

# Recreation Road Sports Centre

## Health and Safety Policy



**Approved by:** Chair of Recreation Road  
Sports Centre Management  
Committee  
  
Governor from each  
supporting school

**Date:** September 2020

**Signed:** via email due to COVID

**Next review due:** August 2021



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The Recreation Road Sports Centre is currently in a transitional phase of management due to identified capacity issues on behalf of the supporting schools. Certain roles identified in this policy are delegated to individuals on the Management Committee as follows, until such a time as more permanent management system can be established.

<b>Role:</b>	<b>Named person responsible:</b>
Health and safety manager	Parkside School Business Manger
Site manager	Tbc

### **Part 1: The Management Committee Statement of Intent**

Effective health and safety management is integral to delivering our ambition for excellence in education and our performance as a sports facility. Our overall objective is to provide and maintain a safe and healthy environment for our staff, pupils, community hirers and users with whom we work.

The management committee comprises a Head teacher and governor from each school; Avenue Junior, The Parkside School and Recreations Road Infant School.

We will achieve this by:

- Developing and maintaining a positive health and safety culture with an emphasis on continually improving our performance taking into account human and cultural factors
- Ensuring that health and safety management is an integral part of decision making and organisational processes
- Adopting a sensible and proportionate approach to managing risks, with well informed decision making processes for higher risk activities and ensuring a disproportionate amount of time is not spent on trivial or everyday risks
- Providing a safe and healthy working environment for our staff, pupils and other hirers and users
- Ensuring safe working methods are in place and providing safe equipment.
- Communicating and consulting with our staff and their trade union representatives
- Complying with statutory requirements and where possible best practice
- Investigating and learning the lessons from accidents and work related ill health incidents
- Providing effective information, instruction and training to enable our staff to be competent in their roles
- Monitoring and reviewing systems and preventative measures to make sure they are suitable, sufficient and effective
- Ensuring adequate resources are available to fulfil our health and safety responsibilities and objectives



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- Working with and monitoring our contractors to ensure consistent and comparable health and safety standards

We recognise that overall responsibility for health and safety lies with all levels of management having direct responsibility for activities and staff under their control. However, all staff and external users have a legal and moral responsibility to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions.

### **Part 2: Responsibilities and Organisation**

#### **Introduction**

To comply with the Statement of Intent the following responsibilities have been assigned:

#### **The Management Committee**

Responsible for ensuring that suitable organisational arrangements are in place for the management and control of health and safety within the centre. In particular, we will ensure that:

- A written policy statement is created and communicated which promotes a positive attitude towards health and safety in all users
- Responsibilities for health, safety and welfare are allocated to specific people and those people are informed of these responsibilities
- People have sufficient experience, knowledge and training to perform the tasks required of them
- Clear procedures are created which assess the risk from hazards and produce safe systems of work
- Sufficient funds are allocated to operate safe systems of work
- Health and safety performance is monitored and targets for improvement are set
- The centre's health and safety policy is reviewed at least every two years
- Our management of health and safety considers the needs of anyone with a protected characteristic under the Equalities Act
- Ensure that appropriate risk assessments are undertaken by competent persons and that suitable control measures are taken on a risk basis to manage the health and safety risks to staff and any other people who may be affected by the centre's activities
- Monitor and review health and safety performance through:
  - Undertaking health and safety inspections of work areas/practices in line with relevant policy
  - Setting health and safety targets and objectives through appraisals and other supervisory reviews



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- Reviewing incidents and accidents
- Monitoring commissioned and contracted work under their control for compliance
- Develop safe systems of work and procedures and ensure that they are implemented
  
- Ensure prompt action is taken to resolve any situations that may adversely affect the health and safety of staff or other people
- Ensure that they undertake all relevant training and staff are given adequate information, instruction, training and supervision to carry out their duties, paying particular attention to new/inexperienced employees and trainees
- Ensure that all plant and work equipment provided is: selected through a risk assessment process, suitable, properly maintained and subject to all necessary tests and examinations
- Ensure that accidents and incidents (including near misses and violence and aggression) are reported and investigated and the findings acted upon without delay
- Ensure there are meaningful, effective arrangements in place for consulting employees and their trade union representatives on health and safety matters that affect them
- Ensure information that may assist safety representatives in their role is provided to them when commissioning work through partners and contractors, ensure that they are selected and managed in line with statutory requirements and Council policy
- Ensure that they seek timely assistance and advice where expert help is required from the Health, Safety and Well-being team
- Report to the management committee at least annually on the centre's health and safety performance

### **The Site Manager / Care Taker**

- To coordinate and manage the annual risk assessment process for the centre
- To coordinate performance monitoring processes
- To make provision for the inspection and maintenance of work equipment
- To manage the keeping of records of all health and safety activities including management of building fabric and building services in liaison with NPS and other contractors.
- To advise the management committee of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- To ensure that staff are adequately instructed in safety and welfare matters about their specific workplace and the centre generally.



