



DIOCESE OF SOUTHWELL
& NOTTINGHAM
MULTI ACADEMY TRUST

Magnus Sports Centre

Health & Safety Policy

DIOCESE OF SOUTHWELL AND NOTTINGHAM MULTI SPORTS CENTRE TRUST

HEALTH & SAFETY POLICY

Contents:

- 1. Health and Safety Policy Statement.**
- 2. Health and Safety Organisation and Responsibilities.**
- 3. Health and Safety Arrangements.**

Guidance for producing an Sports Centre Health and Safety Policy

The Health and Safety at Work etc Act 1974 requires employers with five or more employees to have a written statement of health and safety policy.

This requirement has been reinforced by The Management of Health and Safety at Work Regulations 1999. These specifically require Sports Centre to assess the risks from their activities, and implement arrangements to control them and to comply with health and safety legislation. The significant findings of these risk assessments and control arrangements must be recorded. The health and safety policy can effectively be broken down into three distinct areas, as identified by the headings below.

Health and Safety Policy Statement

This statement should direct the health and safety "culture" of the Sports Centre in the Multi Sports Centre Trust. Being authorised by the Board of Directors and the Chief Executive Officer, it is an opportunity to influence the attitudes and behaviour of staff, and create a positive health and safety "culture". The statement should commit the organisation to at least comply with relevant health and safety legislation, clearly state the overall health and safety objectives, and be appropriate to the scale of the organisation.

Health and Safety Organisation and Responsibilities

The organisation relates to the personnel structure of the Trust. Health and safety is a management function and the responsibilities go hand in hand with other management functions. The Trust's health and safety organisation and responsibilities should be detailed, specifying responsibilities for each aspect of health and safety, and identifying clear reporting chains.

Health and Safety Arrangements

This final part of the Policy is where the significant findings of the risk assessments and the arrangements for controlling risks and complying with health and safety legislation are recorded. It is recommended that these arrangements are kept as practicable as possible, to show clearly how things are done in the Sports Centre. There is no need to repeat details that are recorded elsewhere, all that is needed in these cases is to refer to them ie. Emergency Procedures etc. In all cases the arrangements detailed must suit the specific circumstances of the Sports Centre. The arrangements should include non-routine operations as well as those required for the normal day-to-day operation of the Sports Centre.

Once the policy is produced, the Trust management should be prepared to modify it in the light of experience gained from health and safety monitoring and reviews. Health and safety policies are not "tablets of stone", they must be modified to suit the changing circumstances of the Sports Centre and developments in health and safety legislation. An annual review of the policy is recommended.

Health and Safety Policy Statement

HEALTH AND SAFETY POLICY STATEMENT

The Directors are committed to

- the provision of safe and healthy conditions for visitors, employees, visitors, and external contractors.
- compliance with all relevant health and safety legislation.

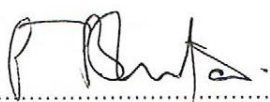
The co-operation of employees, visitors and contractors is required to achieve these objectives, and minimise injuries and work related ill health.

The main hazards and risk control arrangements are detailed in Section 3.

It is impossible to list every hazard likely to be present at any time and therefore everyone must be continually vigilant to ensure that any new hazards are identified and appropriate arrangements implemented to control the risks.

If in doubt about anything to do with health and safety, stop as soon as it is safe to do so, and ask. Where necessary, specialist advice will be obtained.

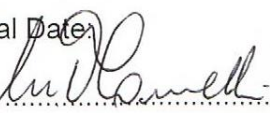
This Health and Safety Policy will be reviewed annually and amended as necessary in the light of new developments and information gathered from monitoring.

Signed  Chair of Board of Directors

Signed  Chief Executive Officer

Date 28/3/17

Renewal Date

Signed  Chair of Local Governing Body

Signed  Principal/headteacher

Date 28/9/17

2.0 HEALTH AND SAFETY ORGANISATION AND RESPONSIBILITIES

2.1 The SNMAT Board of Directors

The SNMAT Board of Directors carries overall accountability for ensuring that health and safety policies are implemented and for ensuring that health and safety arrangements are fully embedded within the Sports Centre's ethos and reflected in the Sports Centre's day to day practices. It is accountable for ensuring that;

- A health and safety policy is prepared, implemented, adopted by the individual Sports Centre and reviewed to ensure it remains valid;
- Health and safety standards are monitored;
- Actions are prioritised where resources are required;
- Health and safety is the subject of specific health and safety reviews;
- Health and Safety Committees are constituted in the individual Sports Centre. The committee meets termly;
- A Governor of the Sports Centre with specific health and safety responsibilities sits on the Health and Safety Committee of that Sports Centre;
- Staff health and safety functions are identified and staff are made aware of their responsibilities and are competent to carry them out;
- Assistance is obtained from specialists when in any doubt about the health and safety standards to apply;
- An annual health and safety report is produced for each Sports Centre by an independent professional.

2.2 Chief Executive Officer

The Chief Executive Officer is accountable to the Directors for ensuring that;

- The arrangements outlined in the health and safety policy are effectively implemented, and remedial actions taken as necessary;
- Hazards are identified and documented arrangements are made and implemented to control the significant risks and comply with the relevant health and safety legislation;
- The significant findings regarding the above are recorded;
- The arrangements are monitored to ensure they are working;
- Health and safety information is communicated to the appropriate people;
- Employees are aware of what is expected of them and that they are competent to deal with the health and safety requirements of their work;
- Any problems in implementing appropriate health and safety standards are reported to the Directors;

- Accident/incident investigations are carried out;
- Specialist help and assistance is obtained where necessary;
- The reports of health and safety monitoring are communicated to the Directors along with details of significant injuries to employees, visitors and visitors;
- Co-operation is afforded in providing the necessary facilities for Trades Union Safety Representatives.

2.3 The Business Director

The Business Director is accountable to the Chief Executive Officer for ensuring that health and safety legislation is complied with under the Health and Safety at Work Act etc 1974 in relation to the sites, buildings and mechanical and engineering functions.

The Business Director is accountable for:

- Assisting the Chief Executive Officer with their responsibilities as required.
- Providing the Principal with model procedures to assist with putting Sports Centre specific health and safety procedures in place.

2.4 The Local Governing Body (LGB)

The LGB is responsible to the Board of Directors for health and safety at its Sports Centre. It is responsible for ensuring that;

- The SNMAT model health and safety policy is adopted and implemented by the Sports Centre;
- Health and safety standards are monitored actively and reactively within the Sports Centre including health and safety inspection reports and accident reports;
- The Sports Centre site and premises is maintained in a safe condition and that appropriate funding is allocated to this end from the Sports Centre's delegated budget;
- Actions are prioritised where resources are required;
- Risk assessments are made and recorded of all the Sports Centre's work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Health and safety is the subject of specific health and safety reviews, and is covered on the agenda of the Health and Safety Committee;
- A Governor with responsibility for health and safety sits on the Health and Safety Committee of the Sports Centre. The committee meets termly;
- Staff health and safety functions are identified and staff are made aware of their responsibilities and are competent to carry them out;
- Assistance from specialists is obtained when in any doubt about the health and

safety standards to apply;

- An annual health and safety report is produced for each Sports Centre by an independent professional.
- High standards of health and safety are promoted within the establishment;

2.5 Principal

The Principal is responsible to the Chief Executive Officer for ensuring that the health and safety risks associated with the delivery of the curriculum are controlled and the health and safety legislation relating to such curriculum activities is complied with. The Principal/head teacher is responsible for ensuring that:

- the requirements of the Occupier's Liability 1957/1984 is complied with.
- the day to day management of health and safety matters in the establishment in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice;
- risk assessments are made and recorded of all the Sports Centre's work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- termly health and safety inspections are carried out by the Principal, Health and Safety Governor and Health and Safety Representative where available. A copy of the report is presented to the Local Governing Body and one is sent to the Sports Centre's Health and Safety Team;
- remedial action is taken following health and safety inspections;
- information received on health and safety matters is passed to the appropriate people;
- staff health and safety training needs are identified and provision of training is arranged;
- meetings of the establishment's health and safety committee are attended;
- the establishment's annual health and safety action plan is drawn up;
- trades union safety representatives are provided with the necessary facilities and are co-operated with;
- health and safety auditing arrangements are participated in and audit action plans are implemented;
- the purchasing and maintenance of equipment and materials is monitored and that it complies with current health and safety standards;
- contractors are monitored and that only competent, approved contractors are engaged to work on the Sports Centre site;
- specialist advice on health and safety matters is sought where appropriate;
- a procedure is in place to deal safely with persons on the premises who may be under the influence of alcohol or drugs.
- the Chief Executive Officer is assisted with carrying out their responsibilities as required.

Note: in the absence of the Principal these responsibilities fall to their immediate deputy.

