



CM Sports – Health and Safety Policy	
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It is our policy to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with partnerships, contractors, subcontractors, employers, Hampshire County Council (HCC) departments/ Surrey County Council/ City Councils and the occupiers and owners of premises and land where we are commissioned to work in order to pursue our Health and Safety Policy aims.

Our aims are to:

Provide and maintain a safe and healthy working environment ensuring the welfare of all persons

- Maintain control of health and safety risks arising from our activities
- Comply with statutory requirements as a minimum standard of safety
- Consult with all staff on matters affecting their health, safety and welfare
- Provide and maintain safe systems, equipment and machinery
- Ensure safe handling, storage and use of substances
- Provide appropriate information, instruction and supervision for everyone
- Ensure staff are suitably trained and competent to do their work safely
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and illhealth
- Assess risks, record significant findings and monitor safety arrangements
- Review and revise safety policies and procedures periodically and when circumstances arise introduce a requirement to amend or improve arrangements
- Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters

Our health and safety management system has been developed to ensure that the above commitments can be met. All staff and Directors will be instrumental in its implementation.

ORGANISATION Employer Responsibility

The overall responsibility for health and safety in CM Sports is held by the Directors who will:

- Ensure that health and safety have a high profile
- Ensure adequate resources for health and safety are made available
- Consult and advise staff regarding health and safety requirements and arrangements



- Periodically monitor and review local health and safety arrangements

Responsible Manager

The Responsible Manager for the premises is the Directors who will act to:

- Develop a safety culture throughout CM Sports.
- Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively
- Assess and control risk on all premises as part of everyday management
- Ensure a safe and healthy environment and provide suitable welfare facilities
- Make operational decisions regarding health and safety
- Ensure periodic safety tours and inspections are carried out across all venues
- Ensure significant hazards are assessed and risks are managed to prevent harm
- Ensure staff are aware of their health and safety responsibilities
- Periodically update Directors / partnerships as appropriate
- Produce, monitor and periodically review all local safety policies and procedures

All Staff

All staff have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities by:

- Supporting CM Sports health and safety arrangements
- Ensuring their own work area remains safe at all times
- Not interfering with health and safety arrangements or misusing equipment
- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions
- Reporting safety concerns to their staff representative or other appropriate person
- Reporting any incident that has led, or could have led, to damage or injury
- Assisting in investigations due to accidents, dangerous occurrences or near-misses
- Not acting or omitting to act in any way that may cause harm or ill-health to others

On-Site Health and Safety Co-ordinator / Officer

The on-site health and safety officer to the premises will manage, advise and co-ordinate local safety matters on behalf of, and under the direction of the Responsible Manager. He/she is to work within their level of competence and seek appropriate guidance and direction from the Responsible Manager as required.

All Team Leaders

The responsibility of applying local safety procedures on a day-to-day basis rest with the Team Leaders. Where any new process or operation is introduced in the area of their responsibility, they are to liaise appropriately so that the associated risks are assessed and any precautions deemed necessary are implemented. They are



to ensure that all new members of staff under their control are instructed in their own individual responsibilities with regards to health and safety, and they will appropriately monitor those new staff. They are to make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk.

Fire Safety Co-ordinator

The Team Leader is the Fire Safety Co-ordinator who is the competent person for fire safety on the premises and acts on behalf of the Responsible Manager. The Fire Safety Co-ordinator is responsible for the local management and completion of day-to-day fire safety related duties.

The Fire Safety Co-ordinator is to work within their level of competence and seek appropriate guidance and direction from Responsible Manager as required.

Health and Safety Representative

The premises Health and Safety Representative will represent the staff with regard to their health and safety at work. He/she is expected to promote a positive safety culture throughout the premises and carry out the health and safety duties appropriate to their role in accordance with current guidance and legislative requirements.

Accident Investigator

The trained Accident Investigator is the Directors/ Trustees. She/He will lead on all accident investigations in accordance with departmental and corporate procedures.

ARRANGEMENTS

The following arrangements for health and safety have been developed in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for CM Sports and are to be used alongside other current unit / centre / school / premises procedures and policies.

In carrying out their normal functions, it is the duty of all managers and staff to act and do everything possible to prevent injury and ill-health to others. This will be achieved in so far as is reasonably practicable, by the implementation of these arrangements and procedures.