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### **Class Teachers**

When using the sports centre class teachers are expected to:

- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out
- Give clear oral and written instructions and warnings to pupils when necessary
- Follow safe working procedures
- Make recommendations to their Headteacher or manager regarding equipment and improvements to equipment
- Integrate all relevant aspects of safety into the teaching process
- Report all accidents, defects and dangerous occurrences to their manager

### **Hirers**

When using the sports centre hirers are expected to:

- Exercise effective supervision of their groups, to know the procedures for fire, first aid and other emergencies and to carry them out
- Give clear oral and written instructions and warnings to groups when necessary
- Have established health and safety policies and procedures for their use of the facility in accordance with their own governing body, legal or insurance requirements
- Make recommendations to the committee regarding equipment and improvements to equipment
- Report all accidents, defects and dangerous occurrences to their manager

### **Staff and Users**

All staff & users have individual responsibility to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, they must:

- Comply with the centre's and hirer's health and safety policy and procedures at all times
- Co-operate with managers in complying with relevant health and safety safe systems of work and procedures
- Use all work equipment and substances in accordance with instruction, training and information received
- Wear, use, store, maintain and replace personal protective equipment as appropriate



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- Not intentionally misuse anything provided in the interests of health, safety and welfare
- Take part in and contribute to health and safety inspections, risk assessments etc. as appropriate
- Report all accidents (personal injury and vehicle), ill health, incidents of violence and aggression, near misses, hazardous situations, general health and safety concerns, defective equipment or premises
- Attend all training relevant to their role

### **Pupils**

Pupils, allowing for their age and aptitude, are expected to:

- Take personal responsibility for the health and safety of themselves and others
- Observe standards of dress consistent with safety and/or hygiene
- Observe all the health and safety rules of the centre and in particular the instructions of staff given in an emergency
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety

### **Part 3: Procedures and Arrangements:**

**As of the 2/09/2020, the Management Committee has been unsuccessful in employing a site /manager. As an interim measure, the services of an outside agency will be secured to cover the responsibilities of a site manager as outlined in this policy.**

The following procedures and arrangements have been adopted to ensure compliance with the Management Committee's Statement of Intent.

### **Lead Governor for Health and Safety**

The lead governor with responsibility for scrutiny of health and safety performance is **tbc**

### **Risk Assessment:**

#### **General Risk Assessment**

General Risk Assessment will be coordinated by RRSC Health and Safety Manager following guidance and templates available. They will be responsible for ensuring the actions required are implemented.



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### **Fire Safety**

A fire risk assessment will be carried out and local fire safety procedures developed for the premises by Site Manager in conjunction with the RRSC Health and Safety Manager following guidance and templates available.

### **Manual Handling**

Manual handling risk assessments will be carried out by Site Manager in conjunction with the RRSC Health and Safety Manager following guidance and templates available.

### **Computers and Workstations**

Computer and workstation risk assessments will be carried out by Site manager in conjunction with the RRSC Health and Safety Manager following guidance and templates available.

### **Hazardous Substances**

in conjunction with the RRSC Health and Safety Manager will identify hazardous substances for which no generic assessment exists in the Codes of Practice mentioned below, following guidance and templates available.

### **Violence to Staff**

Assessment of the risks of violence to staff will be carried out by the RRSC Health and Safety Manager following guidance and templates available.

### **Lone Working**

Assessment of the risks of lone working staff will be carried out by RRSC Health and Safety Manager following guidance and templates available.

### **Risk Assessment of Curriculum Activities**

Risk Assessments for curriculum activities will be carried out by relevant school staff using health and safety curriculum Codes of Practice available.

### **Caretaking Code of Practice**

Assessment of the risks to Caretakers will be assessed by in conjunction with the RRSC Health and Safety Manager following the Caretaking Code of Practice guidance available.



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### **Safe Plant and Equipment**

Plant and equipment will be inspected, maintained and, where necessary, tested by appropriate contractors (NPS) appointed by the management committee, overseen by the Site manager.