2.6 Health and Safety Co-ordinator

The Health and Safety Co-ordinator at the Sports Centre is responsible to the Principal for:

- Attending appropriate Health and Safety Training Courses to enable him/her to discharge his/her duties effectively;
- Promoting health and safety matters throughout the Sports Centre and assisting the Principal in the implementation of the Sports Centre's Health and Safety Procedures;
- Ensuring that Health and Safety Manuals and associated Logs (fire, asbestos, legionella etc.) are kept up to date;
- Ensuring that the Health and Safety Notice Board is kept up to date;
- Ensuring that the correct accident reporting procedures are followed and that where appropriate accidents are investigated;
- Arranging termly health and safety inspections and ensuring follow up action is completed and that completed reports are provided to Governors and to the Health and Safety Committee;
- Ensuring appropriate procedures for authorisation of educational visits are followed and that the educational visits policy is complied with (see section 3.20);
- Participating in any Health and Safety Audits arranged by SNMAT
- Providing health and safety induction training for all staff;
- Keeping staff health and safety training records up to date;
- Ensuring that all statutory inspections are completed and records kept;
- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness;
- Ensuring contractors on site are monitored and that they consult the asbestos log.
- Liaising with employees and Health and Safety Advisors where appropriate to ensure that hazards are identified and appropriate risk control arrangements implemented.
- Carrying out risk assessments for shared areas and activities.
- Initiating and progressing the reviews of risk assessments.
- Carrying out termly inspections of the shared areas.
- Monitoring the health and safety standards of the Sports Centre on a day-to-day basis, and reporting any problems that cannot be rectified to the Principal.

- Assisting the Principal with their responsibilities, as required.
- Ensuring accident/incident records are maintained, and Notifiable Accidents/Incidents are reported to the HSE.
- Ensuring that the site is compliant under Health & Safety regulations – see Premises, Facilities and Health & Safety overview.
- Chairing the Health and Safety Committee termly meetings.

The Senior Member of Staff in the Establishment with special responsibility for Health and Safety Matters (Health and Safety Co-ordinator) is:	David Scott
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2.7 All Employees

All employees are responsible to the Chief Executive Officer, through the Principal for;

- Taking reasonable care for their own health and safety and that of other employees, visitors and visitors who may be affected by their activities;
- Checking work areas are safe prior to use;
- Where appropriate, exercising effective supervision of visitors so as to minimise risks to their health and safety;
- Using any work equipment in accordance with the training and instructions provided;
- Co-operating as is necessary to implement the arrangements of this policy;
- Monitoring the health and safety arrangements and standards in their own areas, ensuring that appropriate risk control measures are implemented;
- Reporting any health and safety matters they cannot, or do not feel competent to deal with themselves and any shortcomings they see in the health and safety arrangements;
- Ensuring they are represented on the Health and Safety Committee.

2.9 Visitors

Visitors are expected to;

- exercise personal responsibility for their own health and safety and that of their classmates;
- observe standards of dress and behaviour consistent with the health and safety of themselves and others;
- observe the rules of the Sports Centre and in particular the instructions of members of staff;
- report any health and safety issues immediately to a member of staff;

- be represented on the Health and Safety Committee.

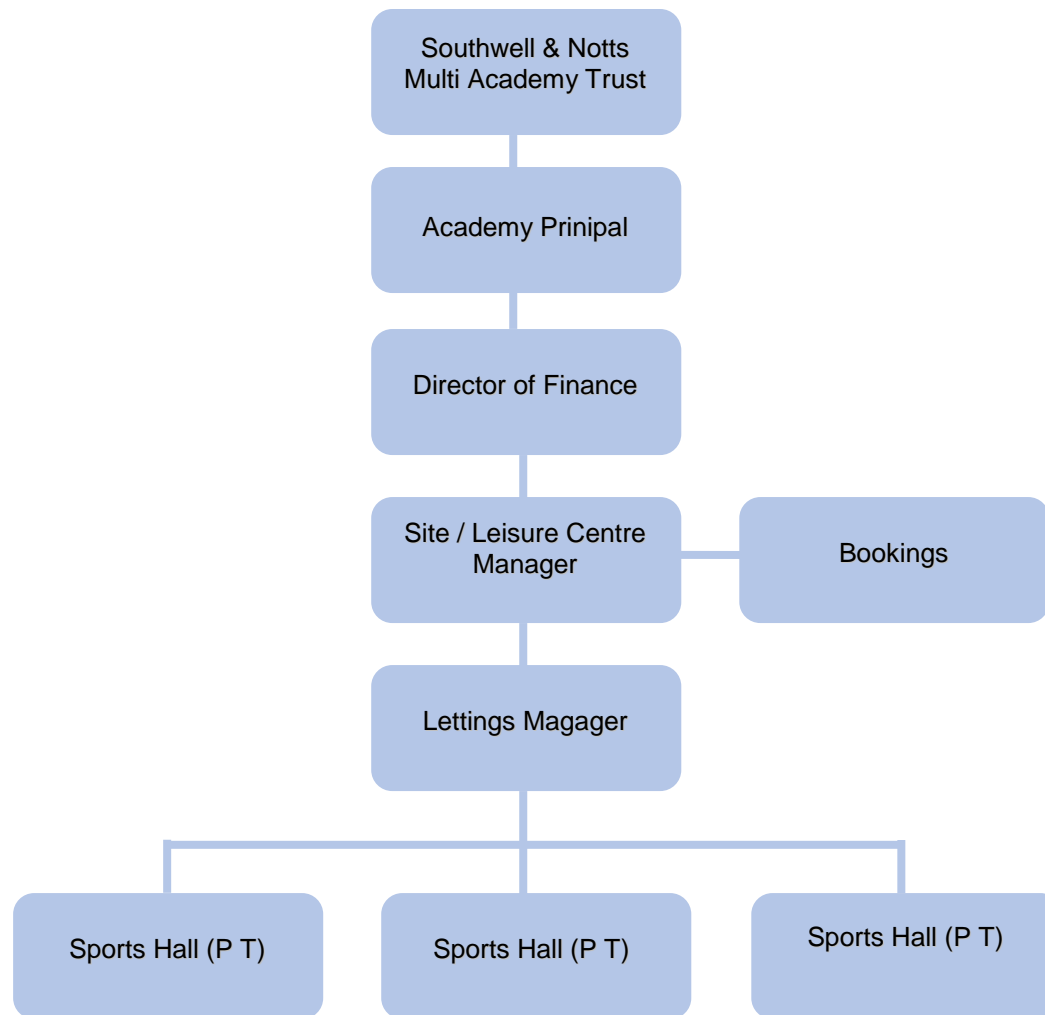
Health and Safety Assistance

Nottinghamshire County Council is appointed to be the competent person as required by the Management of Health and Safety at Work Regulations 1999, to be responsible for providing health and safety advice and assistance.

Nottinghamshire County Council
Lawn View House
40 Station Road
Sutton-in-Ashfield
NG17 5GA

Tel 0115 804 0383

Flowchart Showing the Management Hierarchy in the Sports Centre



3.0 Health and Safety Arrangements

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3.1 Risk Assessment

Legal Position

The duty to assess risks and take appropriate action to remove or control the risks is fundamental and absolute. The purpose of a risk assessment is to identify the measures to remove or control the risks. A systematic general examination of all activities is necessary. Risk assessments must be 'suitable and sufficient' and records should be kept to show that;

- All risks have been comprehensively assessed;
- Those persons affected have been identified;
- All the significant hazards have been identified;
- The controls are adequate and the remaining risk is acceptable.

Hazard - Something with the potential to cause harm. (e.g. fire, electricity, vehicles, substances). The harm will vary in severity – some hazards may cause death, some may cause injury or ill health, causing short or long term incapacity, others only cause cuts and bruises.

Risk - The combination of the severity of harm and the likelihood of it happening (This may be used as the basis for prioritising actions).

Carrying Out Risk Assessments

The following steps are to be followed when undertaking Risk Assessments;

- Briefly identify the process being assessed;
- Identify the hazards (trivial hazards may be ignored, concentrate on significant hazards);
- Identify who might be harmed;
- Identify the controls currently in place to protect those at risk;
- Evaluate the risks and decide if existing controls are adequate;
- Identify additional controls that are required (in many cases this can be done by finding out what is up-to-date good practice);
- Record the significant findings (see form overleaf, other policies/procedures can be used);
- Communicate the results of the risk assessment to the relevant personnel;
- Review assessments annually or when circumstances change and revise as necessary.

Controlling Risks

Where possible eliminate the hazard, there can be no risk without a hazard, or consider less hazardous options (e.g. using a less hazardous substance or equipment).

When controlling risks apply the principles below in the following order.

- Combat risks at source by using engineering means (e.g. local exhaust ventilation, guarding).
- Implement systems and procedures to reduce exposure to the hazard.
- Issue personal protective equipment as a last resort.

Those responsible for carrying out risk assessments will receive suitable training. The significant findings of risk assessments will be recorded on the attached form. Where possible any actions to remove/control the risks will be implemented by those carrying out the assessments. Where this is not possible the action to remove/control the risks will be approved by the Principal and implemented through the appropriate channels.

The person responsible for carrying out a general survey of the Sports Centre's work, work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessment are produced and appropriately communicated is:	D Scott
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Significant Findings of Risk Assessment to be attached at the end of this Document

3.2 General Hazards

A high standard of housekeeping is expected to reduce the risk of accidents. Furniture and equipment shall be kept tidy and not be stacked so as to cause a toppling hazard. Unwanted items are to be removed and not allowed to accumulate in such ways as to cause congestion. Visitors bags are not to be left in walkways or areas where they create trip hazards.

