

HARINGEY SPORTS DEVELOPMENT TRUST

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POLICY STATEMENT ON HEALTH AND SAFETY

INTRODUCTION

Haringey Sports Development provides Sport Development Provision for schools in Haringey and surrounding areas and encompasses initiatives furthering the Development of Sport.

STATEMENT OF PURPOSE

This policy statement on Health and Safety aims to assist and train all staff to manage their work and undertake their duties so as to anticipate and prevent instances which may result in the injury or ill health of staff or others. The Trust fully supports and endorses the Health and Safety Policies of both the Haringey Council overall, and the Directorate of Environmental Services.

RESPONSIBILITIES

The ultimate responsibility for ensuring Health and Safety lies with Burk Gravis, Chief Executive Offices for the Trust the safety of staff and customers in their area and for ensuring that the work of their staff does not adversely affect safety of other staff and customers. All staff have a responsibility for ensuring that they carry out their duties in a safe manner and attend any training. Furthermore all staff have a responsibility to ensure that they use safety equipment provided, are familiar with safe working practices and report to management any hazards they become aware of during the course of their duties. All staff have a duty to comply with the Health and Safety at Work Act 1974.

COMMUNICATIONS TO STAFF

All Health and Safety Policy and Legislation change will be displayed on the Health and Safety at Work Noticeboards and communicated to staff via the Quality system and staff training. All meetings shall include a section on Health and Safety. Health and Safety shall be included on all staff Performance Appraisals.

TRAINING

It is the Policy of the Service is to have trained coaches on duty, to ensure all staff receive Health and Safety training as identified on training matrixes and schedules and to ensure that back up systems are fully functional. (See Training and Development Policy)

FIRST AID ARRANGEMENTS

The trained First Aiders for the Service are Coaches in all the sports. First Aid Kits are kept as indicated on each site Facility and Emergency Plans (located in Quality Assurance Files with Emergency procedures). In the event of a member of staff or customer requiring First Aid, the Chief Executive Officer should be informed immediately. All qualified First Aiders shall wear a personal first aid kit.

ACCIDENT/INCIDENT REPORTING

All accidents, not matter how minor must be reported and recorded in the Accident Book and Accident Form. Accidents should be reported to the Health and Safety Officer. There is also a requirement to report Injuries, Diseases and Dangerous Occurrences as per RIDDOR Regulations to the Health and Safety Executive and this may involve the Police and/or other parties (details of what to report are located in the Accident and Health and Safety procedures in the Quality Assurance Procedures).

All Incidents shall be recorded on Incident Forms and reported as above (as per Quality Assurance Procedures). Health and Safety Officers are Phil Campbell, Martin Edwards and Dave Thomas.

REVIEW/EVALUATION

Accidents, Incidents and Risk Assessments will be reviewed at the Health and Safety meeting and at the Trustees Meeting to assess trends and correct problems. Policy updates will also be discussed and updated at the Trustees Meeting.

ACCIDENT/INCIDENT INVESTIGATION

All Accidents, Incidents and Dangerous Occurrences will be investigated by the Chief Executive Officer involved to find the causes and prevent re-occurrence where possible. In serious cases the Quality and Safety Officer and relevant Manager will also be involved in the Accident/Incident investigation, this may include interviews and written statements from relevant persons. Appropriate advice on accident investigation can be sought from the Quality and Safety Officer - Burk Gravis.

EMERGENCY PROCEDURES

Full emergency evacuation procedures are contained in a separate document and can be found in the Quality Assurance Procedures. All staff must ensure they are familiar with the emergency procedures.

RAISING HEALTH AND SAFETY CONCERNS

All staff are encouraged to raise any concerns they may have around Health and Safety. All concerns should be raised with their Line Manager, and if there is advice required this may be freely obtained from the Quality and Safety Officer. Staff can also raise Health and Safety concerns with their Trade Union Safety Representative. Hazard Report Forms may also be completed by staff.

RISK ASSESSMENTS

All activities carried out by this Service will be assessed for risks and where possible identified risks have been removed or reduced. The results of the risk assessments form the basis of safe working practices. Risk Assessments will be reviewed in line with changing circumstances, or policy.

SAFE WORKING PRACTICES


Safe working practices have been developed for all activities. Staff must ensure they read and are familiar with the safe working practices relevant to their duties. If staff have any questions and/or suggestions for improvement to working practices they should raise them with their Health and Safety Officer.

EXTERNAL RECOGNITION

It is the policy of the Service to seek external awards on Health and Safety, because Health and Safety is integral to the Quality System BS En ISO 9002.

REVIEW DATE

This statement will be reviewed for effectiveness as and when major changes occur and at the latest August 2008.

Signed  Date..... 1st January 2011