

Health & Safety

General Statement of Policy

Inspire Plus is committed to providing a healthy and safe working environment for all employees, clients and Co-Workers, in accordance with the Health and Safety at Work Act 1974 and all applicable regulations made under the Act, so far as reasonably practicable.

We recognise that the successful management of health and safety contributes to overall performance in a quality business. The organisation considers health and safety issues to be as important as commercial or operational considerations.

Inspire Plus, therefore, is committed to:

- ✚ Compliance with all relevant statutory requirements and expects employees, coaches & volunteers to do the same
- ✚ Developing a positive health and safety culture, which is under constant review, throughout the organisation
- ✚ Make available relevant training and equipment, together with information necessary to ensure the health, safety and welfare of employees & young people
- ✚ Ensure that all employees are kept fully aware of their responsibilities under this policy and that an effective employer/employee consultation facility exists

Organisation & responsibilities

- ✚ The person responsible for H&S for Inspire+ is David Price of Safety Guidance Ltd; responsibilities include :-
 - Sign-off, implementation & monitoring of all health and safety policies & procedures
 - Training of staff in health and safety & maintaining all records
 - Risk assessment & accident analysis
 - Review of policies & internal auditing processes
- ✚ H&S Policy monitoring & external auditing is assisted by our external technical expert, David Price of Safety Guidance Ltd, the designated competent person who will assist with compliance of H&S requirements - Management of Health and Safety at Work Regulations 1992)
- ✚ A H&S report will be presented annually to Trustees at a board meeting.
- ✚ Every employee (coach, teacher, volunteer) has a responsibility for his or her own safety and for the safety of others and a duty to co-operate with the employer, by:
 - Working safely and following the specified Codes of Practice
 - Using the protective equipment provided
 - Complying with all safety procedures
 - Reporting issues in the workplace
 - Reporting all accidents and assisting in subsequent investigations

Failure to co-operate will be treated as a serious breach of the Contract of Employment and disciplinary measures could be taken.

Arrangements to back up the policy

- All coaches & volunteers will receive training in the standard operating procedures of the Charity, sign their training record & be monitored against performance criteria
- Safe systems of work are created and made available in the Code of Practice & other guidelines, and are implemented as standard. These include “Working with children” and key aspects of Child Protection.
- 3rd party facilities are checked to ensure that they are fit-for-purpose and meet safety criteria. SLAs are created & implemented to ensure that responsibilities & reporting lines are clear.
- Coaches implement dynamic risk assessments of all facilities, locations & equipment to be used & will consider environmental factors, fire safety & prevention, relevant hazards, housekeeping, 1st Aid & supervision/ communication channels
- Coaching equipment is fit-for-purpose, sourced through Inspire Plus approved suppliers and is inspected & checked for safety & quality
- Training & induction records are completed, maintained & stored
- Emergency procedures are created, implemented & monitored and include accident/incident reporting systems



Vincent Brittain
Chief Executive Officer

Accident & Incident Procedures

An incident or accident is defined as the occurrence of any of the following :-

- An injury to a participant which requires treatment (first aid or external medical assistance)
- A near-miss which may have caused an injury
- An accident which has caused damage to the facility or has seriously disrupted the session
- An incident which has caused upset to a participant
- An incident which may damage the reputation of Inspire Plus

In the event of an accident, supervising staff should :-

- Implement First Aid as appropriate
- Inform staff at venue (e.g. school staff)
- Arrange for the rest of the group to be supervised and engaged
- Report to a Duty Manager of Inspire Plus if serious, or if advice is required (use contact list below)
- Call an ambulance if necessary
- Record the accident & submit a copy to Vincent Brittain

If external medical treatment is being requested, provide the following information to the emergency services :-

- Your name & phone number
- Nature of incident and injuries
- Exact location and directions for access
- Action taken so far

If necessary, direct ambulances to the location of the injured person.

Always ask which hospital the ambulance will go to.

Completing Inspire Plus Incident/accident Log

* when recording information following an incident or accident, fully complete the form below

* when complete, return it immediately to Inspire plus

If the accident or incident is serious, or might escalate, contact the relevant Inspire Plus person or external technical advisor, to get instructions

Emergency Contacts

Vincent Brittain 07977 046732

General Accident / Incident Log

Report completed by :	
-----------------------	--

Date :		Time :	
--------	--	--------	--

Child details

Full name :		Address :
Age :		
Contact name :		
Relationship :		
Tel no. :		

Details of Incident

Description - nature of incident, description of any injuries (severity, body part, cause etc.), location, witness accounts, action taken, reporting etc.

Child / parent account (incl signature)

Input from Emergency Medical Services (details of ambulance, hospital etc.)

sign :	
--------	--

Office use only :	RIDDOR report	Y/N
	EHO contact	Y/N
	Follow-up action	Y/N

Return this form to Vincent Brittain vincent@inspireplus@gmail.com

Risk Assessments

A risk assessment will be made for all areas of the operation. Risks will be minimized by implementing management systems and control measures. With consideration to the hazard or risk, once the control measures have been put in place, a residual risk will be calculated, with further action noted and operating procedures developed. Appropriately trained Inspire Plus staff responsible for relevant areas of the operation will complete and review risk assessments. <http://www.hse.gov.uk/pubns/indg163.pdf>

Risk assessments will be reviewed :-

- ✚ Annually
- ✚ When relevant legislation or industry guidance changes or is updated
- ✚ Following review of accidents, recurring incidents or near misses
- ✚ When aspects of the operation, equipment or staffing change, or as the RA becomes less valid
- ✚ As requested by Inspire Plus management or external technical advisors

Staff will be trained to perform dynamic risk assessment during all aspects of Inspire Plus operations. Pro-active safety management will reduce the impact of hazards.

Inspire **Plus** utilises a 5x5 measuring system for assessing risks. The key elements of risk identification are:

- ✚ Seriousness & severity of the accident or injury
- ✚ The likelihood of that accident or injury occurring

Each of these will be attributed a score from 1 to 5, to then be multiplied together to get the total residual risk. The scores are allocated with all management systems and control measures in place.

	Severity	Likelihood
5	Multiple death and/or mass destruction	Very likely, almost certain
4	Individual death or serious injury	Likely
3	Moderate individual injury or illness	Quite possible with human error
2	Minor injury	Minimal probability, unlikely
1	No injury	Not likely at all

The multiples are then categorised as Low, Medium or High.

Residual risk	Scores	Definition	Action
Low	1 to 7	minor injury which is unlikely to occur	<ul style="list-style-type: none"> ✚ Ensure that control measures are fully implemented at all times ✚ Review to strive to reduce risk further
Medium	8 to 16	serious injury unlikely to occur or minor injury likely to occur	<ul style="list-style-type: none"> ✚ Seek & identify further control measures ✚ Implement enhanced monitoring systems
High	16 to 25	A very serious injury which has a high or medium probability of occurring	<ul style="list-style-type: none"> ✚ Remove activity ✚ Implement further control measures to reduce risk to acceptable level

Risk Assessment

Hazard	Management Systems / Control Measures	Residual Risk	Action & Responsibility
<p>Inappropriate interaction with children</p> <p>Who is at risk :-</p> <ul style="list-style-type: none"> • children involved with Inspire+ programmes 	<ul style="list-style-type: none"> ✚ Inspire+ management is trained in Safeguarding children ✚ Coaches, volunteers & Inspire+ staff are recruited according to a strict HR Policy, incorporating checking of CRBs & other documents ✚ Coaches, volunteers & staff are trained in Inspire+ Child Protection & Working with Children and sign to confirm they have read & understood the Child Protection Policy and the Working with Children Procedures & Guidelines, which include systems for reporting to regional lead authorities for Child Protection ✚ All coaches are appropriately qualified to deliver programmes, through NGBs or relevant training; these are relevant to the requirements of the programmes ✚ Inspire+ allocates coaches & volunteers to programmes in a way that maximises the safety & enjoyment of the children and minimises risk ✚ Coaches, volunteers & staff are trained in relevant incident & safety management procedures & report & record instances as appropriate 	<p>3 x 1 = 3</p> <p>Overall Low</p>	<ul style="list-style-type: none"> • Source & attend relevant Safeguarding course (VB) • HR Policy is implemented & followed at all times (VB) • Training, induction & sign-off is completed for all coaches, volunteers & staff (VB) • Criteria are created & followed for programming & allocating staff (VB) • Accident analysis systems are developed & implemented (VB) • Monitoring & auditing systems are developed & implemented (VB)

	<ul style="list-style-type: none"> ✚ Inspire+ management & external technical experts monitor & audit performance against relevant criteria to ensure quality & maximise safety ✚ Inspire+ management analyses trends & audits to review policies & procedures 		
<p>Issues relating to responsibility for supervision (e.g. lost child, homesickness, bullying etc.)</p> <p>Who is at risk :-</p> <ul style="list-style-type: none"> • the children & teachers • I+ coaches & volunteers 	<ul style="list-style-type: none"> ✚ Written Definition of Responsibilities is read & understood by host organisation, host responsible adult & coach/volunteer ✚ Procedures & guidelines for managing various situations are created, reviewed, distributed & relevant responsibilities agreed ✚ Coaches/volunteers receive training (with sign-off) on relevant aspects of child management & report all incidents to Inspire+ management ✚ Incident management procedures are in place which include management support & external advice 	<p>3 x 2 = 6</p> <p>Overall Low</p>	<ul style="list-style-type: none"> • Create documents with programme specific checklists (VB) • Create procedures & training for relevant issues (VB) • Develop incident management procedures & reporting systems (VB)

Completed by (sign) :

Name & title :

Date :

Signed: Vincent Brittain, Chief Executive Officer
Review Date: February 2021

inspire+