Routine local testing of emergency lighting, fire alarm call points, flushing of infrequently used water outlets and monthly water temperature monitoring will be carried out by the site manager.

Any problems or defects regarding plant and equipment should be reported to the Site Manager.

### **Information, Instruction and Training**

#### **Information and Advice**

A [Health and Safety Law Poster](#) is displayed in the foyer

Health and safety advice is available from the Health and Safety Manager.

#### **Health and Safety Training:**

##### **Induction**

Health and safety induction training will be provided for all new employees following guidance and templates available. This covers the following areas as a minimum:

- Fire arrangements for the workplace, including assembly point, exit routes, fire alarm sounder and specific details as they relate to the premises.
- First aid arrangements – first aid contacts and location of first aid equipment.
- Details of asbestos containing materials which are relevant to the place(s) of work
- Welfare facilities – toilets, kitchen, rest areas.
- Incident reporting requirements.
- Display Screen Equipment assessment
- Staff responsibilities (general, specific arrangements such as checking portable electrical equipment using the checklist, responsibility for pupil safety in lesson planning and delivery).
- Relevant risk assessments which apply to the work and safe working practice
- Arrangements for competency development such as mentoring, job shadowing, training courses and what work tasks cannot be carried out until the required competency level is achieved.



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- Means to report building defects and Premises Headteacher/line manager information.
- Premises security and any lone working requirements.
- Pupil safety and safeguarding

Short health and safety e-learning modules are provided which cover core subjects including manual handling, display screen equipment and fire. Use of these courses may not necessarily replace the need for staff to attend a formal training course or receive further instruction and information, for example, lifting techniques for manual handling.

Staff and governors named below have received or will receive health and safety training in the following areas:

### **Primary and Secondary PE and Centre Sport**

**Each school will have their own staff trained in the following and these will be identified in school policies:**

- Risk Management in PE
- Ensuring Pupils are Safe in PE
- Safe Supervision of Swimming
- First Aid at Work
- Emergency First Aid at Work:
- Paediatric First Aid (where applicable)
- Moving and Handling of Disabled Pupils (where applicable)

### **Training Records and Training Needs Identification**

Health and safety training records are held by individual schools. Training for sports centre staff held by Parkside School

Training needs will be identified, arranged and monitored by Parkside School Head Teacher

### **Incident Reporting and Investigation**

All accidents and cases of work-related ill health involving employees (or non-employees where the injury is potentially caused by a deficiency in activity, equipment or premises must be recorded. In NCC Centres this should be made via the OSHENs online incident reporting system, Academies will have their own in house system.



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Minor injuries to non-employees (i.e. pupils and visitors) where first aid is given can be reported via the online reporting procedure to The Parkside School Business Manager and Chair of the Management Committee.

The Parkside School Business Manager will investigate all incidents and act on findings to prevent a recurrence.

### **First Aid**

First aid is the responsibility of the hirer or user of the schools and are required to provide their own. A defibrillator is located on the external wall of the hall.

### **Supporting Pupils with Medical Conditions**

Prescribed medication will be administered to pupils following [guidance and documentation on Norfolk Centres](#).

Each School is responsible for management of administration of medicines to pupils.

### **Site Security and Visitors**

All visitors must report to the Site Manager, who will be asked them to sign the visitors' book and wear a visitors' badge.

Other arrangements to ensure the security of pupils and employees on site are: all visitors to the site will be accompanied.



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### **Selection and Management of Contractors / Construction & Refurbishment works**

Contractors and Construction Projects are selected approved and managed by The Management Committee.

### **Management of Asbestos**

The asbestos register and asbestos management plan is held at the Sports Centre office by [currently delegated to an out-source firm whilst this position is being appointed to] is responsible for ensuring that contractors who may be working in areas where asbestos has been identified sign the register and that any changes to the register are notified to NPS.

### **Occupational Health**

Access to occupational health services is via Educator Solutions

### **Emergency Procedures – Fire and Evacuation**

Escape routes are checked every month by the Site manager in liaison with the Health and Safety Manager

Fire extinguishers are maintained and checked by the Site manager in liaison with relevant contractor.

Alarms are tested by the Site manager every week.

Emergency evacuation procedures will be tested once every term.

### **Monitoring**

Routine inspections of the premises to ensure safe working practices are being followed will be carried out by Health and safety manager.

### **Review of Policy**

This policy will be reviewed at least every year.