

# BRINGING TOGETHER EDUCATION AND SPORT

## Football, Tennis and Golf Academies



### Health and Safety Policy

This Policy is issued in accordance with the Health and Safety at Work Act (1974). The general aims of these policy statements are accepted and the arrangements set out below are designed to implement the general aims of Elite Schools Programmes. Trading name is Elite Sports Academy (ESA).

### General Guidelines

It is the policy of ESA, so far as is reasonably practicable, to:

1. Establish and maintain a safe and healthy environment throughout the centre
2. Establish and maintain safe working procedures among staff and learners
3. Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
4. Ensure the provision of sufficient information, instruction and supervision to enable all employees and learners to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided
5. Maintain all areas in a condition that is safe and without risk to health and to provide and maintain means of access from that place of work that are safe and without risk
6. Formulate effective procedures for use in case of fire and for evacuating the premises
7. Lay down procedures to be followed in case of accident
8. Teach safety as part of learners' duties where appropriate

### Responsibility of Elite Education and Training Academy

Chris Shilitto and all staff are responsible for implementing this policy within the centre. In particular they will:

1. Monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis

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2. Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills to take place and for the results of these to be recorded
3. Make arrangements to draw the attention of all staff employed at the centre to the safety policies and procedures and of any relevant safety guidelines and information issued
4. Make arrangements for the implementation of accident reporting procedure and draw this to the attention of all staff as necessary
5. Make arrangements for informing staff and learners, of relevant safety procedures
6. Ensure that regular safety inspections are undertaken
7. Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety inspection team
8. Identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist in the management of health and safety at the centre. Such delegated responsibility must be defined as appropriate.
9. Completion of centre risk assessments

Duties of the person delegated to assist in the management of health and safety

The delegated person, Chris Shillito shall:

1. Assist the Paul Brannan in the implementation, monitoring and development of the safety policy within the school;
2. Monitor general advice on safety matters and other relevant bodies and advise on its application to the school;
3. Co-ordinate arrangements for the design and implementation of safe working practices within the centre;
4. Investigate any specific health and safety problem identified within the centre and take or recommend (as appropriate) remedial action.
  
5. Assist in carrying out regular safety inspections of the centre and its activities and make recommendations on methods of resolving any problems identified;
6. Ensure that staff with control of resources (both financial and other) give due regard to safety;

7. Co-ordinate arrangements for the dissemination of information and for the instruction of employees, learners and visitors on safety matters and to make recommendations on the extent to which staff are trained.



#### Responsibilities of Staff towards Learners and Others in their Care

All staff are responsible for the health and safety arrangements in relation to staff, learners and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

1. Exercise effective supervision over all those for whom they are responsible, including learners
2. Be aware of and implement safe working practices and to set a good example personally. identify actual and potential hazards and introduce procedures to minimise the possibility of mishap
3. Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards
4. Provide written job instructions, warning notices and signs as appropriate;
5. Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required
6. Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
7. Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements
8. Provide the opportunity for discussion of health and safety arrangements
9. Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action
10. Provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training.

#### Responsibilities of all Employees

All employees have a responsibility under the Act to:

1. Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work

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2. Co-operate with the Chris Shilitto (health and safety officer) and others in meeting statutory requirements. not interfere with or misuse anything provided in the interests of health, safety and welfare
3. Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from directors
4. Ensure that tools and equipment are in good condition and report any defects to the equipment manager
5. Use protective clothing and safety equipment provided and ensure that these are kept in good condition
6. Ensure that offices, general accommodation and vehicles are kept tidy
7. Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the health and safety officer.

Please note the following: -

1. It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.
2. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
3. All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

Responsibilities of Learners

All learners are expected, within their expertise and ability, to:

1. Exercise personal responsibility for the safety of themselves and their fellow learners
2. Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous)
3. Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency
4. Use and not wilfully misuse, neglect or interfere with things provided safety purposes

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Fire and Emergency Evacuation Procedures

The centres procedures for fire and emergency evacuation are conducted once a term. We carry out a fire drill at each centre.

