Education 1st
"enhancing lives through education"
Sports 1st

07341 564 377
admin@education-1st.org.uk
www.education-1st.org.uk

Health and Safety and Risk Management Policy

Policy Review
The responsibility of reviewing and maintaining this policy is Craig Dembicki (Managing Director). This policy will be reviewed annually.

Start date of policy: **19th September 2014**
Reviewed: **15th July 2026**
Date of next review: **15th July 2027**

Signed

Craig Dembicki
Managing Director
Education 1st

Contents

Purpose (3) Related Policies (3)
General Policy (3)
Health and Safety General Policy Statement (3)
Organisation (3)
Safety Arrangements (3)
Health and Safety General Policy Statement (4)
Record of Periodic Review of our Health and Safety Policy (5-6)
Organisation Health and Safety Management Structure (6)
Health and Safety Management Responsibilities (7)
General (7-8)

- Occupational Health
- Accidents, Incidents and First Aid
- Fire and Emergency Arrangements
- Risk Assessments
- Premises
- Equipment
- Substances

Responsibility Table (8-11)
Relevant Legislation (12-13)
Safety Arrangements Table Ref. Number Title Publication Date (13-14)

MANAGING SAFETY AND HEALTH AT WORK MANAGING MIGRANT WORKERS ACCIDENT, INCIDENT, ILL-HEALTH REPORTING AND INVESTIGATION WORKPLACE HEALTH AND SAFETY CONSULTATION RISK ASSESSMENT AND HAZARD REPORTING OCCUPATIONAL HEALTH and HEALTH SURVEILLANCE SUBSTANCE and ALCOHOL ABUSE PURCHASING NEW AND EXPECTANT MOTHERS EMPLOYING CHILDREN AND YOUNG PERSONS LONE WORKING HEALTH AND SAFETY TRAINING HEALTH AND SAFETY OF STUDENTS AND VISITORS PERSONAL PROTECTIVE EQUIPMENT HOME WORKING EMPLOYING AGENCY AND TEMPORARY STAFF SAFE SYSTEMS OF WORK ACTION ON ENFORCEMENT AUTHORITY REPORTS EQUALITY, DISABILITY DISCRIMINATION AND COMPLIANCE HEALTH AND SAFETY INFORMATION FOR EMPLOYEES FIRE SAFETY – ARRANGEMENTS AND PROCEDURES FIRST AID WELFARE, STAFF AMENITIES, REST ROOMS and the WORKING ENVIRONMENT HOUSEKEEPING AND CLEANING BUILDING SERVICES CONTROL OF HAZARDOUS AND NON-HAZARDOUS WASTE ACCESS, EGRESS, STAIRS AND FLOORS WORKPLACE SIGNS WORKING IN THE OPEN AIR WATER TEMPERATURE CONTROL PREMISES	THE CONTROL AND MANAGEMENT OF HEALTHCARE WASTE ELECTRICAL SAFETY THE PROVISION, USE AND MAINTENANCE OF WORK EQUIPMENT HAND TOOLS STORAGE OF CHEMICAL SUBSTANCES and AGENTS CONTROL OF FLAMMABLE LIQUIDS SLIPS, TRIPS AND FALLS LIFTING EQUIPMENT and LIFTING OPERATIONS LIFTS WORK AT HEIGHT ACCESS EQUIPMENT OCCUPATIONAL ROAD SAFETY SHARPS AND NEEDLESTICK INJURIES WATER HAZARDS SAFETY IN FOOD PREPARATION ENVIRONMENTS INFECTION CONTROL WORKING TIME, NIGHT WORK AND SHIFT WORKING MANUAL HANDLING DISPLAY SCREEN EQUIPMENT ASBESTOS AT WORK STRESS IN THE WORKPLACE AGGRESSION AND VIOLENCE DRUGS AND MEDICATION SPA POOLS SWIMMING POOLS GYM EQUIPMENT CHILDREN'S INDOOR PLAY AREAS PLAYGROUNDS WORK WITH CHILDREN EDUCATIONAL VISITS SCHOOLS AND NURSERIES CONTRACTOR CONTROL AND MANAGEMENT

Purpose of this Policy:

It is the policy of Education 1st to ensure, so far as reasonably practicable, the health, safety and welfare of its employees whilst they are at work, as well as others who may be affected by Education 1st's undertakings and to comply with the *Health and Safety at Work Act 1974, The Workplace (Health, Safety and Welfare) Regulations 1992* and all other related and relevant legislation, as appropriate.

Related Policies:

Behaviour Policy
Child Protection and Safeguarding Policy
Lone Working Policy
Positive Handling Policy
Supporting Students with Medical Conditions Policy
Transport Policy and Protocols
Education Visits and Trips Policy
First Aid Policy
Body Fluid Spillage Policy
Critical Incident Policy
Premises Management Policy
Accessibility Policy

General Policy

This Health and Safety Policy contains a plan detailing how we manage our health and safety issues. The policy sets out our commitment to manage risks and provide good standards of health and safety and also to meet our legal duties. Health and safety is an integral part of how we do business as a responsible employer, and we have put in place the necessary organisation and arrangements to achieve this. This policy has been initiated after carrying out a full appraisal of our health, safety and welfare requirements and will be reviewed periodically (at least annually).

Health and Safety General Policy Statement

This is a declaration of our intent to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment and to enlist the support of employees towards achieving these goals. The General Policy statement is brought to the attention of all employees by publication in the main policy manual and in the Employee Safety Handbook. It may also be included on notice boards in our premises.

Organisation

This part of the Policy details the health and safety responsibilities of key personnel within our organisation. These responsibilities are fulfilled by completion of various Safety Records, pro-formas and records in relation to ongoing maintenance activities, training, accident reporting, and investigation, and actions that have taken place.

Safety Arrangements

This part of the Policy explains the systems and procedures in place for managing individual topics or subjects for which our business is responsible.

To assist us with our duty we have retained Peninsula Business Services Limited to provide information and guidance on how these provisions should be managed and recorded.
We accept that we cannot discharge our responsibility for managing health, safety and welfare within the workplace to others outside our employ. Use of the above documents will aid our success in fulfilling these responsibilities.

Health and Safety General Policy Statement

Education 1st (Sports Heroes Ltd) recognises that it has responsibilities for the health and safety of our workforce whilst at work and others who could be affected by our work activities. We will assess the hazards and risks faced by our workforce in the course of their work and take action to control those risks to an acceptable and tolerable level. Our managers are made aware of their responsibilities and required to take all reasonable precautions to ensure the safety, health and welfare of our workforce and anyone else likely to be affected by the operation of our business. This business intends meeting its legal obligations by providing and maintaining a safe and healthy working environment so far as is reasonably practicable. This will be achieved by;

- providing leadership and adequate control of identified health and safety risks;
- consulting with our employees on matters affecting their health and safety;
- providing and maintaining safe plant and equipment;
- ensuring the safe handling and use of substances;
- providing information, instruction, training where necessary for our workforce, taking account of any who do not have English as a first language;
- ensuring that all workers are competent to do their work, and giving them appropriate training;
- preventing accidents and cases of work related ill health;
- actively managing and supervising health and safety at work;
- having access to competent advice;
- aiming for continuous improvement in our health and safety performance and management through regular (at least annual) review and revision of this policy; and
- the provision of the resources required to make this policy and our health and safety arrangements effective. We also recognise;
- our duty to co-operate and work with other employers when we work at premises or sites under their control to ensure the continued health and safety of all those at work; and
- our duty to co-operate and work with other employers and their workers, when their workers come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work.

To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation whilst at work, we will also remind them of their duty to take reasonable care for themselves and for others who might be affected by their activities.

These duties are explained on first employment at induction and also set out in an Employee Safety Handbook, given to each employee, which sets out their duties and includes our specific health and safety rules.

Date:_____

Name:_____

Signed:_____

Position:_____

Record of Periodic Review of our Health and Safety Policy

Our Health and Safety General Policy Statement and Safety Arrangements are reviewed periodically. This is a record of these periodic reviews we have undertaken. Our Peninsula Health and Safety Consultant will also review our system and documentation during their routine visits to ensure that they meet current statutory requirements and good practice relevant to our business.

This record should be endorsed by all persons who carry out these periodic reviews (*including Peninsula Health and Safety Consultants*).

Date	**Name of Reviewers**	**Outcome** **State - No change required or explain any required changes)**
22/07/2017	John Birkett	No changes required.
22/03/2016	Toby Smith (*Peninsula Health and Safety Consultant)*	Updated to Peninsula policy standard Change of name to *'Health and Safety and Risk Management Policy and Procedures'*
12/01/2017	Toby Smith (*Peninsula Health and Safety Consultant)*	Update to policy statement, organisational structure and safety arrangements.
15/01/2017	John Birkett	Update and edit to organisational responsibilities and safety arrangements.
04/09/2018	Louise Harvey / Craig Dembicki	Update to policy statement, organisational structure and safety arrangements
04/09/2018	Louise Harvey / Craig Dembicki	Update and edit to organisational responsibilities and safety arrangements.
05/09/2019	Kofi Antwi (Peninsula Health and Safety Consultant)	Site visit to advise on safety arrangements to new site - Filwood Community Centre
14/11/2018	Louise Harvey	Update to policy statement, Health and Safety and Risk Management Policy and Procedures

12/08/2019	Louise Harvey	Update to policy statement, Health and Safety and Risk Management Policy and Procedures
04/08/2020	Louise Harvey	Update to policy statement, Health and Safety and Risk Management Policy and Procedures
01/09/2021	Louise Harvey	Update to policy statement, Health and Safety and Risk Management Policy and Procedures
17/08/2022	Louise Harvey	Update to policy statement, Health and Safety and Risk Management Policy and Procedures
10/08/2023	Craig Dembicki	Update to policy statement, Health and Safety and Risk Management Policy and Procedures
13/07/2024	Craig Dembicki	Update to policy statement, Health and Safety and Risk Management Policy and Procedures
15/07/2025	Craig Dembicki	Update to policy statement, Health and Safety and Risk Management Policy and Procedures
15/07/2026	Craig Dembicki	Update to policy statement, Health and Safety and Risk Management Policy and Procedures

Organisation

Health and Safety Management Structure

Although the Managing Director has overall responsibility for the implementation of this policy day to day responsibility for particular issues has been delegated to key personnel. The management structure within our business is shown here and the allocation of day to day responsibility for particular health and safety issues is shown in the Responsibility Chart which appears later in this document.

Managing Director / Operations Manager

Health and Safety Management Responsibilities

The Managing Director has recognised that they retain overall responsibility for health and safety matters. They also recognise that the business needs to take action in respect of the key points listed here. In managing these matters emphasis is placed on recognising

hazards and potential risks and then taking steps to minimise their effects on employees and others.

General

- Provide and resource an effective health and safety management system.
- Make arrangements to consult with employees on health and safety matters.
- Arrange and maintain appropriate Employers' Liability Insurance cover.
- Ensure that health and safety implications are considered when acquiring new equipment and machinery.
- Ensure that contractors (when used) are competent and monitored during work.
- Ensure that a process is in place to identify and report hazards.
- Ensure that all employees receive appropriate health and safety training.
- Provide measures to protect the health and safety of employees working alone.
- Monitor the health and safety performance of the organisation

Occupational Health

- Ensure that adequate procedures are in place to identify and address occupational health risks.
- Ensure that the measures required to reduce and control employees' exposure to occupational health risks are in place and used.
- Implement measures to reduce stress within the workplace.

Accidents, Incidents and First Aid

- Record accidents and incidents.
- Complete accident and incident investigations, identify causes and measures for prevention.
- Ensure that applicable injuries, diseases and dangerous occurrences are reported to the Enforcing Authority.
- Ensure that adequate first aid arrangements are in place.

Fire and Emergency Arrangements Ensure that;

- Adequate arrangements are in place to deal with fire safety at our premises or at our member's premises.
- Employees are aware of the fire and evacuation arrangements and other emergency procedures.
- Ensure emergency equipment is provided, tested and maintained appropriately.
- Ensure adequate Fire Risk Assessments are completed.

Risk Assessments Ensure that;

- Risk assessments are complete and Safe Systems of Work are produced for all activities that pose a significant risk of harm.
- Risk assessments are documented.
- The outcomes of risk assessments are carefully explained to the workforce.

Premises

- Provide a suitable and safe working environment for employees with adequate welfare facilities.
- Ensure that the fixed electrical installation is adequately installed and maintained.
- Introduce and maintain measures to control and manage the risks from asbestos.
- Ensure good housekeeping standards are instigated and maintained.
- Provide suitable and sufficient maintenance of the facilities provided within the workplace.

Equipment

Ensure that;

- All equipment provided by the organisation is suitable and properly used.
- All work equipment is adequately maintained and safe.
- Portable electrical appliances are adequately maintained, inspected and tested.
- Appropriate hand tools are provided and maintained.
- Any Personal Protective Equipment (PPE) provided gives suitable protection, is used and that employees are given information, instruction and training on its use.

Substances

Ensure that;

- All substances are used safely.
- All substances are appropriately stored.

The **Responsibility Table** on the next page identifies the specific health and safety responsibilities and identifies the individuals they are allocated to. Employees with allocated responsibilities should refer to the associated Safety Arrangements set out later in this policy document.

Monitoring The operation of this policy and arrangements is actively monitored through the periodic review of our completed Safety Record Forms and also by using Periodic Workplace Checklists. The Managing Director has overall responsibility for this, but some of the routine tasks may be delegated. We also use an Annual Health and Safety Review form to determine whether our existing health and safety procedures and arrangements are adequate.

People who have delegated responsibilities under this policy will also complete Periodic Checklists of compliance with the policy and procedures arranging for remedial actions to be taken where necessary. The outcomes of these periodic reviews will also be taken into account during the annual review.

Monitoring and review help us to check the effectiveness of our Safety Management System

Responsibility Table

This Responsibility Table shows the allocation of responsibility for particular health and safety issues to named people or management positions.

Key

MD - Managing Director

OM - Operations Manager

H&S - Health & Safety Lead

Responsibility Table

Safety Arrangements	MD	OM	H& SL	Safety Arrangements	MD	OM	H& SL
Managing Safety & Health at Work	✓	✓	✓	Health & Safety of students and visitors			✓
Managing Migrant Workers			✓	Personal Protective Equipment			✓
Accident, Incident, Ill Health Reporting and Investigation			✓	Home Working			✓
Workplace H&S Consultation - One-to-one			✓	Employing Agency and Temporary Staff			✓
Risk Assessment and Hazard Reporting			✓	Safe Systems of Work			✓
Occupational Health and Health Surveillance			✓	Action on Enforcing Authority Reports	✓	✓	✓
Substance & Alcohol Abuse			✓	Equality and Disability Discrimination Compliance		✓	✓
Purchasing	✓	✓	✓	H&S Information for Employees			✓
New and Expectant Mothers			✓	Fire Safety - Arrangements and Procedures			✓
Employing Children & Young Persons			✓	First Aid			✓
Lone Working			✓	Welfare, Staff Amenities, Rest Rooms & the Working Environment			✓
Safety Arrangements	**MD**	**OM**	**H&S L**	**Safety Arrangements**	**MD**	**OM**	**H&S L**
Health & Safety Training			✓	Housekeeping and Cleaning			✓
The Control and Management of Healthcare Waste			✓	Building Services	✓	✓	✓
Electrical Safety			✓	The Control of Hazardous & Non Hazardous Waste			✓

The Provision, Use & Maintenance of Work Equipment	✓	✓	✓	Access, Egress, Stairs & Floors			✓
Hand Tools			✓	Workplace Signs			✓
Office Equipment			✓	Working in the Open Air			✓
Storage of Chemical Substances & Agents			✓	Water Temperature Control			✓
Control of Flammable Liquids			✓	Premises	✓	✓	✓
Slips, Trips & Falls ✓ Special Events Lifting Equipment & Lifting Operations			✓	Working in the Sun			✓
Lifts			✓	Infection Control			✓
Work at Height			✓	Working Time, Night Work and Shift Working			✓
Access Equipment			✓	Work Related Upper Limb Disorders WRULD Manual Handling			✓
Occupational Road Safety			✓	Display Screen Equipment & DSE User Eye Tests & Spectacles			✓
The Prevention of Sharps and Needlestick Injuries			✓	Asbestos at Work-ACMs Present & No Off Site Risk			✓
Water Hazards			✓	Stress in the Workplace			✓
Safety in Food Preparation Environments			✓	Aggression & Violence in the Workplace			✓
Swimming Pools			✓	Dermatitis			✓
Safety Arrangements	**MD**	**OM**	**H& SL**	**Safety Arrangements**	**MD**	**OM**	**H& SL**
Gym Equipment			✓	Drugs & Medication - HealthCare UK			✓

Children's Indoor Play Areas			✓	Spa Pools			✓
Playgrounds			✓	Coin Operated Amusement Devices Work with Children			✓
				Educational Visits			✓
				Schools & Nurseries			✓
				Contractor Control & Management	✓	✓	✓

Note: People with delegated responsibilities for health and safety issues should ensure that the required risk assessments and safety records are completed, either by them or by others and that the required control measures are implemented when work activities take place.

Where more than one person has been assigned responsibility to a particular subject, each should ensure that they have fulfilled their responsibilities in the areas under their control and completed the relevant records. Together they need to check that collectively the organisation has covered all aspects of safety management for the subject.

Relevant Legislation

In most cases Health and Safety legislation requires common sense, reasonably practicable precautions to avoid the risk of injury or ill-health at work. Our Health and Safety Management System does not quote specific legal references; giving instead the information and detail of what is required in practice to secure compliance. If the guidance and requirements of our Health and Safety Management System are adopted compliance with the legal requirements will be achieved.

This page sets out, for the record, details of the main statutes and regulations affecting the health and safety at work that were in force when this policy was prepared. Not every piece of the legislation will apply to our operation on a day to day basis, but we need to be aware of them should circumstances change. Further detail and access to the specific wording of each of these legal requirements is available from the BusinessSafe 24 Hour Advice Service on 0844 892 2785:

Relevant Legislation

This page sets out details of the main statutes and regulations affecting health and safety at work that are currently in force.

