

# HEALTH & SAFETY POLICY

Revision Record of Issued Versions			
Author	Creation Date	Version	Status
Sports Centre Manager (SG)	1 July 2022	1.0	Agreed by NEAT Active Board of Directors
Changed by	Revision Date	Version	Status
Sports Centre Manager (SG)	12 April 2023	2.0	Changed in line with new organisational structure

Review Date	
Frequency	Next Review Due
Annually	April 2024 (or earlier if new guidance or legislation issued and/or business need for earlier review identified)

Health and Safety at Work etc. Act 1974

## **THIS IS THE HEALTH AND SAFETY STATEMENT OF**

### **NEAT Active Ltd**

**Our overall objective is to maintain a safe and healthy working environment for staff and contractors and a safe place to exercise and watch sport**

**We will achieve this by:**

- Implement the requirements of the Health and Safety Policy and keep up to date with Health and Safety guidance
- to make adequate arrangements for the health, safety and welfare of staff, contractors and customers
- to provide adequate control of health and safety risks arising from our work activities
- to consult with our employees on matters affecting their health and safety
- co-operate with NYCC in matters related to health and safety
- to provide and maintain safe plant and equipment
- to ensure safe handling and use of substances
- to provide information, instruction, and supervision for employees
- to ensure all employees are competent to do their tasks, and to give them adequate training
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions
- to review and revise this policy as necessary at regular intervals

## HEALTH AND SAFETY POLICY

### RESPONSIBILITIES

Overall responsibility for health and safety within the establishment is that of:

**Miss Shelley Gaskill (Sports Centre Manager)**

**Mr Charles Turvill (Director)**

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

**Name: Miss Shelley Gaskill (Centre Manager)**

**Responsibility: Policies / Procedures**

**Name: Mrs Michelle Wilson (Assistant Manager)**

**Responsibility: Training Duty Managers and Leisure Assistants / Ensuring checks are completed**

**Name: Mr Cameron Grant / Maddie Rockliffe-King (Duty Managers)**

**Responsibility: Completion of H&S checks / Training of Leisure Assistants**

All employees have to:

- co-operate with managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety and of others; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

## ARRANGEMENTS

### HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

**Risk assessments will be undertaken by:**

**Miss Shelley Gaskill (CM)**

**The findings of the risk assessments will be reported to:**

**All staff**

**Action required to remove/control risks will be approved by:**

**Miss Shelley Gaskill (CM)**

**The person responsible for ensuring the action required is implemented is**

**Mrs Michelle Wilson (AM) and Duty Managers**

**Checks that the implemented actions have removed/reduced the risks will be carried out by:**

**Mrs Michelle Wilson**

**Assessments will be reviewed:**

**In the event of an accident, annually or when the work activity changes, whichever is soonest.**

**ARRANGEMENTS**

**CONSULTATION WITH EMPLOYEES**

**Employee Representative(s) are:**

**N/A**

**Consultation with employees is provided by:**

**Agenda item on staff meetings**

**Staff briefing and noticeboard**

**Training Days**

## ARRANGEMENTS

### SAFE PLANT AND EQUIPMENT

Identifying equipment/plant, which will need maintenance is the responsibility of:

**Sports Centre Manager  
Assistant Manager  
Duty Managers**

Ensuring effective maintenance procedures are drawn up is the responsibility of:

**Sports Centre Manager  
Assistant Manager  
Duty Managers**

The person responsible for ensuring that all identified maintenance is implemented is:

**Sports Centre Manager  
Assistant Manager  
Duty Managers**

Problems with plant/equipment should be reported to:

**Sports Centre Manager  
Assistant Manager  
Duty Managers**

Checking plant and equipment health and safety standards before purchase is the responsibility of:

**Sports Centre Manager  
Assistant Manager  
Duty Managers**

## ARRANGEMENTS

### SAFE HANDLING AND USE OF SUBSTANCES

Identifying substances which need a COSHH assessment is the responsibility of:

Sports Centre Manager  
Assistant Manager  
Admin Assistant  
Duty Managers  
Benfield School Site Managers

The person(s) responsible for undertaking COSHH assessments is/are:

Assistant Manager  
Admin Assistant  
Duty Managers  
Benfield School Site Managers

Ensuring that all actions identified in the assessments are implemented is the responsibility of:

Assistant Manager  
Admin Assistant  
Duty Managers  
Benfield School Site Managers

The person responsible for ensuring that relevant employees are informed about COSHH assessments is:

Assistant Manager  
Admin Assistant  
Duty Managers  
Benfield School Site Managers

Checking that substances can be used safely before they are purchased is the responsibility of:

Sports Centre Manager  
Assistant Manager  
Admin Assistant  
Duty Managers  
Benfield School Site Managers

Assessments will be reviewed:

In the event of an accident, annually or when the work activity changes, whichever is soonest.