Specific attention is to be given to avoid slip and trip hazards, such as trailing cables, damaged walkways and floor coverings, slippery floors, surfaces etc. Employees are expected to rectify these situations where possible or report them to the Site Manager who deal with appropriately.

Proper access equipment is provided and must be used where necessary to reach above head height. Employees are to inspect these before use and report any defect to the Site Manager/Caretaker. Employees are not to use chairs, boxes or similar items and are not to climb up the face of cupboards or storage racks.

Filing cabinet drawers shall not be overloaded and employees must not open more than one drawer at once as this presents a toppling hazard. Desk and cabinet drawers are to be closed immediately after use and not left open.

Damaged or defective furniture and equipment is to be reported to the Site Manager. Also any sharp edges or protusions which may cause injury and/or damage to clothing must also be reported.

All radiator spindles must be fitted with a handwheel, cap or other protection to prevent penetration injuries.

Hot water temperatures in pupil's areas are set so as not to cause scalding and thermostatic mixing valves (TMVs) should be installed if appropriate. TMVs installed should be appropriately maintained.

3.3 Guardrails on Stairs and Landings

Falls down stairwells are a major risk to visitors in Sports Centre with multiple floors. To minimise the risks employees must ensure good discipline in these areas making sure that visitors do not run or play about on stairs or landings.

3.4 Vulnerable Glazing

Vulnerable areas of glazing need to be protected to prevent serious injuries in the event of breakage. This includes all glass in doors & sidepanels up to 1500mm above the floor level, and glazing up to 800mm above the floor level in other areas (Note, wired glass will not necessarily meet the protection requirements of safety glass). Any green house within the Trust would be glazed with polythene, fenced and with access adequately supervised by employees.

Glazed mirrors in pupil areas are to be protected against breakages, which may cause injury to visitors.

3.5 Electrical Safety

Employees shall not attempt repairs or make modifications to electric equipment other than

those normally associated with daily operations.

Any defects or malfunctions must be reported to .	D Scott
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Electricity is extremely hazardous and can cause serious injuries, fatalities and fires.

To ensure the safe use of electricity, effective maintenance regimes need to be implemented, and safe working practices adopted.

The following control measures are adopted as the minimum required for electrical safety within the Sports Centre;

- The fixed electrical installation is subject to a 5 yearly inspection by a competent NICEIC engineer, and any maintenance required to prevent danger is carried out;
- Only electrical equipment provided or authorised by the Sports Centre shall be used. If staff require the use of personal electrical equipment on the Sports Centre premises they are required to notify the member of staff responsible for authorising its use so that it can be Portable Appliance Tested (PAT) prior to use;

The person responsible for for authorising the use of personal electrical equipment on the premises is:	D Scott
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- Portable electrical appliances are subject to Portable Appliance Testing (PAT) and a formal visual inspection, generally on an annual basis, by a competent person, to identify any maintenance required to prevent danger. (Low risk stationary office & IT equipment, where the cables are organized to prevent damage, may have a greater test interval, whilst portable drills which may be used in all conditions, may require more frequent testing; advice should be sought from the competent person).

The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:	D Scott
Person(s) responsible for carrying out formal visual inspection and testing is/are:	D Scott

- Employees are alerted to the dangers of defective wiring and equipment and are to visually inspect electrical equipment before use and to report any defects immediately.
- It is essential that where electric equipment is used outdoors, or in areas where contact may be made with water, a Residual Current Device (RCD) is used to reduce the risk of serious electric shock. Employees must use RCD adapters if one is not fitted into the fixed wiring and cease using any equipment which causes the RCD to trip.
- Residual Current Devices (RCD) are functionally tested in accordance with the manufacturers recommendations (generally quarterly or monthly), and the results of these tests recorded. Functional testing of RCD in high hazard areas is carried out more frequently, in line with current guidance.

- Electrical maintenance work is only carried out by qualified competent persons.
- Damaged, defective or inoperative equipment is immediately isolated, withdrawn from use, labelled as such, and reported to the appropriate member of staff. Unauthorised staff or visitors are not to tamper with electrical equipment, serviceable or otherwise.
- Work on or near live electrical conductors is only carried out after being fully risk assessed, and then using a documented Permit-To-Work system, by qualified engineers.
- Appropriate maintenance records are maintained.

3.6 Working at Heights

Employees are reminded that falls from height are the most common cause of fatal and serious accidents at work.

Employees shall not work at any height where a fall may occur either above or below ground level when they are working alone. If an accident occurs there is no one to call for assistance.

The need to reach things at heights should be eliminated where ever possible e.g. displaying visitors work and storing things below head height, using window poles instead of climbing to open windows. Where this is not possible proper access equipment must be used and the following protocol adhered to.

1. The over-riding principle is that; all that is reasonably practicable to prevent anyone falling should be done. Therefore the following hierarchy for managing and selecting equipment for work at height should be followed;
 - a. Avoid work at height where possible;
 - b. Where work at height cannot be avoided, use work equipment or other measures to prevent falls;
 - c. Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall.
2. The managing of work at height requires that;
 - a. All work at height is properly planned and organized;
 - b. Account is taken of weather conditions that could affect safety;
 - c. Those involved are trained and competent;
 - d. The place where the work is carried out is safe;
 - e. Work / access equipment is appropriately inspected;
 - f. Risks from fragile surfaces are controlled;

- g. Risks from falling objects are controlled.
3. The planning of work at height requires that;
 - a. No work is done at height if it is safe and reasonable to do it other than at height;
 - b. The work is properly planned, appropriately supervised and carried out in a way that is as safe as is reasonably practicable;
 - c. Emergencies and rescue are planned for;
 - d. Account is taken of the appropriate risk assessments.
 4. All work at height access equipment (i.e. ladders, step ladders, tower scaffolds etc) is securely stored to prevent unauthorised access when not in use. A register is maintained of all this equipment and it is maintained and inspected regularly, records of which are maintained.

Although current legislation does not prohibit the use of ladders, a Risk Assessment must be carried out to demonstrate that the use of more suitable work equipment is not justified because of the low risk involved, the short duration of the work and existing features on the site which cannot be altered.

5. Before using a ladder or step ladder make sure it is the right equipment for the work. Scaffold towers or specialist access equipment may be required to reach the position and enable the work to be carried out safely. In these cases the equipment must be erected in accordance with the manufacturers instructions, by a person who is competent, having received sufficient instruction and training.
6. Those using ladders or stepladders are to be appropriately trained and are to comply with the risk assessments to ensure their safety.

The person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment for ladders is:	D Scott
Person(s) authorised to use ladders is/are:	D Scott I Hubbard S Purchase D Atkin
The person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment for stepladders is:	D Scott
Person(s) authorised to use stepladders is/are:	D Scott I Hubbard S Purchase D Atkin G Barker

3.7 Substances Hazardous to Health

Were possible all substances used in the Sports Centre should be non hazardous e.g. not labelled 'Toxic', 'Harmful', 'Corrosive' or 'Irritant'.

All substances must be properly labelled, stored, used and when necessary, disposed of in accordance with the manufacturers instructions. Employees should be aware of the requirement to adequately Risk Assess the processes for which any hazardous substances are used, to ensure the appropriate risk control measures are devised, implemented and where appropriate, recorded.

Some hazardous substances are unavoidable, the minimum safety precautions for cleaning substances are given below.

The person responsible for informing the Waste Authority of any items of general waste to be collected by it but not covered by the general waste agreement is:	D Scott
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Cleaning Substances

Cleaning products carrying the 'Irritant' and 'Harmful' warning labels are used for general purpose cleaning in the Sports Centre.

These substances are necessary, as less hazardous substitutes are considered to be ineffective.

The following minimum control measures are to be used to control the risks to health from the use of these substances.

- The substances are kept secure at all times when not in use to prevent unauthorised access.
- Adequate ventilation is to be maintained at all times.
- The substances are only to be used as directed by the manufacturers instructions and Risk Assessment.
- Substances shall not be mixed together. The use of bleach is not permitted as toxic fumes can be generated if this is mixed with other substances.
- Adequate arrangements are maintained to ensure the segregation of incompatible substances. Such as colour coded containers, separate bunded storage areas, and separate cleaning materials.
- Skin contact with the undiluted substances or prolonged/repeated contact with diluted solutions can cause health problems e.g. redness of skin, eczema or dermatitis. Contact with the skin is to be avoided by the wearing of PVC gloves. These are to be inspected before use and replaced if damaged. At least one spare pair of gloves is kept in stock at all times.
- Accidental splashing on the skin or in the eyes should be washed off or out immediately

with plenty of water, and further medical assistance sought if any problems persist. Any skin problems associated with the use of these substances shall be reported to the Principal/Principal and where appropriate to a medical practitioner.

- Where substances are transferred into smaller containers for use, they are marked with their contents and appropriate hazard sign.

A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	D Clark
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3.8 Fire Safety

All staff are to be familiar with the Fire Risk Assessment for their work area, and are to comply with the fire safety arrangements of the Sports Centre.

