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## **Health & Safety Policy**

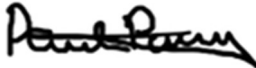
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<b>Policy Owner:</b>	Directors
<b>Queries to be directed to:</b>	Directors & Health & Safety Team
<b>Signed:</b>	
<b>Dated:</b>	17/09/2021

This policy will be reviewed on an annual basis. Sporting Chance Newport CIC reserves the right to amend this policy, following consultation, where appropriate.

<b>Date created:</b>	September 2020
<b>Date of last review:</b>	September 2022
<b>Date of next review:</b>	September 2023

## **1. Summary**

This policy is an overview of health and safety arrangements and accompanies a set of topic policies, guides and forms. Included in this overarching policy is a description of roles and responsibilities and the arrangements to ensure Sporting Chance Newport CIC meets legal obligations, sets and monitors standards and provides information to staff.

## **2. Who is the policy for?**

Sporting Chance Newport CIC recognises its responsibilities for ensuring, as far as is reasonably practicable, the health, safety and well-being of its employees, volunteers, learners, service users, visitors and anybody who may be affected by our operations, undertakings and activities.

## **3. Policy Statement**

Sporting Chance Newport CIC recognises its responsibility for ensuring, so far as is reasonably practicable, the health, safety and welfare of our employees, volunteers and all others who may be affected by our work. In accordance with the Health & Safety (First Aid) Regulations 1981, Sporting Chance Newport CIC will provide adequate and appropriate equipment, facilities and personnel to ensure that if anyone is injured or taken ill during the course of our work they will receive immediate attention.

Health and safety legislation requires Sporting Chance Newport CIC to have a written health and safety policy. The Health & Safety Statement of Intent is authorised by the Directors of Sporting Chance Newport CIC and is reviewed annually. It is displayed on the Sporting Chance Newport CIC website and also available internally within the policy folders.

The Health & Safety Executive (HSE) promotes a plan, do, check, act approach to achieve a balance between the systems and behavioural aspects of safety management. The management of health and safety in Sporting Chance Newport CIC is an integral part of good management generally and aligns with all relevant current legislation, approved codes of practice and guidance.

Sporting Chance Newport CIC encourages all staff, volunteers, visitors and service users to involve themselves in helping formulate and follow our health and safety arrangements.

#### 4. Definitions

<b>Manager</b>	Manager with responsibility for the staff working within it
<b>Service manager</b>	Refers to all managers with day to day responsibility for a service irrespective of their job title
<b>Service</b>	May also refer to projects, programmes, school, provision, settings and teams
<b>Health &amp; Safety Team</b>	Refers to competent, designated Health & Safety staff employed by Sporting Chance Newport CIC
<b>Audits</b>	Refers to internal audits, inspections and site checks carried out by a member of the Health & Safety Team or an independent specialist adviser engaged to work on behalf of the team
<b>Management Team and Senior Managers</b>	Refers to Directors and designated Senior Service Managers

#### 5. Responsibilities

##### 5.1 Responsibilities of the Directors

Directors have overall legal responsibility for the health, safety and welfare of

- Staff (including volunteers)
- Members of the public engaged with Sporting Chance Newport CIC
- Members of the public coming into contact with Sporting Chance Newport CIC
- Employees of other organisations working with Sporting Chance Newport CIC

This duty is discharged in part, through the Health & Safety Team and other suitably qualified staff in order to ensure, as regards the health and safety of these individuals, that:

- All reasonable, practical steps to ensure everyone’s health, safety and welfare are taken;
- Sporting Chance Newport CIC is compliant with all legislation and applicable regulations;
- Sporting Chance Newport CIC develops and implements the appropriate and necessary systems and procedures;
- Sufficient resources are devoted to the health and safety function.

The Sporting Chance Newport CIC audit team will receive an annual report on the arrangements Sporting Chance Newport CIC has in place to manage health and safety and the Directors receive a quarterly report focusing on risk and the management response.

Through these arrangements the Directors are able to reassure themselves that health and safety matters are taken seriously and managed competently across Sporting Chance Newport CIC.

