

GREATERSPORT

Health and Safety Policy

Last review: April 2016	This review: March 2018	Next Review: March 2020
Approval by Board: N/A	Reviewer: Development Manager (Business Operations)	

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe 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; and
- to review and revise this policy as necessary at regular intervals.

Statement of Responsibilities and Procedures

Overall and final responsibility for health and safety is that of the Chief Executive.

Day to day responsibility for ensuring this policy is put into practice is delegated to the Development Manager (Business Operations).

All employees have to:

- Co-operate with supervisors and 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
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement)

Health and Safety Risks arising from our Work Activities

Risk Assessments of office areas will be undertaken by the Development Manager (Business Operations). Risk Assessments for sporting events and other out of office activities will be undertaken by the relevant officers (e.g. Event Service Officer) in consultation with the Development Manager (Business Operations).

Findings of risk assessments will be reported to the Development Manager (Business Operations). Action required removing or controlling risks will be agreed by the Development Manager (Business Operations) and the relevant officer.

Risk Assessments will be reviewed every 6 months, or when the work activity changes, whichever is soonest.

Consultation with employees

Consultation with employees on the above procedures, and the results of Risk Assessments, will be carried out via team briefings and/or email as appropriate.

Safe equipment

The Development Manager (Business Operations) will be responsible for the following:

- Identifying all equipment needing maintenance
- Ensuring effective maintenance procedures are drawn up
- Ensuring that all identified maintenance is implemented

Any problems with equipment should be reported to the Development Manager (Business Operations), who will also check that new equipment meets health and safety standards before it is purchased.

Safe handling and use of substances

The Development Manager (Business Operations) will be responsible for the following:

- Identifying all substances which need a COSHH assessment
- Undertaking COSHH assessments
- Ensuring that all actions identified in the assessments are implemented
- Ensuring that all relevant employees are informed about the COSHH assessments
- Checking that new substances can be used safely before they are purchased

Assessments will be reviewed every 12 months, or when the work changes, whichever is soonest.

Information, instruction and supervision

The Health and Safety Law poster is displayed in the office area.

Induction training will be provided for all employees by the member of staff carrying out their induction programme. Induction training records are kept in personnel files. Supervision of work experience students / trainees will be undertaken by the relevant officer in line with the GreaterSport's policy on Work Experience Students.

Accidents, first aid and work-related ill health

There are no areas of employment within GreaterSport requiring health surveillance.

Following an assessment of significant risks in the workplace, and following HSE guidelines for first-aid provision, GreaterSport is obliged to implement the following level of first aid provision:

- A suitably stocked first-aid box
- An appointed person to take charge of first-aid arrangements to be available at all times staff are at work.

The first aid box is kept in the marked cupboard next to the Finance Manager's desk.

The organisation will nominate sufficient appointed persons to ensure that there is always at least one 'appointed person' on site during working hours; these are the Development Manager (Business Operations) and the Office Manager.

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept in the cupboard with the First Aid box. Completed, detachable portions are stored in the lockable steel cabinet used for the storage of confidential information to comply with Data Protection legislation.

The Development Manager (Business Operations) is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Monitoring

To check our working conditions, and ensure our safe working practices are being followed, we will follow a process of regular review of policies and procedures as laid out above. All accidents and work-related causes of sickness will be notified to the Chief Executive.

Emergency procedures – fire and evacuation

The Development Manager (Business Operations) is responsible for ensuring the fire risk assessment is undertaken and implemented.

- Escape routes are checked by the Office Manager weekly.
- Fire extinguishers are maintained and checked by Manchester Council
- Alarms are tested regularly by Manchester Council/Manchester Active.
- Emergency evacuation will be tested in line with the policy of Manchester Council/Manchester Active.

Lone Working

Most members of the GreaterSport team undertake lone working from time to time, but are largely office based. See separate policy on Lone Working.

Manual Handling

In an office environment, lifting or carrying heavy or awkward loads is unlikely to be a regular occurrence, although the need to occasionally move stationery such as boxes of photocopying paper, to lift boxes off shelves or to assist in moving furniture are all foreseeable events where injury could occur.

Where possible the need to handle heavy or awkward loads should be avoided. Large boxes for example can be broken down into smaller units of storage. Where it is not possible to avoid a manual handling activity, then practical measures to reduce the risk should be adopted, for example placing heavier items on shelves at waist height.

When larger objects such as desks and furniture are to be moved, careful planning and assessment of the operation are most important in preventing avoidable injuries. If there are doubts over the exercise, assistance should be sought from management.

Here are some important points, using a basic lifting operation as an example.

Stop and think

- Is the lift essential?
- Can you use a handling aid such as a trolley?
- If it can't be avoided, plan the lift:
- Where is the load to be placed?
- Do you need help with the load?
- Remove obstructions such as discarded wrapping materials.
- For a long lift, such as floor to shoulder height, consider resting the load mid-way on a table or bench to change grip.



Position the feet



Feet apart, giving a balanced and stable base for lifting (tight skirts and unsuitable footwear make this difficult).

Leading leg as far forward as is comfortable and if possible, pointing in the direction you intend to go.

Adopt a good posture



When lifting from a low level, bend the knees, but do not kneel or over flex the knees. Keep your back straight, maintaining its natural curve (tucking in the chin helps). Lean forward a little over the load if necessary to get a good grip. Keep the shoulders level and facing in the same direction as the hips.

Get a firm grip



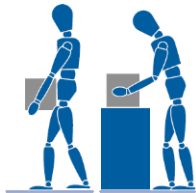
Try to keep the arms within the boundary formed by the legs. The best position and type of grip depends on the circumstances and individual preference; but must be secure. A hook grip is less tiring than keeping the fingers straight. If you need to vary the grip as the lift proceeds, do it as smoothly as possible.

Keep the load close to the trunk for as long as possible. Keep heaviest side of the load next to the trunk. If a close approach to the load is not possible, slide it towards you before trying to lift.

Don't jerk - lift smoothly, raising the chin as the lift begins, keep control of the load.

Move the feet - don't twist the trunk when turning to the side.

Put down, then adjust



If precise positioning of the load is necessary, put it down first, and then slide it into the desired position.

This information is for guidance only – if you are in any doubt about a particular operation, you should seek further assistance from the Development Manager (Business Operations).

Appendix One

GMSP Health & Safety Action Plan 2018 - 2019

The following items require scheduled reviews in line with the above policy.

Health and Safety Risks arising from our Work Activities

Office Risk Assessments will be reviewed every 6 months, or when the work activity changes, whichever is sooner.

Review Dates: September 2018, March 2019

Safe equipment

The Portable Appliance Testing (PAT) Schedule dictates that some equipment should be formally inspected every 6 months. This was checked by an external company employed by Manchester City Council in August 2014. Regular visual checks are carried out.

Review Dates: September 2018 (visual check), March 2019 (visual check)

Safe handling and use of substances

Assessments will be reviewed every 12 months, or when the work changes, whichever is sooner.

Review Dates: March 2019

Fire Risk Assessment

The following issues are noted as a result of the Fire Risk Assessment:

Fire Marshal training is undertaken by one member of staff (Development Manager Business Operations)