Fire extinguishers are not to be tampered with or removed without authorisation, and are not to be obstructed.

Emergency exits, fire safety notices and fire alarm call points are not to be obstructed. Heater inlet and outlet vents are not to be obstructed, and combustible materials are not to be placed on top of heaters or near the outlet vents.

The whole site for the Sports Centre is a designated no-smoking area in accordance with the Health and Safety Act 2005.

Electrical equipment is to be inspected prior to use to ascertain so far as is possible that it is safe to use and free from defects.

Windows and doors are to be secured when vacating rooms, buildings etc, to reduce the potential for unauthorised entry and arson.

Waste skips are to be kept secure and located away from Sports Centre buildings to reduce the potential for arson.

All work requiring the use of sources of ignition is to be Risk Assessed and the appropriate safety precautions taken.

All staff are to check their work areas immediately after use to ensure that sources of ignition are extinguished or turned off (as appropriate) etc, prior to vacating the area.

Waste bins are to be emptied daily and combustible materials not allowed to accumulate.

A Fire Risk Assessment has been carried out as required by Regulatory Reform (Fire Safety) Order 2005. The significant findings are recorded separately.

The employer or controller of the premises is deemed to be the 'Responsible Person' within the meaning of the Regulatory Reform (Fire Safety) Order 2005..

Fire Risk Assessment to be complied with.

The person responsible for ensuring that the maintenance requirements identified in the Fire Risk Assessment have been carried out is:	D Scott
The person responsible for arranging, recording and monitoring fire drills at least once per term is:	D Scott
Details of the locations of all hazardous and flammable substances on site in case of emergency are kept:	Site Office
The competent person responsible for carrying out and updating the fire risk assessment for the premises is:	D Scott

3.9 Manual Handling of Items and Equipment

Manual handling operations are required to some extent in most of the Sports Centre activities and it is not reasonably practicable to completely avoid them. Most of these within the classroom do not generally involve significant risks and are within the capabilities of all employees. The measures detailed below are considered adequate to reduce the risks of injury to the lowest level reasonably practicable.

Safe lifting techniques must be employed at all times. Never bend from the waist or lift with the legs straight, as this puts strain on the back muscles and spine and may lead to injury. Manual handling training is provided as necessary.

Employees shall not attempt to lift or move anything they consider to be too heavy or awkward for them. If the load is beyond their capabilities, they are to seek assistance.

Special care is to be exercised where visitors are involved with the moving of objects, eg moving sports equipment or pianos. Employees are required to risk assess these operations and only allow visitors to be involved where the task is within their capabilities, with regard to age, build, strength and maturity etc; and ensure that adequate precautions are taken to prevent injury.

The manual handling of any objects which present a significant risk of injury and which cannot be avoided, is only to take place following a risk assessment to determine the control measures to reduce the risks to an acceptable level.

Below are listed some of the controls that should be employed for lifting different objects, which along with the manual handling training that has been provided, are considered to be the minimum required to reduce the risks to the lowest extent reasonably practicable.

Chair and Table Moving

Examples of measures that could be taken to reduce the risk of injury, depending on an individual's capabilities, are:

- Using safe lifting techniques;

- Carrying no more than 3 chairs at a time;
- Using a special trolley for moving stacks of chairs;
- Carrying no more than 1 table at a time (single tables);
- Obtaining assistance where the timescale or other factors involved could lead to over-exertion.

Miscellaneous Packages and Items

Examples of measures that could be taken to reduce the risk of injury, depending on an individual's capabilities, are:

- Using safe lifting techniques;
- Using the trolleys and barrows provided;
- Obtaining assistance where the weight/size of load is beyond individual capacity.

Furniture, Lockers, Display Boards etc

Examples of measures that could be taken to reduce the risk of injury, depending on an individual's capabilities, are:

- Using safe lifting techniques;
- Using the trolleys and barrows provided;
- Obtaining assistance in proportion to the weight/size and distances involved;
- Wearing protective equipment such as gloves and safety footwear.

The person(s) responsible for identifying hazardous manual handling activities involving objects is and arranging for their elimination or risk assessment is:	D Scott
The person responsible for monitoring the safety of manual handling activities is:	D Scott

3.10 Display Screen Equipment (DSE)

Display Screen Equipment (DSE) is generally regarded as computer equipment, however other items of equipment with alpha/numeric displays (with some exceptions) are also included in the scope of the legislation.

Computer equipment is used extensively throughout the Sports Centre by various members of staff and current health and safety legislation designates employees who use this equipment as a significant part of their normal work as 'users'. Self employed persons working similarly, with Sports Centre equipment, are designated as 'operators'.

Workstations used by 'users' or 'operators' should be assessed to ensure they satisfy minimum requirements for health and safety and the risks are reduced to lowest level reasonably practicable. All workstations meet the minimum requirements for health and safety appropriate to the workstation equipment and type of useage.

'Users' are provided with information and training about the risks to their health and how to minimise them.

If no frequent changes of activity occur, staff are encouraged to take short breaks (approximately every hour) to prevent the onset of fatigue.

'Users' are entitled to eye tests and any special spectacles specifically required for display screen work, at no cost to themselves. Initially 'users' are to request these through the Business Director who will agree to the reimbursement of the receipts.

Work related upper limb disorders such as pain in the muscles, ligaments and nerves of the hand and arm can be brought about by repetitive movements associated with intensive keyboard or mouse operations. Properly arranged work stations and organisational systems will minimise the risks of these disorders. Employees should be aware of this type of injury and report any pain, discomfort, swelling or weakness experienced during or shortly after keyboard/mouse use.

The following employees are classified as users of display screen equipment and an assessment will be made of their workstations. They will be entitled to a regular eye test.

<i>Employee Name</i>	<i>Job Title</i>
D Scott	Centre Manager
B Wright	Booking Assistant
G Barker	Lettings Manager
A Riley	P T Assistant
B Sims	P T Assistant
D Atkin	P T Assistant

The competent person responsible for carrying out display screen equipment risk assessments is:	D Scott
The person responsible for implementing the requirements of the risk assessment is:	G Barker

3.11 Smoking at Work

Smoking is not permitted on the Sports Centre site, in any Trust vehicle or in any vehicle in which more than a single employee is travelling during the course of their employment. This is to prevent unwanted exposure to environmental tobacco smoke, which is a health hazard, and to minimise the risk of fire.

Appropriate signage, prohibiting smoking, is displayed at all entrances to the Sports Centre site/buildings.

Appropriate signage is displayed in all Trust vehicles.

3.12 Contractors Activities

Construction and maintenance work involves major hazards and particular care is necessary when these activities take place on the Sports Centre sites. Contractors have a duty to carry out their work in accordance with relevant statutory provisions. The Trust has a duty to ensure the health and safety of visitors, employees and visitors on the site and must exercise sufficient control to make sure that contractors discharge their duties. Only contractors who are on local approved lists (where applicable), or can show in some other way, they are competent to carry out their work in accordance with the relevant statutory provisions will be selected for work on the premises.

The person responsible must identify to the contractors, those hazards and controls already in place at the Sports Centre, and obtain from them information regarding the hazards and controls which they will be bringing to the Sports Centre, such that adequate control measures can be implemented and effective contractor/Sports Centre segregation maintained.

Before work commences the delegated employee must ensure that arrangements to control the risks are implemented by the contractors to protect visitors, employees and visitors. The person responsible shall then liaise with the contractor and monitor their activities to ensure the arrangements are, and remain, adequate. Any situation where the control measures are inadequate must be rectified immediately.

The Construction (Design and Management) Regulations (CDM Regulations) apply to all construction projects. Additionally construction work which involves more than 500 person days, or takes longer than 30 days is notifiable to the HSE. The person responsible should seek specialist advice regarding what must be done to comply with these Regulations.

The person responsible for contractors' activities is:	D Scott
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3.13 First Aid Arrangements

The number of certificated first aiders on each site will comply with acceptable minimum standards. In addition to this, it is the policy of the Trust to train as many staff as possible in emergency first aid, so as there is always cover for the most likely times that injuries occur and for absences/Sports Centre trips etc. All first aid training is repeated every 3 years to maintain competence.

Name	Location/Extension	Date of Expiry of Certificate
D Scott	078144-0934	Mar 2019
G Barker	07713328003	Mar 2019
D Atkin	07454060700	Mar 2019

First aid boxes stocked with the recommended contents are located at appropriate points and named staff are responsible for checking the contents on a regular basis and replenishing any deficiencies. A record of the checks will be maintained. All employees should familiarise themselves with the location of the first aid boxes so that in the event of an injury or acute illness they can be located quickly.

Travelling first aid boxes are kept at the following points in the Sports Centre.

Location of First Aid Box	Location of Travelling First Aid Box
PE Office Sports Reception	Mini Buses PE Office

The person responsible for making a termly check on the location and contents of all first aid boxes and replenishing deficiencies is:	D Scott
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The address and telephone number of the nearest hospital with accident and emergency facilities is:	Kings Mill - Mansfield Rd, Sutton-in-Ashfield NG17 4JL Phone: 01623 622515
The address and telephone number of the nearest hospital with minor injuries facilities is:	Lincoln County - Greetwell Rd, Lincoln LN2 5QY Phone: 01522 512512

If required, an ambulance can be summoned by telephone from the Reception Office.

