

WALTHAM FOREST



SPORTS4LIFE WELLNESS LTD

# Health & Safety Policy - 2023

<https://www.ibcms.uk/about-sport4life>

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## **1. HEALTH AND SAFETY POLICY STATEMENT**

S4LW recognises and accepts its responsibilities under the Health and Safety at Work Act 1974 and regulations made under the Act. These include the provision of a safe and healthy working environment for its employees and others who may be affected by our activities.

S4LW regards the achievement of a safe and healthy workplace as an important objective for everyone within the organisation. The implementation and monitoring of the policy is part of the everyday responsibility of trustees and managers. The organisation considers that it is primarily the responsibility of management to prevent injury and illness.

Appropriate and adequate training will be provided for all employees to ensure that they understand their responsibilities and information about health and safety risks will be circulated to staff.

Formal arrangements have been made to provide and maintain safe and healthy working conditions and adequate welfare facilities. These arrangements are described in the Health and Safety policy. The policy, the organisation of health and safety in the organisation, and the arrangements will be updated periodically, in order to comply with changes in acceptable standards and legislation and to take account of organisational changes.

## **2. RESPONSIBILITIES**

### **2.1 EXECUTIVE COMMITTEE**

2.1.1 The Health and Safety at Work Act 1974 places a statutory duty on all employers to ensure, so far as is reasonably practicable, the safety, health and welfare of all its employees at work and other people who may be affected by their activities, e.g., service users, volunteers, members of the public.

2.1.2 The Executive Committee, as the employer, has overall and final responsibility for health and safety matters for Sports4Life Wellness Organisation.

2.1.3 The Executive Committee will review the operation of its health and safety policy annually.

### **2.2 MANAGER**

2.2.1 The Manager/Executive Committee has delegated overall responsibility for health and safety throughout the organisation. Specifically, these responsibilities are as follows:

- To ensure that the policy is implemented.
- To ensure that the policy is updated in response to changing legislation, changing practices and changes within the Institute.

- To ensure that all staff have access to copies of the health and safety policy.
- To ensure that sufficient resources, including finance, time and people, are available to implement the policy and that the organisation has adequate and competent safety advice and expertise.
- To ensure that all premises and equipment are maintained.
- To co-ordinate action to identify and rectify health and safety hazards.
- To ensure that safe systems of work are carried out.
- To ensure that employees have received appropriate health and safety training, including emergency evacuation procedures and the safe handling of equipment and chemicals.
- To promote health and safety awareness.

## **2.3 EMPLOYEES**

2.3.1 All employees have a statutory duty to undertake reasonable care of their own health and safety and that of others around them.

2.3.2 Specifically, these responsibilities are as follows:

- To notify manager about any hazard or accident.
- To be familiar with the safety procedures relating to equipment and chemicals.
- To report any serious medical condition.
- To be familiar with the health and safety policy and guidelines.
- To know what to do and where to report in any emergency.
- To pay attention to electrical hazards reporting immediately any malfunctioning switches, plugs or electrical equipment.
- Not to interfere with or misuse anything provided in the interests of health and safety.

2.3.3 Failure to comply with health and safety policy will be treated as a disciplinary matter under the Institute's rules and could lead to dismissal.

## **3. FIRST AID AND ACCIDENT REPORTING**

### **3.1 First Aid**

3.1.1 In all the Institute's premises first aid provision will be always available in an accessible First Aid Box.

3.1.2 The first aid box is kept in the office. First aid boxes should not contain any kind of medication. They should be adequately stocked.

3.1.3 At least 2 employees will receive appropriate first aid training.

3.1.4 All new staff will be told as part of their induction of the location of the first aid box.

- 3.1.5 A record of all first aid cases treated will be kept in the Accident Book, which will be kept with the First Aid Box.

