

# Wiltshire and Swindon Sport Health and Safety Policy

## Context and overview

### Key details

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This Health and Safety policy sets out how Wiltshire and Swindon Sport approaches the safety and wellbeing of its staff and those who we work with.

Wiltshire and Swindon Sport is committed to promoting the health and safety of its staff, partners and customers and reducing and managing risks associated with all aspects of our operations and ensure compliance with all relevant legislation.

### Responsibilities of the Chief Executive Officer:

- Establishing an effective safety culture within the team by promoting health and safety as an integral part of Wiltshire and Swindon sport.
- Arranging for the continuing development of health, safety and welfare policy and the monitoring of adherence to that policy.
- Allocating and prioritising resources to support the Wiltshire & Swindon Sport occupational health, safety, welfare and well-being policies.

### Responsibilities of people with management or supervisory roles:

- Considering health and safety matters as an integral part of their role.
- Ensuring all significant risks are assessed and that the necessary controls are identified.
- Ensuring all employees under their control receive adequate information, instruction, training and supervision to enable them to work safely and without risk to health.
- Continually developing and monitoring safe working practices.
- Ensuring the health and safety of non-employees is considered in the planning of work activities.
- Ensuring all accidents, near misses and incidents of violence, aggression or verbal abuse at work are reported and investigated in line with the company policy.
- Implementing the various Wiltshire & Swindon Sport policies relating to the broader well-being of employees.

## Individual employees:

- Looking after your own health and safety.
- Looking after the health and safety of other employees or non-employees who may be affected by your acts or omissions.
- Co-operating with your managers by following agreed working practices and safety procedures.
- Reporting any accident, near miss, incident of violence, aggression or verbal abuse or any hazard.
- Ensuring equipment provided for health, safety and welfare purposes is not misused or interfered with.

## Incident Reporting and Investigation

The company will comply with the requirements of Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1996 (RIDDOR).

A record of all injuries and significant near misses (when an injury could have occurred, but by chance, did not), involving members of staff, trainees, contractors working on company premises, agency staff or members of the public, must be kept, these should be recorded on an accident report form. These forms should be reviewed on a regular basis to identify any recurring problems and inadequately controlled risks.

These incidents and near misses should be reported to the responsible officer; all forms should be signed by the relevant manager. A form should be completed for:

- All injuries
- All cases of work – related ill health to employees
- All cases of occupational disease that are notified to you by an employees' Doctor
- All dangerous occurrences and other significant 'near misses'
- All incidents of physical assault to staff
- Verbal assaults and threats
- Road traffic accidents to staff whilst they are at work
- All incidents involving trainees

Managers should ensure that;

- Send a copy of the form to the responsible officer **within 5 days** of the incident. Please ensure you let the responsible officer know if the injured person has taken time off work.
- For serious incidents, telephone the responsible officer and the Chief Executive Officer, and then follow this up with the form.
- Records of these incidents should be kept for 3 years. Under the Data Protection Act, these records should be kept in a locked cabinet.

All accidents and incidents should be investigated by the relevant line manager to establish both immediate and underlying causes. Appropriate remedial action should be taken to prevent that or a similar accident occurring in the future. Details may also be needed in the event of any future civil or insurance claim. Advice on accident investigation is contained in the company's accident reporting guidelines.

### ***Specific arrangements***

#### **Accidents near misses and incidents of violent/verbal abuse at work**

All of the following events must be reported to your line manager.

- Accidents resulting in an injury must be recorded by the completion of an Accident / Incident report and investigation form.
- Near misses where no injury has been sustained must also be reported
- Incidents of violence, aggression or verbal abuse which cause injury or distress should be recorded.
- Where any of the above result in a specific notifiable injury then the health and safety executive incident contact centre must be notified immediately on 0845 300 9923, or via [www.riddor.co.uk](http://www.riddor.co.uk)

#### **First aid**

- Provision for adequate first aid arrangements will be made based on a risk assessment of an individual location. It is not wholly related to the number of persons in a workplace but also considers the risks encountered and the availability of emergency services.
- Where a first-aider is required, that person will receive certificated training. Where a first-aider is not required, Appointed Persons should be nominated to contact the emergency services.

#### **Working environment**

The working environment of all workplaces must protect the health and safety of employees and meet the statutory requirements for welfare facilities. These include:

- Enclosed workplaces must have a means of ventilation. In most cases windows will suffice providing they can be opened.
- A reasonable temperature must be maintained.
- Lighting must be sufficient to enable people to work, use facilities and move around safely.
- All workrooms must have sufficient space to allow employees to move about with ease.
- All floors must be free of slip, trip or fall hazards.

- Every workplace must have adequate numbers of clean, well-lit, ventilated toilets, sufficient washing facilities, and a readily accessible drinking water supply.