The person responsible for ensuring first aid qualifications are maintained is:	D Scott
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The person responsible for ensuring that first aid cover is provided for staff working out of normal Sports Centre hours is:	D Scott
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Employees should administer first aid treatment in accordance with their levels of training and competence, and always err on the side of caution by referring visitors for further medical attention as set out below, or when in doubt.

Head Injuries

Head injuries can easily be underated. Any signifcant knock to the head which shows signs of swelling, grazing, crushing, or which changes the behaviour of the patient should be referred immediately for further medical attention. Slight knocks to patients who have had previous head injuries could be serious and these also should be referred immediately for

further medical attention. Parents are to be contacted immediately where further medical attention is necessary and informed via the standard letter of any non-significant head bumps which show no signs or only slight reddening.

Other Injuries

Broken bones may sometimes not be obvious in children. Any injury which results in continued pain or changed mobility should be referred immediately for further medical attention.

Infection Control

HIV and hepatitis B viruses are a risk to employees involved in the provision of first aid. The universal precautions for cleaning up body fluid spills detailed in the Public Health England leaflet 'Guidance on infection control in schools and other childcare settings' should be followed to prevent the spread of infection.

'Guidance on infection control in schools and other childcare settings' is displayed in:	Academies First Aid Room
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3.14 Pregnancy and Work

Employees who become pregnant shall inform their the manager so that an assessment can be carried out to ensure that any risks created during their work are identified and eliminated or controlled. Advice on pregnancy and work is given in the Public Health England Leaflet 'Guidance on infection control in schools and other childcare settings'.

The person responsible for carrying out expectant mothers risk assessments is:	D Scott
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3.15 Young persons working or children on work experience in the Sports Centre.

If young persons come to the Sports Centre to work, or on work experience, additional legislation applies. A 'young person' is defined as someone who is over compulsory school age, but has not attained the age of 18, and a 'child' is defined as someone who is not over compulsory school age. 'Young persons' require specific risk assessments to identify any measures that are required to reduce risks, this is due to their immaturity, inexperience and lack of awareness.

Line Managers are to ensure that risk assessments are carried out and communicated to the person with parental responsibility. They are also to obtain from the person with parental responsibility, information regarding any particular hazards / medical conditions etc that the work experience candidate will be bringing to the Sports Centre, in order that their suitability can be assessed and safety measures adapted accordingly.

Where a 'child' is involved, the findings of the risk assessments and the protective/preventive measures required must be communicated to the person having parental responsibility for the child. Attendance records will also be maintained and failure to attend reported to the child's originating school.

All young persons will work directly under the supervision of an experienced employee, who is responsible for ensuring the appropriate measures are taken to protect their health and

safety. The activities that young persons are likely to be involved in are low risk. To ensure that persons having parental responsibility for a 'child' are kept fully informed as described above, a copy of this policy shall also be forwarded to them with the confirmation letter, and any specific risk assessments pertaining to the work they will be experiencing.

The person responsible for ensuring the work experience process complies with legal requirements is:	D Scott
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3.16 Sports Centre Security

The main reception entrances are monitored at all times to prevent unauthorised access.

Many exit doors are locked to prevent unauthorised access but these can be readily opened from the inside in case of emergency.

All visitors are required to report to the appropriate Reception Office on arrival.

Unknown persons on the Sports Centre sites are to be asked to identify themselves, their reason for being on Sports Centre premises and if they require assistance. Appropriate measures are then to be taken to escort them off the premises, as appropriate. In some cases it may not be appropriate for a lone employee to make this approach, in these cases assistance is to be sought, and the police called for additional assistance if necessary.

When visitors are outside during play time or for sports, adequate supervision is provided to ensure that they do not leave the premises.

The car park is segregated from areas occupied by visitors and pedestrian access controlled during normal hours.

The premises are secure, reducing the potential for visitors to stray unsupervised.

The person responsible for unlocking and locking the building, arming and disarming security alarms etc. is:	D Scott G Barker A Riley B Sims D Atkin
The person(s)/key holding service trained to deal safely with burglar alarm call outs is:	Staic Security Phone 01522 537133

3.17 Violence at Work

The Sports Centre seeks to minimise employee vulnerability to violent disturbing behaviour, including threats, intimidation, verbal abuse and physical assault. This kind of behaviour will not be tolerated from visitors or parents etc and further action such as exclusion/banning/prosecution will be considered. The following steps should be followed.

- Employees should not become confrontational even if provoked.
- If verbally or physically abused, leave or call for assistance immediately.
- Employees should report any concerns and all incidents of verbal abuse, threats or

actual assaults to the Manager. This will enable incidents to be monitored, investigated, and appropriate action taken.

- A secure register is kept of those who have demonstrated violent tendencies in the past. Reference should be made to this register when arranging bookings
- Employees who suffer violence at work will be sympathetically treated and support systems are available.

To protect employees against assault when handling or transporting money, cash handling across the site is kept to a minimum, this is carried out by two employees and the day is varied from week to week.

3.18 Injury Reporting

Minor injuries to employees and visitors shall be recorded in the accident book by the person administering first aid.

Wellworker is used by Sports Centre where more major injuries are sustained. This prompts the completion of an electronic F2508 form in the event of "major" or "over 7 day" absence injuries, as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

'Major' injuries to visitors and visitors are those which require them to be taken directly to hospital. This only applies to injuries which arise in connection with work, either through a premises fault or through work organisation, such as lack of care. Accidents arising out of curriculum sporting activities, requiring hospital treatment, are reportable. Injuries which arise from play activities or health conditions are not reportable, unless these happen in connection with work, or as a result of work activities.

'Major' injuries to employees are basically any break of the large bones or any injury which requires hospitalisation for more than 24 hours.

'Over 7 day' absence injuries to employees do not count the day of the injury but every day after when they were unable to carry out their normal duties is counted, irrespective of weekends, holidays etc.

Some incidents which do not result in injury must be reported by telephone to the ICC. These are known as 'Dangerous Occurrences' and are only those which are specified by the Regulations. These are mainly large incidents in the construction and manufacturing sectors, but some such as a fire or electrical short circuit which disrupts activities for more than 24 hours, or the failure of a lift, will apply.

HSE Incident Contact Centre (ICC 0845 300 9923 and website www.hse.gov.uk/riddor/)

The person responsible for notifying the Trust Business Director of all 'Major' and 'Over 7 day' injuries so that the insurers can be informed is:.	D Scott
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3.19 Statutory Notices

The Sports Centre is required to display the following statutory notices where employees can

see them.

1. A 'Health and Safety Law' poster, the local information of which is to be complete and current, where appropriate.
2. A current copy of the employer's liability insurance certificate. Alternatively, this document may be held electronically as long as all relevant employees have access to it.

The person responsible for ensuring that the statutory notices are displayed is:	D Scott
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3.20 Health and Safety Representatives and Consultation

The role of trade union appointed health and safety representatives is recognised and encouraged. If appointed the health and safety representative will be consulted during the preparation and review of the health and safety policy of the Trust, to enable effective co-operation in the promotion and development of the health and safety arrangements. Facilities and time off from normal duties will be provided so that they can carry out the functions of a health and safety representative, as detailed in the Safety Representatives and Safety Committees Regulations 1977.

Health and safety is a standing item on the agenda of all employee meetings at the Sports Centre.

A Health and Safety committee meets termly and reports any issues to the Principal/Principal and Local Governing Body who in turn report to the Chief Executive Officer and Board of Directors.

The Trade Union Health and Safety representative for the Sports Centre is:	None Appointed
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3.21 Employee Induction Procedures

The capabilities of all new employees with regard to their responsibilities, their own health and safety and that of visitors in their care will be taken into account before employment starts. Adequate information and training will be given by the person responsible to ensure that they are aware of the Trust's health and safety arrangements.

The induction procedure is to be completed prior to employees carrying out any other tasks at the Sports Centre, and includes a thorough understanding of.

1. Evacuation procedures.
2. First aid and injury reporting arrangements.
3. Any other relevant emergency procedures
4. The Health and Safety Policy.
5. Risk Assessment procedures.
6. Relevant safe working procedures.

7. Relevant health and safety training.

The person responsible for guiding new employees through the induction process, and organising and documenting health and safety training as appropriate, including refresher training is:.	D Scott
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Should the person responsible be the new employee, adequate hand-over arrangements are to be made by the previous incumbent, and the new employee should be lead through the induction package by the Principal/Principal.

3.22 Sport and Play Activities

A significant number of injuries to visitors occur during these activities. Areas where sporting and play activities are to be kept, as far as possible, free from obstacles and hazards which could cause injury to visitors. The surface of all areas where sporting and play activities are, as far as possible, to be level and free from slip and trip hazards (i.e. pot-holes, ice, mud, loose gravel accumulations etc). Sporting and play areas are to be inspected before use to ensure their safety.