## **5.2 Responsibility of the Health & Safety Team**

The Health & Safety team has delegated responsibility from the Directors. In order to fulfil this responsibility, the Health & Safety Team will

- Appoint competent health & safety advisers, sufficient for the size and nature of the organisation.
- Ensure a Statement of Intent is in place demonstrating a clear commitment to health and safety principals and legislation.
- Ensure the implementation of the Health and Safety Statement of Intent, policies and arrangements within their areas of responsibility.
- Be cognizant of and alert to the advice given by competent persons regarding statutory requirements affecting Sporting Chance Newport CIC and the management arrangements in place to meet these.
- Provide adequate funding and facilities to meet the requirements of the Health and Safety Statement of Intent.
- Support the development of a positive health and safety culture and hold their management team to account for delivering the same.
- Directly advising the Directors of any matters which, in their view, Directors should be made aware and require a response.
- Undertaking a review of the Health and Safety Statement of Intent, policies and associated documentation on a periodic basis, or as required due to operational changes.
- Ensuring that all statutory reporting required by the Health and Safety at Work Act 1974 and all associated Regulations (e.g. RIDDOR Reporting) is undertaken.
- Developing and maintaining information systems to ensure Sporting Chance Newport CIC is able to measure the effectiveness of health and safety arrangements and plan its priorities to meet organisational and statutory requirements.
- To alert senior management to any significant organisational risks, trends and issues with recommended or necessary management response.

## **6. Arrangements for Health & Safety Management**

### **6.1 Risk Assessments**

It is a legal requirement for Sporting Chance Newport CIC to make an assessment of the health and safety risks arising out of our work. The purpose of the assessment is to identify what needs to be done to control health and safety risks. (Regulation 3 of the management of Health and Safety at Work Regulations 1999) Service managers are responsible for ensuring a risk assessment is carried out before any work commences which presents a risk of injury or ill health. This includes work carried out at Sporting Chance Newport CIC premises and off-site e.g. in the community.

Records of risk assessments demonstrate compliance with health & safety law and must be made available to everyone identified as being at risk and the H&S team. All risk assessments are reviewed annually or whenever an incident or change of circumstances prompts an immediate review. Sporting Chance Newport CIC will maintain a Risk Assessment Register (RAR). The RAR will be reviewed by the H&S team annually as part of the internal audit process and must also include Display Screen Equipment Assessments, Personal Emergency Evacuation Plans (PEEPs) and any Home Worker Assessment Checklists.

Regulatory checks must be carried out in accordance with H&S regulations and Sporting Chance Newport CIC policy and evidence of compliance must be submitted to the H&S team.

### **6.2 Incident and Near Miss Reporting**

All incidents and near misses must be reported and investigated in accordance with Sporting Chance Newport CIC Incident and Near Miss Reporting Policy. All reports and investigations are reviewed by the Health & Safety Team.

### **6.3 Monitoring and Review**

The Health & Safety Team develops and maintains reporting, monitoring and reviewing systems and procedures. Regular reports of incidents and near misses are produced and distributed to the Directors for dissemination, discussion and action. The Health & Safety team liaises with the Directors on issues of risk reduction.

Quarterly and annual reports are provided for the Directors focussing on risk and actions to reduce risk.

Reports are created regularly by the H&S Team highlighting numbers and types of incidents, trends and lessons learned and shared with the School Leadership Team (SLT).

Other methods used to monitor, and review health & safety arrangements and performance is via

- Internal audits
- Consultation with Health and Safety Representatives

#### **6.4 Induction, Supervision and Training**

All employees and volunteers must be provided with information and training relevant to their roles.

Relevant health & safety information is provided during induction and discussed in supervision and local meetings. Line managers must ensure all staff and volunteers undertake induction relevant to their position and area of work.

Specific health & safety training is available for all managers to ensure they are aware of management arrangements including policies, procedures and processes. All new managers must attend the Health, Safety & Wellbeing for Managers training as soon as possible after commencing their employment. It is a requirement that managers refresh their knowledge by attending the Health, Safety & Wellbeing course every three years.

First Aid training is commissioned in accordance with local First Aid Need Assessments.

Advice on assessing training needs is available from the Health & Safety Team.

Health and Safety Representatives must meet with service managers at least every three months to share health and safety concerns, develop action plans and priorities for attention within Sporting Chance Newport CIC.

#### **6.5 Health and Safety Information and Communication**

In accordance with The Information and Consultation of Employees Regulations 2004, Sporting Chance Newport CIC must effectively communicate issues relating to health and safety. Sporting Chance Newport CIC is committed to facilitating effective communication and acknowledge it is essential to the success of the worker involved in health and safety and the maintenance of a positive health and safety culture.

For effective resource management, online, teleconferencing, e-communication and hosted events are arranged to consult and share information, such as workshops etc.

Local team meetings must include health, safety and wellbeing agenda items and H&S representatives will feedback to the H&S Team any issues requiring further advice and guidance.