Accident / Incident Reporting and Investigation

The on-site management, reporting and investigation of accidents, incidents and near misses are carried out in accordance with departmental and corporate policy requirements.

Any accident, incident or injury involving staff, visitors or contractors is to be reported and recorded in the Accident Report Book held in each office. A copy of the completed form is to be forwarded to the CM Sports Head Office.



All significant accidents, incidents and near-misses are to be immediately reported to the Responsible Manager. The trained Accident Investigator is to always conduct a documented investigation into more serious incidents. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident so as to be able to implement appropriate measures to prevent reoccurrence.

The Responsible Manager will ensure that the information is recorded and passed to the Directors / Senior Management as appropriate. All accident / incident reports will be monitored by the Directors/ Trustees for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences.

Premises hirers and community / extended service / third party users must report all incidents related to unsafe premises or equipment to the staff who will appropriately report and investigate each incident. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures.

Child Protection

Arrangements regarding child protection are set out in the Child Protection Policy.

Display Screen Equipment

Significant users should complete the *display screen equipment e-learning course*. All users must carry out periodic workstation assessments using CSAF-001 Workstation Assessment Form. Workstation assessments will be actioned as necessary by line managers and routinely reviewed at intervals not exceeding three years.

Electrical Equipment

The Manager will ensure that:

Only authorised and competent persons are permitted to install or repair equipment

Where 13-amp sockets are in use, consideration is made for only one plug per socket being permitted. Where it is not immediately feasible to do so, suitable extension leads / adaptors of the correct rating are used, monitored and PAT tested as necessary. Efforts should be made to reduce / eliminate extensions for direct connections to fixed sockets as soon as reasonably practicable.

- Equipment is not to be used if found to be defective in any way
- Defective equipment is to be reported and immediately taken out of use until repaired / replaced
- All portable electrical equipment will be inspected / tested at intervals appropriate to their function / wear and tear / location / power capacity, etc
- Equipment testing / inspection can only be carried out by a competent person.
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been suitably tested
- New equipment must be advised to the Responsible Manager in order that it can be added to future PAT testing schedules



Any defective or suspected defective equipment, systems of work, fittings, etc must be reported to the Site Manager and attended to as soon as possible.

Emergency Procedures

General emergency evacuation for non-fire related emergencies is to be carried out in accordance with the premises Emergency Evacuation Plan. The premises have a Fire Emergency Plan for fire related emergencies and an Emergency Evacuation Plan for all non-fire emergencies.

All staff will receive a brief and/or a copy of the Emergency Evacuation Plan at induction, and they will be periodically provided with updated information as the Emergency Evacuation Plan is routinely reviewed and amendments are introduced.

Personal Emergency Evacuation Plans are to be completed, provided and exercised, for any vulnerable persons in order to ensure safe, assisted evacuation in the event of an emergency incident.

Fire Safety

Arrangements regarding fire safety are set out in the Fire Safety Manual. The Fire Safety Co-ordinator is the competent person for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site.

The Manager will ensure through the Fire Safety Co-ordinator that:

- Fire safety procedures are readily available for all staff to read
- Fire safety information is provided to all staff at induction and periodically thereafter
- Fire safety notices are posted in the key areas of the building close to the fire points
- Evacuation routes and assembly points are clearly identified
- Staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire
- All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked *flammable*
- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with corporate guidance and the premises fire safety manual
- The fire risk assessment is reviewed annually by the Fire Safety Co-ordinator and amended as new hazards or required amendments are identified

First Aid

Arrangements regarding first aid provision are set out in the First Aid Policy. The names and locations of the first aid trained staff on site are listed in the first aid policy and also clearly signposted around the premises.

First aid is never to be administered by anyone except first aid trained staff with in-date training certification, operating within the parameters of their training.



Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are to be adhered to at all times:

- All corridors and passageways are kept free from obstruction
- Shelves in storerooms and cupboards are stacked neatly and not overloaded
- Floors are kept clean and dry, and free from slip and trip hazards
- Emergency exits and fire doors are not obstructed in any way
- Supplies are stored safely in their correct locations
- Rubbish and litter are cleaned and removed at the end of each working day
- Poor housekeeping or hygiene conditions are immediately reported

Hazardous Substances

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken by the trained COSHH assessor and the product has been approved for safe use on site by the Responsible Manager.

