations where training and assessment activities are taking place;
- iv. Be familiar with Codes of Practice and other site-specific documentation appropriate to the work area/activity;
- v. Observe standards of dress consistent with safety and/or hygiene;
- vi. Do not attend work under the influence of Drugs or Alcohol;
- vii. Exercise good standards of housekeeping and cleanliness;
- viii. Know and apply the emergency procedures in respect of evacuation and first aid for the site location they are working in;
- ix. Report any defects noted in equipment or procedures;
- x. Use and not wilfully misuse, neglect or interfere with things provided for his/her own safety and/or the safety of others;
- xi. Co-operate with the management of Creative Sport & Leisure Ltd in promoting improved safety measures and in receiving Safety Training;
- xii. Immediately intervene to prevent students behaving in a manner likely to cause an accident to themselves or others;
- xiii. Make sure that any assessments and Codes of Practice that need to be followed to protect own personal safety are complied with i.e. Driving at work, lone working, workstation assessments etc;
- xiv. Promote health and safety in the work place always, including making practicable suggestions where they feel that standards could be improved.

2.4 A member of staff training and assessing students is expected to:

- i. Ensure that the employer premises at which the student is employed meets the health and safety requirements for the placement of an apprentice. This must be confirmed by a documented pre-placement Health and Safety check;
- ii. Know the emergency procedures in respect of evacuation and first aid for the premises they are working in and to carry them out as necessary.
- iii. Know any special safety measures to be adopted in the premises they are working and to ensure that they are applied, including being familiar with risk assessments appropriate to the work activity (and the consequent protective and preventive measures). In many cases the risk assessment will be implicit in the Codes of Practice or other documentation;

- iv. Give clear instructions and warning as often as necessary to learners (notices, posters, hand-outs, are not of themselves adequate);
- v. Integrate all relevant aspects of safety into the teaching/learning process and, including drawing attention to risk assessments and, if necessary, give special training on safety;
- vi. Follow safe working procedures personally
- vii. To make recommendations to Creative Sport & Leisure Ltd management team and associate partners / employer management teams to improve Health and Safety systems;
- viii. To wear or carry identification badges at all times;
- ix. To be aware of the equality and diversity, safeguarding and prevent legislation, always making sure that your students are not exposed to situations that make them vulnerable and liable to make a claim against you or other parties covered by this legislation.

2.5 A member of staff driving their own or company vehicle is expected to:

Make regular inspections of the vehicle for obvious defects and ensure any defects noticed are reported immediately to your line manager.

Drive in accordance with current Road Traffic Legislation and the Highway Code at all times and be particularly careful when visiting Client sites, in considering the conditions of temporary access roads or roads that are used for pedestrian access purposes.

Ensure that:

- i. Your vehicle is always fully insured for business use and has a current Road Fund Tax and MOT (if applicable);
- ii. All accidents or damage are reported, however minor, to your line manager;
- iii. Any traffic violations or incidents you are involved in, which may result in you receiving a fixed penalty, being prosecuted, or being called as a witness, are reported to your line manager;
- iv. Your vehicle is serviced in accordance with the manufacturer's requirements;
- v. Lights, tyres, oil, water, windscreen wipers and washer reservoir are checked at least once every week;
- vi. You do not drink alcohol or take medication, which could affect your driving;
- vii. You do not drive for excessive periods without a break nor drive when tired;
- viii. If daily travelling time to a destination appears excessive to you, you must discuss this with your line manager who can look at a variety of options including overnight accommodation;
- ix. Your vehicle is kept in a reasonably clean condition both inside and out at all times;
- x. Your vehicle is not used for carrying excessive numbers of passengers, excessive or unsecured loads or articles, which could cause damage to the vehicles fabric;
- xi. You read and sign, where appropriate, the memos relating to car use and company car use.

2.6 A member of staff using a computer works station is expected to:

It is the responsibility of each individual staff member to ensure that the workstation they are using is fit for purpose and will not create instances of repetitive strain injury or fatigue.

Following induction or a change of workstation you will be issued with a work station assessment document which you will complete and return to the Health and Safety Officer who will discuss any amendments to the furniture, and equipment with you.

Ensure that:

- i. Seating is comfortable and that the chair is supportive;
- ii. The chair allows you to sit in a position that allows you to reach keyboard comfortably and that the screen is at eye level;
- iii. There is nothing under the desk that prevents you from getting your feet under the desk;
- iv. There is adequate space on your desk to place documents;
- v. The screen is free from glare;
- vi. You are able to take regular breaks during the working day.

2.7 A member of staff involved in manual handling tasks is expected to:

It is the responsibility of each individual staff member involved in manual handling tasks to ensure that they take all necessary precautions to avoid injury by following safe manual handling practices.

Ensure that:

- i. You have received manual handling training during your induction;
- ii. You always follow safe manual handling practices;
- iii. You determine the weight of the object you are lifting;
- iv. You seek assistance from a colleague when it is needed;
- v. You use manual handling aids such as trolleys wherever possible;

2.8 A member of staff involved in lone working situations is expected to:

Creative Sport & Leisure does not encourage lone working in its offices, however there may be times when it is necessary to do so. This includes home working. It is the responsibility of each individual member of staff to consult with their line manager before working alone so that extra precautions can be put in place to avoid putting themselves at risk.

A line manager is aware that you are intending to work alone and you both have discussed and documented precautions to be taken on a risk assessment.

Try to avoid working alone situations.