- Building Regulations 2010 (as amended)
- European Regulation (EC) No 2016/425/2016 on Personal Protective Equipment
- European Regulation (EC) No 2008/1272 on classification, labelling and packaging of substances and mixtures
- European Regulation (EC) No 2003/2003 concerning the export and import of dangerous chemicals, as amended

- Classification, Labelling and Packaging of Chemicals (Amendments to Secondary Legislation) Regulations 2015
- Confined Spaces Regulations 1997
- Construction (Design and Management) Regulations 2015
- Control of Artificial Optical Radiation at Work Regulations 2010
- Control of Asbestos Regulations 2012
- Control of Electromagnetic Fields at Work Regulations 2016
- Control of Lead at Work Regulations 2002
- Control of Major Accident Hazard Regulations 2015
- Control of Noise at Work Regulations 2005
- Control of Substances Hazardous to Health Regulations 2002 (as amended)
- Control of Vibration at Work Regulations 2005
- Corporate Manslaughter and Homicide Act 2007
- Dangerous Substances and Explosive Atmospheres Regulations 2002
- Electricity at Work Regulations 1989
- Employers Liability (Compulsory Insurance) Regulations 1998 (as amended)
- Employment of Women, Young Persons and Children Act 1920.
- Equality Act 2010
- Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended)
- Gas Appliances (Safety) Regulations 1995 (as amended)
- Gas Safety (Installation and Use) Regulations 1998
- Gas Safety (Management) Regulations 1996
- Hazardous Waste Regulations 2005 (as amended)
- Health and Safety Offences Act 2008
- Health and Safety at Work etc. Act 1974
- Health and Safety (Consultation with Employees) Regulations 1996
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (First Aid) Regulations 1981 (as amended)
- Health and Safety Information for Employees Regulations 1989 (as amended)
- Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended)
- Health and Safety (Sharp Instruments in Healthcare) Regulations 2013.
- Health and Safety (Training for Employment) Regulations 1990
- Health and Safety at Work etc. Act 1974 (General Duties of Self-Employed Persons) (Prescribed Undertakings) Regulations 2015
- Ionising Radiations Regulations 1999
- Lifting Operations and Lifting Equipment Regulations 1998
- Lifts Regulations 1997
- Management of Health and Safety at Work Regulations 1999 (as amended)
- Manual Handling Operations Regulations 1992 (as amended)
- Notification of Cooling Towers and Evaporative Condensers Regulations 1992
- Personal Protective Equipment at Work Regulations 2002
- Pressure Systems Safety Regulations 2000
- Provision and Use of Work Equipment Regulations 1998
- Radiation (Emergency Preparedness and Public Information) Regulations 2001
- The Registration, Evaluation, Authorisation and Restriction of Chemicals Regulations 2007 (REACH)
- Regulatory Reform Fire Safety Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Safety Representatives and Safety Committees Regulations 1977
- Work at Height Regulations 2005 (as amended)
- Workplace (Health, Safety and Welfare) Regulations 1992

- Working Time Regulations 1998 (as amended)

Safety Arrangements Table Ref. Number Title Publication Date

SA1-1 Managing Safety & Health at Work v1

SA1-2 Managing Migrant Workers v1

SA1-3 Accident, Incident, Ill Health Reporting and Investigation v2

SA1-5 Workplace H&S Consultation - One-to-one v1

SA1-6 Risk Assessment and Hazard Reporting v2

SA1-7 Occupational Health and Health Surveillance v1

SA1-8 Substance & Alcohol Abuse v1

SA1-9 Purchasing v1

SA1-11 New and Expectant Mothers v2

SA1-12 Employing Children & Young Persons v1

SA1-13 Lone Working v1

SA1-14 Health & Safety Training v1

SA1-15 Health & Safety of students and visitors v1

SA1-17 Personal Protective Equipment v1

SA1-18 Home Working v2

SA1-19 Employing Agency and Temporary Staff v1

SA1-20 Safe Systems of Work v1

SA1-21 Action on Enforcing Authority Reports v1

SA1-22 Equality and Disability Discrimination Compliance v2

SA1-23 H&S Information for Employees v1

SA 2-1 Fire Safety - Arrangements and Procedures v2

SA3-1 First Aid v2 SA3-2 Welfare, Staff Amenities, Rest Rooms & the Working Environment v2

SA3-3 Housekeeping and Cleaning v2 SA3-5 Building Services v3

SA3-6 The Control of Hazardous & Non Hazardous Waste v2

SA3-9 Access, Egress, Stairs & Floors v2

SA3-11 Workplace Signs v1

SA3-13 Working in the Open Air v1

SA3-14 Water Temperature Control v1

SA3-15 Premises v2

SA3-18 The Control and Management of Healthcare Waste v1

SA4-1 Electrical Safety v1

SA4-2 The Provision, Use & Maintenance of Work Equipment v1

SA4-3 Hand Tools v1

SA4-4 Office Equipment v1

SA4-5 Storage of Chemical Substances & Agents v1

SA4-6 Control of Flammable Liquids v1

SA4-8 Slips, Trips & Falls v1

SA4-17 Lifting Equipment & Lifting Operations v1

SA4-19 Lifts v1

SA4-20 Work at Height v2

SA4-21 Access Equipment v2

SA4-31 Occupational Road Safety v2

SA4-32 The Prevention of Sharps and Needlestick Injuries v3

SA4-33 Water Hazards v2

SA4-35 Safety in Food Preparation Environments v1

SA5-4 Infection Control v1

SA5-5 Working Time, Night Work and Shift Working v1

SA5-9 Manual Handling v3

SA5-11 Display Screen Equipment & DSE User Eye Tests & Spectacles v2

SA5-16D Asbestos at Work-ACMs Present & No Off Site Risk v1

SA5-18 Stress in the Workplace v1

SA5-19 Aggression & Violence in the Workplace v1

SA6-3 Drugs & Medication - HealthCare UK v4

SA6-4 Spa Pools v1 SA6-5 Swimming Pools v1

SA6-6 Gym Equipment v1

SA6-9 Children's Indoor Play Areas v1

SA6-10 Playgrounds v1

SA6-14 Work with Children v1

SA6-15 Educational Visits v1

SA6-16 Schools & Nurseries v1

SA7-2 Contractor Control & Management v1

MANAGING SAFETY AND HEALTH AT WORK

We recognise the business benefits that can accrue from the effective management of safety and health at work. To obtain these benefits for our company we have recognised the need for an effective management system and have taken steps to put such a system in place.

We have done this by;

- Nominating an individual member of the senior management to take responsibility for managing safety and health at work.
- Providing adequate resources.
- Providing such health and safety information, instruction and training for all workers as is necessary for them to be able to work without risk to their health or safety so far as is reasonably practicable.
- Recording and analysing all reportable accidents, minor accidents, near-miss incidents and dangerous occurrences.
- Reporting reportable accidents within the statutory timescales.
- Providing and recording relevant training.
- Routinely reviewing the operation of our reporting system.
- Having access to competent health and safety advice.

The person nominated with responsibility for overseeing this organisation's arrangements for managing safety and health at work is identified within the Responsibility Table of our Health and Safety Policy.

SAFETY AND HEALTH AT WORK

Action Plan

In order to meet our legal obligations to manage safety and health at work we need to;

1. Identify a person to take responsibility for managing health and safety in our business activities.

2. Ensure that the responsible person understands their duties and responsibilities.

3. Provide adequate training for that person.

4. Give that person the authority required and the resource necessary for them to fulfil their role.

5. Plan our management of health and safety at work, set up and maintain systems that will deliver a satisfactory health and safety performance.

6. Explain to our workers, Supervisors and Managers the nature of our arrangements for managing health and safety at work.

7. Ensure that all our workers are aware of the need to make concerns about health and safety at work known and report accidents, incidents and cases of work-related ill health to their Managers.

8. Review our arrangements from time to time to ensure that they are fully understood and are operating correctly.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 1 - 2

MANAGING MIGRANT WORKERS

We recognise that we need to properly manage the health and safety of migrant workers who may not have English as a first language. We need to ensure that they understand information and training given to them and that they are able to comprehend instructions given by their Managers. We have therefore taken steps to ensure that the health and safety at work of migrant workers is not compromised.

We do this by;

- Nominating an individual member of the senior management to take responsibility for the employment of migrant workers.
- Providing adequate resources.
- Providing such health and safety information, instruction and training for migrant workers in language understood by them as is necessary for them to be able to work without risk to their health or safety so far as is reasonably practicable.
- Providing instruction to Supervisors so that they can effectively manage migrant workers.
- Keeping records of all this training.
- Routinely reviewing the operation of this policy and checking that staff understand and follow the correct procedures.
- Having access to competent translation services.

The person nominated with responsibility for overseeing this organisation's arrangements for managing safety and health at work is identified within the Responsibility Table of our Health and Safety Policy.

MANAGING MIGRANT WORKERS

Action Plan

In order to meet our legal obligations to manage the health and safety at work of migrant workers we need to;

1. Identify a person to take responsibility for managing the employment of migrant workers.
2. Ensure that the responsible person understands their duties and responsibilities.
3. Provide adequate training for that person.
4. Give that person the authority required and the resource necessary for them to fulfil their role.

5. Assess our migrant workers' ability to understand and communicate in English and the actions we must take to ensure that language is not a barrier to communication.
6. Consider: Language abilities, oral and written.
    a. The best method of training and instruction.
    b. Are translations needed? Who will do them?
    c. Do translations keep the meaning and intent of the original? Is there room for misunderstanding a safety critical instruction?
    d. How do Supervisors know that their instructions have been understood?
    e. Stated qualifications from abroad may not give an understanding of our health and safety requirements?
    f. Are migrant workers involved in any work process where the ability to give and understand instruction or direction is critical?
7. Explain the arrangements we put in place to our workforce. Ensure they are understood.
8. Provide training where required and information for any staff nominated with responsibility.
9. Implement the procedure and ensure that it is followed in practice.
10. Monitor and review the operation of this procedure from time to time making changes identified as necessary.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 1 - 3

ACCIDENT, INCIDENT, ILL-HEALTH REPORTING AND INVESTIGATION

We encourage our employees to report all personal injury accidents, near miss incidents (dangerous occurrences) and ill-health that happen in the course of their work so that we can investigate the causes, learn from experience and improve our management of health and safety. We also use the information to help us meet our obligations under the legislation requiring accidents to be reported to the Enforcing Authority.

We do this by;

- Nominating an individual member of staff to be responsible for investigating, recording and reporting accidents, incidents and cases of work related ill-health.
- Having accident, incident and work related ill-health reporting procedures.
- Recording and analysing all reportable accidents, minor accidents, near-miss incidents (dangerous occurrences) and work related ill-health.
- Reporting reportable accidents, dangerous occurrences and work related ill-health within the statutory timescales (information is in our Guidance Notes).
- Developing and implementing investigation protocols and policies.
- Providing and recording relevant training.
- Ensuring that those carrying out investigations are competent.
- Routinely reviewing the outcome of investigations and the operation of our reporting system.
- The personnel responsible for reporting accidents, dangerous occurrences and work related ill-health are identified within the Responsibility Table of our Health and Safety Policy.

ACCIDENT, INCIDENT, ILL-HEALTH REPORTING AND INVESTIGATION

Action Plan

In order to meet our legal obligations to manage effectively the health and safety of our workforce and report accidents, incidents and cases of work related ill health to the Enforcing Authority we need to;

1. Identify people to be responsible for investigating the cause of injuries, incidents and ill- health and to manage our reporting arrangements.

2. Ensure that the people nominated with responsibility for these arrangements have the knowledge and experience to carry out investigations and operate the system effectively.

3. Provide suitable training for those who don't.

4. Create the systems and make sure all members of our workforce, including managers and supervisors are aware of and understand them.

5. Provide an accident book, implement the procedures, and ensure that they are followed in practice.

6. When investigating consider;

a. the time and date of the event, the prevailing weather conditions and local lighting.

b. what was happening or what the injured person and any witnesses were doing.

c. risk assessments or safe systems of work for the task being carried out and details of relevant training given to the injured party and others involved.

d. obtaining witness statements, where possible.

e. making a sketch of the accident area, include accurate measurements, if appropriate.

f. taking photographs of the site; record any unusual or causal features present.

g. making observational notes on the potential causation, noting features, equipment defects or work practice that may have contributed to the eventual outcome.

h. the underlying, as well as the immediate causes of the event.

7. Keep a written record of investigations.

8. Review the causes of the events that have occurred to consider whether similar events could be prevented by the introduction of reasonably practicable control measures.

9. Monitor and review the operation of this procedure from time to time to check that the investigation and reporting procedures are understood, are being followed in practice and that lessons learned are being put into practice.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 1 - 5

WORKPLACE HEALTH AND SAFETY CONSULTATION

We have a duty to consult with our workforce on matters affecting their health, safety and welfare whilst at work. To meet this obligation we have established a process for Managers to consult with employees and elected safety representatives about work-related health, safety and welfare issues. We also use this system to deliver simple safety messages and rules through short tool-box talks.

We do this by:

- Nominating Managers to organise and hold consultation meetings and tool box talks.
- Arranging scheduled formal consultation meetings or tool box talks between Managers, elected representatives and employees.
- Developing and implementing consultation procedures.
- Implementing and undertaking where necessary a ‘one to one’ consultation process with individual employees. Details of such sessions will be recorded.
- Taking and keeping minutes of consultation meetings, making them available to all staff.
- Being seen to listen and act on issues and concerns raised during ‘one to one’ consultation meetings.

The management and supervisory personnel responsible for implementing and operating this consultation process are identified within the Responsibility Table of our Health and Safety Policy.

WORKPLACE HEALTH AND SAFETY CONSULTATION

Action Plan

To set up a system for consulting with our workforce on health and safety at work matters we need to;

1. Ensure that the people nominated with responsibility for these arrangements have the knowledge and experience to operate the system effectively.

2. Provide suitable training for those who don’t.

3. Create the system and make sure it is known to all members of our workforce.

4. Consider as part of the system;

    a. recognising and involving representatives of the workforce from all levels.

    b. permitting employee representatives to have time off to attend relevant health and safety training.

    c. provide training for employee representatives if necessary or beneficial to the process.

    d. scheduling health and safety as an agenda item for Consultation meetings.

    e. implementing and undertaking 'one to one' consultation sessions with individual employees.

    f. formally recording the outcomes of all consultation meetings and retaining these records.

    g. making the outcomes of consultation meetings available to all those employees affected by them.

5. Explain these arrangements to our workforce. Ensure they are understood.

6. Implement the procedure and ensure that it is followed in practice.

7. Monitor and review the operation of this procedure from time to time to check that our workforce is consulted about health and safety matters that affect them whilst at work.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 1 - 6

RISK ASSESSMENT AND HAZARD REPORTING

We have a duty to assess the significant risks arising out of our business activities and for specific areas of concern. We have a duty to implement the findings of these risk assessments to ensure the safety, health and welfare of our employees and others who may be affected by our work activity.

To support this process and our management of health and safety we encourage our employees to report all hazards observed in the course of their work, so that potential risks can be identified, and the appropriate action taken.

We do this by:

- Nominating senior staff members to oversee our risk assessment process and hazard reporting procedure.
- Ensuring that risk assessments are undertaken by competent, trained personnel.
- Developing risk assessments procedures, Safe Systems of Work and measures to effectively control the work activities within our work premises.
- Explaining the results of risk assessments to our workforce.
- Implementing the findings of the risk assessments, procedures, strategies, Safe Systems of Work and control measures.
- Implementing hazard reporting procedures and explaining them to our workforce.
- Recording and analysing hazards when they occur and investigating corrective and preventive measures.
- Employees and others following our procedures, control measures and Safe Systems of Work.
- Regular review of existing risk assessments and identifying the need for additional assessments.
- Providing and recording relevant training.
- Routinely reviewing the operation of our systems.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

We use the experience from operating these arrangements to make improvements to our safety, health and welfare management system.

RISK ASSESSMENT AND HAZARD REPORTING

Action Plan

For our risk assessment process to be sufficiently robust to protect the health, safety and welfare of our employees and those affected by our work activity we need to;

1. Nominate a senior manager to take responsibility for identifying hazards and managing and co-ordinating risk assessment.

2. Appoint and train sufficient numbers of staff in the process of risk assessment.

3. Systematically identify the hazards to which our workforce and others are exposed.

4. Provide a means for the workforce to identify and report hazards or potential hazards to their managers.

5. Consider the risks from those hazards, however recognised, identifying people at risk.

6. Evaluate the risks and decide if further precautions are required.

7. In significant cases, record our findings.

8. Implement those findings.

9. Involve Managers and workers in identifying hazards and carrying out risk assessments.

10. Explain the results of risk assessments to any affected staff and detail any new precautions or systems of work they need to follow.

11. Review risk assessments on a regular basis, commensurate to the risk.

12. Review our arrangements from time to time to ensure that they are fully understood and operating correctly.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 1 - 7

OCCUPATIONAL HEALTH and HEALTH SURVEILLANCE

We have a duty to ensure the health and wellbeing of our employees who may be affected by the incidence of ill health arising from their work activities. We shall implement systematic, regular and appropriate procedures to detect early signs of work-related ill health among employees exposed to certain health risks; and acting on the results.
We do this by;

- Nominating senior staff members to coordinate and manage health surveillance screening programmes.
- Developing and implementing strategies, procedures etc.
- Ensuring that the development of the strategies and procedures relating to health surveillance are undertaken by competent, trained personnel.
- Ensuring that Managers, employees and others follow our procedures and rules.
- Providing and recording relevant training.
- Recording Health Surveillance.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we coordinate health surveillance.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

OCCUPATIONAL HEALTH and HEALTH SURVEILLANCE

Action Plan

To set up a health surveillance system we need to;

1. Consider our activities and identify where and when workers may be exposed to health risks.

2. Risk assess that work, identifying if any exposure is above the limit value or the action value set by law.

3. Where exposure is above the exposure limit take immediate steps to reduce exposure to below the limit value.

4. Consider issues including:

a. Are any groups or individual workers at particular risk?

b. Health Surveillance is normally required for exposure to

i. Chemical hazards - dusts, fumes, solvents, liquids or gases.

ii. Biological hazards - bacteria, viruses, animals, plants and food stuffs.

iii. Physical hazards - musculoskeletal injuries, noise, vibration, extreme heat and cold.

iv. Stress - excessive workloads and tasks which affect their emotions.

v. Asbestos, lead, work in compressed air.

c. What is the level of surveillance required?

i. A 'responsible person' looking for a clear reaction where someone is working with something that could harm their health, e.g. for dermatitis, checking for skin damage on hands where solvents are being used.

ii. A 'qualified' person asking employees about symptoms of ill health or inspecting or examining individuals for signs of ill health, e.g. conducting a hearing test, or a lung function test.

iii. Medical surveillance by a doctor, which can include clinical examinations to look for a reaction from exposure to some chemicals.

d. Keeping confidential individual health records where required

e. Are baseline health assessments required when a person takes up or changes job?

5. Explain these arrangements to our workforce. Ensure they are understood.

6. Provide training where required and information for staff nominated with responsibility.

7. Implement the procedure and ensure that it is followed in practice.

8. Report cases of whole body vibration which result in a worker being unfit for work and which are confirmed by a medical practitioner to the Enforcing Authority.

9. Monitor and review the operation of this procedure from time to time making changes identified as necessary.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 1 - 8

SUBSTANCE and ALCOHOL ABUSE

We have a duty to protect the safety, health and welfare of our employees and others from the hazards that may arise as a result of workers abusing alcohol and other substances.

We do this by:

Nominating senior staff members to coordinate and manage our substance and alcohol abuse policies and provision.

Developing and implementing strategies, policies and procedures.

Providing competent accredited trained personnel to provide support and counselling services.

Employees and others adhering to the contents of our procedures and policies.

Providing and recording relevant training

Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from substance abuse.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

SUBSTANCE and ALCOHOL ABUSE

Action Plan

To protect workers and others from the risks of working with people who abuse substances and alcohol we need to;

1. Develop a policy for dealing with workers whose abuse of substances and alcohol put other people at work at risk.

2. Consider;

    a. The problem should be treated as an illness.

    b. The problem can be successfully treated.

    c. Disciplinary action is a last resort.

    d. Sufferers may find it difficult to admit to a problem.

    e. It is easier to take action in the early stages of the condition.

    f. Staff should be able to identify early signs of problems.

    g. Advice is available from many organisations including local Health Authorities.

3. Develop a policy and procedure based on these considerations.

4. Explain these arrangements to our workforce. Ensure they are understood.

5. Provide training and information, where required, for staff nominated with responsibility so that they are able to identify workers with substance abuse problems.

6. Implement the procedure, identify who is to provide support and counselling services and ensure that it is followed in practice.

7. Ensure that staff, particularly Managers and Supervisors, remains aware of our procedure although we hope and expect it will not be required in practice.