## Housekeeping

The majority of accidents are, at least in some part, the result of poor housekeeping.

- All staff are responsible for keeping the area around your workplace free from trip hazards.
- Trailing cables are to be avoided except in very temporary circumstances when visual attention should be drawn to them.
- Drawers should be closed after use and equipment and materials put back into their proper place.
- Shelves, cabinets and cupboards must not be overloaded.
- Spillages must be cleared up as soon as possible.
- Defective equipment, furniture or lighting must be reported immediately.

## Security Procedures

- All visitors to our office (this includes clients, contractors, and people making deliveries) should be directed to reception area, and as a general rule, should be escorted to and from their destination within the workplace, although this may not always be necessary in the case of regular callers.
- All staff should remain vigilant of suspicious persons and packages. Any member of staff has the right to challenge and question any person(s) on the premises whom they do not recognise as a legitimate visitor.
- Valuables should not be left at work overnight and should be kept secure and out of sight during the day.
- Confidential information should be locked away at the end of each working day.
- Valuable equipment when not in use should be stored in conditions that reflect the level of risk attached to it. The greater the risk, the more secure the storage.

## Manual handling

This section refers to the movement or support of a load including a person or animal but excluding an implement, tool or machine while in use for its intended purpose.

- Where practicable work will be organised so that manual handling is eliminated or minimised.
- Where manual handling cannot be avoided, consideration should be given to the provision and use of suitable lifting aids.
- Everyone who is regularly required to manually handle loads will be given full training in the appropriate techniques.

- Managers and supervisors should conduct risk assessments on any handling task which may pose a risk of injury to establish safest methods and assess the capability of the lifter.
- You must not attempt to lift, support or move any load if you have any doubt about your ability, or the means, to do so safely.

## **Electricity**

- Only competent persons may undertake any work on any part of an electrical system.
- The person in charge of the premises is responsible for ensuring competence.
- All portable appliances must be regularly inspected and tested by a competent person.
- Personal appliances must not be used until they have been inspected and tested.
- Everyone is responsible to visually inspect the plug, cable and general condition of an appliance before use

**Please note: Defective equipment must not be used until it is repaired by a competent person.**

- Records of tests and inspections will be maintained.
- All non-portable parts of the electrical system will be periodically inspected and tested.
- Unless protected by other failsafe means, maintenance or repair work may only be carried out when the electrical system is dead.

## **Working at height**

- All equipment used as a means of gaining height must be suitable for that particular purpose.
- Using unsuitable equipment such as chairs, boxes, defective steps, etc. is strictly prohibited.
- Ladders should be securely tied to the structure or, if this is not practicable, footed by a second person or proprietary safety device.
- All access equipment should be regularly inspected and a record kept.
- When working at height, consideration must be given to the protection of anyone else who may be below or in the vicinity. This will include the wearing of a hard hat if there is a foreseeable risk of injury to the head.

## **Hazardous substances**

- The use of, or exposure to, hazardous substances will be avoided or, if this is not possible, controlled so far as is reasonably practicable.
- All containers of hazardous substances must be appropriately labelled and stored securely.

- Everyone who uses, or may be exposed, to hazardous substances should receive information about the potential risk to health and, if necessary, instruction on how to minimise risk.
- Where appropriate, health monitoring and health surveillance will be provided.

### **Lone working**

- All lone working situations must be identified and risk assessed.
- As determined by risk assessment, lone working is permissible except for in circumstances where a task cannot be conducted safely by one person, in cases where violence towards staff is anticipated or when a risk assessment identifies any other significant risk that cannot be controlled by the application of identified precautions.
- Local procedures should ensure lone workers are traceable at all times and accounted for at the end of each working period.

The lone working policy has been Equality Impact Assessed to identify opportunities to promote equality and mitigate any negative or adverse impacts on particular groups.

### **Use of Display Screen Equipment (V.D.U.s)**

- A 'User' is defined by Wiltshire and Swindon Sport as someone who regularly uses DSE (Display Screen Equipment):
  - for continuous periods of more than one hour and
  - for more than 3 hours per day.
  - who also meets most of the following criteria:
    - i) Has no discretion as to whether the DSE can be used to do the job
    - ii) Requires particular skills in the use of DSE
    - iii) Has fast transfer of information between user and screen as an important requirement of the job
    - iiii) a high level of attention and concentration is required by the user.
- All DSE workstations, including of home workers, will be assessed to ensure that they are suitable and compatible with the user.
- Work patterns should be organised to avoid intensive use of the keyboard for periods beyond one hour and to allow periods of rest or other duties.
- Regular users will receive information about potential health risks and instruction on how to minimise risk.
- Designated users will be entitled to receive assistance towards the cost of eye-tests and, if necessary, corrective lenses.
- All DSE users should complete the DSE online training on the intranet.