The person responsible for regularly inspecting PE, sporting and play areas is:	D Byrne
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General rules for sport and physical activities

It is the policy of the Trust to follow the guidance in the document 'Safe Practice in Physical Education and School Sport' published by The Association for Physical Education', and the guidance from the relevant national Directors for the activity concerned.

Only suitably qualified employees are to supervise physical education and particular attention should be paid to the following;

- Physical activities should be quietly undertaken and there should be strict control, especially if competitive games are being played;
- Ensure visitors are involved in activities appropriate to developing their existing abilities;
- Employees shall position themselves where they can see all visitors;
- Appropriate clothing should be worn at all times;
- Long hair should be tied back;
- Watches and all jewellery (including religious jewellery) must be removed during sport and physical education activities;
- Sports areas and pitches should be checked before activities start, to ensure there are no dangerous objects around the side of the Sports Hall/Gymnasium or on any of the outside areas being used;
- Ensure all equipment is safely set up before using, including the requirement for adequate head-room where appropriate;

- Check equipment for signs of wear/defects regularly;
- Limit the number of visitors using any one piece of apparatus;
- Set up apparatus in accordance with the manufacturers' instructions, and with adequate spacing between each item;
- If visitors are involved in moving equipment, make sure this is done using safe techniques, with enough visitors to ensure that they do not have to struggle;
- Apparatus being used should be at least two metres from any wall;
- Visitors shall be supervised at all times;
- All equipment shall be put away safely at the end of the lesson.
- A cycle skills track is accessed under the supervision of a qualified cycling coach with relevant risk assessments in place.

Physical Education equipment is maintained under external contract and is inspected routinely and before use.

3.23 Vehicles on the Premises

Vehicles manoeuvring around the premises, particularly reversing in restricted areas are a major risk and can cause serious, even fatal injuries. Special care is necessary to ensure that visitors are kept away from the vehicles on the Sports Centre premises.

Adequate vehicle and pedestrian segregation must be maintained at all times. This can be achieved with physical barriers, time segregation or distance segregation, and may include arrangements such as pavements, warning notices, traffic control persons and signage etc.

Segregation arrangements include;

- Visitors are not allowed on the playing field whilst grass mowing or grounds maintenance vehicles are in use;
- Pedestrians must use the separate entrance provided;
- Delivery and contractor's vehicles must be prevented from entering the premises at Sports Centre opening times
- Site specific practices with regard to vehicles are in place;
- Reversing of large vehicles, or those where the rear view is restricted, must be guided back by a competent person;
- Bus discharge and pick up arrangements must be planned to avoid visitors having to cross the road and avoid the need for reversing whilst visitors are present.

The vehicle/pedestrian segregation arrangements have been documented in the vehicle/pedestrian segregation risk assessment.

3.24 Drama and Music

The following minimum measures are taken to control the risks.

- Suitable access equipment is provided for adjusting and replacing the stage lights and other work at heights. i.e. step ladders.
- Training is given in the use of all access equipment used.
- All stage lights are fitted with secondary security devices.
- Stage materials and equipment are stored securely to prevent falls.
- Visitors are closely supervised.
- Routine inspection and tests of electric equipment such as lights, distribution panels and dimmer boards are carried out.
- RCD protection is provided for all electrical sockets used for equipment on the stage, and for all sockets which are used to supply visitors own equipment, amplifiers etc.
- Low voltage or battery operated electric organs are used to minimise the risks of electric shock.
- Adequate precautions are taken to prevent falls from scenery constructions and the edge of the stage.
- Scenery and materials are stored securely to prevent falls.
- All exits from the Hall are kept clear and unlocked whilst it is occupied.
- Emergency lights are tested to ensure they work properly.
- Emergency exits are clearly signed and unobstructed.
- The Hall floor surface is maintained so as not to be unduly slippery.

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment of stage lighting and equipment is:	D Scott
Person(s) authorised to operate and use is/are:	S Milam N Wright

Person responsible for selection, inspection, maintenance, training supervision, safe use and risk assessment of mobile staging is:	D Scott
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Person(s) authorised to operate and use is /are:	D Scott I Hubbard S Purchase D Atkin
Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment of musical instruments is:	N Wright
Person(s) authorised to operate and use is/are:	Academy staff and students onlypermitted

3.25 Sports Centre Productions

In addition to the above, the following minimum control measures are taken to control the risks when performances are open to the public.

- A public entertainment licence has been obtained for productions open to members of the public and the conditions set by this licence in terms of the numbers of people, seating layout, gangway widths and exit routes are complied with.
- Well lit routes are provided for pedestrians from car parks.
- Stewards wearing high visibility vests are appointed to direct and control vehicles on the premises.
- Arrangements are made for the provision of first aid in case of injury or acute ill health.
- A telephone is available for calling the emergency services.
- Chairs for the audience are kept clean and in good condition.
- Food hygiene arrangements are supervised by an employee who has attended the Basic Food Hygiene Certificate course.

3.26 Catering

Where contract caterers are employed in the Sports Centre they are responsible for the provision of their own Health and Safety Policy.

The company responsible for monitoring the preparation of food, the nutritional standards of meals, and the maintenance of satisfactory hygiene standards is:	Aspens Cattering
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Where the Sports Centre employs its own catering staff the following policy applies:

Catering employees are exposed to significant hazards. Health and safety training for employees and clear procedural arrangements are the key to good health and safety in catering operations. The following minimum control measures have been implemented;

A slip-resistant floor surface is installed and any spills are cleaned up immediately to minimise the risk of accidents.

Proper access equipment is provided for reaching items located at heights. Employees are not to use chairs, boxes etc, or to climb up the front of storage racks.

All electrical outlet sockets are provided with RCD protection, to minimise the risk of serious electric shock and all exposed metalwork is electrically bonded to earth. The Site Manager is responsible for ensuring the RCD for the Kitchen circuits is functioning correctly by operating the test button on a quarterly basis. Employees must avoid touching switches and controls with wet hands and are to report any earth bond connections which are damaged or loose.

Electrical wiring is not to be routed close to heat sources (such as cookers etc) or across sinks.

All gas fired equipment is serviced and maintained on a regular basis by a Gas Safe specialist.

The main gas isolation valve is clearly marked and free from obstructions. This must be closed if a leak is suspected or if there is an unexplained smell of gas.

The main hazard from ovens and ranges is being burnt, either by touching a hot surface, or by being in the way of hot air when an oven door is opened. Oven cloths or oven gloves are to be used when handling trays or tins in the oven. Similar care should be taken when moving oven racks or utensils on the hotplate or cooking top.

The handles of saucepans should be placed away from the hotplate or gas ring, and not allowed to project beyond the edge of the range, ladles or spoons should not be left in saucepans on hotplates or rings.

Gas operated ovens/ranges are fitted with flame failure devices, to eliminate the hazard of a gas flashback if the equipment does not light immediately.

The cooker extraction system is cleaned and maintained on a regular basis.

Only trained employees are allowed to use kitchen knives, the safe handling rules for which are as follows.

- Use a knife suitable for the task.
- Keep knives sharp.
- Hold the knife firmly.
- Do not cut towards your body.
- Do not leave knives on tables or in washing up water.
- Put the knife away after use.
- Carry a knife point down.
- Never try to catch a falling knife.

Employees are prohibited from using or cleaning the hazardous machinery (e.g. mixer

and slicer) until they have been trained in the safe procedures. The Catering Manager is responsible for providing this training and for authorising employees who are competent to use this equipment. A written record of those appointed and the machinery involved must be kept.

The food mixer is fitted with a fully interlocked guard to prevent access to the blades whilst in motion.

Foodstuffs and materials are purchased in manageable sizes, 25kg maximum. Employees are trained in safe manual handling techniques to minimise the risks, and are encouraged to seek help with anything they consider to be beyond their capability, especially large pans containing hot liquids.

Cleaning products are used for general purpose cleaning. These carry 'irritant' or 'harmful' hazard warning labels and require Risk Assessments to be carried out before use. These substances are necessary, as substitutes without these hazards are considered to be ineffective. The following measures are the minimum necessary to control the risks from the use of these substances.

- a. The substances are kept secure at all times when not in use to prevent access by unauthorised persons.
- b. The substances are all purchased from the same manufacturer and are only to be used as directed by them.
- c. Employees are trained in the correct application methods and safety precautions.
- d. Substances shall not be mixed together
- e. Contact with the skin is to be avoided by the wearing of PVC gloves.
- f. Gloves are to be inspected before use and replaced if damaged (at least one spare pair of gloves is kept in stock at all times).
- g. Accidental splashing on the skin or in the eyes should be washed off or out immediately with plenty of water, and further medical assistance sought if any problems persist.
- h. Any skin problems associated with the use of these substances shall be reported to the Catering Supervisor and where appropriate to a medical practitioner.
- i. Where substances are transferred into smaller containers for use, these containers must be marked with their contents and appropriate hazard sign.

Containers of concentrated detergent marked with a "corrosive" hazard warning label are used with the dishwasher. Spare containers are kept secure, and changed when required. Although Risk Assessments must be carried out prior to use, the risk of exposure is only likely when changing the tube from an empty to a full container and washing out the residue from the empty container before disposal. PVC gloves and goggles must be used for these tasks because this "corrosive" substance will cause serious burns if splashed on the skin or in the eyes. Copious quantities of water must be used to irrigate the affected areas if splashes occur.