8. Monitor and review the operation of this procedure whenever it has been used, making changes identified as necessary or beneficial.

Sports Heroes Ltd t/a Education 1st Safety Statement 1 - 9

PURCHASING

We have a duty to ensure the safety, health and welfare of our employees and others who enter our premises, and we have systems in place to protect these groups from any adverse effects of all plant, equipment, supplies and substances that we purchase to support our work activities.

Our systems consist of:

- Nominating senior staff members to identify and manage the organisation's safe purchasing requirements.
- Developing and implementing a purchasing policy, identifying the safest available options.
- Ensuring that this policy is implemented by trained and competent staff.
- Ensuring that the equipment purchased is safe, adequate and suitable for its purpose, and that safety devices and other control measures are fitted.
- Providing adequate and sufficient personal protective equipment to employees.
- Providing relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements

we aim to make improvements to our purchasing policy.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

PURCHASING

Action Plan

To ensure that we purchase work equipment and substances that are safe, so far as is reasonably practicable, when used by our workers and others we need to;

1. Identify who in our company is authorised to purchase equipment, supplies and substances. Consider whether they need specific training for certain health and safety conditions.

2. Consider where we buy equipment and substances.

3. Obtain Manufacturer's Safety Data Sheets for the substances we purchase and consider the hazard and risk data provided.

4. When buying equipment specify in purchase orders that it complies with relevant European or National Standards.

5. On receipt of new equipment check that where relevant it bears compliance markings.

6. Involve workers in developing a procedure based on these considerations.

7. Explain these arrangements to our workforce. Ensure they are understood.

8. Provide training where required and information for staff nominated with responsibility.

9. Implement the procedure and ensure that it is followed in practice.

10. Monitor and review the operation of this procedure from time to time, making changes identified as necessary or beneficial.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 1 - 11

NEW AND EXPECTANT MOTHERS

We have a duty to protect the health of new and expectant mothers from hazards that might be present in the workplace. We also have a duty to assess the risks to women of child bearing age from our activities and inform them of any potential risks that might affect a pregnancy.

We do this by:

- Nominating senior staff members to identify and assess the hazards which pose risk to new and expectant mothers.
- Developing and implementing systems and procedures that will protect all women of child bearing age from risks to unborn children.
- Developing and implementing systems and procedures that will protect new and expectant mothers and their children from hazards and risks in our workplace or risks from the work activity.
- Considering the personal needs of each new and expectant mother.
- Ensuring that the assessments are sensitively carried out by competent, trained personnel.
- Implementing the findings of each assessment.
- New and expectant mothers and other workers following agreed procedures and control measures.
- Recording our assessments and agreed plans.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage potential risks to new and expectant mothers.

The personnel responsible for the above measures are identified within the Responsibility Table of our

Health and Safety Policy.

NEW AND EXPECTANT MOTHERS

Action Checklist

To protect the health of new and expectant mothers and women of childbearing age we should;

1. Assess the risks that our business activities may have on women of childbearing age and any potential foetus.

2. Inform the workforce of those risks.

3. Reduce those risks so far as is reasonably practicable.

4. Assess the risks to any worker who notifies us that they are pregnant or are returning to work after having given birth.

5. Consider factors such as;

   a. Substances to which they might be exposed.

   b. The size and shape of their workstation.

   c. Posture.

   d. Vibrations.

   e. Environmental factors.

   f. Ability to stand or sit for long periods.

   g. Night working.

   h. Lifting and carrying.

   i. Noise levels.

   j. Welfare arrangements.

6. Discuss the results of the risk assessment with the worker.

7. Consider how to reduce risks.

8. Find alternative work for the worker if it is not possible to reduce risks in her current job to an acceptable level. Alternatively give her paid absence from work.

9. Implement our decisions.

10. Make sure Supervisors and other employees are aware and understand the measures to be taken.

11. Review the risk assessment as pregnancy develops or as the pregnant worker makes any concerns or problems known.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 1 - 12

EMPLOYING CHILDREN AND YOUNG PERSONS

When we employ children and young persons or give them work experience we have particular duties to protect their safety, health and welfare whilst at work.

We do this by:

- Nominating senior staff members to be responsible for the young people and to identify the hazards which pose risk to young persons.
- Developing and implementing young person risk assessments, procedures, Safe Systems of Work and control measures.

- Ensuring that any young person assessments are particularly thorough and undertaken by competent, trained personnel.
- Explaining these assessments to the young people and their Supervisors.
- Ensuring that young persons are closely managed and supervised.
- Regularly inspecting the premises to identify any new processes, personnel or changes to the building's structure which would trigger the need for reassessment.
- Employees and others adhering to the contents of procedures, control measures and Safe Systems of Work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks to young people whilst they are working for us.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

EMPLOYING CHILDREN AND YOUNG PERSONS

Action Plan

To protect children and young people who work for us or with us on work experience schemes we need to;

1. Appoint a Manager to oversee the employment of children and young persons.

2. Assess the risks to children and young persons from our activities and the work we give them to do.

3. Consider;

    a. The jobs they do.

    b. The substances that they might come into contact with.

    c. Machinery and equipment they might be asked to use.

    d. Their lack of experience.

    e. Their lack of appreciation of industrial risks.

    f. Their attention span.

    g. Their immaturity.

    h. Exposure to toxic, carcinogenic, mutagenic and teratogenic substances.

    i. Physical and environmental hazards.

    j. Close supervision is required.

    k. Are their hours of work within the legal limits?

    l. Is health surveillance required? If yes at what level?

4. Develop arrangements and procedures based on these considerations – involve the workforce.

5. Explain these arrangements and procedures to the young workers and their parents.

6. Explain the arrangements to our workforce. Ensure they are understood, especially by those who will be working alongside the young workers and provide further training where necessary.

7. Keep a written record of the risk assessment, the control measures and systems of work adopted. Record details of training given.

8. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.

9. Implement the arrangements and procedures and ensure they are followed in practice.

10. Monitor and review the operation of this procedure from time to time and after any incident causing injury or with the potential to cause injury to a young worker.

11. Make any changes to our procedures and arrangements identified as necessary.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 1-13

LONE WORKING

Our company has a duty to ensure the safety, health and welfare of our workforce whilst at work. That duty extends to employees who travel during the course of their work and those who work away from our core premises.

We do this by:

- Nominating senior staff members to consider the health, safety and welfare of lone workers.
- Identifying situations where lone working is required which affect our employees.
- Making an assessment of the risks to members of our workforce who are or may become lone workers.
- Developing and implementing control measures and procedures to ensure their health and safety whilst at work.
- Providing sufficient funding support to enable the development and implementation of procedures, risk assessments and control measures.
- Ensuring that procedures and control measures are in place for lone working situations.
- Ensuring that identified equipment needs are met and training on their use is given.
- Ensuring that the content of the procedures and risk assessments are made available to all staff.
- Providing and recording training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from lone working.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

LONE WORKING

Action Plan

To protect the health, safety and welfare of our workers who work alone, whether it is because they are a mobile worker, because they work away from our core operating site or for other reasons, we need to;

1. Identify who among our workforce is or is potentially a lone worker.
2. Assess the risks to those identified as lone workers.
3. Identify the control measures already in place and any additional measures that may be required.
4. Consider, as part of our assessment, issues such as;
    a. Where they work.
    b. Are they at risk because they handle cash?
    c. Are they at risk because they are work at a remote and hazardous installation?
    d. Are they at greater risk in the winter months?
    e. Are they at risk from a violent client or a member of the client's family?
    f. Are they likely to cut corners because they are not under direct supervision?
    g. Are they at risk because of health issues?
    h. Are they at risk because a significant part of their day is spent driving?
    i. Are they at risk because they work exceptional hours?

j. Are they at risk because they do not have access to welfare or first aid facilities?

k. Mobile phone signals.

5. Keep a written record of significant risk assessments and the control measures and systems of work adopted.

6. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.

7. Explain our system and arrangements to the workforce. Ensure they are understood and provide further training where necessary.

8. Implement the procedure and ensure that it is followed in practice.

9. Monitor and review the operation of this procedure from time to time and whenever an employee reports an accident or case of ill health attributable to working alone, make changes to the procedure identified as necessary or beneficial.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 1 - 14

HEALTH AND SAFETY TRAINING

We have a duty to protect the health, safety and welfare of our employees whilst they are at work and others who might be affected by our work activities. Among other specific arrangements we need to be sure that our workforce is trained to recognise hazards and risks and what they need to do to eliminate, reduce and avoid risk.

We do this by:

- Nominating senior staff members to manage Health and Safety training.
- Making an assessment of the risks to our workforce and others from an inadequately trained workforce.
- Developing and implementing training policies, programmes and arrangements.
- Ensuring that the management of the policy, programmes and arrangements are undertaken by competent, trained personnel.
- Managing our activities to ensure that employees are adequately trained for the variety of tasks which they may be required to do.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage our Health and Safety training programmes.

The personnel responsible for above measures are identified within the Responsibility Table of our Health and Safety Policy.

HEALTH AND SAFETY TRAINING

Action Checklist

In developing and implementing training policies, programmes and arrangements we need to:

1. Assess our work activity to identify where and when workers or the public may be exposed to hazards and risks.

2. Where we identify hazards we need to consider the associated risks and the ability of staff to control them and then to identify whether their knowledge of and training about control measures is adequate.

3. Identify any jobs that require workers to have received specific health and safety training.

4. Identify the systems already in place to provide training and any additional measures that may be required.

5. Consider procedures and practices including ;

a. Plant and machinery.

b. Chemical and chemical processes.

c. Works transport.

d. Working at height.

e. Lifting machines and equipment.

f. Electrical safety.

g. Mundane work.

h. Occasional work activities.

i. Training needs analysis for individuals.

6. Involve the workforce in making these assessments of our needs.

7. Develop procedures, programmes and practices tailored to our workplace.

8. Explain these arrangements to the workforce, their Supervisors and Managers. Ensure they are understood and provide further training where necessary.

9. Implement the procedures and ensure that they are followed in practice.

10. Monitor and review the operation of the procedures from time to time making changes identified as necessary or beneficial.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 1-15

HEALTH AND SAFETY OF STUDENTS AND VISITORS

We have a duty to ensure the health and safety of members of the public who come into our workplace.

We do this by:

- Nominating senior staff members to identify and risk assess the workplace hazards which pose risk to students and visitors.
- Making an assessment of the risks to students and visitors.
- Providing a students and visitors' sign in book to track students and visitors present in our premises.
- Developing student and visitor procedures and control measures.
- Implementing student and visitor procedures and control measures.
- Ensuring that risk assessments are undertaken by competent, trained personnel.
- Regularly inspecting the premises to identify any new processes, personnel or changes to the building's structure that could pose new risk to students and visitors.
- Ensuring employees and others adhere to the contents of procedures, control measures and Safe Systems of Work.
- Providing relevant information and training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks to students and visitors.

HEALTH AND SAFETY OF STUDENT AND VISITORS

Action Plan

To protect students and visitors to our workplace we need to: 1. Assess our work activity to identify where and when the public may be exposed to hazard and risk.

2. Identify risks that students and visitors might face when at our workplace.

3. Where risks to the health and safety of students and visitors is identified or reported, assess those risks to identify where control measures are required.

4. Identify any control measures already in place and any additional measures that may be required.

5. Consider among other issues;

a. Where students and visitors go, when they go there, why they go there and what they do when they get there.

b. Floor coverings

c. Slippery floors

d. Chemical hazards

e. Electrical hazards

f. Condition of stairs etc

g. Machinery hazards.

h. Workplace transport.

6. Involve the workforce in making these assessments; use their experience.

7. Develop procedures, programmes and practices for ensuring student and visitor safety that are tailored to our workplace.

8. Explain these arrangements to the workforce, their Supervisors and Managers. Ensure they are understood and provide further training where necessary.

9. Implement the procedure and ensure that it is followed in practice.

10. Monitor and review the operation of this procedure from time to time and whenever a visitor suffers a work related injury, making changes to the procedure identified as necessary or beneficial.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 1-17

PERSONAL PROTECTIVE EQUIPMENT

Where the protection of the health, safety and welfare of our workforce and others who may be affected by our work activity can only be achieved by the issue of personal protective equipment we have a duty to provide such equipment as is necessary.

We do this by:

- Nominating senior staff members to coordinate the management of work related health and safety issues.
- Reviewing our arrangements and procedures for the management of hazards and risk to identify where existing controls are not sufficient to protect workers or others from the risk of ill health.
- Identifying where personal protective equipment (PPE) are required to reduce risk to an acceptable level or provide further protection.
- Assessing the suitability and adequacy of the PPE supplied for use.
- Explaining the need for and the correct use of PPE to the workforce.
- Making sure that Managers and Supervisors know why and when PPE is required.
- Managers and Supervisors ensuring employees and others wear PPE in designated areas.
- Providing facilities for storage, cleaning, maintenance and replacement of PPE.
- Providing and recording relevant training.
- Monitoring and reviewing the policy and procedures; using our experience of operating these arrangements we aim to continuously improve and reduce the incidence of work related ill health.

The personnel responsible for monitoring and implementing the use and issue of personal protective equipment are identified within the Responsibility Table of our Health and Safety Policy.

PERSONAL PROTECTIVE EQUIPMENT

Action Plan

To protect the health, safety and welfare of our workforce and others who may be affected by our work activity by the issue of personal protective equipment we need to;

1. Assess our work activities to identify where and when workers or others may be exposed to risks to health that are not adequately controlled at source.

2. Where risks are identified - carry out an assessment of the risks to our workers and others.

3. Involve the workforce in these assessments.

4. Identify the control measures already in place and any additional measures that may be required before the use of PPE is adopted. Refer to manufacturers' guidance, trade guidance and British, European or Irish Standards etc.

5. Remember that the issue of PPE should only be considered when we are unable to control the hazard and risk by other reasonably practicable means.

6. Consider among other issues:

    a. Elimination of the hazard.

    b. Control of the hazard, extraction, dilution, dampening etc.

    c. Adequacy of PPE.

    d. Fitting of PPE to the individual user.

    e. Storage facilities.

    f. Arrangements for cleaning, repair and replacement.

    g. Training for correct use, cleaning etc. Supervisors and users.

    h. Supervising use.

    i. Signs for area where the use of PPE is required.

    j. Records of training, issue and replacement.

7. Develop procedures, programmes and practices tailored to our workplace.

8. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.

9. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.

10. Implement the procedure and ensure that it is followed in practice.

11. Monitor and review the operation of this procedure from time to time and following any incident, injury or case of ill health caused by inadequate or failure to use PPE, making changes to the procedure identified as necessary or beneficial.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 1 - 18

HOME WORKING

We have a duty to protect our employees from the hazards and risks which may arise when employees work from home.

We do this by:

- Nominating senior staff members to manage and reduce the risks posed from home working.
- Making an assessment of the risks arising from home working to our workforce and others.
- Developing and implementing control measures, policies and Safe Systems of Work.
- Ensuring that the policy, procedures, Safe Systems of Work and control measures relating to home working are managed by competent, trained personnel.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.

- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks posed from home working.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

HOME WORKING

Action Plan

To protect workers from the risks associated with home working we need to:

1. When potential homeworkers are identified, assess the suitability of their job and home for 'home working' using 'Form HWVC'.

2. Consider:

    a. If the designated home working area is clear from obstructions and tripping hazards.

    b. If the equipment (chair, desk, keyboard) is suitable for the user and their activities.

    c. If equipment is ergonomically sound for the particular worker.

    d. If sufficient storage facilities are available.

    e. If lighting is adequate in the working area.

    f. Is the temperature in the work area comfortable?

    g. Is the area well ventilated?

    h. Are all cables and plugs in use in good repair and visually acceptable?

    i. Are all items of electrical equipment in good repair and working correctly?

    j. Has the home worker had basic manual handling and ergonomics training?

    k. First Aid arrangements.

    l. Smoke alarms, firefighting equipment and emergency escape plans.

3. Ensure workers have an area in the home designated strictly to their work to help them separate their working area from their leisure activities and home life.

4. Provide suitable IT equipment, some laptop and portable computers may not be suitable for home use.

5. Make sure homeworkers are properly managed.

6. Encourage home workers to report all accidents/incidents whilst working from home to their Supervisor as soon as practicable. Supervisors should ensure that the accident and incident report form is completed.

7. Ensure records of risk assessments, workplace inspections, remedial actions taken, training provided and scheduled communications are kept for a minimum of 3 years.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 1 - 19

EMPLOYING AGENCY AND TEMPORARY STAFF

We have a duty to ensure the health, safety and welfare of agency and temporary staff who are employed on our premises.

We do this by:

- Nominating senior staff members to liaise with recruitment agencies and coordinate the selection process of suitable, competent agency staff and temps.
- Identifying any specific risks to these temporary or agency staff whilst they are employed on our premises.

- Developing and implementing procedures and control measures necessary to protect the health and safety of temporary and agency to effectively control the risk posed.
- Assessing the abilities and health and safety of agency or temporary staff at work in the job for which we employ them.
- Ensuring that any assessment of these people is carried out by competent, trained personnel.
- Ensuring that all workers, including the agency or temporary workers are aware of the procedures and measures in the event of an emergency.
- Ensuring that agency staff and temporary workers comply with our specific company rules.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks to agency and temporary workers.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

EMPLOYING AGENCY AND TEMPORARY STAFF

Action Plan

To protect the health, safety and welfare of agency and temporary staff which we employ we need to:

1. Liaise with the agency and set out our specific requirements including the nature of work for which agency workers are required and any specific training requirements or qualifications for agency workers.

2. Assess our work activity to identify where and when agency or temporary workers may be at risk.

3. Where risks are identified make an assessment of those risks identifying control measures that should be in place.

4. Identify the control measures already in place and the additional measures that may be required.

5. Consider among other issues;

    a. detailed job descriptions for the employment agencies.

    b. skill levels required.

    c. language issues.

    d. cultural differences.

    e. training (job specific and induction)

    f. supervision.

    g. provision of personal protective equipment

6. Involve the workforce in making these assessments.

7. Develop procedures, programmes and practices tailored to our workplace.

8. Explain these arrangements to the workforce, their Supervisors and Managers. Ensure they are understood and provide further training where necessary.

9. Implement the procedure and ensure that it is followed in practice.

10. Monitor and review the operation of this procedure from time to time and whenever an agency or temporary worker suffers injury or work related ill-health, making changes to the procedure identified as necessary or beneficial.

SAFE SYSTEMS OF WORK

We have a duty to ensure our workforce are provided with clear instructions and training when

undertaking potentially hazardous tasks that pose significant risks.

We do this by:

- Nominating senior staff members to oversee and implement Safe Systems of Work.
- Identifying where Safe Systems of Work are required.
- Developing Safe Systems of Work to effectively control the work activities within our work premises.
- Communicating the Safe Systems of Work to applicable employees.
- Ensuring that Safe Systems of Work are created by competent, trained personnel.
- Providing training on the Safe System to the workforce.
- Regular checks to ensure that the Systems are being followed.
- Reviewing our systems.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

We use the experience from operating these arrangements to make improvements to our safety, health and welfare management system.

SAFE SYSTEMS OF WORK

Action Plan

To ensure that adequate Safe Systems of Work are in place for employees to follow we need to;

1. Appoint and train sufficient numbers of staff in the creation of the Safe System of Work.

2. Systematically identify the areas where a Safe System of Work may be required.

3. Assess the task and identify the hazards.

4. Define the safe method of undertaking the task.

5. Document the Safe System of Work and ideally display it at the work site where the work takes place.

6. Implement the System and ensure employees understand it. Provide training where necessary.

7. When developing and implementing Safe Systems of Work we should involve Managers and workers in the task being assessed.

