



Tavistock Football Development Centre Ltd. **Health and Safety Policy Statement**

Introduction

It is the policy of the Company to ensure the health, safety and welfare of all our employees and the health and safety of all other persons affected by our undertakings in accordance with the requirements of the Health and Safety at Work etc. Act 1974, (HASWA).

As a company it is our policy to comply fully with the HASWA and all other relevant statutory provisions, subject only to exceptions, exemptions, and qualifications as are provided for in the legislation.

We will provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and provide such training, instruction, information and supervision as is necessary for this purpose. We also fully accept our responsibility for visitors, contractors and others who may be affected by our activities.

The allocation of general duties and responsibilities for safety matters and the arrangements, which we will make to implement the safety policy, are set out below.

The policy and the way it is operated will be reviewed at least annually and more often if the business changes in nature or size. It will also be revised in the light of legislative or organisational changes. Any revision necessary to improve safety performance will be made and then brought to the attention of all employees and others. The policy statement is effective from the date of its publication.

As a Company, we welcome this opportunity of stressing our continuing concern that all our employees should be provided with the safest and healthiest working conditions possible. We have a particular health and safety exposure in that many of our employees for whom we are responsible work in confined circumstances, often are required to manage people who have no wish to be compliant and may have committed acts of violence. However, we acknowledge that these problems do not absolve us from our responsibilities. Instead, they place upon us the onus of making greater efforts to reduce risks to an acceptable level.

The policy of the Company is to exceed the minimum requirements of the law where possible and to do this we will provide sufficient resources to meet this commitment. We will also ensure that systems are in place, which will allow us to maintain, monitor and, where necessary, improve safety performance. Included in these systems will be a means to allow communication and consultation on health and safety matters between those working all levels within the Company. To achieve this policy the Company will:

- (i) Provide adequate resources to maintain health and safety.
- (ii) Use of both qualitative and quantitative risk assessment methods and review them when necessary to show both legal and policy compliance, and to generally support decision making on Health and Safety issues.
- (iii) Provide and maintain where reasonably practicable, systems of work, which are, safe and without risk to health.
- (iv) Provide each employee with such information, instruction and training as is necessary to enable the safe performance of work activities.
- (v) Ensure that each employee is supervised until they are competent in the tasks required of their position.
- (vi) Establish safe working arrangements for the use, handling, storage and transport of articles and substances provided for use at work.
- (vii) Carry out health surveillance, where required.
- (viii) Ensure that all machinery, plant and equipment are maintained in a safe condition.
- (ix) Make adequate provision and arrangements for welfare facilities at work.
- (x) Keep the workplace safe and ensure that access and egress are safe and without risk.
- (xi) Undertake a formal audit, review and reporting of practices and performance as the basis for continuous improvement in health and safety management and performance.
- (xii) Monitor safety performance to maintain the necessary records and agreed standards.
- (xiii) Involve all employees in the management of their health and safety and to develop appropriate employee competencies through training, communication and co-operation.

The Policy Statement applies to all Company employees.

This Policy Statement also applies to other personnel, including members of the general public, contractors and visitors who have reason to visit, work in, or attend premises occupied.

This Policy Statement also applies to Health and Safety issues which arise, or may arise from accommodation, operational activities and procurement.

Service Standard

The Company will ensure that the service delivery standard of workplace health and safety safe systems will be maintained at all times by providing an effective management structure and appointing suitable competent persons to audit and monitor policies and procedures on a regular, and annual basis.

Competent Personnel

The Company, so far as is practicable, will ensure that competent persons are appointed to assist the company in meeting our statutory duties including managing the safety systems of work and that where necessary, external competent professional services are available when internal resources require specialist support.

The Company shall in entrusting tasks to its employees take into account their capabilities as regards health and safety and fire safety. It will require that employees are provided with adequate training to undertake delegated duties competently. Training will be specifically focused on the responsibilities of the individual; it will be provided prior to the individual assuming the responsibilities and repeated at regular intervals as necessary.