### **3.2 Accidents and Emergencies**

- 3.2.1 All employees must report all incidents however small, which did or nearly resulted in personal injury to themselves or others, to their line manager and make sure the accident is recorded in the Accident Book.
- 3.2.2 The Manager is responsible for reporting incidents which come within the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) to the Birmingham City Council, Environmental Services Department. RIDDOR covers the following incidents: -
- (a) Fatal accidents.
  - (b) Major injury accidents/conditions
  - (c) Dangerous occurrences
  - (d) Accidents causing more than 3 days incapacity for work
  - (e) Certain work –related diseases.

### **3.3 First Aiders**

- 3.3.1 Employees who have completed a first aid training course are the appointed persons. An appointed person is authorised to take charge of the situation, e.g., call an ambulance if there is a serious injury or illness.
- 3.3.2 The trained first aider(s) named above will ensure that the first aid box is kept in the correct place, contains the items laid down in the Health and Safety Executive guidance notes and is regularly restocked.

## **4. RISK ASSESSMENT**

- 4.1 As part of developing an adequate and effective Health and Safety Policy for the organisation, we need to be aware of the hazards that exist within our organisation and who may be affected by these risks.
- 4.2 Risk assessment is a technique for identifying and controlling hazards of an organisation's activities. A hazard is anything that has the potential to cause harm. Systematically going through the following 5 steps will ensure that our policy is comprehensive and effective.

### **4.2.3 Step 1 – Look for the hazards.**

A hazard is anything that can cause harm (e.g., electricity, working from ladder, chemicals and other hazardous substances, etc.)

Examine all our work activities, including non-routine tasks and find out what actually *happens* rather than what should happen. This should show us where current or potential hazards lie.

### **4.2.2 Step 2 - Decide who might be harmed and how.**

How might people be at risk?

Does their work involve manual handling, visiting people in their own home, working with the public?

This should apply to employees, volunteers and members of the public.

4.2.3 **Step 3 – For each hazard, evaluate the chance, big or small, of harm being done and decide whether existing precautions are adequate or more should be done.**

For each hazard, what would be the worst result and how likely is it to happen? If we think more needs to be done to control the risk, can the risk be avoided by doing the job in a different way? If this is not the case, we then need to think about controlling the hazard more effectively.

When deciding which hazards need more effective control we should:

- 
- Choose the most important things to tackle first.
- Work with our staff and volunteers to solve problems and agree precautions.
- Not forget that new training and information could be needed.

After all the precautions have been taken, some risk will often remain. When you assess the risks, we need to check whether the hazard is significant, and whether we have controlled it by satisfactory precautions so that the risk is as small as possible.

4.2.4 **Step 4 -- Record the significant findings of your risk assessment, e.g. the main risks and the measures we have taken to deal with them.**

A 'significant' hazard should be classed as one which has the potential to cause serious harm. We need to keep easily accessible records of all significant hazards we find, including the existing control measures and the people who may be affected. An electrical shock which could lead to a fatality.

4.2.5 **Step 5 – Review our assessment from time to time, and revise, if necessary.**

Things change (e.g., staff, work activities, premises) and rules sometimes get broken, so regular reviews of our Health and Safety Policy should be made. Don't wait until something goes wrong before checking that your precautions are still adequate and relevant.

4.3 When we have assessed what the hazards are within our organisation, who may be affected by them and what measures we will put in place to minimise risks as far as possible, we need to raise awareness.

4.4 We will ensure that a competent person carries out a risk assessment in accordance with the 1992 Management of Health and Safety at Work

Regulations. The risk assessment will be written up and be made available to all staff.

- 4.6 The written risk assessment will be reviewed and updated annually to ensure it covers all employees against all risks, and to ensure that any action identified as needed in the risk assessment has been carried out. The risk assessment will also be updated every time that there is a major change in working practices. The risk assessment will cover all employees, wherever they may be based, and will cover all aspects of their work.