8. Review Safe Systems of Work on a regular basis or when situations change.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 1 - 21

ACTION ON ENFORCEMENT AUTHORITY REPORTS

We recognise the benefits that will accrue from early action following receipt of reports from the Enforcement Authority in regard to health safety and welfare issues. To obtain these benefits we have recognised the need for an effective management system and have taken steps to be able to action such reports.

We have done this by;

- Nominating an individual member of the senior management who will coordinate actions required to meet the requirements of Enforcement Authorities.
- Providing adequate resources either financial or human to be able to meet the requirements of the Enforcing Authority.
- Routinely reviewing the operation of our reporting system.
- Having access to competent health and safety advice.

The person nominated with responsibility for overseeing this organisation’s arrangements for compliance with Enforcing Authority requirements is identified within the Responsibility Table of our Health and Safety Policy.

ACTION ON ENFORCEMENT AUTHORITY REPORTS

Action Plan

In order to meet our legal obligations to provide adequate health and safety information to employees we need to;

1. Identify a person who will coordinate actions required to meet the requirements of Enforcement Authorities.

2. Ensure that the responsible person understands their duties and responsibilities.

3. Provide adequate training for that person.

4. Give that person the authority required and the resource necessary for them to fulfil their role.

5. Ensure that our workers are aware of the need to make concerns about health and safety known and report accidents, incidents and cases of work-related ill health to their Managers.

6. Review our arrangements from time to time to ensure that they are fully understood and are operating correctly.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 1 - 22

EQUALITY, DISABILITY DISCRIMINATION AND COMPLIANCE

We recognise the benefits that will accrue from planned and carefully considered arrangements in regard to the equal treatment of all people and health, safety and welfare issues. To obtain these benefits we have recognised the need for an effective management system and have taken steps to be able to successfully manage disability in the workplace.

We have done this by;

- Nominating an individual member of the senior management who will coordinate actions required to meet the requirements of disadvantaged and vulnerable persons
- Providing adequate resources either financial or human to be able to reasonable adjustments to our workplace(s)
- Allowing employees to nominate safety representatives who will coordinate issues arising from their colleagues in respect of health, safety and welfare.
- Providing adequate resources
- Providing such health and safety information, instruction, and training for all workers as is necessary for them to be able to work without risk to their health or safety or welfare so far as is reasonably practicable.
- Recording and analysing all reportable accidents, minor accidents, near miss incidents and dangerous occurrences.
- Providing and recording relevant training
- Routinely reviewing the operation of our reporting system.
- Having access to competent health and safety advice.

The person nominated with responsibility for overseeing this organisation’s arrangements for compliance with statutory requirements in this respect is identified within the Responsibility Table of our Health and Safety Policy.

EQUALITY, DISABILITY DISCRIMINATION AND COMPLIANCE

Action Plan

In order to meet our legal obligations to avoid disability discrimination to employees we need to;

1. Identify a person who will coordinate actions required to meet the requirements of legislation that

requires us to treat all people equally.

2. Ensure that the responsible person understands their duties and responsibilities.

3. Provide adequate training for that person.

4. Give that person the authority required and the resource necessary for them to fulfil their role.

5. Review our arrangements from time to time to ensure that they are fully understood and are operating correctly.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 1 - 23

HEALTH AND SAFETY INFORMATION FOR EMPLOYEES

We recognise the benefits that will accrue from the provision of effective information regarding health safety and welfare activities to our employees. To obtain these benefits we have recognised the need for an effective management system and have taken steps to provide adequate information to employees and others.

We have done this by;

- Allowing employees to nominate safety representatives who will coordinate issues arising from their colleagues in respect of health, safety and welfare.
- Providing adequate resources
- Providing such health and safety information, instruction, and training for all workers as is necessary for them to be able to work without risk to their health or safety or welfare so far as is reasonably practicable.
- Recording and analysing all reportable accidents, minor accidents, near miss incidents and dangerous occurrences.
- Providing and recording relevant training
- Routinely reviewing the operation of our reporting system.
- Having access to competent health and safety advice.

The person nominated with responsibility for overseeing this organisation's arrangements for provision of information to employees is identified within the Responsibility Table of our Health and Safety Policy.

HEALTH AND SAFETY INFORMATION FOR EMPLOYEES

Action Plan

In order to meet our legal obligations to provide adequate health and safety information to employees we need to;

1. Identify a person to take responsibility for ensuring that adequate information is provided to employees.

2. Ensure that the responsible person understands their duties and responsibilities.

3. Provide adequate training for that person.

4. Give that person the authority required and the resource necessary for them to fulfil their role.

5. Identify the most effective methods by which information will be circulated to the employees.

6. Display the required health and safety 'What you should know' poster and complete the information on the poster.

7. Provide information to our employees in regard to their responsibilities and essential safety rules.

8. Explain to our workers, supervisors and managers the nature of our arrangements for managing health, safety and welfare.

9. Ensure that our workers are aware of the need to make concerns about health and safety known

and report accidents, incidents and cases of work-related ill health to their Managers.

10. Review our arrangements from time to time to ensure that they are fully understood and are operating correctly.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 2 - 1

FIRE SAFETY – ARRANGEMENTS AND PROCEDURES

We have a legal duty to implement and maintain a fire safety programme to ensure employees have a full understanding of the evacuation procedures for the premises where they are working. We have put in place arrangements to meet these responsibilities and to identify and reduce the risks associated with fire and emergency situations.

Our arrangements consist of:

- Nominating a 'responsible person' to coordinate fire and emergency arrangements and take responsibility to ensure employees undertake induction training when working on client sites, part of which will be emergency evacuation.
- Identifying fire risks and potential emergency situations and who may be affected.
- Assessing the level of risk and recording the information in Risk Assessments.
- Implementing procedures and control measures to mitigate the risks posed.
- Developing Safe Systems of Work to reduce the potential incidence of fire and emergency situations
- Delivering training on the Risk Assessment and on the use of any firefighting equipment provided.
- Reviewing our system.

The personnel responsible for fire and emergency arrangements are identified within the Responsibility Table of our Health and Safety Policy.

We use the experience of operating these systems to make improvements to our safety, health and welfare management system.

FIRE SAFETY - ARRANGEMENTS AND PROCEDURES

Action Plan

To protect workers and others from the risk of fire we need to develop a comprehensive fire safety programme. We need to;

1. Nominate and train a person to be our competent and Responsible Person for fire safety matters.

2. Seek confirmation that there is an up to date fire risk assessment in respect of our clients'

premises and processes.

3. Seek confirmation that sufficient and suitable fire alarm systems, means of escape, firefighting equipment, emergency lighting and emergency signs are provided.

4. Make sure that clients explain to our workers the emergency procedures for safe and speedy evacuation to a place of relative safety in the event of a fire or other emergency.

5. Consider;

a. Fire prevention. Storage of flammables, waste disposal, open flames etc.

b. Potential sources of ignition including use of flammable substances and process related fire hazards.

c. Maintenance of fire alarms, smoke detectors, automatic door closers.

d. Maintenance of fire doors and escape routes.

e. Emergency procedures – fire wardens, fire and evacuation drills and safe assembly points.

f. Maintenance of fire extinguishers and firefighting equipment.

g. Liaison with fire service and assisting the fire service in the event of a fire.

h. Providing and maintaining fire safety signs and notices.

i. Record keeping.

j. Safe means of shutting down electric, gas and fuel supplies.

6. Explain these Arrangements and Procedures to our Managers, Supervisors, workforce. Ensure they are understood.

7. Provide training where required and information for staff nominated with responsibilities.

8. Implement the Programme and ensure that it is followed in practice.

9. Monitor and review the operation of all aspects of the Fire Safety Programme at least twice a year and whenever a fire related incident happens, making changes to the fire risk assessment, arrangements and procedures identified as necessary or beneficial.

Advice and guidance on the development of a Fire Safety Programme can be found in the fire safety section of the health and safety management system.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 3 - 1

FIRST AID

We have a duty to provide suitable first aid arrangements for our staff whilst at work and students and visitors who may be affected by our activities. We have taken steps to provide first aid arrangements that meet this requirement.

We do this by:

- Nominating a Senior Manager to identify our needs and ensure continuing arrangements for first aid provision.
- Assessing the reasonable level of first aid provision required for our business at our workplace and for travelling staff.
- Recruiting sufficient members of staff to undertake first aid training as a first aider or appointed person, as appropriate.
- Arranging approved training for those people and keeping records of their training.
- Providing adequate numbers of trained personnel to be available at all times during business hours.
- Providing and maintaining sufficient quantities of first aid equipment and consumables.
- Displaying names and locations of first aid trained personnel or appointed persons in prominent positions throughout the premises.
- Routinely reviewing our first aid arrangements for suitability and ensuring that where we have trained first aiders qualifications are up to date.

FIRST AID

Action Plan

To ensure that we meet our obligations to provide suitable first aid arrangements for

our staff whilst at work and students and visitors who may be affected by our activities we need to

take the following action;

1. Assess our business activity to identify the level of first aid provision that will be necessary.

2. Consider issues, by completing a first aid needs risk assessment, including;

a. The likely severity of foreseeable work-related accidents.

b. The number of people likely to be in the workplace.

c. The nature of health and safety risks at the workplace.

d. The location and accessibility of the workplace.

e. Whether the need is for trained first aiders or appointed persons.

3. Keep a written record of our assessment and conclusions.

4. Explain our assessment and conclusions to our workforce.

5. Identify workers to be trained and take responsibility for administering first aid.

6. Provide approved training for appointed first aiders.

7. Keep records of this training and ensure qualifications are kept up to date.

8. Make sure our arrangements are understood and the responsible people known to all workers, Supervisors and Managers.

9. Provide suitable facilities and consumables for delivering first aid at our workplace.

10. Monitor and review from time to time the operation of this procedure in the light of experience making changes to our system identified as necessary or beneficial.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 3 - 2

WELFARE, STAFF AMENITIES, REST ROOMS and the WORKING ENVIRONMENT

We are obliged to make and maintain arrangements for welfare and the provision of a safe and healthy working environment for our workforce whilst they are at work. This includes a duty to provide restrooms where work is arduous or conducted in a hostile environment and for the welfare of new and expectant mothers.

We do this by;

- Nominating senior staff members to oversee our provision and maintenance of welfare facilities and a safe working environment.
- Maintaining our workplace including buildings and fixtures in good order and according to required standards.
- Providing welfare facilities that are fit for purpose and include adequate hot, cold and drinking water, sanitary conveniences, hand washing facilities, facilities for meal breaks, sufficient light, heat and ventilation.
- Implementing housekeeping, cleaning and maintenance regimes.
- Providing and recording relevant instruction and training.
- Regular monitoring and review of our arrangements and facilities to ensure that they remain sufficient and are adequately maintained.

The personnel responsible for these measures are identified within the Responsibility Table of our Health and Safety Policy.

WELFARE, STAFF AMENITIES, REST ROOMS and the WORKING ENVIRONMENT

Action Plan

To ensure that we make the proper and necessary arrangements for welfare and to provide a safe working environment for our workforce we need to;

1. Consider the arrangements we have in place to provide for the welfare of our workforce whilst at work and to provide a safe working environment.

2. Assess the specific welfare arrangements, including rest rooms and catering areas that we have provided against both minimum legal requirements and what might reasonably be expected by law; particularly where work may be arduous or in a hostile environment.

3. Consider among other relevant issues;

a. our worksite, the condition of the buildings;

b. temperature, ventilation and lighting in the workplace;

c. the use of chemical, biological and radiological substances;

d. the condition of floors, walls and ceilings;

e. traffic routes;

f. sanitary and washing facilities;

g. clothing accommodation, changing rooms and rest rooms;

h. drinking water and the means for making hot drinks and heating food;

i. workers in isolated locations;

j. the needs of nursing and expectant mothers;

k. the heating and cleaning of rest rooms and welfare facilities.

4. Involve workers in these considerations and in the development and maintenance of facilities and arrangements based on these considerations.

5. Keep a written record of significant assessments, actions identified and taken.

6. Provide information and any necessary training to employees, Managers and any staff nominated with responsibility to ensure that our arrangements and provisions are understood.

7. Monitor welfare arrangements and facilities to ensure that they remain sufficient, are maintained in a good clean condition and are fit for purpose.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 3 - 3

HOUSEKEEPING and CLEANING

We have a duty to ensure the safety, health and welfare of our employees and others who enter our premises by keeping it in a clean, tidy and sanitary condition.

We do this by:

- Nominating senior staff members to oversee the provision and management of housekeeping facilities and arrangements. Where necessary, making a risk assessment of the risks posed to our workforce and others from housekeeping activities.
- Developing and implementing cleaning procedures and associated safe systems of work where required.
- Ensuring that competent, trained personnel undertake the management of the policy, cleaning regimes and control measures.
- Carrying out regular housekeeping audits.
- Providing and using personal protective equipment where necessary.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies and procedures.
- Providing instruction and where necessary training which is recorded.
- Regular monitoring and review of our arrangements; to ensure that the workplace is kept clean and that our cleaning arrangements are adequate.
- Employees and others adhering to the contents of the procedures and safe systems of work.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

HOUSEKEEPING and CLEANING

Action Checklist

To ensure that we keep our workplace tidy and in a clean, sanitary condition we need to;

1. Assess all areas of the workplace and work activities to determine the cleaning requirements for each area.

2. Devise and implement cleaning plans and schedules for each area; specifying and recording them.

3. In devising these plans consider issues including;

a. Floors, stairs, toilets, rest and catering areas, outside paths, roadways and storage areas, etc.

b. The contaminant and the most appropriate method for cleaning; vacuum cleaning is better than sweeping

c. Dry cleaning or wet cleaning. Wet cleaning may leave slippery floors.

d. The source of the contaminant - can it be contained other than by cleaning?

e. The frequency of and best time of day for cleaning.

f. Waste handling and disposal – offensive, unhygienic, infected, chemical, process etc.

g. Warning signs.

h. Hazards associated with chemical cleaners.

i. Cleaning around potentially hazardous equipment.

j. Procedures for cleaning hazardous equipment.

4. Involve the workforce in making these assessments of our needs.

5. Explain these arrangements to the cleaning team, the workforce, their Supervisors and Managers. Ensure they are understood. Provide and record training where necessary.

6. Resource and implement the procedures ensuring that they are followed in practice.

7. Make sure Managers understand the requirements.

8. Monitor the implementation and continuing effectiveness of our procedures to ensure that our workplace is being cleaned properly and adequately.

9. Amend our systems and procedures as necessary in the light of operational experience.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 3 - 5

BUILDING SERVICES

We have a duty to protect our employees and others from the risks of injury if adequate controls are not in place and maintained for basic building services such as gas, electricity, oil, telephones, clean and waste water.

We do this by:

- Nominating senior staff members to reduce the risks posed by the services.
- Making an assessment of the risks from the services to our workforce and others.
- Developing and implementing sufficient control measures to identify all of the major services in the workplace e.g. gas, electricity, water etc
- Ensuring that the management of the control measures relating to services are undertaken by competent, trained personnel.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from building services.

The personnel responsible for above measures are identified within the Responsibility Table of our Health and Safety Policy.

BUILDING SERVICES

Action Checklist

To protect workers from risks posed from building services we should have:

1. Identified where and when workers or the public may be exposed to the risks from building

services.

2. Identified the control measures already in place and any additional measures that may be required.

3. Considered issues including;

a. The identification of all major services.

b. A suitable and sufficient safe system of isolation.

c. The presentation of this information (a simple plan located alongside any emergency alarm evacuation control zone panel etc.).

d. Ensuring the emergency services can be made aware of this information.

e. Is all gas work carried out by a competent person, with membership of an approved trade association?

i. In Great Britain this is the Gas SafeTM Register.

ii. In the Republic of Ireland this is the Register of Gas Installers of Ireland (RGII) scheme.

iii. Elsewhere gas engineers should be registered with GasSafeTM.

f. Is all electrical work carried out by a competent person, with membership of a recognised electrical trade association?

4. Made sure that Managers and Supervisors understand the procedures and arrangements. Considered whether they need any training.

5. Explained our system and arrangements to the workforce. Ensured they are understood and provide further training where necessary.

6. Implemented the procedure and ensure that it is followed in practice.

7. Monitored and reviewed the operation of this procedure from time to time and made changes to the procedure identified as necessary or beneficial.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 3 - 6

CONTROL OF HAZARDOUS AND NON- HAZARDOUS WASTE

We have a duty to ensure that we effectively and safely dispose of waste materials and products and control the methods of disposal used so that our workforce and any others who might be affected are not at risk to their health, safety or welfare.

We do this by:

- Nominating senior staff members to control the disposal of waste, both hazardous and non-hazardous wastes, from our work premises to minimise the risk posed.
- Assessing the risks to our workers from the handling and disposal of waste.
- Developing and implementing policies, procedures, Safe Systems of Work and control measures relevant to the control of waste including measures necessary to ensure compliance with environmental legislation.
- Ensuring that waste disposal is undertaken by competent, approved personnel, using the correct personal protective equipment.
- Ensuring that the safest means of disposal is used to protect the environment.
- Employees and others adhering to procedures, control measures and Safe Systems of Work.
- Providing and recording relevant training.
- Regular monitoring and review of our arrangements and facilities to ensure that we continue to manage and dispose of waste, hazardous and non-hazardous, without risks to health or safety.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

CONTROL OF HAZARDOUS AND NON- HAZARDOUS WASTE

Action Plan

To ensure our workforce and any others who might be affected are not at risk to their health, safety or welfare from the way we dispose of hazardous and non- hazardous waste materials and products we need to:

1. Identify where we create waste and rubbish during the course of our business.

2. Assess the hazard that the waste materials may present to people at work and others and the risks they face from it.

3. Identify hazardous and controlled wastes.

4. Consider issues relevant to our workplace including;

    a. Whether the waste is particularly hazardous because it is a classified chemical substance.

    b. Whether the waste is hazardous because it is or contains biological agents.

    c. Whether the waste is hazardous because it is sharp, heavy or flammable.

    d. How is it stored in the workplace?

    e. How is it moved about the workplace?

    f. How is it stored outside the premises? Is it secure? Can the public gain access?

    g. Is the way we store waste an invitation to an arsonist?

    h. How can we make the process easier and safer for our workers?

5. Consider how environmental legislation and requirements might impact on health and safety procedures and how the waste is disposed of.

6. Involve workers in developing a procedure based on these considerations.

7. Keep a written record of significant risk assessments and the control measures and systems of work adopted.

8. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.

9. Explain our system and arrangements to the workforce. Ensure they are understood and provide further training where necessary.

10. Implement the procedure and ensure that it is followed in practice.

11. Monitor and review the operation of this procedure from time to time making changes to the procedure identified as necessary or beneficial.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 3 - 9

ACCESS, EGRESS, STAIRS AND FLOORS

We have a duty to protect the health, safety and welfare of our workforce while at work and others who come onto our premises from the risk of injury due to badly maintained access and exit routes, stairs and floors.

We do this by:

- Nominating senior staff members to be responsible for monitoring and reducing incidents occurring as a result of incidents involving access and egress facilities, including stairs and floors etc.
- Making an assessment of the risks from incidents involving access and egress facilities, including stairs and floors etc.
- Developing and implementing control measures, policies and Safe Systems of Work.
- Ensuring that the management of the policy, procedures, Safe Systems of Work and control measures relating to slips, trips and falls are undertaken by competent, trained personnel.

- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage these risks.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

ACCESS, EGRESS, STAIRS AND FLOORS

Action Plan

To protect the health, safety and welfare of our workforce while at work and others who come onto our premises from the risk of injury due to slips, trips and falls we need to;

1. Consider the nature of our premises and the way we work to identify areas where badly designed or maintained access and exit routes, stairs and floors could create access and egress problems or otherwise obstruct movement leading to employees and others slipping, tripping or falling.

2. Identify the control measures already in place and any additional measures that may be required.

3. Consider issues including;

    a. Steep stairs, handrails.

    b. Ramps

    c. Changes in floor levels

    d. Potholes in floors and yard areas.

    e. Blind corners

    f. Wet and slippery floors

    g. Highly polished floors

    h. Trailing cables.

    i. Rubbish.

4. Keep a written record of significant risk assessments and the control measures and systems of work adopted.

5. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.

6. Explain our system and arrangements to the workforce. Ensure they are understood and provide further training where necessary.

7. Implement the procedure and ensure that it is followed in practice.

8. Monitor and review the operation of this procedure from time to time and after any incident involving access, egress, stairs or floors, making changes to the procedure identified as necessary or beneficial.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 3 - 11

WORKPLACE SIGNS

Where it is appropriate we have a legal duty to display safety signs to warn our workers and others of hazards that may be present in our workplace.

We do this by:

- Nominating senior staff members to consider and identify where we need to use safety signs
- Identifying and implementing procedures for the purchase and installation of signs.
- Ensuring that signage is adequate for its purpose, and it is maintained and checked.

- Ensuring that assessments of our requirements are made by competent, trained personnel.
- Ensuring that workplace signs are adhered to.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the use of safety signs.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

WORKPLACE SIGNS

Action Checklist

To protect the health, safety and welfare of our employees and others from the hazards and risks present in our workplace we need to use safety signs as a way of warning personnel that those hazards exist. We need to;

1. Identify where on our worksite hazards exist that need to be marked with warning signs.

2. Identify signs already in place and any additional signs that may be required. 3. Consider, as part of our assessment, issues such as;

a. Where prohibition signs should be used.

b. Where signs should be used as a caution.

c. Where signs should be used to require positive action.

d. Where signs are required to indicate a mandatory action.

e. Whether signs are made, coloured and displayed according to legal requirements.

f. Replacement of damaged signs – now and in the future.

4. Involve our workforce in developing these arrangements and systems.

5. Keep a written record of assessments and decisions made. 6. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.

7. Explain decisions to the workforce. Ensure they are understood and provide further training where necessary.

8. Implement the procedure and ensure that it is followed in practice.

9. Monitor and review the operation of this procedure and the provision of signs from time to time.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 3 - 13

WORKING IN THE OPEN AIR

We have a duty to protect our employees from the risks posed from working in the open air.

We do this by:

- Nominating senior staff members to reduce the risks arising from working in the open air.
- Making an assessment of the risks to our workforce from working in the open air.
- Developing and implementing control measures, policies and Safe Systems of Work.
- Ensuring that the management of the policy, procedures, Safe Systems of Work and control measures relating to open air working are undertaken by competent, trained personnel.
- Providing and using personal protective equipment.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from working in the open air.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

WORKING IN THE OPEN AIR

Action Checklist

To protect workers from the risks posed from working in the open air we need to:

1. Assess our work activity to identify where and when workers may be exposed to harm from working in the open air.

2. Identify any workers with health issues that make them particularly susceptible to injury from external working.

3. Identify the control measures already in place and any additional measures that may be required.

4. Consider;

    a. Excessive exposure to sunlight – provide sunscreen/sun block, water supply, regular breaks, covering exposed parts of the body.

    b. Watercourse hazards – fall arrest equipment, inflatable life jackets, two-man working.

    c. Lack of available light to work safely (e.g. during the winter months or at night) – provide appropriate artificial lighting and spare bulbs.

    d. Exposure to dust and microorganisms (resulting in sensitization or asthma) – is health surveillance or respiratory protective equipment required?

    e. Life-threatening reactions from bites and stings - availability of antidotes, first aid provision, medical assistance, individual specific risk assessments.

    f. Adverse weather conditions (hypothermia, heat exhaustion) - length of time of exposure, appropriate clothing, periodic rest breaks.

5. Keep a written record of significant risk assessments and the control measures and systems of work adopted.

6. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.

7. Explain our system and arrangements to the workforce. Ensure they are understood and provide further training where necessary.

8. Implement the procedure and ensure that it is followed in practice.

9. Report any incidence of a reportable injury or disease to the Enforcing Authorities.

10. Monitor and review the operation of this procedure from time to time and whenever an employee is harmed as a result of working in the open air, making changes to the procedure identified as necessary or beneficial.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 3 - 14

WATER TEMPERATURE CONTROL

We have a duty to protect our workforce and others who may be affected by our activities from the risk of contact with high water temperatures which could give rise to burns.

We do this by:

- Nominating senior staff members to risk manage, identify and minimise the risks created by hot water.
- Assessing the risk of burns from hot water systems.
- Developing and implementing control measures, procedures and Safe Systems of Work.
- Ensuring that water temperatures are maintained and checked at appropriate intervals.
- Providing thermostatic mixing valves, to control water temperature.
- Ensuring that our actions are carried out by competent and trained personnel.
- Following our procedures, control measures and Safe Systems of Work.

- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to continuously improve to the way we manage health and safety risks associated with our business.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

WATER TEMPERATURE CONTROL

Action Checklist

To ensure the safety of our employees and others from the risk of being burnt or scalded by high temperature hot water we need to;

1. Assess our work activity to identify where and when workers or others may be exposed to the hazard.

2. Where hazards are identified carry out an assessment of the risks to our workers and others.

3. Involve the workforce in these assessments and in the identification of the appropriate control measures.

4. Identify the control measures already in place and any additional measures that may be required. Refer to manufacturers' guidance, trade guidance and British, European or Irish Standards etc.

5. Consider among other issues;

    a. Who has access to the outlet?

    b. Can a thermostatic reducing valve be used at that location to reduce the temperature of the water supplied?

    c. Where high outlet temperatures are required prevent access by residents and use warning signs.

    d. Maintenance of temperature reducing valves.

    e. Insulation of high temperature pipes.

6. Develop procedures, programmes and practices tailored to our workplace.

7. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.

8. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.

9. Implement the procedure and ensure that it is followed in practice.

10. Monitor and review the operation of this procedure from time to time and following any incident, or injury caused by high water temperatures, making changes to the procedure identified as necessary or beneficial.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 3 - 15

PREMISES

We have a duty to protect our employees and others from the hazards and risks posed by entering our premises and to ensure that our facilities are provided and maintained to an acceptable standard.

We do this by:

- Nominating senior staff members to reduce the risks posed by work in or by use of our facilities.
- Making an assessment of the risks arising from working on our premises to our workforce and others.

- Developing and implementing control measures, policies and Safe Systems of Work.
- Ensuring that the management of the policy, procedures, Safe Systems of Work and control measures relating to our premises are undertaken by competent, trained personnel.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks posed.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

PREMISES

Action Checklist

To protect workers and others from the risks associated with our premises we should have;

1. Completed out a general risk assessment of the facility identifying any hazards that the premises may pose to our employees and students.

2. Considered;

    a. Work space – ensuring employees can carry out their tasks without obstruction.

    b. Sanitary conveniences and washing facilities – must be available within close proximity to the workforce and determined by the number of employees and students.

    c. Windows and doors – ensuring these do not pose an obstruction or vision problem.

    d. Rest areas - provision for employees to be able to eat and drink away from working areas.

3. Provided clean sanitary facilities, a supply of drinking water and rest areas for staff appropriate to the numbers of employees in our workplaces.

4. Ensured that a fire risk assessment has been made and recorded,

5. Arranged for routine testing of the fire alarm system and emergency lighting; ensuring that this is documented.

6. Identified any asbestos present in the premises and maintain an asbestos register; seeking remediation treatment where necessary.

7. Ensured all our insurance liability policies are current and suitable for the premises.

8. Ensured glazing in high risk areas is of a safety material or protected against breakage.

9. Considered pedestrian segregation from vehicles, with clearly identified walkways as a means of ensuring pedestrian safety.

10. Implemented a suitable housekeeping regime that reduces the likelihood of slip, trip and fall hazards occurring on our premises.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 3 - 18

THE CONTROL AND MANAGEMENT OF HEALTHCARE WASTE

We have a duty to ensure that we effectively and safely control and manage waste generated in the healthcare of people and animals. We have to consider how the waste is created, handled and disposed of so that our workforce and any others who might be affected are not at risk to their health, safety or welfare.

We do this by:

- Nominating senior staff members to control the way healthcare waste is managed and handled on a day to day basis whilst on our premises.

- Nominating senior staff members to arrange for and control the disposal of healthcare and other waste from our premises to minimise risk and in accordance with environmental legislation.
- Assessing the risks to our workers from the handling and disposal of healthcare waste.
- Developing and implementing policies, procedures, Safe Systems of Work and control measures relevant to the control of healthcare waste including measures necessary to ensure compliance with environmental legislation.
- Ensuring that healthcare waste disposal is undertaken by competent approved personnel, using the correct personal protective equipment.
- Ensuring that the safest means of disposal is used to protect the environment.
- Employees and others adhering to procedures, control measures and Safe Systems of Work.
- Providing and recording relevant training.
- Regular monitoring and review of our arrangements and facilities to ensure that we continue to manage and dispose of healthcare waste without risks to health or safety.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

THE CONTROL AND MANAGEMENT OF HEALTHCARE WASTE

Action Checklist

To ensure our workforce and any others who might be affected are not at risk to their health, safety or welfare from the way we handle and dispose of healthcare waste we need to:

1. Identify where we create healthcare waste in the course of our business.

2. Assess the hazard that healthcare waste may present to people at work and others and the risks they face from it.

3. Consider issues relevant to our workplace including;

    a. Whether the waste is particularly hazardous because it contains chemical or pharmaceutical products.

    b. Whether the waste is hazardous because it is or contains infectious biological agents.

    c. Whether the waste contains sharps or is flammable.

    d. Can any of the waste be treated as offensive rather than healthcare waste?

    e. How is it stored in the workplace? Are containers colour coded appropriately?

    f. How is it moved about the workplace?

    g. How is it stored outside the premises? Is it secure? Can the public gain access?

    h. Is the way we store waste an invitation to trouble?

    i. Have we considered waste generated during community care?

    j. How can we make the process easier and safer for our workers?

    k. Whether any of our workers should be immunised?

4. Consider how environmental legislation and requirements might impact on health and safety procedures.

5. Involve workers in developing a healthcare waste control policy and procedures based on these considerations and around their professional training.

6. Keep a written record of policies, significant risk assessments, the control measures and systems of work adopted.

7. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any specific instruction or training.

8. Explain our system and arrangements to the workforce. Ensure they are understood and provide

further training where necessary.

9. Implement procedures and ensure that they are followed in practice.

10. Monitor and review the operation of our procedures in consultation with the workforce from time to time, making changes identified as necessary or beneficial.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 4 - 1

ELECTRICAL SAFETY

We have a duty to protect our employees and other people who use our premises from the risk of electrical injury caused by our electrical installations, our use of fixed equipment and our use of portable electrical appliances.

We do this by:

- Nominating senior staff members to ensure the safety of our electrical installation equipment and portable appliances.
- Making an assessment of the risks from electrical installations, fixed equipment and portable appliances.
- Developing and implementing procedures, control measures, policies and Safe Systems of Work.
- Ensuring that any work carried out on our electrical installation, equipment and appliances is carried out by competent, accredited electrical engineers.
- Providing and using personal protective equipment where appropriate.
- Regular inspection by competent accredited electrical engineers.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing relevant training and keeping training records.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage electrical safety.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

ELECTRICAL SAFETY

Action Checklist

To protect workers and others from the risks from using fixed and portable electrical equipment we need to:

1. Consider our activities and identify where and when workers may be exposed to risks to their health and safety from fixed or portable electrical equipment.

2. Assess the risks from that exposure to fixed and portable electrical equipment, identifying control measures in place and any additional measure that may be required to avoid risk.

3. Consider relevant issues including:

    a. The competence of employees or contractors who install or maintain electrical equipment.

    b. Inspection of fixed electrical installations as prescribed by the IEE Wiring Regulations (17th edition) BS 7671.

    c. The maintenance of electrical installations between inspections.

    d. The maintenance and inspection of portable electrical equipment.

    e. Using battery powered hand tools.

    f. Whether hydraulic or pneumatic tools might be safer.

    g. Reducing the operating voltage.

h. Residual current devices.

i. Use in flammable or explosive areas; use in wet and adverse conditions.

j. Equipment used by mobile workers.

k. Use of trailing cables.

4. Purchase robust equipment suitable for the environment in which it is to be used.

5. Arrange for the routine testing and inspection of portable electrical equipment.

6. Develop a procedure based on these considerations.

7. Keep a written record of significant risk assessments and the control measures and systems of work adopted.

8. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.

9. Explain our procedures and arrangements to our workforce. Ensure they are understood and provide training where necessary.

10. Implement the procedure and ensure that it is followed in practice.

11. Monitor and review the operation of this procedure from time to time and after any electrical incident, making changes identified as beneficial or necessary.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 4 - 2

THE PROVISION, USE AND MAINTENANCE OF WORK EQUIPMENT

We have a duty to protect our employees and other people who use our premises from the health and safety risks associated with the provision and use of work equipment.

We do this by:

- Nominating senior staff members to consider the health and safety issues surrounding any new equipment that we obtain and the equipment that we use in the course of our business.
- Making an assessment of the risks from work equipment when in use and during its maintenance.
- Developing and implementing procedures, control measures, policies and Safe Systems of Work.
- Ensuring that any work carried out on work equipment is carried out by competent workers or competent contractors.
- Providing and using personal protective equipment where appropriate.
- Regular maintenance and servicing.
- Statutory inspections by competent accredited engineers and surveyors where required.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing relevant training and keeping training records.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the provision and use of work equipment.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

THE PROVISION, USE AND MAINTENANCE OF WORK EQUIPMENT

Action Checklist

To protect workers and others from the risks from work equipment we need to:

1. Consider our activities and identify where and when workers may be exposed to risks to their health and safety from our use of existing equipment.

2. Consider the implications for the health and safety of our workforce when purchasing or looking to purchase new equipment.

3. Assess the risks from any such exposure to work equipment, identifying control measures in place and any additional measure that may be required to avoid risk.

4. Consider relevant issues including:

a. What risks to health and safety might be created?

b. Do any parts look dangerous?

c. Do the guards adequately protect against the risk? Do they conform to the current BS, IS or EN standard?

d. Do fumes or dust escape from the equipment?

e. Is it used in flammable or explosive areas or in wet and adverse conditions? Is it designed and protected for such use?

f. Can you understand the controls? Are they in English?

g. Is it excessively noisy or is there excessive vibration?

h. Are there any special maintenance requirements?

i. Are parts that need maintenance easily accessible?

j. Does any part get very hot or cold?

k. Are there any live electrical parts exposed?

l. Are the supplied manufacturer's instructions clear and comprehensive?

5. Arrange for work equipment to be routinely serviced and maintained and for statutory inspections where required.

6. Keep a written record of significant risk assessments and the control measures and any systems of work or procedures adopted.

7. Implement the procedures and arrangements making sure that Managers and Supervisors understand them. Consider whether they need any training.

8. Explain our procedures and arrangements to our workforce. Ensure they are understood and followed in practice. Provide training where necessary.

9. Monitor and review the operation of this procedure from time to time and after an incident, making changes identified as beneficial or necessary.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 4 - 3

HAND TOOLS

We have a duty to protect our employees and other people who use our premises from the risks associated with the use of hand tools.

We do this by:

- Nominating senior staff members to consider the safety implications of our use of hand tools.
- Making an assessment of the risks from our use of hand tools.
- Developing and implementing procedures, control measures, policies and Safe Systems of Work.
- Ensuring that hand tools are properly maintained.
- Providing and using personal protective equipment where appropriate.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing relevant training and keeping training records.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the safety of hand tool use.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

HAND TOOLS

Action Checklist

To protect workers and others from the risks of using hand tools we need to:

1. Consider our activities and identify where and when workers may be exposed to risks to their health and safety from the use of hand tools.

2. Assess the risks from that use of hand tools, identifying control measures already in place and any additional measure that may be required to avoid risk.

3. Consider relevant issues including:

    a. The competence and training of workers who use hand tools.

    b. The maintenance of hand tools particularly powered hand tools.

    c. Use of hand tools in wet and adverse conditions.

4. Purchase robust equipment suitable for the work and environment in which we require it to be used.

5. Develop a procedure based on these considerations.

6. Keep a written record of any significant risk assessments and the control measures and systems of work adopted.

7. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.

8. Explain our procedures and arrangements to our workforce. Ensure they are understood and provide training where necessary.

9. Implement the procedure and ensure that it is followed in practice.

10. Monitor and review the operation of this procedure from time to time and after an accident or incident, making changes identified as beneficial or necessary.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 4 - 4

OFFICE EQUIPMENT

We have a duty to protect our employees and other people who use our premises from the risks associated with the use of office equipment.

We do this by:

- Nominating senior staff members to consider the safety implications of our use of office equipment.
- Making an assessment of the risks from our use of office equipment.
- Developing and implementing procedures, control measures, policies and Safe Systems of Work.
- Ensuring that office equipment is properly maintained.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing relevant training and keeping training records.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the safety of office equipment.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

OFFICE EQUIPMENT

Action Checklist

To protect workers and others from the risks of using office equipment we need to:

1. Consider our activities and identify where and when workers may be exposed to risks to their health and safety from the use of office equipment.

2. Assess the risks from that use of office equipment, identifying control measures already in place and any additional measure that may be required to avoid risk.

3. Consider relevant issues including:

    a. The competence and training of workers who use office equipment.

    b. Who does what when the equipment goes wrong?

    c. Are any young workers likely to use office equipment? Are any special precautions needed?

    d. Are manufacturers' instructions followed?

    e. The maintenance of office equipment.

    f. The location of office equipment.

4. Purchase robust equipment suitable for the work and environment in which we require it to be used.

5. Develop a procedure based on these considerations.

6. Keep a written record of any significant risk assessments and the control measures and systems of work adopted.

7. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.

8. Explain our procedures and arrangements to our workforce. Ensure they are understood and provide training where necessary.

9. Implement the procedure and ensure that it is followed in practice.

10. Monitor and review the operation of this procedure from time to time and after an accident or incident, making changes identified as beneficial or necessary.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 4 - 5

STORAGE OF CHEMICAL SUBSTANCES and AGENTS

We have a duty to protect our workers and others from the potential hazards and risks present as a result of the storage of chemical substances at our workplace.

We do this by:

- Nominating senior staff members to identify the chemical substances used and their storage requirements.
- Developing and implementing risk assessments, procedures, Safe Systems of Work and control measures to minimise risk within our work premises.
- Implementing the procedures, Safe Systems of Work and control measures.
- Ensuring that the storage, containment and exhaust ventilation arrangements are adequate for their purpose, as defined in prescribed legislation.
- Ensuring that the management of the policy, procedures, Safe Systems of Work and control measures relating to chemical substances are undertaken by competent, trained personnel.
- Providing and using personal protective equipment.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements

we aim to make improvements to the way we manage the risks from stored chemical substances.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

STORAGE OF CHEMICAL SUBSTANCES and AGENTS

Action Checklist

To protect our workforce and others from the potential hazards and risks present as a result of the storage of chemical agents at our workplace we need to;

1. Make an inventory of every chemical substance, including its location and the maximum quantities expected, stored on our premises.