If there is a need to work alone consider personal safety:

- i. The building is secure from external visitors;
- ii. If in a public building site security are notified you are on site;
- iii. You have a system to notify line manager in an emergency and when you leave the building;
- iv. The exit routes are well lit;
- v. You do not have any medical conditions that put you at a higher risk;
- vi. You are not a young or vulnerable adult who should not work unsupervised;
- vii. You have been trained to use equipment you are working with;
- viii. You will not be using equipment that is of a high risk;
- ix. You will not be carrying out excessive manual handling tasks.

2.9 Student Responsibilities

Students are expected to:

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- i. Exercise personal responsibility for safety of self and others;
- ii. Observe standards of dress consistent with safety and/or hygiene;
- iii. Follow guidance contained in Risk Assessments and codes of practice;
- iv. Observe all the safety rules of Creative Sport & Leisure Ltd and the Employers and in particular the instructions by staff given in an emergency;
- v. Use and not wilfully misuse, neglect or interfere with things provided for his/her safety;
- vi. Know and apply any special safety measures to be adopted in own learning areas;
- vii. Be aware of actions to take and how to report an accident when it happens in each location you work in

2.10 Associate Partner / Employer Responsibilities

Associate Partners / Employers will ensure that their own Health and Safety Policy and arrangements are compliant with the Law.

- i. Associate Partners / Employers will collaborate with Creative Sport & Leisure Ltd in the implementation of the above Health and Safety Policy where aspects of safety management fall on the associate partners / employers to implement;
- ii. Assist Creative Sport & Leisure Ltd in completing pre-placement checks before an apprentice is recruited or a work experience placement is provided and to allow regular checks to take place;
- iii. To undertake the responsibilities of the employer but also the member of staff training students in the work place as identified above under staff responsibilities;
- iv. To report any accidents to Creative Sport & Leisure Ltd immediately.

2.11 Accident Reporting - Everyone's Responsibility

In the event of an accident involving an employee, learner or a contractor employed to undertake work on behalf of this company, where the accident results in injury to a company employee, learner, contractor, member of the public or any other person and/or damage to plant or equipment owned by the company or any other person, the procedure is as follows:

- i. Report the accident immediately to your Line Manager;
- ii. Ensure the First Aider attends the accident victim(s);
- iii. If the accident occurs on a customer's premises, you must comply with their procedures;
- iv. Ensure (where required) the relevant emergency services are called;
- v. Disturb as little of the accident scene as possible;
- vi. Contact the appropriate company Safety Advisor immediately.

In addition, if the accident is of a serious nature write down as many details about the events leading up to and at the time of the accident as possible. It is surprising how people quickly forget relevant details in a very short time period.

3. Fire Safety - Everyone's Responsibility

In the event of a fire all staff should be aware of the evacuation requirements of the building they are working in whether it is a company premises or partner premises.

Ensure that:

- i. You are aware of the fire evacuation assembly point;

- ii. You know who is responsible as a fire marshal to ensure that the building is empty;
- iii. A register of staff at work and visitors to the building is kept to confirm all persons have been evacuated;
- iv. Know where fire equipment is if you have been trained to use it
- v. Observe firefighting equipment is up to date.

4. MANAGEMENT AND AUDIT REQUIREMENTS

Own Premises

- i. A copy of Creative Sport & Leisure Ltd Health and Safety Policy will be distributed to all bodies and individuals to whom it affects.
- ii. A safety audit of Creative Sport & Leisure Ltd will be undertaken annually.
- iii. Creative Sport & Leisure Ltd will hold all insurances and licences required by law in order to operate its business.
- iv. All training venues will be visually checked for hazards before participants are admitted and delegates advised of evacuation procedures relating to the occupied rooms.
- v. All risk assessments are in place and staff aware of control actions to follow in completion of task.
- vi. All equipment owned or used by Creative Sport & Leisure will be checked for safety and serviceability.
- vii. If a member of personnel is confronted with a procedure, environment or item of equipment that fails to comply with this Policy they are required to refrain from proceeding with its use and seek guidance from a nominated party or partner. All such occasions will be recorded.
- viii. All firefighting equipment and alarms are to be maintained by the landlord. All employees and associates are required to ensure that they are aware of the locations and how to utilise the specific appliances at all locations.
- ix. There are no substances hazardous to health in use at the assessment centre. In the event of such a substance being introduced, a COSHH audit will be implemented.
- x. A qualified first aider is available on the premises of the assessment centre.
- xi. All accidents and dangerous occurrences should be notified to the designated Creative Sport & Leisure nominated party or partner for inclusion in the Accident Book.
- xii. Employees and associates are required to ensure that vehicles used in connection with our services are adequately maintained and insured including the carriage of clients if appropriate.
- xiii. An annual report on Health and Safety is produced recording audit issues, accidents etc.

5. Associate Partner / Employer Premises

- i. All associate partner / employer premises have undergone a full Health and Safety check before an apprentice is placed at the premises.
- ii. All employers will hold the appropriate insurances and licences required by law to carry out its business.
- iii. When providing services on a client's own premises our personnel are required to abide by the policy and procedures of that organisation. Programme and Contract Co-ordinators are required to identify all relevant safety procedures.
- iv. Provide all necessary Personal Protective Equipment for work being undertaken.
- v. All accidents and dangerous occurrences should be notified to the designated Creative Sport & Leisure nominated party or partner for inclusion in the Accident Book.

- vi. If a member of personnel is confronted with a procedure, environment or item of equipment that fails to comply with this policy they are required to refrain from proceeding with its use and seek guidance from a nominated party or partner. All such occasions will be recorded.
- vii. All risk assessments are in place and staff aware of control actions to follow in completion of tasks.

6. CONTROLS

- i. Regular Health and Safety meetings will be held with actions documented.
- ii. The designated Health and Safety Officer or partner will carry out an annual check to ensure that this Policy is being complied with.