A system of Hazard Analysis and Critical Control Points (HACCP) has been implemented and recorded to ensure the food hygiene risks are properly controlled. This ensures compliance with the Food Safety (General Food Hygiene) Regulations 1995 (As amended in 2004 & 2005).

Work equipment is appropriately maintained by a competent person, and emergency facilities (such as emergency isolators) are routinely tested.

The person responsible for monitoring the preparation of food, the nutritional standards of meals, and the maintenance of satisfactory hygiene standards is:	NA
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3.27 Working Alone

Some activities involve special risks and shall not be carried out whilst alone. If an accident occurs, there will be no one to help or summon assistance. These will include those listed below and will require specific risk assessment and control measures.

- Working at heights.
- Moving and handling tasks where assistance is required to minimise the risk of injury.
- Work in roof spaces.
- Work involving exposure to uninsulated, live, mains voltage conductors, such as when fault finding on electrical equipment.
- Work involving the use of high risk, hand fed machinery such as circular saws and planers.
- Meetings with people who have a record of violent behaviour, or meetings where conflict or disagreement is anticipated.

Risk Assessments are in place showing procedures in order to raise the alarm should a lone worker fail to report their safety. Working alone on the premises should be avoided where possible but where this is unavoidable the doors should be secured to prevent intruders. (Doors which provide emergency escape can be readily opened from the inside).

A method of raising the alarm must be readily available, in case of an emergency, and documented procedures have been developed in order to raise the alarm should a lone worker fail to report their safety.

In addition everyone who works alone on the premises must make sure that someone knows where they are and what time they will be finished. These persons should be instructed to make contact if you are overdue and raise the alarm if there is no reply.

Specific practice with regard to lone working should be in place.

Site staff are particularly vulnerable when locking and unlocking sites. It is recommended where possible that they carry out their duties when other members of staff are in the vicinity.

The person responsible for ensuring risk assessments are prepared and implemented for lone working activities is:	D Scott
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3.28 Working Time

The Trust recognises that when people work too many hours their health can be affected and the risk of mistakes/accidents is increased. Compliance with the requirements of the Working Time Regulations 1998 (as amended in 1999, 2002 & 2003) is seen as the way to minimise these risks. Normal Trust arrangements usually ensure that employees receive the in-work daily/weekly breaks and annual leave entitlements specified in the Regulations. Some employees, during term time, work many hours more than the normal week, both at the Sports Centre and at home. When averaged over the reference period of 17 weeks, which will take account of Sports Centre closures, the limit of 48 hours per week set by the Regulations is unlikely to be exceeded. Any employee whose workload dictates they are required to work excessive hours should raise this with the Principal.

3.29 Occupational Health Service

Specialist occupational health advisor, RPS Business Healthcare Ltd, has been contracted to provide the following.

- Pre-employment screening via the use of a health declaration form, and follow up medical examinations where necessary.
- A management referral system for employees with long term ill health or sickness absence.
- Advice and guidance on ill health/medical issues for employees.

3.30 Work Related Stress

Stress is the reaction people have to excessive pressures or other types of demands placed on them. Contributing factors to harmful levels of stress include work overload/underload, the working environment, working relationships (e.g. bullying or harassment), changes taking place, poor communication and organisational style. Prolonged work-related stress can lead to physical ill health.

A risk assessment should be carried out to identify and evaluate the Sports Centre's potential for stress related risks.

The following minimum control measures should be implemented.

- Factors likely to cause intense or sustained levels of work related stress are identified and measures implemented to protect staff.
- An open and understanding management style should be practiced.
- Fair and consistent treatment should be provided for staff.
- Two way communication should take place, especially in times of change.

- Support and counselling facilities should be made available where appropriate.
- Staff are encouraged to report any work situation causing intense or sustained levels of work related stress.

The persons responsible for monitoring absence owing to stress related illness is:	M Leggart (Academy Employed)
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3.31 Legionella Bacteria

There is a small risk of legionella bacteria developing in the water system. If droplets are inhaled, as when taking a shower, this could lead to legionnaire's disease which can be serious for vulnerable persons.

A company specialising in water hygiene has been to survey the site and assess the risks. The recommended remedial works are carried out when reports show they are necessary to prevent contamination and stagnant water gathering in dead legs of pipework etc, and the control measures outlined in the survey report, such as inspections, temperature monitoring, cleaning and flushing implemented.

The company responsible for carrying out the Legionella Risk Assessment is:	D Scott
The person responsible for maintaining the appropriate records of legionella control maintenance is:	Second Element

3.32 Asbestos

A specialist asbestos management survey has been carried out, all asbestos containing materials identified and a report produced. This has confirmed that no asbestos is present being a post 2000 building.

3.33 Personal Protective Equipment

Personal Protective Equipment (PPE) is all equipment (including clothing for protection against the weather) which is intended to be worn or held by individual persons at work and which protects them against one or more risks to their health and safety.

PPE is regarded as the last choice on any hierarchy of control, and should only be chosen where other methods, such as engineering controls, have been considered and disregarded.

PPE bearing a 'CE' mark will be made available, and will be provided free of charge, to employees where necessary .

The person responsible for monitoring and enforcing the use of PPE and ensuring the following is:	D Scott
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PPE is assessed for suitability prior to use. It should be appropriate for controlling exposure to the risks concerned, available in appropriate sizes or fully adjustable to fit the users, and is compatible with other PPE that may need to be used at the same time.

Effective storage arrangements are provided and used for PPE, which enable PPE to be stored without damage, and eliminates the potential for cross contamination.

PPE is kept in a clean condition and manufacturers guidance is followed for the maintenance requirements.

Employees are provided with training and instruction on how to use appropriate PPE properly and safely, and informed of the reason for its' use and how to identify and report defects.

Adequate supplies of serviceable PPE are available, and damaged or ineffective PPE is withdrawn from use

3.34 Grounds Maintenance

The following controls are considered to be the minimum required for safe maintenance of the Sports Centre grounds. Risk assessments and safe working procedures have been produced for all hazardous activities. Appropriate records of all inspections and maintenance are kept.

- Visual checks of the grounds are carried out on a regular basis, all hazardous items are removed.
- Inspections of the wooden equipment (sheds, seating, fencing and play equipment etc) are carried out on a weekly basis, and all hazardous parts rectified or isolated prior to allowing visitors access to that area.
- All trees on the site are annually inspected and maintained by a competent specialist. Further to this, responsible staff will check the site after high winds or other adverse conditions.
- Hazardous substances are securely stored with appropriate leak prevention and ventilation, and are only used in line with appropriate risk assessments.

Grounds Maintenance Contractors are employed to carry out routine grounds maintenance. Copies of their risk assessments and method statements have been provided.

Teaching staff using outdoor areas are also expected to check for possible hazards and report them to the responsible person.

The person responsible for ensuring the health and safety of the grounds is:	D Scott
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3.35 Critical Incidents

Critical incidents are considered to be major emergency situations. These emergencies could develop slowly from minor incidents, with staff interacting where appropriate, or they may escalate very quickly before coming to anyone's notice (the difference being such as the difference between an intruder who gradually turns violent and a bomb that explodes without warning). They may also occur at unpredictable times or when the most appropriate

member of staff to deal with them is absent.

An Emergency Plan Template has been developed under a separate cover to assist staff with dealing effectively with such emergencies. The Sports Centre Leadership team should familiarise themselves with the emergency plan.

There is little point in waiting for an incident to occur before becoming familiar with the contents of this document, as time (or someone else to take responsibility) may not then be available.

Critical incident practice drills should be undertaken on a regular basis. Although these are mainly carried out as 'desk top' exercises, wherever practicable full drills are practiced.

Comply with Emergency Plan Template.

3.36 Lettings

Any hirers of the premises have the responsibility to ensure that they use it safely.

The Board of Directors is accountable as the controller of the premises and delegates the responsibility for ensuring that the lettings policy and contractual agreements be complied with to the Local Governing Body.

These will ensure that:

- Premises hired are in a safe condition for the purpose of use.
- Arrangements for emergency evacuation are adequate.
- Fire fighting equipment is in place and operational.
- Relevant insurance requirements have been met.
- Contractual arrangements are drawn up to clearly delineate and specify responsibilities and arrangements for health and safety.
- The relevant area is inspected both prior to and after each letting to ensure that it is in a safe condition for subsequent use.

Comply with appropriate Lettings Policy and contract.

3.37 Disabilities

The Trust recognises its' duties with regard to providing reasonable access to the Sports Centre and its' facilities for disabled persons. Due to the widely differing circumstances of each disabled person, there can be no single set of provisions which will cater for all disabilities.

The requirements of each disabled person for access to the Sports Centre and its' facilities will be assessed individually, and reasonable adjustments made to cater for them.

- Ramps are provided where necessary for disabled persons to gain access to facilities.