2. Assess the potential risks from the storage of each of those substances and identify those which are hazardous and those which are not.

3. Assess the hazardous chemical substances for the risks that they pose to health and safety because of the quantities that we store and or the way that they are stored.

4. Identify the control measures that we should adopt.

5. Consider matters including;

    a. What hazardous chemical substances do we store?

    b. In what quantity?

    c. Where?

    d. Are they stored in accordance with SDS recommendations and published guidance?

    e. Are the storage arrangements suitable?

    f. Have we identified and separated incompatible chemical agents? How can we improve our storage arrangements?

    g. Is our workforce aware of hazards and risks?

6. Record details of our assessments, the results and any controls subsequently introduced.

7. Prepare a detailed statement of how we control the risks.

8. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.

9. Explain our system and arrangements to the workforce. Ensure they are understood and provide further training where necessary.

10. Implement the procedure and ensure that it is followed in practice.

11. Monitor and review the operation of this procedure from time to time and whenever hazardous substances give rise to incident, injury or ill health, making changes to the procedure identified as necessary or beneficial.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 4 - 6

CONTROL OF FLAMMABLE LIQUIDS

We have a duty to ensure the safety, health and welfare of our employees and others who may be affected by our work activities from the harmful effects of flammable liquids used in the course of our business.

We do this by:

- Nominating senior staff members to identify flammable substances and the hazards posed by them.

- Developing and implementing risk assessments, procedures or Safe Systems of Work and control measures.
- Ensuring that any risk assessments are undertaken by competent, trained personnel.
- Employees and others adhering to the contents of the developed procedures, control measures and Safe Systems of Work.
- Providing safe equipment for use with flammable liquids.
- Providing sufficient personal protective equipment.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from flammable liquids.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

CONTROL OF FLAMMABLE LIQUIDS

Action Checklist

To protect our employees and others who may be affected by our work activities from the harmful risks from flammable liquids used in the course of our business we need to;

1. Make an inventory of every flammable liquid used in the course of our business.

2. Assess the flammable liquids we use and the risks that they pose to health and safety because of the quantities that we use and or the way that we use them.

3. Assess who might be exposed, where and when?

4. Assess or measure the levels of flammable liquids to which our workforce is exposed.

5. Identify the control measures that we should adopt.

6. Consider relevant matters including;

    a. Can we eliminate the risk entirely?

    b. Can we reduce the amount stored on the premises?

    c. Potential sources of ignition?

    d. Issue employees with personal protective equipment such as eye protection, anti-static safety footwear, gloves and breathing apparatus.

    e. Are there fire resistant enclosures and adequate ventilation for the storage of flammable substances?

    f. Are spill kits required and readily accessible and are staff trained to use and dispose of these materials?

    g. Are there procedures to ensure that all flammable substances and decanted materials are appropriately labelled?

7. Record details of our assessments, measurements, results and any controls subsequently introduced.

8. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.

9. Inform, instruct and train workers about the flammable liquids we use, the risks, exposure levels in the workplace, emergency procedures and any control measures introduced.

10. Implement the procedure and ensure that it is followed in practice.

11. Monitor and review the operation of this procedure from time to time and whenever flammable liquids give rise to incident, injury or ill-health, making changes to the procedure identified as necessary or beneficial.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 4 - 8

SLIPS, TRIPS AND FALLS

We have a duty to protect our workers and others visiting our premises from the risks of slipping, tripping and falling.

We meet this duty by:

- Nominating senior staff members to be responsible for monitoring and improving workplace pedestrian safety.
- Identifying all the potential causes of slips, trips and falls and assessing the risk.
- Developing and implementing procedures and control measures.
- Ensuring that pedestrian routes are fit for the purpose, that they are routinely maintained and checked.
- Ensuring that any risk assessments or safety inspections are carried out by competent and trained personnel.
- Adhering to our risk assessments, procedures and control measures.
- Providing wherever possible segregated traffic routes and adequate signage.
- Providing and recording relevant training.
- Regular monitoring and review of our arrangements to ensure that arrangements we have made remain sufficient to control the potential risk.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

SLIPS, TRIPS AND FALLS

Action Checklist

To protect our workforce and others who visit our premises from the risk of accidents caused by slips, trips and falls we need to;

1. Identify where on our worksite there are potential areas for slips, trips or falls accidents.

2. Assess the hazards in each of those areas and the risks that people at work and others may face.

3. Identify existing controls and any additional measures that we should be taking.

4. Consider issues including;

    a. Floor surfaces.

    b. The environment.

    c. Footwear.

    d. Contamination.

    e. Obstacles and obstructions.

    f. Cleaning regimes.

    g. People – human factors.

5. Involve workers in developing a procedure or arrangements based on these considerations.

6. Keep a written record of significant risk assessments and the control measures and systems of work adopted.

7. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.

8. Explain our system and arrangements to the workforce. Ensure they are understood and provide further training where necessary.

9. Implement the procedure and ensure that it is followed in practice. 10. Monitor and review the operation of this procedure from time to time and after any report of a dangerous incident or of a person suffering injury or due to slipping or tripping and falling on our premises or while at work

making changes identified as necessary or beneficial.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 4 - 17

LIFTING EQUIPMENT and LIFTING OPERATIONS

We have a duty to provide and maintain safe lifting equipment and to ensure that lifting operations are safely carried out. We also have a duty to ensure that others who might be affected by our work are not exposed to risk from lifting operations or our use of lifting equipment.

We do this by:

- Nominating senior staff members to manage and oversee lifting operations and the provision and use of lifting equipment.
- Assessing the risks to employees and others from lifting operations and the use of lifting equipment.
- Developing and implementing control measures, procedures and Safe Systems of Work.
- Arranging for the statutory examinations of this equipment at the appropriate intervals.
- Purchasing approved CE marked equipment made to applicable BS, IS or CEN standards.
- Ensuring that risk assessments are undertaken by competent, trained personnel
- Implementing the findings of risk assessments, procedures, Safe Systems of Work and control measures.
- Ensuring that employees and others are trained and competent to take part in lifting operations and to follow prescribed procedures, control measures and Safe Systems of Work.
- Providing and recording training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from lifting equipment and lifting operations.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

LIFTING EQUIPMENT and LIFTING OPERATIONS

Action Checklist

To ensure the safety of our employees and others involved in lifting operations and working with lifting equipment we need to;

1. Assess our work activity to identify where and when workers or others may be involved in lifting operations and to hazard and risk during the use of lifting equipment.

2. Where hazards and risks from lifting operations and the use of lifting equipment are identified, risk assess the task(s) undertaken, to identify where control measures are required.

3. Involve the workforce in making these assessments of our needs.

4. Identify the control measures already in place and any additional measures that may be required. Refer to manufacturers' guidance, trade guidance and British, European or Irish Standards etc.

5. Consider among other issues;

    a. Loads to be lifted; size, type, weight.

    b. Where the loads are lifted, the purpose of the lift.

    c. Are loads lifted and transported.

    d. Are people lifted?

    e. Strength and integrity of new equipment.

    f. Risks to operators.

    g. Maintenance and statutory examinations and test.

h. Planning of lifting operations.

i. Weather and wind speed for work outdoors.

j. Training for operators, Supervisors, banksmen, maintenance workers etc.

6. Develop procedures, programmes and practices tailored to our workplace.

7. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.

8. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.

9. Implement the procedures and ensure that they are followed in practice.

10. Monitor and review the operation of this procedure from time to time and whenever anyone is injured or suffers ill health as a result of using lifting equipment, making changes to the procedure identified as necessary or beneficial.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 4-19

LIFTS

We have a duty to provide and maintain safe equipment, including lifts, for the use of our employees at work. We also have a duty to ensure that others who might be affected by our work are not exposed to risk from our use of lift(s).

We do this by:

- Nominating senior staff members to manage and oversee the provision and use of lifts.
- Assessing the risks to employees and others from the use of lifts.
- Developing and implementing control measures, procedures and Safe Systems of Work.
- Arranging for the statutory examinations of this equipment at the appropriate intervals.
- Purchasing approved BS, IS or EN marked equipment.
- Implementing the findings of risk assessments, procedures, Safe Systems of Work and control measures.
- Ensuring that risk assessments are undertaken by competent, trained personnel.
- Ensuring that employees and others adhere to procedures, control measures and Safe Systems of Work.
- Providing and recording training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from lifts.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

LIFTS

Action Checklist

To ensure the safety of our employees and others whilst working with or near lifts we need to;

1. Assess our work activity to identify where and when workers or others may be exposed to hazard and risk during the operation and use of lifting equipment.

2. Where hazards and risks from the use of lifting equipment are identified, risk assess the task(s) undertaken, to identify where control measures are required.

3. Involve the workforce in making these assessments of our needs.

4. Identify the control measures already in place and any additional measures that may be required. Refer to manufacturers' guidance, trade guidance and British, European or Irish Standards etc.

5. Consider among other issues;

a. Maintenance of lifts.

b. Statutory inspections and test of lifts.

c. Periodic inspections of lifts.

d. Risks to operators or users.

e. Adaptation of and alterations to lifts.

f. Training for users, maintenance etc.

6. Develop procedures, programmes and practices tailored to our workplace.

7. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.

8. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.

9. Implement the procedure and ensure that it is followed in practice.

10. Monitor and review the operation of this procedure from time to time and whenever anyone is injured or suffers ill health as a result of using a lift, making changes to the procedure identified as necessary or beneficial.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 4 - 20

WORK AT HEIGHT

We have a duty to ensure the health, safety and welfare of our employees and others against the risks involved in working at height.

We do this by:

- Nominating senior staff members to be responsible for identifying and managing work at height.
- Assessing the risks to our workers and others from the risks involved in working at height. Wherever possible we avoid the need to work at height by complying with the hierarchy of controls specified in legislation.
- Where we cannot avoid work at height we develop and implement procedures, control measures and Safe Systems of Work.
- Ensuring that access and other equipment provided for work at height is fit for the purpose, correctly installed, used and maintained, and checked at the correct frequency.
- Ensuring that risk assessments and inspections are carried out by competent and trained personnel.
- Ensuring that control measures are installed and managed by competent trained personnel.
- Following our risk assessments, procedures, control measures and Safe Systems of Work in practice.
- Providing and recording training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from work at height.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

WORK AT HEIGHT

Action Checklist

To ensure the safety of our employees and others whilst working in areas where they could be at risk because they are working at height we need to;

1. Assess our work activity to identify where and when workers or others may be exposed to hazard and risk due to work at height and wherever possible avoiding the need to work at height.

2. Where work at height cannot be avoided and a risk is identified complete a risk assessment for the task.

3. Involve the workforce in these assessments and in the identification of control measures to eliminate or reduce risk. Liaise with clients and others where necessary.

4. Identify the control measures already in place and any additional measures that may be required. Refer to manufacturers' guidance, trade guidance and British, European or Irish Standards etc.

5. Consider among other issues;

a. All work above ground where there is a risk of falling.

b. Occasional job tasks as well as routine tasks.

c. Does the work have to be done at height?

d. Use of appropriate access equipment.

e. Weather conditions.

f. Competency of workers.

g. Condition of ladders and access equipment.

h. Unexpected tasks e.g. leaking roof, overflowing gutter.

i. Safety nets.

j. Personal protective systems.

6. Develop procedures, programmes and practices tailored to our workplace.

7. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.

8. Explain these arrangements to the workforce. Ensure they are understood and provide training where necessary. 9. Implement the procedure and ensure that it is followed in practice.

10. Monitor and review the operation of this procedure from time to time and following any injury due to work at height, making changes to the procedure identified as necessary or beneficial.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 4 - 21

ACCESS EQUIPMENT

We need to ensure the safety of our workforce and others when using access equipment for tasks that involve work at height.

We do this by:

- Nominating senior staff members to manage work at height, our use of access equipment and to identify and manage the action we need to take.
- Assessing the risks to employees and others from access equipment and working at height.
- Developing and implementing control measures, procedures and Safe Systems of Work.
- Ensuring employees and others adopt the control measures provided and follow the developed procedures and Safe Systems of Work.
- Training employees to safely use access equipment and work at height.
- Using only trained employees to install or erect access equipment.
- Purchasing suitable access equipment and ensuring that adequate guardrails and outriggers are used when required.
- Regular inspection by competent engineers.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from access equipment and work at height.

The personnel responsible for the above measures are identified within the Responsibility Table of our

Health and Safety Policy.

ACCESS EQUIPMENT

Action Checklist

To ensure the safety of our employees and others whilst working at height using access equipment we need to;

1. Assess our work activity to identify where and when workers or others may be exposed to risk whilst working at height using access equipment.

2. Where risks are identified carry out an assessment of the risks to health and safety in those tasks and situations.

3. Involve the workforce in these assessments and in the identification of control measures.

4. Identify the control measures already in place and any additional measures that may be required. Refer to manufacturers' guidance, trade guidance and British, European or Irish Standards etc.

5. Consider among other issues;

    a. The nature of the work at height task.

    b. The most appropriate means of access.

    c. Suitability – ground conditions, slopes and access.

    d. The length of the task.

    e. If equipment is to be hired could the task in hand be combined with other work at height for efficiency?

    f. Do staff have the skills and competence to use powered access equipment?

    g. The need for adequate guardrails and outriggers (where required).

    h. Training.

    i. Supervision.

    j. Personal Protective Equipment.

    k. Maintenance of access equipment.

6. Develop procedures, programmes and practices tailored to our workplace.

7. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.

8. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.

9. Implement the procedure and ensure that it is followed in practice.

10. Monitor and review the operation of this procedure from time to time and whenever anyone is injured while using access equipment to work at height, making changes to the procedure identified as necessary or beneficial.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 4 - 31

OCCUPATIONAL ROAD SAFETY

We have a duty to continue to manage, so- far as we can, the health, safety and welfare of our workforce when they are away from our premises and travelling in the course of their work.

We do this by:

- Nominating senior staff members to identify and manage the potential hazards to our workforce when driving in the course of our business.

- Assessing the risks to our workforce from driving in the course of our business.
- Developing and implementing policies and procedures.
- Ensuring that the vehicles are suitable and sufficient for their intended use and that they are maintained at their specified service intervals or when faults are identified.
- Ensuring that all vehicles are properly insured, taxed and Ministry of Transport tested, prior to road use.
- Ensuring that any risk assessments are undertaken by competent and trained personnel.
- Employees and Supervisors following our policies and procedures.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks associated with occupational road use.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

OCCUPATIONAL ROAD SAFETY

Action Checklist

To ensure the safety of our employees whilst travelling by road in the course of our business (and to protect others who might be affected by their actions) from the hazards and risks surrounding occupational road safety we need to;

1. Assess our work activity to identify where and when workers may be exposed to hazards and risks on account of occupational road use.

2. Assess specific occupational road use risks to our workforce.

3. Involve the workforce in these assessments and in the identification of appropriate

control measures.

4. Identify the control measures already in place and any additional measures that may

be required. Refer to government and road safety organisations' published guidance.

5. Consider among other issues;

    a. Working Time regulations.

    b. Statutory limitation of commercial vehicle drivers' hours.

    c. The positioning and security of loads – in cars, vans and large goods vehicles

    d. The length of the working day when hours driving to and from a job, visit, training course etc. is added to the time spent on the task.

    e. Schedules that don't require excessive speed and allow time for rest breaks.

    f. Weather conditions.

    g. Allowance for rest breaks.

    h. Policy on overnight stays.

    i. Advanced driver training.

    j. Suitability of vehicles.

    k. Vehicle maintenance.

6. Develop procedures, programmes and practices tailored to our workplace.

7. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.

8. Explain these arrangements to the workforce. Ensure they are understood and

provide further training where necessary.

9. Implement the procedure and ensure that it is followed in practice.

10. Monitor and review the operation of this procedure from time to time and following any incident or injury related to occupational road use, making changes to the procedure identified as necessary or beneficial.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 4 - 32

SHARPS AND NEEDLESTICK INJURIES

We have a duty to protect our employees and others from the hazards and risks posed by handling and disposing of sharps.

We do this by:

- Nominating senior staff members to reduce the risks associated with sharps.
- Assessing the risks of needlestick and other injuries from contact with sharps.
- Developing and implementing control measures, policies and Safe Systems of Work.
- Ensuring that policies, procedures, Safe Systems of Work and control measures relating to working with sharps are managed by competent, trained personnel.
- Providing and recording relevant training.
- Providing and using personal protective equipment.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks posed from sharps.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

SHARPS AND NEEDLESTICK INJURIES

Action Checklist

To protect workers and others from the risks associated with sharps we need to:

1. Assess the risks to our workforce and others from “sharps” and the risk of needlestick injuries.

2. Involve our workforce in carrying out risk assessments.

3. Identify control measures already in place and any additional measures that may be required; referring to professional, Health Service, trade and official guidance published after the introduction of the “Sharps” Regulations 2013.

4. Develop clear procedures on safe work practices.

5. Consider:

    a. Avoiding the unnecessary use of sharps.

    b. The use of “safer” sharps in place of „traditional“ designs.

    c. Preventing the recapping of needles.

    d. Procedures to ensure that sharps are always disposed of immediately at the point of use, by the person who carried out the procedure.

    e. Providing puncture-proof sharps bins that conform to UN 3291 and BS 7320 standards. f. Locating sharps bins in convenient suitable places, i.e. at bench-top height or held in a wall bracket.

    g. Arrangements for the storage and disposal of full sharps bins.

    h. Immediate action to be taken in the event of a stab wound caused by „sharps“ and subsequent follow-up action.

    i. Staff training.

6. Keep a written record of our risk assessment and the control measures and systems of work adopted.

7. Implement our procedure and ensure that it is followed in practice.

8. Train staff in our procedures and management arrangements to our workforce; ensuring that they are understood.

9. Provide further training where necessary.

10. Monitor and review the operation of this procedure periodically and after any incidents, making changes identified as necessary.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 4 - 33

WATER HAZARDS

We have a duty to protect our employees and others from the risks posed from water hazards.

We do this by:

- Nominating senior staff members to reduce the risks arising from the hazards associated with working near water.
- Making an assessment of the risks to our workforce from working near to water.
- Developing and implementing control measures, policies and Safe Systems of Work.
- Ensuring that the management of the policy, procedures, Safe Systems of Work and control measures relating to water hazards are undertaken by competent, trained personnel.
- Providing and using personal protective equipment.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from working near water hazards.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

WATER HAZARDS

Action Checklist

To protect workers from the risks posed from water hazards we should have:

1. Assessed our work activity to identify where and when workers may be exposed to harm from water hazards.

2. Identified the control measures already in place and any additional measures that may be required.

3. Considered among other issues;

a. Are warning signs required to alert employees, students and visitors and others of the presence of water hazards?

b. Would fencing or barriers around deep water areas help to prevent people from gaining access to these areas?

c. Does Legionella present a risk and require a statutory water treatment, testing and inspection regime at periodic intervals? d. Is rescue equipment such as life belts or rings required and provided at suitable locations?

e. Are any other preventive measures required, such as inflatable life jackets, two-man working? f. Are there suitable emergency procedures established and are staff trained on how to follow and apply them?

g. Is there a risk of infection from biological hazards associated with ponds etc. or waste

materials and contamination?

