

DATED

2018

HEALTH AND SAFETY POLICY



**METCALF
MULTISPORTS**

1. ABOUT THIS POLICY

- 1.1 The nature of Metcalf Multisports business is that we send staff to work in premises owned and controlled by other people. Staff discharge their duties within a school working environment, and are primarily expected to obey any rules imposed by the school to protect their own health and safety, and those of others on site.
- 1.2 We are also committed to ensuring the health and safety of staff and anyone affected by our business activities.
- 1.3 This policy sets out our arrangements in relation to:
 - 1.3.1 assessment and control of health and safety risks arising from work activities;
 - 1.3.2 preventing accidents and work-related ill health;
 - 1.3.3 dealing with accidents at work;
 - 1.3.4 consultation with staff on matters affecting their health and safety;
 - 1.3.5 provision and maintenance of a safe workplace and equipment;
 - 1.3.6 information, instruction, training and supervision in safe working methods and procedures;
 - 1.3.7 emergency procedures in cases of fire or other major incident.
- 1.4 This policy covers all employees and contractors.
- 1.5 This policy does not form part of any employee's contract of employment and we may amend it at any time. We will continue to review this policy to ensure it is achieving its aims.

2. RESPONSIBILITY FOR HEALTH AND SAFETY MATTERS

- 2.1 Ashley Metcalf will ensure that this policy is reviewed annually.

3. YOUR RESPONSIBILITIES

- 3.1 All staff share responsibility for achieving safe working conditions. You must take care of your own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.
- 3.2 You should report any health and safety concerns on site immediately to your line manager and a member of the school Senior Management Team.
- 3.3 You must co-operate with the Company and school staff on health and safety matters, including the investigation of any incident.
- 3.4 You must ensure that equipment is not misused or interfered with by you, staff, pupils or others to render it unsafe.
- 3.5 You must ensure that equipment is not recklessly interfered with or misused by you, staff, pupils or others, if it is provided to ensure health and safety of others.
- 3.6 Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

4. TRAINING

- 4.1 We will ensure that you are given adequate training and supervision to perform your work competently and safely.
- 4.2 Staff will be given a health and safety induction and provided with appropriate safety training, which may include [manual handling][, control of substances hazardous to health (COSHH)][, working at height][, asbestos awareness][, gas safety][, electrical safety][and the use of personal protective equipment (PPE)].

5. EQUIPMENT

- 5.1 You must use equipment in accordance with any instructions given to you. Any equipment fault or damage must immediately be reported to Ashley Metcalf, and (if the equipment belongs to a school) to a member of the school Senior Management Team.
- 5.2 No member of staff should attempt to repair equipment unless trained to do so.
- 5.3 [POSITION] is responsible for ensuring equipment safety and maintenance.

6. ACCIDENTS AND FIRST AID

- 6.1 All accidents, assaults, near misses and injuries at work, however minor, should be reported to the school and recorded in their Accident Book. All accidents and injuries must also be reported to Ashley Metcalf, who retains the Company Accident Book.
- 6.2 In the event of a pupil sustaining cuts, bruises or other minor injuries, staff should not seek to treat an injured pupil directly. Instead, the incident should be reported to a member of school staff and the pupil should be treated by them.
- 6.3 In the event of a serious accident or incident which is likely to justify hospital treatment, staff should again immediately report the incident to a member of the school staff. If appropriate and there is an urgent need, staff may be permitted to contact the emergency services. Again, staff should not seek to treat any injured pupil directly.
- 6.4 You should not attempt to administer first aid unless you are qualified to do so. Your first aid qualification must be in date. You should familiarise yourself with the names of school first aiders on site, and the most efficient means of contacting them in the event of an emergency.
- 6.5 [PROCESS FOR DEALING WITH PUPIL WHO HAS HAD AN ACCIDENT?]

7. NATIONAL HEALTH ALERTS

- 7.1 In the event of an epidemic or pandemic alert we will organise our business operations and provide advice on steps to be taken by staff, in accordance with official guidance, to reduce the risk of infection at work as far as possible.
- 7.2 It is important for the health and safety of all our staff that you comply with instructions issued in these circumstances.

8. FIRE SAFETY

- 8.1 All staff should familiarise themselves with the fire safety instructions of each site that they visit.
- 8.2 If you hear a fire alarm, leave the building immediately by the nearest fire exit and go to the fire assembly point shown on the fire safety notices displayed at the school. Do not stop to collect belongings and do not use any lifts. Do not re-enter the building until told to do so.

8.3 If you discover a fire do not attempt to tackle it unless it is safe and you have been trained or feel competent to do so. You should operate the nearest fire alarm and, if you have sufficient time, call reception and report the location of the fire.

8.4 You should notify your manager and the school if there is anything (for example, impaired mobility) that might impede your evacuation in the event of a fire. A personal evacuation plan will be drawn up and brought to the attention of school staff working in your vicinity.

9. RISK ASSESSMENTS AND MEASURES TO CONTROL RISK

9.1 We carry out general workplace risk assessments periodically. The purpose is to assess the risks to health and safety of staff visiting school sites and to identify any measures that need to be taken to control those risks.

9.2 Measures will be taken to avoid or reduce the need to lift or carry items which could cause injury (manual handling) and to provide training on manual handling as necessary.

9.3 The use of hazardous substances at work will be avoided wherever possible and less hazardous alternatives will be used where available. Training on the control of substances hazardous to health (COSHH) will be provided as necessary.

9.4 Personal protective equipment (PPE) is provided where there are risks that cannot be adequately controlled by other means.

9.5 It will also be necessary to risk assess the games and training programs implemented by staff for pupils, and the equipment that is used for activities and training.

9.6 Ashley Metcalf is responsible for workplace risk assessments and any measures to control risks.