These procedures will be updated as appropriate.



#### Fire Prevention Equipment

Arrangements are made to regularly monitor the condition of all fire prevention equipment.

This would include the regular visual inspection of fire extinguishers and the fire alarm system.

The centre fire marshal handles external suppliers.

#### Accident and Incident Reporting

Elite Schools Programmes has a legal duty to report certain accidents and dangerous occurrences to the Health and Safety Executive, by virtue of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Staff receive the appropriate training in regards to these polices on a monthly basis.

In its Guidance HS (G) 245, Investigating Accidents and Incidents, the Health and Safety Executive advises that all adverse events are reported, and investigated further, dependent on the potential consequences and likelihood of the adverse event recurring.

Regulation 5 of the Management of Health and Safety at Work Regulations, 1999 require Elite Schools to plan, organise, control, monitor and review its health and safety arrangements. Health and Safety investigations are an essential part of this process.

#### Accident Reporting Procedures

All accidents and emergencies shall be reported at once, whether injury is involved or not.

The standard accident report form should be obtained from, then completed and returned to Chris Shilitto responsible for First Aid and procedures

Notes should be made and the names of witnesses taken in case an investigation subsequently becomes necessary.

Accident details will be entered in the accident logs (B1510), which are kept for a period of 3 years and are located in the First Aid cupboard. These forms should be used to report the fact that an adverse event has taken place, and to provide sufficient information to determine the level of subsequent investigation, if required.

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Tim Craig is the appointed first aiders for the centre. We have trained level 3 first aiders in all of our centres.

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Where accidents result in minor injuries, the Health and Safety Officer will complete part 1 of the accident/incident report form. Part 2 of the Accident/Incident Report form will be completed by a member of the SMT, summarising the outcome of any subsequent investigation that may have taken place. Any accident or incident that occurs on centre premises and necessitate in the injured person being taken to hospital will be reported to the Health and Safety Executive.

### Fatalities, Major Injuries, Diseases and Dangerous Occurrences

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR 95) any happening classified in these regulations must be reported through the Health and Safety Co-ordinator to the Health and Safety Executive. Copies of the regulations are available from the Health and Safety Officer.

Where accidents result in serious injuries or illness the SMT or the Health and Safety Officer must be informed by the quickest possible means i.e. by telephone. The Health and Safety Officer will notify the Health and Safety Executive.

### Reportable Diseases

- Certain poisonings
- Some skin diseases e.g. dermatitis, skin cancer, chromeulcer;
- Lung diseases including asthma, farmer's lung, asbestosis, pneumoconiosis, mesothelioma;
- Infections such as leptospirosis, hepatitis, tuberculosis, anthrax, legionellosis and tetanus;
- Other conditions such as occupational cancer, certain musculoskeletal disorders and HAVS.

### Major Injuries

- Fractures other than fingers, toes, thumbs
- Amputation
- Dislocation
- Loss of sight (temporary Or permanent)
- Electric Shock
- Asphyxia

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- Unconsciousness
  - Exposure to harmful substances, biological agents, toxins or infected materials.
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### Dangerous occurrences

- Collapse or overturning of a lifting appliance
- Major electrical fault causing fire or explosion
- Unintentional release of anything likely to cause injury or damage to health
- Medical treatment due to exposure to any substance or lack of oxygen
- Medical treatment due to pathogens or infected material

In the event of a report of any of the above, immediate advice will be sought from the Health Authority and appropriate steps will be taken to inform the College population of any precautions found to be necessary in the light of information received.

### HSE Procedures

The Enforcing Authority, HSE, will assess the report and decide whether to take any further action.

Further action may involve an investigation.

Following investigation, the HSE will decide whether any enforcement action will be taken.

Policy review Date: 03<sup>rd</sup> August 2017

Paul Brannan (Head of Centre)