Current manufacturer / supplier Data Sheets are to be held for all hazardous substances.

When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance. Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment.

All hazardous substances are to be stored in secure and signed storage when not in use and accessible only to authorised persons.

Inspections and Monitoring

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately recorded in the premises defect book and reported to the Manager.

Any identified high-level risks or safety management concerns are to be actioned at by reporting to the Manager. Periodic detailed inspections of the premises safety management system will be carried out when needed at venues by the CM Manager.

Lone Working

All lone working is to be approved by the Directors. This is to be carried out in accordance with the premises Lone Working Risk Assessment and the local written procedures. The lone working arrangements for staff who may undertake lone working on this site are detailed in the purple book procedures.



Moving and Handling

All staff should complete a *moving and handling e-learning course*. Staff are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment or children unless they have attended specific moving and handling training and/or have been provided with mechanical aids in order to work safely.

Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely.

Provision of Information

The Responsible Manager will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. Local health and safety advice is available from the Manager.

Risk Assessment

General risk assessment management will be co-ordinated by the Managers of each area.

Risk assessments must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists.

The trained risk assessors on site are the Directors who will oversee the correct completion of risk assessments as appropriate. Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work.

All risk assessments and associated control measures are to be approved by the Responsible Manager or their delegated member of staff prior to implementation.

Completed risk assessments are listed in the Risk Register and will be reviewed periodically in accordance with each risk assessment's review date as listed for review in the premises bring-up diary system.

Smoking

Smoking is not permitted on any of the premises.

Stress and Wellbeing

CM Sports is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stressors.

Stress management through risk assessment and appropriate consultation with staff will be periodically reviewed and acted upon in accordance with the Health and Safety Executive's Management Standards, guidance and requirements. This will form part of any Return-to-Work interview for staff.

On-site arrangements to monitor, consult and reduce stress situations are via The Line Manager.



Training

Health and safety induction training will be provided and recorded for all new staff / volunteers.

The Manager is responsible for ensuring that all staff / volunteers are provided with adequate information, instruction and training regarding their safety at work. Training needs analysis will be carried out from which a comprehensive health and safety training plan will be developed and maintained to ensure health and safety training is effectively managed for all staff that require it.

All staff will be provided with the following as a minimum training provision:

- Induction training regarding all the requirements of this health and safety policy
- Appropriate local training regarding risk assessments and safe working practices
- Updated training and information following any significant health and safety change
- Specific training commensurate to their own role and activities
- Periodic refresher training that will not exceed three yearly intervals
- Appropriate annual e-learning courses to meet mandatory corporate training requirements

Training records are held at CM Sports Head Office.

Violent Incidents

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at CM Sports projects.

Staff must report all such violent and aggressive incidents to ensure that there is an awareness of potential issues and/or injuries, and so as to enable incidents to be appropriately investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future. Violent incident reporting is completely confidential

Work at Height

At CM Sports projects; general work at height will be undertaken in accordance with the on-site generic risk assessment for work at height which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task.

The competent person for work at height and all other staff are not permitted to use any other access equipment for work at height without specific training. This includes the use of scaffolding, mobile towers and mobile elevated work platforms.

Work at height on the premises is only permitted to take place under the following conditions:

- Any work to be carried out at height must be underpinned by a risk assessment
- Access equipment selected for work at height must be as per the risk assessment
- Any staff working at height must be appropriately trained to use the access equipment
- Staff are not to improvise or use alternative access methods of their own choice



- Use of any furniture, including tables and chairs, is forbidden for any work at height
- Staff may only use step stools if they have received a local instructional training brief
- Staff may only use stepladders if they have received training from the ladder and stepladder competent person
- Staff may only use leaning ladders if they have personally attended the Support Service Ladder and Stepladder Safety half-day course within every three years
- Any safety concerns about a work at height task must be raised prior to work starting
- Access equipment used on site such as ladders and stepladders must only be that provided and are never to be lent to, or borrowed from third parties or contractors
- Contractors working at height are to be appropriately supervised and must only use their own access equipment.