Sporting Chance Newport CIC has a clear notice board which displays all necessary health & safety information. It is the responsibility of the Health & Safety Team to ensure this notice board is kept up to date. Sporting Chance Newport CIC has a legal duty under the Health and Safety Information for Employees Regulations to display the approved health and safety law poster in a prominent position.



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Other information to be displayed (or made available in the H&S folder) are:

- Name and location of first aiders and first aid kits;
- Details of Fire Marshals;
- Name of Health & Safety Representatives
- Emergency Contact details (for hospitals, utilities etc);
- Employers Liability Certificate & other insurance cover details
- Statement of Intent
- No Smoking Notice

Other health and safety information that must be readily available for all staff and employees include:

- Risk assessment and control measures required
- Minutes from H&S related meetings
- Reference to Health & Safety campaigns
- Hard copies of H&S related Bulletins

### **6.6 Information for visitors**

All visitors to Sporting Chance Newport CIC must be provided with information on any identified risks, emergency procedures including evacuation procedures, location of first aid provision and the location of available welfare facilities. A visitor signing in and out procedure must be operated to inform a roll call in the event of an emergency evacuation.

Information on risks in the workplace must be shared with contractors visiting the location to carry out works. Essential information includes asbestos survey, fire safety and first aid provision.

### **6.7 Staff well being**

Sporting Chance Newport CIC recognises that the work it does requires that its employees are resilient and that its own practises and policies help to develop and maintain that resilience and sense of well-being.

### **6.8 Insurance**

In accordance with the Employer's Liability (Compulsory Insurance) Act 1969 and Employer's Liability (Compulsory Insurance) Regulations 1998, Sporting Chance Newport CIC recognises its obligation to take out and maintain insurance cover against bodily injury or disease sustained by employees arising out of and in the course of employment.

Sporting Chance Newport CIC has made provision for Employers Liability Insurance and Public and Products Liability Insurance. The arrangements for these are as follows:



### 6.9 Employers' Liability Insurance and Public and Products Liability Insurance

Employer's Liability insurance has been taken out with an indemnity limit of £10 million for any one occurrence, inclusive of costs, in the period of insurance. It is a statutory offence not to display the Certificate of Employers' Liability.

Public and Products Liability insurance has been taken out with an indemnity limit of £5 million.

### Appendix 1: Equality Impact Assessment

Sporting Chance Newport CIC is committed to always: avoiding the potential for unlawful discrimination, harassment and victimisation; advancing equality of opportunity between people who share a protected characteristic and those who do not; and, foster good relations between people who share a protected characteristic and those who do not.

An Equality Impact Assessment (EIA) is a tool for identifying whether or not strategies, projects, services, guidance, practices or policies have an adverse or positive impact on a particular group of people or equality group. While currently only public bodies are legally required to complete EIA's, Sporting Chance Newport CIC has adopted the process in line with its commitment to continually improve equality performance.

#### 1. Summary

<b>This EIA is for:</b>	First Aid Policy
<b>This EIA is for:</b>	Samantha Parry – Head of Health & Safety
<b>Date of assessment:</b>	14/09/2020
<b>Assessment approved by:</b>	N/A

#### Objectives and intended outcomes

This EIA has been completed in order to ensure that the implications and potential impact, positive and negative, of the Sporting Chance Newport CIC Complaints Policy for all staff have been fully considered and addressed, whether or not staff members share a protected characteristic.

#### 2. Potential Impacts, positive and negative

Equality Area	Positive	Neutral	Negative	Summary
Age		X		The policy applies equally to all members of staff regardless of age. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because of their age.

Equality Area	Positive	Neutral	Negative	Summary
Age		X		The policy applies equally to all members of staff regardless of age. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because of their age.
Disability		X		The policy applies equally to all members of staff regardless of health/disability. It is not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because of their disability.
Pregnancy & Maternity/Paternity		X		It is not considered that the policy positively or negatively impacts on pregnant women or on staff on maternity or paternity leave.
Race (incl. origin, colour and nationality)		X		The policy applies to all members of staff regardless of their race, origin, colour or nationality. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively in these respects.
Gender and Gender Re-assignment		X		This policy applies equally to all members of staff regardless of their gender at any given time. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because of gender.
Sexual Orientation		X		This policy applies equally to all members of staff regardless of their sexual orientation. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because of their sexual orientation.

### 3. Negative impacts and mitigations

Negative Impact	Mitigation	Owner
None		



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