## **5. TRAINING**

- 5.1 Sports4Life Wellness Ltd, will ensure that new employees receive information on health and safety as part of their induction.
- 5.2 The Institute will organise training for employees on health and safety matters as appropriate, including: general health and safety training, first aid, manual handling, fire safety, risk assessment. We will also organise training for appropriate use of equipment, and any special training needed to ensure safe systems of work.
- 5.3 If employees consider they have health and safety training needs they should inform the Manager.

## **6. THE WORK PLACE**

### **6.1 Workplace**

6.1.1 Sports4Life Wellness organisation will provide a safe, healthy and secure workplace for its employees.

6.1.2 All staff is responsible for spotting hazards or potential hazards. If a hazard is seen, it should be removed or dealt with as soon as possible, or if not, reported to the Manager.

Examples of hazards include:

- Things out of reach:  
Chairs or other furniture must not be used to stand on for the purposes of replacing light bulbs, reaching for things off tops of cupboards, etc. A properly maintained, undamaged stepladder must be used.
- Damaged Equipment:  
Regular checks must be carried out on furniture and equipment for damage which leave sharp edges protruding or other hazards. Any damaged furniture must be reported for repair or condemnation straight away and must be removed from use.
- Damage to fabric of building, windows, etc:  
All such damage must be reported immediately to the Manager.
- Misplaced furniture, equipment or supplies:  
Any furniture, equipment or supplies left in an inappropriate place, for example, obstructing a gangway, must be removed immediately, and placed in an appropriate, safe place.

6.1.3 All staff and service users have the responsibility to co-operate with these workers to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

### **6.2 Working Environment**

6.2.1 Temperature: The working environment must be always kept at a comfortable working and training temperature. The temperature must not fall below 16°C. Efforts will be made so far as far as is reasonably practical to ensure the workplace temperature does not rise to an uncomfortable level.

6.2.2 Ventilation: All enclosed workspaces will be ventilated by sufficient fresh or purified air.

6.2.3 Smoking: Smoking is only allowed in a designated area. The Smoking at Work policy is supplied to all staff and volunteers when the start working at the Institute.



- 6.2.4 Lighting: The workplace will have suitable and sufficient light. If lights are found to be out of order the fault must be corrected as soon as reasonably possible.
- 6.2.5 Overcrowding: The workplace will have sufficient space to ensure there are no risks to health and safety. The general minimum space per person recommended by the 1992 Regulations is 11 cubic metres. We will avoid unhealthy and overcrowded working conditions and will consult staff on any changes in office layout.
- 6.2.6 Aisles & Gangways: Gangways must be kept clear from obstructions and materials must be stored in safe areas. Under no circumstances must equipment or materials be stacked immediately in front of or obstructing fire doors, fire exits, fire alarms or fire equipment.
- 6.2.7 Noise: When staff work within an open plan office a certain level of noise is unavoidable; however, we will endeavour to ensure that noise are kept to as low a level as is practicable.
- 6.2.8 Office Pollutants: Office equipment such as photocopiers and printers can emit pollutants into the atmosphere. We will take reasonable precautions in ensuring that these levels are kept as low as is possible. Employees will not be expected to work in enclosed spaces with equipment that emit atmospheric pollutants. Spaces where these pollutants are present shall be kept well ventilated.
- 6.2.9 Equipment Storage and Usage: Equipment must not be left lying around but must be suitably stored. No wires must be left trailing across floors. Non flammable rubbish bins must be positioned at various points. No paraffin, bar electric or calor gas fires will be used at SPORTS4LIFE WELLNESS premises.
- 6.2.10 Electrical Equipment: Routine inspection of plug and cables for loose connections or faults should be carried out. All faults should be rectified as soon as possible with the equipment being taken out of use until the repair has been carried out. All building maintenance such as electrical work, carpentry, painting, etc should be carried out by skilled people. No staff should endanger themselves or others by carrying out such work. Broken, ineffective or damaged electrical equipment must be reported to the Manager. Any trailing wires or cables should be kept neat and tidy so that they are not hazardous to others or likely to cause accidents. Any extension leads trailing across the floor should not be used on a path where people walk to avoid accidents.