4. Kept a written record of significant risk assessments and the control measures and systems of work adopted.

5. Records of the issue and receipt of any PPE.

6. Made sure that Managers and Supervisors understand the procedures and arrangements. Considered whether they needed any training.

7. Explained our system and arrangements to the workforce, ensured they are understood and provided further training where necessary.

8. Reported any incidence of a reportable injury or disease to the Enforcing Authorities.

9. Arranged to monitor and review the operation of this procedure from time to time and whenever an employee is harmed as a result of working near water hazards, making changes to the procedure identified as necessary or beneficial.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 4 - 35

SAFETY IN FOOD PREPARATION ENVIRONMENTS

We have a duty to protect our employees and others from the hazards associated with the preparation of food.

We do this by:

- Nominating senior staff members to manage and reduce the risks created by work in food environments.
- Making an assessment of the risks from working in food environments to our workforce and others.
- Developing and implementing control measures, policies and Safe Systems of Work.
- Ensuring that the policies, procedures, Safe Systems of Work and control measures relating to safety in food premises are managed by competent, trained personnel.
- Implementing housekeeping, cleaning and maintenance regimes.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from working in food environments.

The personnel responsible for safety in food environments are identified within the Responsibility Table of our Health and Safety Policy.

SAFETY IN FOOD PREPARATION ENVIRONMENTS

Action Checklist

To protect workers and others from the risks of working in a food environment we need to;

1. Make an assessment of the risks from all activities associated with the preparation of food and ensure that adequate control measures are put in place and communicated to our workforce.

2. Involve our workforce in making these assessments.

3. Identify the control measures already in place and any additional measures that may be required. Refer to guidance published by trade bodies, manufacturers' information, BS, IS and CEN Standards.

4. Consider among other issues;

    a. Slips, trips and falls.

    b. Manual handling - avoid workers carrying heavy materials.

c. Lighting - provide adequate lighting.

d. Ventilation - provide mechanical ventilation for ovens, grills and fryers. e. COSHH assessments for all hazardous substances used - ensure they have been approved for use in food premises.

f. Machinery guarding.

g. Maintenance of gas and electrical equipment.

h. Inspect and maintain knives, machinery, electrical equipment, and storage containers in good condition. i. Personal protective equipment.

5. Keep a written record of significant risk assessments and the control measures and systems of work adopted.

6. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.

7. Explain our system and arrangements to our workforce. Ensure they are understood and provide further training where necessary.

8. Implement the procedure and ensure that it is followed in practice.

9. Monitor and review the operation of this procedure periodically and after any incidents, making changes identified as necessary.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 5 - 4

INFECTION CONTROL

We have a duty to protect the safety, health and welfare of our workforce and others who enter our premises from the risk of work acquired infections.

We do this by;

- Nominating senior staff members to manage the spread of infection and to reduce the risks posed.
- Making an assessment of the risks to our workforce and students and visitors to our workplace of acquiring a work related infection.
- Developing and implementing control measures, procedures, policies and Safe Systems of Work.
- Ensuring that the management of the control measures, procedures and Safe Systems of Work relating to the control of work-related infection is carried out by competent, trained personnel.
- Providing and using personal protective equipment.
- Managing our activities to ensure that employees and others use the control measures provided and follow our procedures and Safe Systems of Work.
- Providing and recording relevant training.
- Undertaking Health Surveillance where this is necessary.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks of work-related infection.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

INFECTION CONTROL

Action Checklist

To protect workers and others from the risk of work acquired infection we need to;

1. Consider our activities and identify where and when workers and others may be exposed to

infectious agents.

2. Risk assess that work identifying the tasks and people who are at risk of a work-related infection.

3. Consider if exposure can be eliminated or whether it can be reduced by restricting access to certain areas to a limited number of people.

4. Identify any control measures already in place and any additional measures that may be required to avoid or reduce risk.

5. Consider issues including;

a. Direct physical contact with infectious agents.

b. Contact with waste materials - direct, indirect and accidental contact.

c. Activities involving skin piercing - intentional and unintentional.

d. Contact with contaminated sharp objects.

e. Work in areas contaminated with waste.

f. Work in cleaning contaminated materials and equipment.

g. Are any groups or individual workers at particular risk?

h. Is health surveillance required? If yes, at what level?

i. Could personal protective equipment give additional protection?

6. Keep a written record of our risk assessments and the control measures and systems of work we adopt.

7. Explain these arrangements to our workforce. Ensure they are understood.

8. Provide training where required and information for staff nominated with responsibility.

9. Implement the procedure and ensure that it is followed in practice.

10. Report cases of work-related infection which result in a worker being unfit for work and which are confirmed by a medical practitioner to the Enforcing Authority.

11. Monitor and review the operation of this procedure from time to time and after any identified case of infection or repeated pattern of absence from work, make changes identified as necessary or beneficial.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 5 - 5

WORKING TIME, NIGHT WORK AND SHIFT WORKING

We have a duty to take account of the hazards and risk of long working hours, night and shift work and to ensure the health and safety of members of our workforce who work at night and on shifts.

We do this by:

- Nominating senior staff members to coordinate and manage hours of work and safe shift working activity on site.
- Identifying the hazards and risks that shift working may pose to our workforce.
- Developing and implementing strategies, procedures etc.
- Ensuring that the development of the strategies and procedures relating to shift working are undertaken by competent, trained personnel.
- Ensuring that Managers, employees and others follow our procedures and rules.
- Providing and recording relevant training.
- Monitoring hours of work and shift work patterns.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from shift working.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

WORKING TIME, NIGHT WORK AND SHIFT WORKING

Action Checklist

To set up a system for taking account of the hazards and risk of long working hours, night and shift work and to ensure the health and safety of members of our workforce, including those who work at night and on shifts we need to;

1. Ensure that the people nominated with responsibility for these arrangements have the knowledge and experience to operate the system effectively.

2. Provide suitable training for those who don't.

3. Create the system and make sure it is known to all members of our workforce.

4. Consider as part of the system issues including;

a. The well-being of workers employed to work on shift systems which start or finish beyond the normal working day.

b. Whether any of our workers are particularly vulnerable, e.g. young people, older people, new and expectant mothers.

c. Whether health surveillance may be necessary or desirable.

d. Whether early finishes or late starts put workers at additional risk from break-in or robbery.

e. First aid cover, emergency cover.

f. Security, lighting. g. Senior management availability.

h. Welfare facilities, temperature, food, drink etc.

i. Communications - shift to shift issues and problems.

j. Shift handover arrangements.

5. Involve workers in developing procedures based on these considerations.

6. Keep a written record of significant risk assessments, the control measures and systems of work adopted.

7. Make sure that Managers and Supervisors understand the procedures. Consider whether they need any training.

8. Explain these arrangements to our workforce. Ensure they are understood and provide training where necessary.

9. Implement the procedure and ensure that it is followed in practice.

10. Monitor and review the operation of this procedure from time to time and after any report of a worker developing or suffering ill health as a result of long working hours or shift work, make changes identified as necessary or beneficial.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 5 - 9

MANUAL HANDLING

We have a duty to ensure the safety, health and welfare of our employees and others who enter our premises from the risks present in manual handling activities.

We do this by:

- Nominating senior staff members to manage and identify load or lifting hazards.
- Making an assessment of the risks from manual handing to our workforce.
- Developing and implementing procedures and systems of work to reduce the risks from manual handling operations in the course of our business.
- Ensuring that any Manual Handling Risk Assessments are undertaken by competent, trained

personnel.

- Eliminating the need for manual handling through the introduction of mechanical handling equipment or other alternatives where this is reasonably practicable.
- Regularly inspecting the premises to identify any new processes, personnel or changes to the building's structure which would trigger the need for re- assessment.
- Employees and others adhering to the contents of procedures, control measures and Safe Systems of Work.
- Providing and recording job-based training for employees with manual handling tasks.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from manual handling.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

MANUAL HANDLING

Action Checklist

To protect our workforce and others from the risk of injury while manual handling loads we need to;

1. Assess the risks to our workforce from handling loads. This includes lifting and carrying as well as pushing and pulling loaded containers.

2. Have a nominated Manager to lead the process.

3. Consider;

    a. What we have to move - its size and shape.

    b. The weight.

    c. The frequency.

    d. Which of our workforce is involved? Do some handle loads more frequently than others?

    e. Can we reduce the need for movement? Are there mechanical aids we could use? Can we use them?

    f. Can we adapt our processes to reduce the risk?

    g. Have our workforce been trained in manual handling techniques for the products and goods that they handle in the course of their work?

    h. Where team lifting is employed have the workers been trained in the same system?

    i. Are the floors suitable and maintained for the work that goes on?

    j. Are there extremes of temperature?

    k. Are any groups or individual workers at particular risk?

    l. Is health surveillance required? If yes at what level?

4. Keep a written record of significant risk assessments and the control measures and systems of work adopted.

5. Involve workers in developing a procedure based on these considerations.

6. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.

7. Explain these arrangements to our workforce. Ensure they are understood and provide further training where necessary.

8. Implement the procedure and ensure that it is followed in practice.

9. Monitor and review the operation of this procedure from time to time and after any ill health or back injury, making changes identified as necessary

10. Where employees are injured in an accident involving manual handling or are diagnosed with ill-health on account of manual handling at work report, to the enforcing authorities, those cases that fall into a reportable category.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 5 - 11

DISPLAY SCREEN EQUIPMENT

We have a duty to protect the safety, health and welfare of our workforce from the risk involved in the use of display screen equipment (DSE).

We do this by:

- Nominating senior staff members to identify and reduce risks from the use of display screen equipment.
- Assessing the risks from display screen equipment to each member of our workforce who uses them.
- Developing and implementing control measures, policies and Safe Systems of Work.
- Ensuring that the management of the policy, procedures, Safe Systems of Work and control measures relating to the use of display screen equipment are undertaken by competent, trained personnel.
- Providing and using personal protective equipment where appropriate.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from display screen equipment.

The personnel responsible for the DSE assessment process and these measures are identified in the Responsibility Table of our Health and Safety Policy.

DISPLAY SCREEN EQUIPMENT

Action Checklist

To protect workers from the risks from display screen equipment we need to:

1. Appoint a member or members of staff and train them to become a competent assessor for display screen equipment. 2. Assess our work activity to identify where and when workers use display screen equipment. 3. Ensure all display screen users complete a Self-Assessment Questionnaire which can be found in Guidance Note 5-11. 4. Identify any workers with health issues that make them particularly susceptible to problems in using display screen equipment. 5. Identify the control measures already in place and any additional measures that may be required. 6. Consider the issues, including;

a. Furniture

b. Screen size

c. Lighting; reflections and glare

d. Rest breaks; rotating work activity

e. Eyesight tests

f. Home and off-site users of display screen equipment

g. Self-assessments and follow-up.

7. Keep a written record of all risk assessments, whether self-assessments or assessments by trained assessors and the control measures and systems of work adopted.

8. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.

9. Explain our system and arrangements to the workforce. Ensure they are understood and provide further training where necessary.

10. Implement the procedure and ensure that it is followed in practice.

11. Report any incidence of reportable ill health caused by the use of display screen equipment to the Enforcing Authorities.

12. Monitor and review the operation of this procedure from time to time and whenever an employee develops a display screen equipment related illness, make changes to the procedure identified as necessary or beneficial.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 5 - 16 D

ASBESTOS AT WORK

Duty to Identify, Control and Manage

We have a duty to ensure that the presence of ACMs in our buildings is known and that they are managed so that users of the buildings and contractors working on the buildings are not exposed to the health risks associated with asbestos. We also need to be able to identify, manage and control exposure to asbestos containing materials when we work at customers' worksites. An asbestos survey carried out on our behalf has shown that asbestos containing materials (ACMs) are present in the building structure. In the course of our business our workforce is unlikely to come into contact with any asbestos or asbestos containing materials.

We need to control this potential hazard and we do this by;

- Making information about the presence of ACMs on our premises available to our workforce.
- Developing an Asbestos Management Plan.
- Arranging work activities to avoid the disturbance of ACMs.
- Making sure that our workers are trained and able to assess and identify materials that might contain asbestos, and that they know what to do if they come across them.
- Seeking, as a matter of course, information from businesses on whose premises or on whose behalf we work about the potential presence of asbestos containing materials and their Asbestos Management Plan.
- Nominating senior staff members to manage this process and to develop and implement procedures, Safe Systems of Work and control measures.
- Employees and others adhering to the contents of procedures, control measures and Safe Systems of Work.
- Employing competent trained personnel.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from asbestos.

The personnel responsible for the asbestos register and all of the above measures are identified within the Responsibility Table of our Health and Safety Policy.

ASBESTOS AT WORK

Duty to Identify, Control and Manage Action Checklist

To protect our workforce from the risk of exposure to asbestos from asbestos containing materials whilst at work we need to;

1. Make sure that all ACMs on our worksite are marked and that our workforce is aware of their presence.

2. Develop an Asbestos Management Plan. Explain its contents to our workforce and make it available to any contractors who come onto our premises to work.

3. Ask our clients for an Asbestos Management Plan or similar information, at all other business premises where we work and where asbestos containing materials may be present.

4. In every case we need to assess the risks to our workforce and others. Make sure positive information and a safe system of work are given to our workforce.

5. When developing an Asbestos Management Plan consider:

a. Leaving it alone and marking its presence.

b. Sealing or protecting it and marking its presence.

c. Repairing damaged materials, sealing them and marking their presence.

d. Stripping out and removing the ACMs.

6. Make sure that all our trade workers are trained and able to spot potentially asbestos containing materials – especially when working in domestic situations.

7. Authorise our workers to stop work and call for advice when they discover materials that they suspect of containing asbestos.

8. Use licensed contractors for work involving the protection and removal of damaged ACMs.

9. Explain our arrangements to supervisors and workers and inform any person likely to disturb asbestos or ACMs of its location. Ensure they are understood.

10. Provide training where required and information for staff nominated with responsibility.

11. Implement the procedure and ensure that it is followed in practice.

12. Monitor and review the condition of known ACMs from time to time; taking action to deal with any damage that is observed.

13. Amend the asbestos survey whenever asbestos containing materials are removed and if other previously unrecognised ACMs are found.

14. Review the operation of this procedure at least annually.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 5 - 18

STRESS IN THE WORKPLACE

We recognise that we have a duty to take action to reduce and where reasonably practicable to eliminate ill health which is caused by work related stress.

We do this by;

- Nominating senior staff members to consider and manage the issue of work related stress.
- Developing and implementing a policy for identifying and managing work related stress.
- Involving our workforce in the development of this policy and our procedures.
- Providing information about the policy to all workers.
- Training Managers and Supervisors to recognise symptoms of work related stress.
- Ensuring that the policy is adopted and followed.
- Ensuring employees know what to do if they suspect they, or a colleague, are suffering from stress.
- Providing counselling or occupational health services and support.
- Monitoring and reviewing the policy and procedures; using our experience of operating these arrangements we aim to make improvements to the way we manage ill health caused by work related stress.

The personnel responsible for monitoring and implementing the above policy are identified in the Responsibility Table of our Health and Safety Policy.

STRESS IN THE WORKPLACE

Action Checklist

To protect our workforce from ill health caused by work related stress we need to;

1. Assess our work activities to identify where and when workers or others may experience unacceptable levels of work related stress.

2. Prepare a stress policy and plan of action when a worker is identified as suffering ill health on account of work related stress.

3. Involve the workforce in developing the policy and plan of action.

4. Identify any control measures already in place and the additional measures or actions that may be required. Refer to published trade guidance and advice.

5. Consider among other issues;

a. The outward signs of stress;

i. emotional. Fatigue, anxiety, poor motivation in general.

ii. cognitive. Making mistakes, having accidents.

iii. behavioural. Deteriorating relationships with colleagues, irritability, indecisiveness, absenteeism, excessive smoking or drinking, overeating etc.

iv. physiological, Increased complaints about health - headaches, dizziness etc.

b. Stress risks assessments.

c. Support to an employee who is experiencing stress whether work related or not e.g. following a bereavement or separation.

d. The effect of new or changed roles without adequate training.

e. The effect of poor communication during times of change

f. Excessive workloads, long working hours, unsocial hours.

g. Working alone

h. Employees having to cover for the poor performance or attendance of colleagues.

i. Do employees have developmental opportunities.

j. Bullying and harassment by Managers, Supervisors and colleagues.

6. Develop procedures, programmes and practices tailored to our workplace.

7. Make sure that Managers and Supervisors understand the policy and procedure. Consider whether they need any training.

8. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.

9. Implement the policy and procedure and ensure that it is followed in practice.

10. Monitor and review the operation of the policy and procedure from time to time and following any case of ill health caused by work related stress, making changes to the procedure identified as necessary or beneficial.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 5 - 19

AGGRESSION AND VIOLENCE

We recognise that we have a duty to take action to reduce so far as is reasonably practicable the risk of aggression and violence to our workforce whilst at work which arise from clients and/or the nature of our work.

We do this by:

- Nominating senior staff members to consider and manage the issue of aggression and violence at work.
- Developing and implementing a policy for identifying and managing work where there are risks of aggression and violence.

- Involving our workforce in the development of this policy and our procedures.
- Providing information about the policy to all workers.
- Training Managers and Supervisors to recognise work activities and locations where there are higher than normal risks of work related violence and aggression.
- Ensuring that the policy is adopted and followed.
- Ensuring employees know what to do if they suspect they, or a colleague, are under threat of violence or aggression at work.
- Providing counselling or occupational health services and support.
- Monitoring and reviewing the policy and procedures; using our experience of operating these arrangements we aim to make improvements to the way we manage the risk of injury or ill health caused by work violence and aggression.

The personnel responsible for monitoring and implementing the above policy are identified within the Responsibility Table of our Health and Safety Policy.

AGGRESSION AND VIOLENCE

Action Checklist

To protect our workforce from injury or ill health caused by violence and aggression at work we need to;

1. Assess our work activities to identify where workers may be subjected to violence or aggression from clients or other people as a result of their work activities.

2. Prepare a policy and plan of action to deal with aggression and violence at work.

3. Involve the workforce in developing the policy and plan of action.

4. Identify any control measures already in place and the additional measures or actions that may be required. Refer to published trade guidance and advice. Take advice from the Police.

5. Consider among other issues;

    a. Recognising where and why workers may be at risk.

    b. Systems to allow the reporting of aggression and threats of violence at work.

    c. Handling incidents – calling the police.

    d. Security screens and alarms.

    e. Workplace layout – make it difficult for aggressors to reach workers.

    f. Lone working and security for workers off site.

    g. Training workers to identify the early signs of aggressive behaviours and conflict management techniques. h. Counselling.

    i. Special arrangements for dealing with clients and people known to be aggressive or a risk to staff.

6. Develop procedures, programmes and practices tailored to our workplace.

7. Record details of our assessment, the controls in force and additional measures planned.

8. Make sure that Managers and Supervisors understand the policy and procedure. Consider whether they need any training.

9. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.

10. Implement the policy and procedures and ensure that it is followed in practice.

11. Monitor and review the operation of the policy and procedure from time to time and following any case of injury or ill health caused by aggression or violence at work, making changes to the procedure identified as necessary or beneficial.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 6 - 3 (Healthcare)

DRUGS AND MEDICATION

We have a duty to ensure the health and safety of our employees and others from the way that we dispense and store drugs safely within our workplace.

