

CARSHALTON ATHLETIC ACADEMY

Health and Safety Policy

Every establishment employing five or more people must, by law, write down its policy for their safety and health, bring it to the attention of the employees, and show it to an HSE Inspector or auditor if requested. An explicit safety policy demonstrates to staff, children and visitors that the organisation cares for their health, safety and welfare. The allocation of responsibilities for matters of health and safety and the writing down of arrangements that we make to implement the policy encourages a coherent approach to the management of health and safety.

POLICY STATEMENT

Carshalton Athletic are committed to establishing and implementing arrangements that will:

- Ensure staff and students are safeguarded when on the premises, or engaged in off-site activities (e.g. trips, sports events etc.).
- Ensure the premises for which they are responsible have safe access and egress for all staff, pupils and visitors.
- Provide adequate facilities and arrangements for welfare.
- Provide and maintain safe plant and safe systems of work without risks to health.
- Ensure safe use, handling, storage and transport of articles.
- Provide suitable information, training, instruction and supervision to keep all staff, pupils and visitors safe.

ORGANISATION

Carshalton Athletic (as the employer) has a statutory duty in respect of health and safety to ensure that premises and people are healthy and safe.

On site, this responsibility is devolved to the Chairman who has day to day responsibility as Officer in Charge of the premises for ensuring that they are safe. In doing so, they may delegate certain tasks and responsibilities to other members of staff and will refer appropriate matters to the Local Authority, either because the LA is responsible under the Local Management Scheme, or because specialist advice is needed.

He is also responsible as a senior line manager for ensuring that staff, pupils and other visitors (including contractors) adopt safe working practices and generally conduct themselves in such a way that they will not injure themselves or others.

Carshalton Athletic Football Club Football Academy

Colston Avenue, Carshalton. Surrey SM5 2PW

academy@carshaltonathletic.co.uk

THE CHAIRMAN'S RESPONSIBILITIES:

- To ensure this policy is reviewed annually, or before if there are any changes in circumstances;
- To ensure that employee responsibilities regarding health and safety are included in his/her job description and that it is properly received and understood;
- To include health and safety issues in the Academy improvement plan, if necessary;
- To carry out regular health and safety inspections (at least twice a year) and take remedial action as appropriate;
- To undertake risk assessments, record significant findings, and review annually, or before if there is a change in circumstance;
- To receive and deal promptly with raised issues or complaints about unsafe premises, equipment or work practices;
- To ensure that the requirements of any enforcement officer (e.g. HSE Inspector, Environmental Health Officer, Fire Liaison Officer, or Environmental Agency Inspector) are properly addressed;
- To ensure that emergency evacuation procedures are in place and tested;
- To ensure that adequate first aid provision is available and kept up to date;
- To monitor and review all health and safety policies and procedures.

NB: Tasks can be delegated to other staff members but the responsibility remains with the Chairman.

STAFF RESPONSIBILITIES:

- Must take reasonable care of their own health and safety and that of others who may be affected by what they do or fail to do.
- Will cooperate with their employer on health and safety matters.
- Will not interfere with anything provided to safeguard their health and safety or that of others.
- Have a duty to report all health and safety concerns to the Chairman or their line manager.

Consultation with Employees

It is a legal requirement to consult with employees on health and safety issues. A Safety Committee is where formal consultation with employees takes place, but in the absence of a request for a safety committee, individual and group staff meetings are also appropriate forums for communication on health and safety matters and concerns.

Information, Instruction and Supervision

Under health and safety law it is a legal requirement to display or provide a leaflet version of the Health and Safety Law poster.

- A copy of the Health and Safety Law Poster is displayed on site. Please check with the site staff for locations.
- Supervision of young workers/trainees will be arranged/undertaken/monitored by the Chairman or other delegated key members of staff.

Competency for Health and Safety Tasks and Training

- Induction training will be ensured for all members of staff by the Chairman.
- Staff are also responsible for drawing to the attention of the Chairman their own personal training needs.
- Training records will be easily accessible for audit purposes and will be kept up to date.

Monitoring

- The Chairman will check working conditions and ensure that safe working practices are being followed. Regular inspections will be undertaken of the Academy building and grounds three times a year.
- The Chairman is responsible and accountable for acting on investigation findings in order to prevent a recurrence.

ARRANGEMENTS – GENERAL PRACTICES APPLYING TO ALL STAFF AND PUPILS OR VISITORS IN THEIR CARE

PUPILS

Supervision of Pupils

Carshalton Athletic's supervision policy must be followed in order to ensure the safety of pupils.

Child Protection/Safeguarding

See also C.P. policy & Staff Safe Working Practice Policy.

Carshalton Athletic will provide an environment in which all young people feel safe, secure, valued and respected. Young People will be helped to understand the need for 'being safe' and ways in which they can help to protect themselves.

VISITORS

All visitors shall be directed to the office, (except for parents who are only bringing or collecting students).

People onsite who are unknown to staff should be challenged by staff. They should be asked to identify themselves and to report to the office if they have not already done so. If the person becomes difficult or abusive then withdraw tactfully and contact the office staff who will immediately contact the Chairman.

All visitors shall be made aware of the sites fire arrangements in the event of a fire and emergency procedures.

FIRE SAFETY

A fire risk assessment is a legal requirement and the Chairman is responsible for ensuring this is undertaken.

Fire Instructions

- i. Fire Instructions are posted in each room on the Emergency Exits, Assembly Point and Assembly Point instruction notice.
- ii. One member of the Site staff on each site is a Fire Warden.
- iii. Emergency Exits, Assembly Point and Assembly Point Instructions are clearly identified by safety signs and notices.
- iv. The Alarm will be raised by the Office staff depending on the location of the fire, and the office staff will call the Fire Service by dialling 999. On hearing the alarm (continuous bell) everyone must leave the building in an orderly way as quickly as possible and then assemble in the carpark for checking.