### **6.3 Stress**

- 6.3.1 S4LW recognises that stress at work is a serious issue.

- 6.3.2 Stress is a workplace hazard that must be dealt with like any other. Thus, the responsibility for reducing stress at work rests with both the employer and employee.
- 6.3.3 SPORTS4LIFE WELLNESS will do all it can to eradicate problems relating to stress at work. We will:
- Provide opportunities for staff to contribute in the planning and organisation of their own work.
  - Ensure staff have work targets that are stretching and reasonable.
  - Implement effective policies and procedures for dealing with bullying and any form of harassment.
  - Encourage good communication between staff and management.
  - Promote the maintenance of a supportive culture in the workplace.
  - Where appropriate, take into consideration an employee's personal problems/problems at home.
  - Ensure employees avoid working long and unsociable hours.
- 6.3.4 SPORTS4LIFE WELLNESS will ensure that all policies, working practices, conditions of employment do not contradict the above statement.
- 6.3.5 Employees should be aware of the causes of stress and ensure that they do not work in a way that could cause them to suffer an increase in stress, nor cause an increase in stress on others.
- 6.3.6 Employees must respect other members of staff and ensure that interpersonal conflicts are avoided or dealt with sensibly.
- 6.3.7 Employees must not make unrealistic demands on other workers, by imposing impossible deadlines and/or increasing others' workloads to a level they cannot cope with.
- 6.3.8 If any employee is suffering from stress at work, they should discuss this with their line manager at the first opportunity. Where practicable and reasonable, the Institute will seek to provide assistance to the employee.

## **7. WELFARE ARRANGEMENTS**

### **7.1 Toilets**

- 7.1.1 Sports4Life Wellness will seek to ensure that suitable and sufficient toilets and washing facilities are provided for staff in accordance with the minimum requirements of Health and Safety legislation.
- 7.1.2 Washing facilities will include a supply of clean hot and cold water, soap and suitable means of drying (e.g., paper towels).

### **7.2 Drinking Water**

- 7.2.1 An adequate supply of drinking water will be provided for all staff.

### **7.3 Alcohol**

7.3.1 The consumption of alcohol on the premises is forbidden.

### **7.4 Rest Areas**

7.4.1 So far as is reasonably practicable the institute will provide all staff with seating in a rest area, where they may rest during normal work breaks.

### **7.5 Pregnant Employees**

Suitable rest facilities will be provided for pregnant employees.

### **7.6 Hours of Work**

7.6.1 Employees should not work excessively long hours and should take adequate breaks for meals and rest as indicated within their statements of terms and conditions of employment.

## **8. USE OF VISUAL DISPLAY EQUIPMENT (VDU)**

### **8.1 GENERAL**

8.1.1 It is the policy of the Institute to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations 1992.

8.1.2 Sport4Life Wellness will aim to minimise risks associated with the use of VDUs, which include visual fatigue and stress through good workplace design, provision of breaks where intensive screen work is being undertaken, training and consultation with users. The Institute will assess risks and remove or reduce to the lowest level reasonably practicable.

### **8.2 Organisation of Work**

8.2.1 Appropriate seating must be available to all users.

8.2.2 Staff will take regular breaks (at least 10 minutes away for every hour at the screen). Short frequent breaks are more satisfactory than occasional longer breaks.

### **8.3 Equipment**

8.3.1 Resources will be sought by the Institute to: -

(a) provide VDUs with a detachable and adjustable screen, i.e., in height, swivel, etc. to allow for the individual preference of the operator.

(b) providing computer cleaning supplies.

(c) provide a wrist and footrests at each workstation.

(d) An anti-static mat at each workstation.

(e) Provide keyboards which are separate from screens.

- (f) Provide anti-glare screens, where direct light cannot be prevented from falling on the screen.
- (g) Provide adequate workstation space.