## **Fire Safety Procedures**

- The company will ensure that the risk of fire in company workplaces is reduced as far as is reasonably practicable and that adequate means of escape, fire detection and fire extinguishing equipment are provided, maintained and regularly tested.
- Fire risk assessment of company workplaces will be undertaken and reviewed on a regular basis. The company's fire evacuation procedure is detailed in a separate document.
- All members of staff are required to familiarise themselves with the company fire evacuation procedures and any other local fire procedures provided for their particular place of work. All new staff will receive training in the company's fire safety procedures.
- All staff are responsible for ensuring that fire escape routes are kept clear at all times and that designated fire doors are kept closed at all times.
- Heads of centre are responsible for ensuring that in all of their offices and workplaces there are sufficient numbers of fire wardens (or marshals). The Health and Safety Manager will keep an up-to-date list of fire wardens and should therefore be notified of any changes.
- Managers will ensure that contractors and agency staff working on company premises and visitors are made aware of the evacuation procedures to ensure their safety in the event of a fire or other emergency. Staff responsible for holding or chairing meetings or training events will ensure that delegates are informed, as soon as possible after arrival, of the emergency procedure for that particular building.

## **Risk Assessment**

All work activities and services which present the risk of significant harm will be assessed to determine the degree to which statutory responsibilities are being met.

This means that hazards will be identified and the risk that they pose will be assessed taking into account the likelihood of events, the number and nature of the people who may be affected and the severity of the foreseeable outcome.

Based on this assessment, managers will determine whether or not the risks are being adequately controlled. If not, then managers will be required to introduce measures such that risks are reduced to as far as is reasonably practicable or to any other specific statutory standard.

The scale and depth of the assessment will be suitable and sufficient relative to the risk and all significant findings will be recorded and made known to those who may be affected. All assessments will be reviewed at suitable intervals and at times when there is reason to believe that outcomes may be significantly altered.

The people undertaking assessments shall only do so if they possess the knowledge, skill and experience to be able to recognise levels of danger pertinent to the work activity and be able to identify suitable measures to avoid or mitigate that danger.

## **Key information and responsibilities**

Statutory responsibilities are those placed on the employer and the employee through legislation. There are many and varied statutory responsibilities but the prime one to be considered is the duty of employers to ensure the health, safety and welfare of employees as far as is reasonably practicable. The risk assessment, therefore, seeks to establish whether or not this duty is being met.

A hazard is something that has the potential to cause harm. Some examples are; sharp edges, uneven surfaces, heavy loads, dust in the air, electricity, a violent person, inadequate supervision, untrained employees and so on.

Risk is the likelihood that the potential harm will occur and the severity of the outcome if it does.

A risk assessment is a systematic evaluation of the risks involved in a particular work task/activity/situation, of which the significant findings are recorded and reviewed.

The term 'suitable and sufficient' means taking account of all relevant factors and identifying all significant risks arising out of the work task/activity/situation.

The term, 'as far as is reasonably practicable' should be looked upon as the expectation that the amount of time, effort and money put into safeguarding against the risk is proportional to that risk. So the greater the risk, the greater the levels of time, effort and money that need to be spent in reducing that risk until the point is reached where the benefit of further reducing the risk would involve a disproportionate amount of resources.

## **Standard requirements**

All office and/or individual workplaces must operate a risk assessment process.

All work activities and foreseeable and occasional work situations which present the potential of significant harm must be subject to a risk assessment. The assessment must be undertaken to a suitable and sufficient depth and the findings recorded.

Any risk which is assessed as not currently being adequately controlled as far as is reasonably practicable must be addressed in order to reduce the risk to that extent.

An assessment must be reviewed at least annually but sooner if there is any reason to suggest that outcomes may be significantly altered.

Specific risk assessments must be undertaken in respect of fire, new and expectant mothers and young people. See these specific policy documents for more information and risk assessment forms.

It is the manager's responsibility to ensure that all affected staff are aware of the findings of risk assessments and that all control measures are diligently applied.

Where appropriate, members of the public or other third parties must be made aware of the control measures in place.

### **Good practice**

The assessment process should be kept as simple and straightforward as possible.

All assessments should be undertaken by trained managers or supervisors in consultation with those who actually face the risk being assessed.

Follow this five step approach to risk assessment:

1. identify the hazards;
2. identify who might be affected;
3. assess how effective any current precautions are;
4. determine the extent of the residual risk and introduce additional measures if required;
5. record your findings and review the assessment at least annually but sooner if there is reason to believe that it is no longer valid.

Assessments should be available for inspection.

### **Training requirements**

All assessors require training on the risk assessment process. This training is available from external training organisations.

### **Success indicators**

Managers can produce up to date documented risk assessments for all significant risks under their control.

Members of staff are aware of the findings of risk assessments relating to their work.

Additional measures have been introduced where the risk assessment identified them as necessary.