- v. Outside normal hours, the member of staff on site or the hirer of the premises has the responsibility of checking personnel and alerting the emergency services. All hirers are provided with 'Conditions of Use for a Letting' which provides guidance on potential health & safety issues that could arise.
- vi. Regular testing of fire alarms will occur.
- vii. The Fire Log Book is kept by the Site General Manager. The result of each test is properly recorded in the Fire Log Book and will be available for a visiting Fire Officer.

Fire Drills

- i. Fire drills will be carried out at least three times a year, initiated and recorded by the Fire Wardens.
- ii. A record of the drill must be kept in the Fire Log Book in the site office on each site. The Academy will keep a record of fire wardens/fire marshals' training & arrange refresher training when necessary, for their duties.

Fire Fighting

Staff should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if confident to do so and not put themselves at undue risk. There should always be a clear escape available. Ensure the alarm is raised BEFORE attempting to tackle a fire. (NB: Students will have been taught "Get out; stay out; call the Brigade out").

FIRST AID / ILLNESS

- (a) Refer to CAFC Academy "First Aid Policy" and to the DfE "Guidance on First Aid for Schools – A good practice guide.
- (b) Carshalton Athletic will have an appropriate number of designated and trained First Aiders and/or Appointed Persons.
- (c) Carshalton Athletic will ensure that a member of staff is on the site at all times who holds a first aid certificate..
- (d) The site will hold an appropriate number of First Aid boxes, First aid Instructions and Instructions for the logging of treatments.
- (e) The Academy will follow the procedure for completion of incident/accident records in accordance with the First Aid Policy.
- (f) If the First Aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or carers will also be informed.
- (g) The Academy will follow the procedure for reporting of injuries
 - (i) removal of injured person(s) to hospital (normally by ambulance) and
 - (ii) in the case of reportable accidents, telephone HSE immediately on 0845 300 9923
- (h) Parents will be invited to complete the Consent Form for medical treatment in accordance with policy.

ADMINISTRATION OF MEDICINES & MEDICAL TREATMENT

- (i) Procedures will be carried out in accordance with DfE statutory requirements
- (ii) A list of the students with medical problems and dietary requirements is in the Academy Office and recorded electronically, which is available to all staff.
- (iii) All medication must be handed in to the office immediately with the exception of inhalers.
- (iv) Designated (first aid) trained staff will administer medication. Only medication prescribed by a doctor may be administered with parental consent.

ACCIDENT REPORTING & RECORDING

All accidents, including "near misses" must be reported immediately and entered into the Accident Book, and the Accident which is located in Gaza. This book will be checked on a regular basis and reported as necessary. The Chairman will investigate all accidents immediately and, in the case of any accident or incident to staff and significant injury to students, will submit an Accident Report Form to the LA.

All reportable incidents under RIDDOR '95 will be reported to the HSE by the Academy.

HOUSEKEEPING

(a) Cleanliness

The buildings will be cleaned by the Site Manager/Cleaning Team, supplemented as necessary by pupils/staff as part of practical lessons. The surrounds to the buildings will be kept clean by the Site staff.

(b) Waste Disposal

Normal, small amounts of clinical waste can be disposed of as ordinary household waste i.e. placed in appropriate bins within the building and its surrounds, and removed each day by the cleaners to the designated storage area prior to removal by a Refuse Service Contractor.

(c) Stacking and Storage

Materials, equipment and any other items will be kept in appropriate storage areas. Where this is not possible for temporary reasons, the staff responsible for those materials will ensure that they are stacked tidily, to a height which does not constitute a hazard and in such a way that they do not impede the movement of staff, pupils or visitors.

(d) Pedestrian Routes

Stairs, Corridors, Cloakrooms and Exits etc., will be kept clear of obstructions (including electrical cables).

(e) Classrooms

Teachers will be alert on a daily basis to the following and will report any hazards to the Site General Manager. Teachers have a responsibility to:

- o Check that classrooms and work areas are safe.
- o Check equipment is safe before use.
- o Ensure safe procedures are followed.
- o Ensure any accidents are reported and recorded.
- o Ensure protective equipment is used.
- o Ensure health and safety issues are reported.
- o Ensure guidelines and training are followed.

(f) The site will comply with the requirements of the Workplace (Health, Safety & Welfare) Regulations 1992 with regard to facilities for staff such as lighting, heating, ventilation, space, conditions of floors and general welfare facilities, and with the arrangements of the Education (School Premises) Regulations 1999 with regard to

school facilities such as washrooms for pupils and staff, medical accommodation and indoor temperatures.

STRESS

Counselling arrangements can be made for staff and pupils. The DSL is responsible for arrangements in consultation with the Head of Education and Chairman.

ALCOHOL & DRUGS

The abuse of alcohol or drugs is a safety and health hazard and if there is any suspicion that a member of staff, pupil or visitor is incapacitated, this must be reported to the Chairman.

DEALING WITH VIOLENCE

Violence and aggressive behaviour will not be tolerated by or towards any staff, students or visitors. The Aggressor will be requested to leave the premise and behaviour policy will be followed. The DfE guidance “A Legal Toolkit for Schools” may also be found useful.

RISK ASSESSMENTS

Risk assessments shall be undertaken and recorded for all tasks with a possibility of significant risk. The responsibility for ensuring that risk assessments are carried out rests with the Chairman. The results of the risk assessments must be brought to the attention of those employees to whom they relate (including pregnancy risk assessments).

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