Safety Management Structure, Obligations and Responsibilities

The Directors of The Company are responsible for the establishment of the Health and Safety Policy, and that this Policy is implemented and operated through the relevant manager at every site, and through the actions of all coaches and staff.

Obligations-

Section 2(1)

To ensure so far as is *reasonably practicable* the health, safety and welfare at work of employees.

Section 2(2) - duties of employers to employees

- Safe plant and systems of work
- Safe use, handling, storage and transport of goods and materials
- Provision of information, instruction, training and supervision
- Safe place of work including means of access and egress
- Safe and healthy working environment and welfare arrangements

Section 3 – duties of employers and self-employed persons other than employees

The employer shall so far as *reasonably practicable*:

- (a) Not expose them to risk to their health and safety.
- (b) Provide relevant information regarding any risk and site rules.
- (c) Provide them with an escort to supervise visitors through the site.

Section 4 – duties of those in control of premises:

- (a) Ensure safe access and egress to premises and plant.
- (b) Ensure that plant and substances in the premises are safe without risk to health.

Section 8 – duties to all persons:

No person shall intentionally or recklessly misuse or interfere with anything provided under the HASAWA 1974 and other legislation in the interests of health and safety.

Section 9 – duty of employer not to charge:

The employer shall not charge the employee for done or provided to comply with legislation i.e. PPE.

Section 36 – offences due to the fault of another person:

Due to the act or default of some other person in their employment or on site shall be guilty of the offence and may be charged.

Section 37 – offences by the corporate body:

To have been committed with the consent or connivance of those concerned.

Accountability and Responsibility for Safety

The Directors are ultimately responsible for the Company's adherence to health and safety legislation. The Head of Performance oversees the company wide implementation and maintenance of the policy. The Head Coach & Coaching team are accountable to the Director and are directly responsible for preventing injuries and illness, with each level accountable to the one above and responsible for the one below.

The responsibility for specific operational activities (including, implementation of working practices and procedures) rests with the overall Supervisor of each site, under the supervision of the Head of Performance and Head Coach.

The most senior coach or supervisor of the Company at each of our premises is responsible for ensuring that it is a healthy and safe place for everyone. Among other aspects of health and safety, that responsibility includes the establishment, maintenance and where necessary the implementation of appropriate procedures to be followed in the event of serious or imminent danger. The said coach or supervisor is to ensure that a sufficient number of competent persons are nominated to implement those procedures insofar as they relate to the evacuation from the premises of his/her employees.

All Supervisors, have explicit management responsibility to assure themselves that satisfactory standards of Health and Safety are maintained within their area of responsibility, for employees they manage and others affected by their work and that any omissions or failings are rectified. Management also have a duty to ensure that all processes and systems of work are designed to take account of health and safety and are properly supervised at all times.

The Head of Performance is also the head of Health and Safety and is responsible for advising management of safety legislation and monitor compliance with statutory duties and company policy.

Safety is a condition of employment. Every employee must therefore co-operate with The Company to enable all statutory duties to be complied with. The successful implementation of this policy requires total commitment from all levels of employee, from the director to the Training centres. Each individual has a legal obligation to take reasonable care for his or her own health and safety, and for the safety of other people who may be affected by his or her acts or omissions.

Employee Duties

All employees have a responsibility to take reasonable care of their own health, safety and welfare and to adhere to the requirements of the Health and Safety at Work Act 1974.

Section 7: employee's duties

- Take **reasonable** care of their own health and safety and that of others who may be affected by their acts or omissions
- Co-operate with the employer so as to ensure that the employer can comply with his statutory obligations

Including the company's policies and procedures on Health and Safety and the working environment.

Section 8 – duties to all persons:

No person shall intentionally or recklessly misuse or interfere with anything provided under the HASAWA 1974 and other legislation in the interests of health and safety.

Section 37 – offences by the corporate body:

To have been committed with the consent or connivance of those concerned.

All employees will be expected to use any work equipment, dangerous substance, transport equipment, means of production, or safety device provided for his/her use in accordance with training given, or instructions provided concerning its use.

