

## **Key points:**

- Adhere to the Health & Safety at Work Act
- Success of health and safety regulations
- Duty of care applied to everyone
- Key Responsibilities: Board, Acting Chief Executive, Health & Safety Manager
- Induction on joining
- Full training within two months
- Visitors and contractors:
- Use of protective clothing and equipment
- Risk assessment of the premises of LEISURE ACTIVE TRAINING, employers and contractors
- Regular risk monitoring
- Good housekeeping
- Electrical equipment
- Harmful substances
- First aid
- Accident reporting
- Fire safety
- Safe access including for people with disabilities
- Sanctions for breach

## **Health and Safety**

Leisure Active Training takes the health and safety of every learner, every member of staff, every visitor extremely seriously. It is the job of everyone in the Leisure Active Training not only to stay safe themselves, but to watch over the safety of others, intervening or reporting unsafe practices where necessary. Those duties are not only sensible but are legal obligations. They stand whether training is taking place at Leisure Active Training premises or with one of Leisure Active Training's partner employers or contractors.

## **Responsibilities**

Leadership in health and safety is one of the responsibilities of Leisure Active Training Directors. Their annual report will include records of notified and serious injuries and the steps taken to manage problems in the future. On a day-to-day basis, the appointed person, Dominic Ham is responsible for the health and safety of all who have dealings with Leisure Active Training, assisted by the Health and Safety Manager. In law, everyone in Leisure Active must act responsibly and carefully to achieve healthy and safe learning and work, under the guidance of those who are given the leadership roles.

## **Induction and Training**

Every learner and staff member of Leisure Active Training receives a general introduction to health and safety on joining, and more detailed training related to their area of activity within two months. Visitors to Leisure Active Training and contractors are given a summary of the health and safety regulations and are supervised while they are on Leisure Active Training premises. Learners must not use equipment for which they have not been trained and only carry out technical and practical work under supervision. The objective of training is to develop a healthy and safe working culture, to which everyone can attain.

### **Protective Equipment**

Learners will be briefed on the appropriate dress code based on the course being delivered, a risk assessment will be carried out at each venue used to identify any protective equipment needs.

### **Risk Assessment**

Leisure Active Training instructors and assessors are appropriately qualified and experienced to operate the equipment and, in the environments, required to carry out Leisure Active Training programmes of learning. They carry out a weekly safety inspection of the areas for which they are responsible in Leisure Active Training, and an annual, formal, risk assessment. H&S Manager will carry out quarterly inspections of their areas to ensure that equipment and facilities are safe and to notify the Directors of any improvements needed.

Employers' premises or those of subcontractors, are risk assessed by Leisure Active Training before any learner is allowed to go there. Monitoring checks are carried out every 12 months to ensure that any hazards or unsafe practices are identified, recorded and remedied.

Partner employers are required to produce their health and safety policies and procedures and to comply with the statutory regulations on reporting and investigating accidents. Partner employers and subcontractors are required to produce relevant certificates of insurance.

### **Good Housekeeping**

Safe and efficient learning and working are greatly helped by clean and orderly environments. Leisure Active Training will ensure that:

- Corridors and passageways are sufficiently wide and free from obstruction
- Floors are clean and dry
- Rubbish and litter are removed daily and workshops and classrooms are kept tidy
- Emergency exits are clear
- Signs are legible and clear
- Equipment is clean and in good order
- There is adequate lighting
- There is appropriate heating, ventilation and dust/fume extraction
- Shelving is not overloaded and heavy items are kept low

- Materials are properly stored.

### **Electrical Equipment**

LA Training will ensure that:

- Only authorised and qualified people install, maintain and repair electrical equipment
- Equipment is tested annually by a qualified person
- Faulty equipment is secured beyond use
- Multi-socket adaptors are not used
- Private electrical equipment is not used on Leisure Active Training premises.

### **Harmful Substances**

LA Training will ensure that:

- Materials are assessed in accordance with the Control of Substances Hazardous to Health (CoSHH) regulations
- Hazardous substances are safely and properly stored
- Training is provided in the use of hazardous substances
- Hazardous substances are not used without appropriate protection.

### **First Aid**

LA Training will ensure that:

- First aiders will be trained, qualified and regularly updated, in appropriate numbers
- Names of first aiders will be clearly displayed
- First aid materials and equipment will be readily available in all areas where hazards may be met
- First aiders and other staff have ready access to the emergency services.

### **Accident Reporting**

LA Training will ensure that:

- Accidents and incidents are recorded on forms which match Health and Safety Executive guidelines
- All accidents and incidents are investigated by Health & Safety Manager
- All serious accidents are reported to the directors.
- A summary of accidents, incidents and remedial action is made every year to the Board for inclusion in an annual report.

- RIDDOR requirements are met (injury, diseases and dangerous occurrences' register).

## **Fire**

LA Training will ensure that:

- Fire exits are kept clear and are clearly marked
- Evacuation routes and assembly points are clearly identified and marked
- Safe evacuation is practised at least twice a year
- Fire alarms are tested weekly
- Appropriate fire extinguishers are provided in sufficient numbers, well maintained and clearly marked
- Fire marshals are appropriately trained
- All visitors to Leisure Active Training are notified on arrival of fire evacuation routes and procedures
- All learners and Leisure Active Training staff are notified annually of fire evacuation routes and procedures, including use of extinguishers where appropriate
- Fire marshals and other staff have ready access to the emergency services
- Smoking is not permitted on Leisure Active Training premises.

## **Safe Access**

LA Training will ensure that:

- Exterior areas are properly lit
- Where possible, there is secure access to vehicle parking
- Convenient access is provided for people with disabilities
- Wherever possible learning is facilitated for people with disabilities or impairments
- Learners under the age of 16 are clearly identified so that they can be safeguarded.

Reviewed: 20/08/2018