We do this by;

- Nominating senior staff members to consider and manage the safe provision, use and storage of drugs.
- Assessing the risk to our workforce and others generally and more specifically to individual clients.
- Developing and implementing control measures, procedures and Safe Systems of Work.
- Ensuring that the dispensing of drugs is adequately controlled and in accordance with any more specific legislation.
- Providing secure storage facilities for drugs and medication.
- Ensuring that risk assessments are undertaken by competent, trained personnel.
- Employees and others adhering to procedures, control measures and Safe Systems of Work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to continuously improve the way we manage health and safety risks associated with our business.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

DRUGS AND MEDICATION

Action Plan

To ensure the safety of our employees and others from the hazards and risks of drug dispensing and other operations we need to;

1. Assess our work activity to identify where and when workers or others may be exposed to the hazard.

2. Where hazards are identified carry out an assessment of the risks to our workers and others.

3. Involve the workforce in these assessments and in the identification of the appropriate control measures.

4. Identify the control measures already in place and any additional measures that may be required. Refer to professional, National Health Service and Care Quality Commission guidance.

5. Consider among other issues;

    a. Procedures for the receipt, recording, storage, handling, administration and disposal of medicines,

    b. Storing medicines in a lockable cupboard, access restricted to designated employees.

    c. Medicines not in secure storage should not be left unattended.

    d. Maintaining records of all medicines received, administered and leaving the premises.

    e. Keeping records of current medication for each resident, patient or client (including those self-administering).

    f. Medicines administered only by the appropriate trained staff member who watches the service user take the medicine and the procedure witnessed by a second qualified member of staff.

    g. Administration and disposal of Controlled Drugs recorded in a controlled drugs register.

6. Develop procedures, programmes and practices tailored to our workplace.

7. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider

whether they need any training.

8. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.

9. Implement the procedure and ensure that it is followed in practice.

10. Monitor and review the operation of this procedure from time to time and following any incident involving drugs or medication, making changes to the procedure identified as necessary or beneficial.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 6 - 4

SPA POOLS

We have a duty to protect our employees from the hazards and risks which may arise from the provision, use and maintenance of spa pools.

We do this by:

- Nominating senior staff members to manage and reduce the risks associated with spa pools.
- Making a risk assessment of the risks to our workforce and others from spa pools.
- Developing and implementing control measures, policies and Safe Systems of Work.
- Ensuring that the policies, procedures, Safe Systems of Work and control measures relating to spa pools are managed by competent, trained personnel.
- Providing and using personal protective equipment.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks posed from spa pools.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

SPA POOLS

Action Plan

To protect workers and others from the risks associated with spa pools we need to:

1. Assess the risks to our workforce and others from the operation of spa pools.

2. Involve the workforce in these assessments.

3. Identify the control measures already in place and any additional measures that may be required. Refer to manufacturers' guidance, trade guidance and British, European or Irish Standards etc.

4. Develop Pool Safety Operating Procedures (PSOP) consisting of the Normal Operating Plan (NOP) and the Emergency Action Plan (EAP).

5. Consider:

    a. Legionnaires' disease - programme of regular disinfection of showers and spa pools.

    b. Entrapment or hair entanglement - drain covers secure, size of grille holes.

    c. Chemicals - delivery, storage and handling (including dealing with spillages), clearly labelled, store rooms ventilated.

    d. Bacteria - procedures for disinfection and faecal contaminations, testing the pool before and after use.

    e. Water Hazards - appropriate signs displaying rules, adequate level of supervision, slip resistant flooring.

    f. Electrical systems in pool and plant rooms.

g. Machinery and equipment maintenance.

6. Keep a written record of significant risk assessments, the control measures and systems of work adopted.

7. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.

8. Explain our system and arrangements to our workforce. Ensure they are understood and provide further training where necessary.

9. Ensure there are adequate numbers of staff trained in the operation of plant, equipment and water treatment.

10. Implement the procedure and ensure that it is followed in practice.

11. Monitor and review the operation of this procedure periodically and after any incidents, making changes identified as necessary.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 6 - 5

SWIMMING POOLS

We have a duty to protect our employees from the hazards and risks which may arise from the provision, use and maintenance of swimming pools.

We do this by:

- Nominating senior staff members to manage and reduce the risks associated with swimming pools.
- Making a risk assessment of the risks arising from swimming pools to our workforce and others.
- Developing and implementing control measures, policies and Safe Systems of Work.
- Ensuring that the policies, procedures, Safe Systems of Work and control measures relating to swimming pools are managed by competent, trained personnel.
- Providing and using personal protective equipment.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from swimming pools.
- The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

SWIMMING POOLS

Action Plan

To protect workers and others from the risks associated with swimming pools we need to:

1. Assess the risks to our workforce and others from the operation of spa pools.

2. Involve the workforce in these assessments.

3. Identify the control measures already in place and any additional measures that may be required. Refer to manufacturers' guidance, trade guidance and British, European or Irish Standards etc.

4. Develop Pool Safety Operating Procedures (PSOP) consisting of the Normal Operating Plan (NOP) and the Emergency Action Plan (EAP).

5. Consider:

a. Chemicals - procedures for delivery, storage and handling of chemicals (including dealing with spillages), clear labelling, ventilated store rooms.

b. Bacteria - procedures for disinfection and faecal contaminations, testing the pool prior to

and after use.

c. Legionnaires' disease - programme of regular disinfection of showers and spa pools.

d. Water Hazards - appropriate signs for depth, pool rules etc.

e. Supervision.

f. Life guards.

g. Slip resistant flooring.

h. Electrical systems in pool and plant rooms.

i. Machinery and equipment maintenance.

6. Keep a written record of significant risk assessments and the control measures and systems of work adopted.

7. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.

8. Explain our system and arrangements to our workforce. Ensure they are understood and provide further training where necessary.

9. Ensure there are adequate numbers of staff trained in the operation of plant, equipment and water treatment.

10. Implement the procedure and ensure that it is followed in practice.

11. Monitor and review the operation of this procedure periodically and after any incidents, making changes identified as necessary.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 6 - 6

GYM EQUIPMENT

We have a duty to protect our employees and others from the risks posed by the provision and use of gymnasium equipment.

We do this by:

- Nominating senior staff members to manage and reduce the risks posed by gymnasium equipment.
- Making a risk assessment of the risks to our workforce and others from the use of gymnasium equipment.
- Developing and implementing control measures, policies, and Safe Systems of Work.
- Ensuring that the policies, procedures, Safe Systems of Work and control measures relating to safe equipment are managed by competent, trained personnel.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from gymnasium equipment.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

GYM EQUIPMENT

Action Plan

To protect workers and others from the risks created by the provision and use of gymnasium equipment we need to;

1. Consider our activities and identify where and when workers and others may be exposed to risks from gymnasium equipment.

2. Assess the risks to our workforce and others from the use of the equipment, identifying control measures already in place and any additional measures that may be required to avoid risk. Refer to manufacturers' guidance, trade guidance and British, European or Irish Standards etc.

3. Consider:

a. The position and layout of equipment.

b. Access to equipment.

c. Secure racks for weights and accessories.

d. Purchasing standards.

e. Ventilation and air conditioning systems.

f. Providing access to a drinking water supply.

g. Slips and trips on wet floors in showers and changing rooms.

h. Assessment of user fitness levels.

i. New user induction.

j. Warning and information signs.

k. Inspection and maintenance of equipment.

4. Keep a written record of significant risk assessments and the control measures and systems of work adopted.

5. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.

6. Explain our system and arrangements to our workforce. Ensure they are understood and provide further training where necessary.

7. Ensure there are adequate numbers of staff trained in the operation of plant, equipment and water treatment.

8. Implement the procedure and ensure that it is followed in practice.

9. Monitor and review the operation of this procedure periodically and after any incidents, making changes identified as necessary.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 6 - 9

CHILDREN'S INDOOR PLAY AREAS

We have a duty to ensure the safety, health and welfare of our employees and members of the public from the risks posed from indoor play areas.

We do this by:

- Nominating senior staff members to reduce the risks posed from play areas.
- Making a risk assessment of the risks from play areas to our workforce and others.
- Developing and implementing control measures, policies and Safe Systems of Work.
- Ensuring that the management of the policy, procedures, Safe Systems of Work and control measures relating to play areas are undertaken by competent, trained personnel.
- Providing and using personal protective equipment.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from play areas.

The personnel responsible for above measures are identified within the Responsibility Table of our Health and Safety Policy.

CHILDREN'S INDOOR PLAY AREAS

Action Plan

To protect children and our workers from play areas we need to:

1. Assess our play area and equipment to identify where children and others could be harmed.

2. Identify the control measures already in place and any additional measures that may be required.

3. Consider;

    a. Maintenance of equipment.

    b. Adequate level of supervision – consider basic first aid training.

    c. Falls from climbing equipment - impact absorbing surfaces should conform to any prescribed safety requirements.

    d. Purchasing - new equipment should meet current safety standards.

    e. Biological hazards from contact with infected children or bodily fluids – regular cleaning programmes.

    f. Appropriate welfare facilities, waste receptacles and seating should be provided.

4. Keep a written record of significant risk assessments and the control measures an systems of work adopted

5. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.

6. Implement the procedure and ensure that it is followed in practice.

7. Monitor and review the operation of this procedure from time to time and whenever an incident occurs, make changes to the procedure identified as necessary or beneficial.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 6 - 10

PLAYGROUNDS

We have a duty to ensure the safety, health and welfare of our employees and members of the public from the risks posed from playgrounds.

We do this by:

- Nominating senior staff members to reduce the risks posed from playgrounds.
- Making a risk assessment of the risks from playgrounds to our workforce and others.
- Developing and implementing control measures, policies and Safe Systems of Work.
- Ensuring that the management of the policy, procedures, Safe Systems of Work and control measures relating to playgrounds are undertaken by competent, trained personnel.
- Providing and using personal protective equipment.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from playgrounds.

The personnel responsible for above measures are identified within the Responsibility Table of our Health and Safety Policy.

PLAYGROUNDS

Action Plan

To protect children and our workers from playgrounds we need to:

1. Assess the playground and equipment to identify where children and others could be harmed.

2. Identify the control measures already in place and any additional measures that may be required. 3. Consider;

a. Equipment – is it regularly maintained?

b. Surfaces – are impact absorbing surfaces to prevent injury from falls from climbing equipment provided? Does it conform to any prescribed safety requirements?

c. Is supervision required for the playground? Are risks to any supervisory staff, such as broken glass, contact with biological hazards, physical attack from children or angry parents or guardians, suitably controlled?

d. Purchasing - new equipment should meet current safety standards.

e. Appropriate fencing, access gates, should be provided and regularly maintained.

f. Area inspections - daily or weekly inspections by competent persons. Frequent operational checks covering the stability, wear etc. of equipment. Annual inspection by an independent specialist.

g. Appropriate waste receptacles and seating should be provided.

4. Keep a written record of significant risk assessments and the control measures and systems of work adopted.

5. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.

6. Implement the procedure and ensure that it is followed in practice.

7. Monitor and review the operation of this procedure from time to time and whenever an incident occurs, make changes to the procedure identified as necessary or beneficial.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 6 - 14

WORK WITH CHILDREN

We have a duty to protect our workforce and others from the risks created during work with children.

We do this by;

• Nominating senior staff members to identify hazards and risks and manage work with children safety.

• Assessing the risks created by work with children.

• Developing and implementing control measures, procedures and Safe Systems of Work.

• Ensuring that the management of the policy, procedures, Safe Systems of Work and control measures relating to work with children are undertaken by competent, trained personnel.

• Providing and using safe play equipment and where required personal protective equipment.

• Ensuring that risk assessments are completed by competent, trained personnel.

• Providing and recording relevant training.

• Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks associated with work with children.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

WORK WITH CHILDREN

Action Plan

To protect children and our workers from the hazards of work with children we need to:

1. Assess the work involved and identify areas where children and others could be harmed.

2. Identify the control measures already in place and any additional measures that may be required.

3. Consider;

    a. Play equipment – is it suitable and regularly maintained?

    b. Facilities (toilets etc.) – are they safe, clean and well-maintained?

    c. Biological hazards from contact with bodily fluids or children with infectious conditions.

    d. Accidents and illness in children – procedures for dealing with this, contacting parents, emergency assistance etc.

    e. Any food consumed – is it safely stored?

    f. Potential for verbal or physical abuse from parents and guardians and children.

    g. Preparation of food – is it carried out safely?

    h. Hazards involved in maintenance and cleaning.

4. Keep a written record of significant risk assessments and the control measures and systems of work adopted.

5. Make sure that relevant Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.

6. Implement the procedure and ensure it is followed in practice.

7. Monitor and review the operation of this procedure from time to time and whenever an incident occurs, make changes to the procedure identified as necessary or beneficial.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 6 - 15

EDUCATIONAL VISITS

We have a duty to protect our workforce and others from the risks created on educational visits.

We do this by;

- Nominating senior staff members to identify hazards and risks and manage the safety of educational visits.
- Assessing the risks created by educational visits.
- Developing and implementing control measures, procedures and Safe Systems of Work.
- Ensuring that the management of the policy, procedures, Safe Systems of Work and control measures relating to educational visits is undertaken by competent, trained personnel.
- Ensuring any educational and play equipment on sites visited is safe to use.
- Ensuring that risk assessments are completed by competent, trained personnel.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks associated with educational visits.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

EDUCATIONAL VISITS

Action Plan

To protect children and our workers from the hazards of educational visits we need to:

1. Assess the proposed visit and identify areas where children and others could be harmed.

2. Identify the control measures already in place and any additional measures that may be required.

3. Consider;

a. Issues regarding parental permission and approval of the visit from the Local Education Authority (where applicable).

b. Safety rules for children to adhere to on visit site (agreed in liaison with site staff).

c. Safety of travel arrangements to and from the proposed site.

d. Number of accompanying staff in ratio to number of children attending – are staff numbers sufficient?

e. Possibility of contracting infectious diseases on proposed site.

f. Ground and weather conditions which may possibly be encountered.

g. Risks of water-based activities.

h. Possibility of contact with electrical equipment and different forms of machinery.

i. Possibility of contact with hazardous substances, e.g. pesticides and animals.

j. Overseas visits will require more in-depth consideration.

4. Keep a written record of significant risk assessments and the control measures and systems of work adopted.

5. Make sure that relevant senior members of staff understand the procedures and arrangements. Consider whether they need any training.

6. Implement the procedure and ensure it is followed in practice.

7. Monitor and review the operation of this procedure from time to time and whenever an incident occurs, make changes to the procedure identified as necessary or beneficial.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 6-16

SCHOOLS AND NURSERIES

We have a duty to protect our workforce and others from the risks encountered in working in schools and nurseries.

We do this by;

- Nominating senior staff members to identify hazards and risks and manage school and nursery safety.
- Assessing the risks created by work in schools and nurseries.
- Developing and implementing control measures, procedures and Safe Systems of Work.
- Ensuring that the management of the policy, procedures, Safe Systems of Work and control measures relating to work in schools and nurseries is undertaken by competent, trained personnel.
- Providing and using safe learning equipment for children and staff and where required, personal protective equipment.
- Ensuring that risk assessments are completed by competent, trained personnel.
- Providing and recording relevant training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks associated with work in schools and nurseries.

The personnel responsible for the above measures are identified within the Responsibility Table of our Health and Safety Policy.

SCHOOLS AND NURSERIES

Action Plan

To protect children and our workers from the hazards encountered in schools and nurseries we need to:

1. Assess the work involved and identify areas where children and others could be harmed.

2. Identify the control measures already in place and any additional measures that may be required.

3. Consider;

    a. Security of premises (CCTV, access and egress, pick-up and drop-off arrangements).

    b. Facilities used – are they clean, safe and well-maintained?

    c. Possibility of verbal and physical abuse from children and parents.

    d. Equipment used (computers, sports equipment etc.) – is it maintained, safe and regularly tested where necessary?

    e. Contact with hazardous substances such as cleaning materials, chemicals in scientific lessons etc.

    f. Hazards regarding exposure to contagious illnesses suffered by children.

    g. Accident / injury procedures (contacting parents, emergency services etc.)

    h. Biological hazards from bodily fluid contact (e.g. during an accident).

4. Keep a written record of significant risk assessments and the control measures and systems of work adopted.

5. Make sure relevant senior members of staff understand the procedures and arrangements. Consider whether they need any training.

6. Implement the procedure and ensure it is followed in practice.

7. Monitor and review the operation of this procedure from time to time and whenever an incident occurs, make changes to the procedure identified as necessary or beneficial.

Sports Heroes Ltd t/a Education 1st Safety Arrangement 7 - 2

CONTRACTOR CONTROL AND MANAGEMENT

To enhance the safety of our workforce and others, we implement effective methods to reduce the risks presented by the use of contractors and subcontractors.

We ascertain the competence of contractors and subcontractors and ensure our employees and others are adequately protected from the risks posed by situations where these groups are engaged and put systems into place to achieve this.

We do this by:

- Nominating senior staff members to coordinate and plan the selection of suitable, competent contractors or subcontractors.
- Requesting and reviewing the suitability and adequacy of the health and safety documentation submitted by the contractor or subcontractor.
- Checking the competence of contractors and subcontractors.
- Requesting a ‘method statement’ for the work.
- Ensuring that contractors and subcontractors adhere to their method statement and safety documentation.
- Ensuring that the contractors or subcontractors are aware of the procedures and risk assessments for any of our work processes that may affect them.
- Ensuring that contractors and subcontractors comply with our site specific company rules (Safety Records).
- Ensuring that any equipment used is inspected and tested at frequencies defined within current legislation and evidence of this can be supplied (Safety Records).
- Reviewing our own and contractors’ systems.

The personnel responsible for the overseeing of contractors and subcontractors and the measures above are identified within the Responsibility Table of our Health and Safety Policy.

CONTRACTOR CONTROL AND MANAGEMENT

Action Checklist

To ensure the safety of our employees and others when we have contractors working on our premises we need to be sure of their ability to control of health and safety from their work. We need to;

1. Assess the hazards and risks to our workforce that may be created by contractors working on our premises.

2. Assess the hazards and risks to the contractors from their presence on our premises.

3. Involve the workforce and the contractors in these assessments and in the identification of appropriate control measures.

4. Identify the control measures already in place and any additional measures that may be required. Refer to manufacturers' guidance, trade guidance, published Standards, etc.

5. Consider among other issues;

    a. What will the contractor be doing? Where will they be doing it and when?

    b. Does this put any of our staff at risk? Will our processes put the contractor or their staff at risk?

    c. Should the contractor work only when our workforce is not present?

    d. What knowledge do we have of the contractor's ability to manage health and safety?

    e. Do we need to ask them to complete a pre-contract questionnaire or a method statement for the work?

    f. Will they provide their own equipment - do they expect to use any of ours?

    g. Will any plant they bring on site present risk to our workforce?

    h. Does the place where the contractors will be working need to be fenced off to protect them from our work activities or vice versa?

    i. Are their workers trained and competent?

    j. Will the contractor's workers understand our rules, instructions and signs?

    k. How well the contractor manages staff working on our site.

6. Develop procedures, programmes and practices for the times when contractors are working on our premises.

7. Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.

8. Explain these arrangements to the workforce. Ensure they are understood and provide further training where necessary.

9. Implement the procedure and ensure that it is followed in practice.

10. Monitor and review the operation of this procedure from time to time and following any incident, injury or case of ill health, making changes to the procedure identified as necessary or beneficial.