Employees issued with Personal Protective Equipment are to use such equipment in accordance with the instructions and training provided by their manager or supervisor. In some cases the wearing of such clothing or equipment is a statutory requirement, and failure to comply with such precautions can result in disciplinary action being taken.

The co-operation of all employees is vital to the success of this Policy. Therefore, it follows that any breach of safe systems of work, safety rules and instructions will be viewed as a serious offence, which could lead to disciplinary procedures.

Visitors and Residents

The Company will take the necessary measures to ensure the health and safety of all visitors to and persons resident on our premises. The Company will provide all visitors and residents with the necessary training and information on company procedures and systems so as to ensure their health and safety. The information will contain details of the systems of work and action to be taken in the event of an emergency.

Contractor Health and Safety

The Company will comply with regulation 11 of the Management of Health and Safety at Work regulations 1999 to co-operate with other employers and co-ordinate the measures needed to comply with the requirements and prohibitions imposed by the relevant statutory provisions. In

this respect, The Company will ensure that all contractors employed by the company are provided with the necessary training, information and instructions on company procedures and systems so as to ensure their health, safety and welfare whilst on company premises. Where necessary, the information will contain details of the systems of work and action to be taken in the event of an emergency etc.

Approach to Service Delivery

It is the policy of the Company to provide effective communication across all levels of the organisation and with all external agencies and Unions to ensure the success of our health and safety policy and health and safety strategy. This ensures that the company objectives and policy relating to the delivery of an effective health and safety service are clearly understood by all concerned and that plans, standards, procedures and systems are implemented and performance is monitored.

Effective communication also helps to secure the involvement and commitment of both company management and employees, residents, contractors, visitors and union representatives. Open communication systems encourage comments and ideas for improvements to the system from both individuals and groups in the workplace. These are the people who, after all, have first hand experience of the systems of work that have been implemented and the practical problems associated with them.

Consultation on Health and Safety

Adequate facilities and arrangements will be maintained to enable employees and their representatives to raise health and safety issues.

The company will consult with staff and partner organisations as well as formally recognised union appointed safety representatives and representatives of employee safety with regard to:

- (i) The introduction of any measures at the workplace, which may substantially affect the health and safety of the employees the safety representative concerned represents.
- (ii) Any health and safety information we are required to provide to the employee the safety representative concerned represents, by or under relevant statutory provision or duty.
- (iii) The identification of any hazards and risks identified by any risk assessment, which may affect the health and safety of those employees the safety representative concerned represents.

Health and Safety Training

The Company recognises that training is an important way of enhancing competence. Therefore, we will provide all information, instruction, training and supervision necessary so that work can be carried out in the safest practicable manner and to the highest possible standard. Adequate health and safety training will also be provided to all employees. Local management is responsible for providing employees with site specific health and safety training.

An employee who becomes aware of any hazards should report them on an Incident Report Form. The Company will then investigate, if a problem exists, ensure action is taken.

Accidents at Work

It is vital that employees who are involved in or who witness an accident, assault, injury, dangerous occurrence or near miss follow the procedures detailed in the Accident/Assault Reporting and Investigation Policy. Any accident, assault, injury, dangerous occurrence or near miss will be investigated by a manager or supervisor and appropriate action taken to prevent any recurrence.

Policy Communication

This policy, its contents, any amendments and specific responsibilities will be brought to the attention of all new employees and others who may be affected by our undertaking. The policy, its contents, any amendments will also be communicated within:

- (i) Board & Team meetings.
- (ii) Internal Group memorandum.
- (iii) Notice board updates, etc.
- (iv) Training Courses and sessions.
- (v) Public Folders.

Policy Monitoring

Monitoring performance is necessary as part of our health and safety management system and to ensure compliance with legal requirements. The Company will audit, evaluate and review our procedures to ensure continuous improvement and that we provide a safe and healthy environment for staff, residents, contractors and visitors.

Conclusion

It is in the interests of everyone the Company, our customers and the general public that a healthy and safe working environment is provided and maintained. We endeavour to do our part and to ensure that our customers do theirs. We rely on our employees to play their part. We hope and expect that all employees will contribute towards making the Company a safe and healthy Company in which to work.