#### **8.4 Maintenance**

- 8.4.1 Copies of the manufacturers' detailed instructions on the maintenance of the machinery should be kept in the office.
- 8.4.2 The Manager will ensure that maintenance contracts are adhered to and, where appropriate, renewed.

#### **8.5 Eye and Eyesight Tests**

- 8.5.1 New staff working with VDUs are entitled to have eyesight tests paid for by Including Women.
- 8.5.2 A contribution towards the cost of spectacles will be made if the optician considers that spectacles are required solely for VDU use.

#### **8.6 Repetitive Strain Injury**

- 8.6.2 Work Related Upper Limb Disorders (also known as Repetitive Strain Injury) are often associated with keyboard work. It is the intention of S4LW by following the best advice to provide VDU/keyboard equipment and furniture that help prevent the development of these musculoskeletal disorders.
- 8.6.3 Staff however should contribute to their own safety and welfare by:
  - avoiding sitting in the same positions for long periods
  - adjusting the equipment and furniture to appropriate/comfortable positions
  - taking a rest break from VDU work (at least 10 minutes away every hour) by doing some other work.

### **9. FIRE SAFETY**

#### **9.1 Hazards**

- 9.1.1 Staff need to be aware of the fire hazards, to know the location of fire exits and the assembly point. Everyone must know the fire drill procedure, and these will be part of the induction process for all new staff and volunteers.
- 9.1.2 Access to escape doors, extinguishers and other fire fighting equipment must not be obstructed.

#### **9.2 Fire Exits**

- 9.2.1. All fire exits must be always unlocked and kept clear the Institute's premises is open.

- 9.2.2 All fire exits should be checked regularly by designated staff.
- 9.2.3 All areas should be kept free from litter and any materials that may cause a fire or hinder escape.

### **9.3 Fire Drills**

- 9.3.1 The Manager is responsible for carrying out fire drills and will arrange at least three each year.
- 9.3.2 The Manager is responsible for ensuring that staff are aware of the evacuation procedures.
- 9.3.3 After each fire drill, the Manager should liase with staff to review the success or otherwise of the drill, and to make recommendations for improved practices.
- 9.3.4 The Manager shall test the fire alarms at regular intervals. The Institute's staff will be notified of any testing taking place during office hours.
- 9.3.5 Visitors to the Institute and all its and volunteers must be made fully familiar with the escape routes and the assembly point.
- 9.3.6 Records should also be kept of the fire drills carried out.
- 9.3.7 Copies of the fire drill procedures should be posted in each room.

### **9.4 Fire Drill Procedure**

If the fire alarm sounds:

- Evacuate the building immediately by the nearest exit.
- Do not use the lift.
- Ensure any visitors leave the building.
- Do not put yourself at risk.
- Do not re-enter the building for any reason until the Manager or the fire brigade confirm that it is safe to do so.

If you discover a fire:

- Raise the alarm by operating the break glass switch at the nearest Fire Alarm call point. These are located WHERE?
- Evacuate the building immediately as above.

## **10. SECURITY**

### **10.1 Burglar Alarm**

All workers are responsible for ensuring that the premises are made secure if they are the last people out of the building. This includes locking up and setting the burglar alarm.

### **10.2 Opening/Locking Up Rota**

Workers are expected to be on a rota for opening and locking up the building.

### **10.3 Office Cover**

Two workers should be always on the premises. No worker should be left on his/her own.

### **10.4 Out-of-Office Hours**

Workers who are required to attend meeting out of office hours should be given the choice of safe transport in getting home, e.g., taxi fare, a lift from a driver.

**SIGNED ON BEHALF OF SPORTS4LIFE WELLNESS LTD BY: CLAUDINE BOOTHE**

SIGNED...

A handwritten signature in cursive script, appearing to read "Claudine Boothe", written in black ink on a light-colored background.

**DATE: APRIL 30,2023**