



HEALTH & SAFETY POLICY

1. Policy Statement

Sportscape recognises and accepts its duties under the HASAW Act 1974 and is committed to ensuring the health, safety and welfare of its employees and students, so far as is reasonably practicable. It also fully accepts its responsibility for other persons who may be affected by its activities. Sportscape will take steps to ensure that its statutory duties are met at all times.

Sportscape also upholds the principle of inclusiveness and as such will ensure that each employee and student will be given health and safety information, instruction and training in a format suitable for the student. It is the duty of management to ensure that all processes and systems of work are designed to take account of health and safety and are properly supervised at all times.

Adequate facilities and arrangements will be maintained to enable employees and their representatives to raise issues of health and safety. Competent people will be appointed to assist Sportscape in meeting its statutory duties including, where appropriate, specialists from outside the organisation.

Every employee must co-operate with Sportscape to enable all statutory duties to be complied with. The successful implementation of this policy requires total commitment from all levels of the organisation. Each individual has a legal obligation to take reasonable care for his or her own health and safety, and for the safety of other people who may be affected by his or her acts or omissions.

2. Scope

The Health & Safety policy covers all Sportscape staff and students.

3. Legislation

Sportscape affirms its commitment to the current, and any subsequently enacted legislation governing equality, in particular:



- Health & Safety at Work Act 1974 and 2008
- Management of Health & Safety at Work (Amendment) Regulations 2006
- Control of Noise Regulation 2006 & 2008
- Work Height (Amendment) Regulations 2007
- Control of Vibration at Work Regulations 2007
- The Control of Substances Hazardous to Health Regulations 2002

- The Provision and Use of Work Equipment Regulations 1998
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

4. Responsibilities

Sportscape have a general duty for ensuring, so far as is reasonably practicable, the health, safety and welfare of all employees and students. Staff must monitor the workplace to ensure that safe conditions are maintained. Where risks are identified, that member of staff must ensure that these are rectified, so far as is reasonably practicable.

Responsibilities of the MD include the following:

- Ensuring that employees, contractors, students and visitors are aware of safety procedures in a format suitable for the learner.
- Establishing that all equipment, plant and substances used are suitable for the task and are kept in good working condition; this includes the regular maintenance and servicing of equipment.
- Providing adequate training, information, instruction and supervision to ensure that work is conducted safely to be in a format suitable for the learner.
- Taking immediate and appropriate steps to investigate and rectify any risks to health and safety arising from work activity.
- Where required ensuring that all accidents and "near misses" are properly recorded and reported and that an investigation is carried out to determine causal factors
- Maintaining safe access to and egress from the workplace at all times.



Employees' responsibility

All employees must:

- Take reasonable care for their own health and safety.
- Consider the safety of other persons who may be affected by their acts or omissions.
- Work in accordance with information and training provided.
- Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons.
- Report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay.
- **Not** undertake any task for which authorisation and/or training has not been given.

Students' responsibility

Sportscape will ensure, so far as is reasonably practicable, that premises, plant and systems of work provided, are safe and without risk to health.

Students and self-employed persons' obligations are:

- To take reasonable care of themselves and others who may be affected by their acts or omissions.
- To co-operate with Sportscape staff.
- To comply with safety policies and rules as appropriate.

5. Actions to Implement and Develop Policy

Sportscape will, as far as is reasonably practicable, take action to:

5.1 Implement systems to manage health and safety performance.

5.2 Plan, organise, control, monitor and review all aspects of provision to ensure health and safety legal compliance and annually set objectives.

5.3 Ensure continual improvement by implementing the Health and Safety goals and targets

5.4 Define roles and areas of responsibility for health and safety.

5.5 Conduct suitable and sufficient assessment of risk for all Sportscape activities and review regularly and as necessary, bringing the written results to the attention of all relevant staff and students.

5.6 Build up a body of guidance in the form of manuals of instructions, codes of practice, standards, procedures, advice etc., relating to the health and safety aspects of the activities undertaken within Sportscape and bring these to the notice of relevant staff.

5.7 Extend the protection of this policy to students on site, on work placement or on educational visits and to staff engaged in external activities on behalf of Sportscape including driving for work.

5.8 Promote the 'safe learner' concept.

Sportscape will appoint competent persons to provide technical and managerial advice on safety and health matters to assist management in meeting its health and safety obligations.

6. Monitoring and Evaluation

The MD will monitor the operation of the policy by taking the following actions:

- 6.1 Gathering statistics about staff and students, analysing the statistics, identify any issues arising and make proposals for specific actions to address any Health & Safety issues.
- 6.2 Preparing and delivering an agreed Action Plan each year to improve Health & Safety practice.
- 6.3 Ensuring marketing, recruitment and selection procedures and training conform to Health & Safety requirements.
- 6.4 Ensuring curriculum and course design takes account of Health & Safety issues.
- 6.5 Keeping staff and students regularly updated in respect of Health & Safety issues.

Related Policies

- Anti bullying policy
- Safeguarding Policy
- Student Behaviour Policy



Please note:

- We will consider any request for this policy to be made available in an alternative format or language.
- We review our policies regularly to update them and to ensure that they are accessible and fair to all. We welcome suggestions for improving the accessibility or fairness of this policy.

Approved by:	Version:	Issue Date:	Review Date:	Next Review
MD	V.1	Jan 2018	Jan 2019	Jan 2020