**ARRANGEMENTS**

**INFORMATION, INSTRUCTION AND SUPERVISION**

The Health and Safety Law poster is displayed at:

Staff Room

Health and safety advice is available from your NYES Health and Safety (HandS) Service Safety Risk Adviser:

Liam Dorn NYES Health and Safety (HandS) Service  
01609534850 / 07977802564

Supervision of young workers and trainees will be arranged/ undertaken/monitored by:

Assistant Manager  
Duty Managers

Ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information is the responsibility of:

N/A



## ARRANGEMENTS

### COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Assistant Manager  
Duty Managers

Job specific training will be provided by:

Assistant Manager  
Duty Managers  
Relevant governing / awarding bodies

Health and Safety Training Requirements:

Coshh Awareness

First Aid training

Fire Awareness / Fire Warden training (DM's)

Working at Height / Safe Ladder use

Manual handling

Slips, trips and falls

Training records are kept:

In Health & Safety Document Management file

Training will be identified, arranged and monitored by:

Sports Centre Manager  
Assistant Manager

## **ARRANGEMENTS**

### **ACCIDENTS, INCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH**

**Locations of First Aid Boxes:**

**Sports Centre Reception  
Swimming pool**

**The first aiders are:**

**All Managers are qualified with FAW**

**All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept:**

**In the manager's office**

**The person responsible for reporting accidents, diseases and dangerous occurrences to the NYCC CYPS Health and Safety section is:**

**Sports Centre Manager**

## ARRANGEMENTS

### MONITORING

To check our working conditions, and ensure our safe working practices are being followed, we will undertake:

Legionella testing  
Termly Visual H & S inspection  
Establishment Hands Service Inspection  
PAT testing  
Fixed appliance electrical testing  
Extraction fans maintenance  
Prioritised programme of risk assessment  
Boiler room annual inspection  
Gulleys and Gutters checked and cleaned  
Pest control  
Sports and Gym equipment maintenance

The person responsible for investigating accidents is:

Sports Centre Manager  
Assistant Manager

The person responsible for investigating work-related causes of sickness absences is:

Sports Centre Manager  
Assistant Manager  
HR  
Occupational health Advisers

The person responsible for acting on investigation findings to prevent a recurrence is:

Sports Centre Manager  
Assistant Manager  
HR  
Occupational health Advisers

## ARRANGEMENTS

### LEGIONELLOSIS MINIMISATION

The two 'Nominated Persons' for Water Management at the premises are:

Sports Centre Manager  
Assistant Manager  
Benfield School Site Managers

Risk assessments detailing on-site tasks for the minimisation of *Legionellosis* risk are kept in:

Water Management Arrangements Folder

The person responsible for carrying out the on-site tasks set out in the above assessments is:

Duty Managers  
Benfield School Site Managers  
Third-party Contractor

Record showing that the above on-site tasks have been undertaken are kept in:

Water Management Arrangements Folder

## ARRANGEMENTS

### WORK AT HEIGHT

All work at height in the establishment must be authorised by:

Sports Centre Manager  
Assistant Manager  
Duty Managers  
Benfield School Site Managers

Risk assessments for working at height are to be completed by:

Sports Centre Manager  
Assistant Manager  
Duty Managers  
Benfield School Site Managers

Equipment used for work at height is to be checked by and records kept in:

Establishment Governor	Assistant Manager Duty Managers Operating Procedures
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**ARRANGEMENTS**

**EMERGENCY PROCEDURES – FIRE AND EVACUATION**

The person responsible for ensuring that the fire risk assessment is undertaken and implemented is:

Sports Centre Manager

Escape routes are checked by/every:

All staff	Daily
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Fire extinguishers are maintained and checked by/every:

JLM Visually Inspected	Annually Monthly
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Alarms are tested by/every:

Assistant Manager / Duty Manager Fire System Maintenance Contractor	Weekly Bi-Annually
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Emergency evacuation will be tested:

Termly

**APPENDICES**

List here any other policies relevant to health and safety e.g. *Medicines Policy, Educational Visits Policy etc.*

**Safeguarding Policy**  
**Safeguarding Audit**  
**Display Screen Equipment Procedure**  
**Emergency Procedures**  
**Events Procedure**  
**Fire Safety Procedure**  
**First Aid at Work Procedure**  
**Lone Working Procedure**  
**Missing Child Procedure**  
**Snow and Ice Procedure**  
**Gritting Plan**  
**Use of Chemicals at Work Procedure**  
**Working at Height Procedure**