

Health and Safety Policy

General Statement

These guidelines have been developed to promote good practice and support work that is safe, effective, and appropriate for all. The guidelines provide guidance to colleagues regarding health and safety issues that should be considered when conducting sessions or events.

This policy statement applies to anyone working on behalf of West Midlands Sports Development CIC, including directors, employed staff, volunteers and self-employed coaches (referred to throughout as colleagues).

This document is offered as a guide to good practice. All colleagues that regularly conducts sessions with groups or individuals should complete a health and safety and risk assessment taking these guidelines into account, together with any other specific requirements from the Directors, such as venue specific policies.

All colleagues should also be vigilant to implementing any additional safe working practices as appropriate with the above in mind.

These guidelines are subject to regular review and will be updated on an annual basis or when required. Colleagues should ensure they review this document on a regular basis. If you have any problems understanding or applying these guidelines to your work please contact one of the Board of Directors.

Health and safety guidelines for colleagues include:

- Not to operate with less than two workers and try and be in sight of each other at all times
- The team must always carry a mobile phone ready for use in case of emergency or to contact a relevant parent, partner, colleague or manager only.
- Ensure a contact number for a line manager is available.
- Inform their line manager if the specific locations and times to be worked are altered to meet the communities need.
- Always carry their Identification badge with them.
- Avoid attracting unnecessary attention by wearing/carrying valuables.
- Colleagues should not transport participants in their own vehicles or allow them to be carried in vehicles driven by the participants with whom they work, except in emergencies or specific reasons agreed with the line manager first.

- Colleagues transporting participants must provide evidence of appropriate business insurance and will need to familiarise themselves with the Health and Safety transport guidelines.
- Not take unnecessary risks and recognise their own and their colleague's limitations.
- Always work within the law.
- Bring Health and Safety matters and other concerns to the attention of their line manager, so that appropriate risk assessments can be updated and action can be carried out.
- Complete any incident report forms relating to First Aid, Safeguarding and/or other incidents that occur during a session,

West Midlands Sports Development CIC will provide colleagues with:

- Induction and training
- First aid kit including surgical gloves
- Consent forms and other relevant documents
- ID badge

Training

West Midlands Sports Development CIC will ensure that all colleagues have appropriate training for their line of work that is up to date. First Aid and Safeguarding training must be renewed before a 3-year period.

Health and Safety Structure and Responsibilities

Arrangements for Health and Safety

Directors are responsible for ensuring that the Health and Safety Policy, especially local arrangements, are communicated to colleagues and volunteers at all levels.

Local Management of Health and Safety

Directors are responsible for ensuring that organisational arrangements for health and safety are put in place and that a Lead Member is nominated to undertake health and safety at delivery level. They must ensure that the person appointed is trained to a suitable level and has sufficient time to carry out their duties. In addition, adequate training, time and resources must be made available in order for them to carry out their duties effectively.

Health and Safety Training

Directors are responsible for ensuring that all colleagues receive sufficient training to enable them to carry out their duties, so far as is reasonably practicable, without risk to health and safety. Directors must ensure that health and safety training needs are identified for each colleague, a training schedule is developed and that training records are maintained. Refresher training must also be carried out when appropriate.

Emergency Procedures

The Directors are responsible for ensuring that appropriate arrangements are in place in case of a major emergency. They must undertake an oversight Risk Assessment of the session or event

The Lead Member must ensure that there are adequate arrangements in place for the safe evacuation of colleagues and participants from premises under their control in the event of an emergency. This should also fit in line with the venue's emergency procedures where necessary.

First Aid

All colleagues are required to be First Aid trained and the must be renewed before a 3-year period of the training.

- Call 999 immediately
- Ask for help. If a portable defibrillator is available, ask for it!
- Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation
- Only deliver CPR by chest compressions and use a defibrillator (if available) – don't do rescue breaths

After delivering any first aid

- Ensure you safely discard disposable items and clean reusable ones thoroughly
- Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible

Accident Reporting and Investigation

All accidents must be reported by the Lead Member and any appropriate documentation is returned to the Directors.

Directors must ensure that incident reports are made in accordance with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), and that the notification is made in due time. Reports must be made via the Occupational Health and Safety Service.

Investigation

Directors must ensure that all accidents/incidents and dangerous occurrences are investigated, a report is produced and the necessary corrective action is taken.

If you have any queries relating to health and safety, please contact our Responsible Director Anthony Maguire on 07730 511416

This policy was last reviewed on 11/12/2022