

Small Heath Boxing Club

HEALTH AND SAFETY POLICY

Policy

It is the legal responsibility of Small Heath Boxing Club to ensure the health, safety and welfare of all workers and that of any other persons who could be affected by the Clubs operations.

In accordance with the requirements of all applicable statutory requirements, it is the policy of the organisation to:

- in consultation with workers, assess risks and hazards that may be encountered in the course of work or activities carried out by the Club or on its property
- take measures to eliminate, or where elimination is not reasonably practicable, to minimise identified risks and hazards
- provide equipment and systems of work which are safe and without risk to health
- provide all workers and service users with appropriate information, instruction, training and supervision

The specific responsibilities and arrangements for health and safety are defined in the Health and Safety Policy. The Board of Trustees has overall responsibility for health and safety. They will ensure that an effective Health and Safety Policy is maintained and that adequate resources are provided for its implementation.

All persons in managerial and supervisory roles are responsible for implementing the Policy in respect of the areas and activities under their control, thereby ensuring the health and safety of those under their direction. The effective implementation of this Policy requires the co-operation and active involvement of workers at all levels and in all areas. Workers are required to:

- co-operate with the Club to ensure compliance with statutory requirements by working in accordance with the Health and Safety Policy and standard operations procedures
- work safely to ensure the health and safety of themselves and that of any other persons who could be affected by their acts and omissions
- report any areas where existing safety arrangements fail to reduce risks to an acceptable level

To ensure the above standards are maintained, the Club consults with its workers on safety matters and monitors the effectiveness of the safety programme. The monitoring includes an annual audit of safety performance. The significant recommendations arising out of the safety monitoring, consultation and risk assessment programme are reviewed and prioritised for action by the Club's Health, Safety and Security Committee. The implementation of the recommendations is planned and reviewed by the Committee to ensure continuous improvement in health and safety performance.

Procedures

Responsibilities

- a. To ensure health and safety standards are maintained and improved. All persons in managerial and supervisory roles are responsible for implementing the Policy in respect of the areas and activities under their control, thereby ensuring the health and safety of those under their direction.
- b. All workers must take care of their own health and safety and that of those who may be affected by their acts or omissions. Workers must also co-operate with others on health and safety, and not interfere with, or misuse, anything provided for their health, safety or welfare.

Consultation

- a. The Club recognises that all workers have a vital role in securing a healthy and safe working environment. To ensure we meet the requirements of the Health and Safety (Consultation with Employees) Regulations 1996 we consult directly with worker representatives.
- b. Details of Employee representatives who form part of the Health, Safety and Security Committee can be found on the Health and Safety Law poster.

Information, Instruction and Training

- a. The Health and Safety Law poster is displayed in the Central Services Office. Additional copies are displayed.
- b. Health and Safety advice is available from the Occupational Health and Safety Services and the Birmingham Health, Safety and Environment Association who can be contacted via the Development Officer.
- c. Coaches are responsible for monitoring the supervision of young workers/trainees and for ensuring that Club workers working at locations under the control of other employers are given relevant health and safety information.
- d. Specific risk assessments for young people/trainees as required by the Management of Health and Safety at Work Regulations 1999 will be carried out where required.
- e. A number of Policies and Procedures produced by the Club refer to health and safety as it relates to specialised areas of work, for example, working with children. Workers should ensure they are familiar with and understand such Policies as are applicable to their particular areas of work.
- f. All workers, new starters, trainees and students on placement are provided with a copy of this Health and Safety Policy.
- g. Training and information appropriate to workers', new starters' and trainees' responsibilities and requirements will be provided.
- h. Training needs will be reviewed in line with the performance management system.

Risk Assessments

- a. The Club undertakes to take all reasonable practicable measures to reduce risks to workers to an acceptable level and to meet the legal requirements of the Management of Health and Safety at Work Regulations 1999.
- b. A risk assessment will be conducted by a competent person and assessments will be reviewed whenever there is a significant change to work activities, or every two years. It is the responsibility of the competent person to document findings and to bring the implications to the attention of the Development Officer. A competent person is defined as one who is familiar with both the Club's risk assessment procedures and the area of work for which they are undertaking the assessment.
- c. Individual risk assessments will be conducted if a worker becomes pregnant or is breast feeding.
- d. Action required to remove or reduce the risks will be approved by the Trustees will check that the implemented actions have removed/reduced the risks.
- e. Master copies of all risk assessments will be kept in the Office.

