



2018

Alexandra Soccer & Community Association Safety Management System

CS5-REQUIRED-HEALTH & SAFETY POLICY



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Approved by Secretary	
Approved by Community Manager	
Approved by Trustee	
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Part1

Forward

The Alexandra Soccer & Community Association (ASCS) safety management system (SMS) follows the recommendations of the Health & Safety Executive (HSG268 managing for health and safety) employing a ