



# Health and Safety Policy

**Scope of policy:** All Employees and Apprentices

**Approved by:** Senior Leadership Team / Trustees February 2023

**Next Review Date:** February 2024

# Health and Safety Policy

## **1. Policy Statement**

inspire+ is committed to providing a healthy and safe working environment for all employees, apprentices, 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+, therefore, is committed to:

- Compliance with all relevant statutory requirements and expects employees, apprentices, 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 & apprentices.
- Ensure that all employees are kept fully aware of their responsibilities under this policy and that an effective employer/employee consultation facility exists
- Reviewing this policy annually.

## **2. Organisation & Responsibilities**

The person responsible for health and safety 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

Health and safety 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 health and safety requirements - Management of Health and Safety at Work Regulations 1992.

A health and safety report will be presented quarterly and a summative annual report to Trustees will be given.

Every employee (coach, teacher, volunteer, assessor, tutor) 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.

### **3. Arrangements to Back Up the Policy**

- All staff & 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 are implemented as standard. These include “Keeping Children Safe in Education” and the Association for PE (afPE) Safe Practice guide documents.
- 3<sup>rd</sup> party facilities are checked to ensure that they are fit-for-purpose and meet safety criteria. SLAs have created & implemented responsibilities & reporting lines which are clear to all.
- Employees implement risk assessments of all facilities, locations & equipment to be used & will consider environmental factors, fire safety & prevention, relevant hazards, housekeeping, First Aid & supervision/ communication channels.
- Coaching equipment is fit-for-purpose, sourced through Inspire+ 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.

### **4. Creating, maintaining and promoting Health and Safety at Inspire+**

#### **4.1 Employees**

All members of staff will be expected to have a good understanding of the Health and Safety Policy and will be linked to their appraisal process. This will be assessed upon application of job role in accordance with inspire+ recruitment policy. During staff induction training this will be promoted and shared with employees. Employees will complete a ‘skills scan’ of their current understanding and knowledge of Health and Safety to determine the suitability of training required. Employees will be asked to complete mandatory Health and Safety training including manual handling, first aid, and safeguarding. Through continual professional development three times a year this will be revisited regularly including further training on risk assessment writing, project planning and afPE safe practice guidance.

Health and Safety will be a fixed agenda item on each team meeting. This will ensure that the profile of the Health and Safety policy consistently high and that the culture within the charity support this agenda. Incidents including near misses will be discussed to understand lessons learned and how to improve performance. Visual notice boards in common areas, including the HSE requirements regular training and support will ensure that Health and Safety messages are visible and present, enabling employees to understand and implement the policy. Training needs will be updated through the charities and employees professional development logs and reflections as outlined within the charities Continuous Professional Development policy. During this training employees will be shown how to ensure that they are working in and promoting a safe and healthy working environment.

## 4.2 Apprentices

Apprentices will receive training during a two-week induction which will include sessions and activities about Health and Safety in the workplace. Before enrolment apprentices and employers will complete a workplace health and safety risk assessment to ensure that the apprentice is safe within the working environment. Apprentices will be trained specifically on health and safety before and during their apprenticeship. This will be given in the form of off the job training to support them in their employment ensuring that they are safe and promote health and safety within their workplace. To further ensure apprentices safety a work-based site risk assessment will be conducted for each employer and apprentice before being enrolled.

During apprenticeship training at venues apprentices will be given a site induction ensuring that all aspects pertaining to health and safety (fire exits/slips/trips and falls/hazards/site rules/first aid procedures) when attending training have been understood. This includes the recent implementation of Covid-19 safety measures. Please see Covid-19 policy for more details.

## 5. Policy Review

The Health and Safety Policy will be reviewed annually as part of the Charity policy review process.

**Signed:**



Vincent Brittain, Chief Executive Officer

**Next Review Date:** February 2024

# Appendix 1 Accident, Incidents and Ill-Health 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+

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+ 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+ Incident/ Accident Log

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

\* when complete, return it immediately to inspire+

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

## Emergency Contacts

<b>Vincent Brittain</b>	<b>07977 046732</b>
<b>Steve Bull</b>	<b>07511 842827</b>
<b>Chris Graves</b>	<b>07727 933081</b>
<b>Jon Clack</b>	<b>07805 405571</b>
<b>Emma Sharpe</b>	<b>07855 283013</b>

## Appendix 2 - General Accident / Incident Log

Report completed by:	
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Date:	
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Time:	
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### Child details

Full name:	
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Age:	
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Contact Name:	
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Relationship:	
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Tel no.:	
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Address:
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### Details of Incident

Description - nature of incident, description of any injuries (severity, body part, cause etc.), location, witness accounts, action taken, reporting etc.
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Child / parent account (incl signature)
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Input from Emergency Medical Services (details of ambulance, hospital etc.)
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Sign:	
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### Office use only:

RIDDOR Report	Y/N
EHO Contact	Y/N
Follow-up Action	Y/N

Return this form to [vincent.brittain@inspireplus.org.uk](mailto:vincent.brittain@inspireplus.org.uk)

## Appendix 3 - 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+ 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+ management or external technical advisors

Staff will be trained to perform dynamic risk assessment during all aspects of inspire+ operations. Proactive safety management will reduce the impact of hazards. inspire+ utilises a 5x5 measuring system for assessing risks. The key elements of risk identification are:

- Seriousness & severity of the accident or injury
- The likeliness 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.

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

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

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