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Safe Plant and Equipment

- a. The Club will ensure that all equipment which requires maintenance is identified and that the maintenance is undertaken. Where appropriate a logbook to record the maintenance checks will be kept.
- b. It is the responsibility of all users of work equipment to visually inspect it prior to use to ensure that it is not damaged.
- c. When buying new machinery or equipment, checks will be made to ensure it meets health and safety standards before purchase.
- d. The person who is responsible for ensuring effective maintenance procedures are drawn up and implemented is the Development Officer.
- e. Problems found with plant/equipment should be reported to Trustees and Line Managers.

Hazardous Substances

- a. Under the Control of Substances Hazardous to Health Regulations 1998 (COSHH) the Club recognises it has a duty to ensure that all substances within the organisation are adequately controlled. Wherever possible the use of hazardous substances is avoided.
- b. All reasonable steps will be taken to ensure that all exposure of workers to substances hazardous to health is prevented or, if not reasonably practicable, is controlled to within statutory limits.
- c. Control of exposure shall be achieved through elimination or substitution means where reasonably practicable to do so.
- d. Where exposure cannot be adequately controlled, appropriate personal protective equipment (PPE) will be provided free of charge, as a last resort.

- e. All workers will be provided with comprehensive information and instruction on the nature and likelihood of their exposure to substances hazardous to health.
- f. Risk assessments of hazardous substances in use shall be carried out under the direction of the Development Officer to determine:
 - the degree and nature of the hazard and exposure
 - the level of risk in the particular application being assessed
 - the control measures necessary to reduce risks to health and safety to a minimum
- g. Control measures identified in risk assessments shall be monitored on a regular basis to determine their continued effectiveness.

First Aid and Accident Reporting

- a. This procedure covers all aspects of first aid provision at the Club under the terms of the Health and Safety at Work Regulations 1974, the Health and Safety (First Aid) Regulations 1991 and the Approved Code of Practice.
- b. First aid equipment is provided for use by workers and clients. Details of the location of first aid kits is displayed in the Club. Separate kits are available for trips.
- c. The Club will displays a list of current first aiders.
- d. In the event of an incident for which first aid attention is required, the first person on the scene should summon the first aider, who will decide the appropriate action to take.
- e. All accidents, near misses and cases of work-related ill health are to be recorded in the accident book. Certain accidents must immediately be reported to the Clubs Development Officer. There is a list of such incidents in the front of accident books. The location of accident books is displayed in each Department.
- f. The Club is obliged, under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR), to report certain accidents and dangerous occurrences in writing to the Health and Safety Executive using form F2508.
- g. The reporting of such accidents and dangerous occurrences will be carried out by The Development Officer.
- h. The Club aims to provide all staff with at least emergency aid training.

Emergency Procedures

- a. The Club recognises it has a responsibility under the Health and Safety at Work Act 1974, to ensure procedures are in place to deal with an emergency situation.
- b. The detail of arrangements covering fire evacuation procedures can be found throughout all premises on display near the fire alarm call points and exits.
- c. Fire drills are carried out at least three times a year.

- d. The Trustees is responsible for ensuring that fire risk assessments are undertaken and implemented.
- e. Fire extinguishers are maintained and checked every twelve months.

Monitoring

To ensure that the Health and Safety Policy and arrangements are maintained and meet current legal requirements, an annual safety audit is undertaken.

- a. Regular safety inspections will be carried out by the Development Officer ensure that the Clubs safety procedures are effective and adhered to.
- b. Managers and Supervisors will identify hazards within their immediate area of control and ensure that measures are taken to effectively reduce or eliminate the hazard.
- c. Managers are responsible for maintaining their areas in a safe condition and for ensuring that any reported defects are rectified.
- d. The Club will produce an Annual Safety Plan.
- e. Health and safety issues will be reviewed as part of the development of the Annual Safety Plan and will take into account:
 - review of reports of accidents and hazards
 - new Legislation
 - annual safety audit report

Amended 2009