- Disabled toilet facilities are provided.
- The edges of steps etc and changes of level are highlighted to assist visually impaired persons.
- Supervision levels are individually assessed for each disabled person.
- Manual Handling training and mechanical aids are provided, and maintained, to assist with moving mobility impaired persons.
- Emergency arrangements are reviewed in light of the disabled persons likely to be present.

3.38 Boiler Room

Boiler Rooms are considered to be potentially hazardous environments, and the following control measures have been adopted to reduce the risks.

- The boilers are maintained annually by competent specialist contractors.
- Appropriate fire extinguishers are provided in the Boiler Room.
- Emergency isolation controls are provided in the Boiler Room.
- The Boiler Room is kept secure to prevent unauthorised access.
- Combustible materials are not stored in the Boiler Room.
- Emergency exit routes from the Boiler Room are kept free from obstructions.

3.39 Managing Sickness Absence and Return to Work.

It is expected that each employee will:

- comply with the school's sickness absence procedures
- take all reasonable steps to safeguard their health and safety at work
- not attend school when unfit to do so
- attend school when fit to do so
- seek medical advice and treatment if appropriate as soon as possible
- keep the manager informed of any significant developments
- following discussion with the manager, attend appropriate appointments with the Occupational Health Physician. (Whilst there is no contractual obligation for support staff to attend such meetings it is hoped that all staff will see the benefits of seeking medical advice).

3.40 Vibration

Sports Centre activities are not considered to include significant vibration risks. However, a basic understanding of the hazards, symptoms and controls are of use in maintaining this situation, and assuaging employee concern. Although regular and frequent exposure to

hand arm vibration (HAV) can lead to potential health effects, occasional exposure is unlikely to cause ill health.

Early symptoms of HAV are,

- Tingling and numbness in the fingers.
- Not being able to feel things properly.
- Loss of strength in the hands.
- Fingers going white or blanched, and becoming red or painful on recovery.

This can lead to effects such as,

- Pain, distress and sleep disturbance.
- Inability to do fine work, or perform everyday tasks.
- Reduced ability to work in damp or cold conditions.
- Reduced grip strength.
- Limiting the ability to do certain jobs, or affecting family or social activities.

Jobs requiring the frequent use of vibrating tools and equipment, and handling of vibrating materials are the main cause of this condition, and the equipment concerned could include chainsaws, hammer drills, pedestal grinders, powered sanders and powered lawn mowers.

The daily amount of vibration exposure above which actions are required to control exposure is 2.5m/s^2 averaged over an 8 hour working day (and employees must not be exposed to a vibration amount of 5m/s^2 averaged over an 8 hour working day).

Although this is difficult to measure without specialist equipment, it is stressed once again that Sports Centre employees are extremely unlikely to receive vibration exposures approaching these levels.

A risk assessment is carried out to assess the vibration risks in the most likely exposure areas, and vibration exposure is not considered to pose a significant risk to employee health.

The vibration controls currently employed by the Trust include:

- Equipment being purchased and maintained to keep vibration exposures as low as reasonably practicable;
- Work methods and patterns being such that extended exposures to vibration are minimised.

Employees are informed regarding the hazards, symptoms and controls employed by the Sports Centre

Any employees who remain concerned, or have any reason to suspect that they are suffering the symptoms of vibration exposure, are to see advice through their line manager without delay.

3.41 Noise

Exposure to high levels of noise can cause permanent damage to the human hearing, in the form of noise induced hearing loss (which may be frequency dependent) or tinnitus (a ringing noise in the ears).

Noise is measured in Decibels, on a logarithmic scale. Therefore an increase of 3 Decibels would be a doubling of the sound intensity, a difference which you may not even notice.

dB(A) is an average of the noise level received, usually averaged over an 8 hour working day.

Noise exposure is normally averaged over a single working day, but for largely varying or intermittent exposures, a weekly average may be taken.

In order to control exposure to harmful noise doses, Action Levels have been set, at which differing levels of control are implemented.

These Action Levels are:

Lower Action Level = 80dB(A) with a peak sound pressure of 135dB.

Upper Action Level = 85dB(A) with a peak sound pressure of 137dB.

There are also Noise Levels that must not be exceeded, and these are:

A daily or weekly exposure of 87dB(A) or a peak sound pressure of 140dB.

It is the Trust policy to reduce noise at source, by the purchase and maintenance of equipment to keep the noise level generated as low as possible. Where this cannot be achieved engineering controls, such as acoustic damping etc are employed to further reduce noise exposure. And only where the above measures are insufficient or inappropriate is personal ear protection resorted to.

Risk Assessments are carried out to determine areas and activities where persons could be exposed to hazardous noise levels.

Training is provided in the care and use of ear protection where appropriate.

Storage containers are maintained for ear protectors at all appropriate locations.

As a rule of thumb; if a person has to raise their voice to be heard by another person standing 2m away (with normal hearing), then they are probably in a hazardous noise environment.

No areas where the noise is likely to be between the Lower and Upper Action Levels have been identified.

Noise is likely to be at or above the Upper Action Levels only during the occasional use of power tools. When these are in use:

Hearing protection zones (where the use of hearing protection is compulsory) are identified and appropriately signed.

Persons are informed about the noise hazard and the controls to be adopted.

Where an individuals' noise exposure reaches the Noise Limit the activity concerned will cease until the noise exposure can be brought down below the limit values.

<p>The person responsible for monitoring and enforcing the use of hearing protection is:</p> <p>Monitoring of employees who are likely to be regularly exposed to noise at or above the upper action levels will be undertaken by:</p> <p>Where an individuals' noise exposure reaches the Noise Limit an investigation into the reasons for this exposure will be undertaken by:</p>	<p>D Scott</p>
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3.42 Environmental Conditions

Sun Exposure

During hot sunny weather

- adequate drinking water is made available,
- a shaded area is provided in the playground.
- supervisory staff are encouraged to wear sun hats, and sun-block.
- visitors are encouraged to wear sun hats, and sun-block.

A standby supply of sun-block is kept on site and staff rotation ensures that no single member of staff is overly exposed to sun/heat.

Radon Gas

The HPA website has been consulted and the Trust properties are not considered to be in a Radon Affected Area.

The HPA Data-set has been interrogated and the Trust properties are not considered to be in a Radon Affected Area.

Snow & Ice

Stocks of rock-salt are kept on site. Forecasts for snow/ice conditions are monitored and during winter the site is checked at least 1.5 hours before Sports Centre opening times.

A plan detailing the priorities for clearing pathways & playgrounds is available. Pathways and the playground are cleared according to the time available and the severity of the conditions in order to maintain at the minimum clear access to the Sports Centre building. A salt spreader, shovels and warm clothing are provided for staff clearing snow and ice.

If a site is deemed to be unsafe, a risk assessment will be carried out to determine whether the site can open. Early identification is particularly where the Sports Centre opens for a breakfast club.

The person responsible for checking the site prior to opening during snow and ice conditions is:	During School hours – D Scott
The person responsible for clearing snow and ice to maintain at the minimum clear access to the Sports Centre building is:	Weekends – G Barker
The person responsible for conducting a risk assessment to determine if the site is safe to open is:	

High Winds

After high winds, heavy snow etc to the site is monitored to identify any tree branches etc or parts of the building etc left in a hazardous condition.

During high winds the monitoring of specific doors is built into the routine duty rota to ensure safe entrance and exit by staff and students.

The person responsible for checking the site for hazards following high winds is:	D Scott
The person responsible for ensuring that specific doors are monitored during high winds is:	

Rain

Suitable areas and supervision are provided for visitors when it is raining during non-teaching time.

All hazardous areas are cordoned off, and reported for immediate remedial action.

3.43 Monitoring and Review

In order to ensure that the health and safety arrangements of SNMAT remain effective, and that the health and safety policy remains valid, a scheme of monitoring and review has been implemented.

The following summarises the content of this process.

Monitoring

- The Health and Safety advisor for SNMAT will carry out annual health and safety inspections of the Sports Centre, on behalf of the Chief Executive Officer and Board of Directors. These inspections may be targeted at specific areas at the request of SNMAT. Reports will be produced from these inspections which will be reviewed by the Local Governing Body as well as by the Board of Directors;
- The Local Governing Body will ensure regular health and safety inspections of the Sports Centre are carried out to identify health and safety improvements or failings. Reports of these inspections will be referred to the Board of Directors;
- In the secondary phase faculty leaders will carry out regular health and safety inspections of their areas of authority on behalf of the Principal, to identify health and safety improvements or failings. Notes should be taken during these inspections.
- The Site Manager will carry out regular health and safety inspections of the shared areas on behalf of the Principal, to identify health and safety improvements or failings. Notes should be taken during these inspections.
- The Business Director will carry out ongoing and regular monitoring of the SNMAT health and safety policy, and submit amendments to Board of Directors as necessary.
- Staff will monitor visitors in their care and take appropriate action to ensure that they are not putting themselves or others at risk by their acts or omissions.

Review

A Health and Safety Committee at the Sports Centre meets regularly to identify health and safety issues and areas for improvement. It will review the Sports Centre's compliance with the health and safety arrangements of the SNMAT health and safety policy. Notes are taken and reported back to the Local Governing Body.

The Health and Safety Policy will be reviewed annually by the SNMAT Board of Directors.