

Diane Modahl Sports Foundation (DMSF) Health and Safety Policy

Statement of policy

The management of DMSF recognise and actively promote the adoption of healthy and safe working practices. Whilst implementing all the legal implications of the Act the management and staff will be mindful of potential hazards and incidences which may adversely affect employees, volunteers, clients and / or visitors and act to eliminate such. Our purpose is to make the working environment as healthy and safe as possible thus providing a secure and conducive environment in which to pursue the recovery and well-being of the clients.

- Delegation of duties as allocated tasks

Responsibility for Health and Safety

Employer

- The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer. The employer may delegate duties to employees and both have responsibilities.
- Employers have duties to ensure, so far as is reasonably practicable:
 - the health, safety and welfare of employees and volunteers;
 - the health and safety of clients in-house and off-site and
 - the health and safety of visitors and volunteers involved in any activity.

Employees

- Employees have responsibilities too. The Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply to them as well. Employees must
 - take reasonable care of their own and others' health and safety;
 - co-operate with their employers;
 - carry out activities in accordance with training and instructions; and
 - Inform the employer of any serious risks.

Policy Review

A total review of the workings of the Health and Safety Procedure will be held annually during the month of February.

This will update the policy and incorporate recommendations made from staff, volunteers and client representatives who should meet three times a year on a formal basis to document comments, the results of monitoring exercises together with recommendations for improving health and safety standards will also be documented.

Training

Staff training is regarded as a priority. Therefore training in Health and Safety including competence in risk assessment shall be arranged:

- Within one month of the policy review and
- Within one month after the opening of the premises and
- During the induction of new staff members

Contractors

Contractors should only be invited to work on site on the basis of acceptance of and compliance with DMSF Health & Safety Policy

First-Aid

DMSF coaches undertake basic First-Aid training as part of their Coaching Qualification. In the event of an emergency help should be summoned via the 999 Service.

Health & Stress

Health and Stress related issues should be reported to the line manager and a course of action should be defined which should involve on-going support where possible until symptoms disappear.

Consultations

Regular consultations with employees will be arranged on a half yearly basis. These will involve training needs, pastoral issues and aspects of job improvement and efficiency.

Behavioural Problems

The safety of staff, volunteers, clients and visitors is paramount which includes any incidences of violence. Such behaviour is not tolerated as indicated in the Behavioural Policies. People experiencing such behaviour should be helped by other members of staff and their line manager informed for appropriate follow up action.

Manual handling

Handling of heavy loads should not be attempted without assistance.

Slips and trips

The most frequent kinds of accident is by way of slips and trips. Slippery surfaces should be

avoided as far as possible and notices posted if they are unavoidable. Trip hazards should similarly be minimised and appropriate notices posted.

Control of Substances Hazardous to Health

- No asbestos based materials are permitted to be used on site whatsoever.
- Cleaning materials shall be kept secure with a locked cupboard and should be limited in their capacity to less than 500 ml.
- Paints and solvents should be kept to a minimum and stored in a designated safe area which should be locked and access thereto limited.

Maintenance

Regular maintenance, necessary examination and test of sports equipment will be carried out annually or more frequently as required.

Accident Records

An incident book shall be used to record and report accidents to staff, volunteers, clients and visitors.

Fire safety

Testing of fire alarms and evacuation procedures shall be done on a planned basis and records kept of the procedures

Health and Safety emergencies

Potential Health and Safety emergencies shall be identified from the H & S Risk Assessment and appropriate procedures adopted for such eventualities. These are likely to be similar to the evacuation procedure mentioned above.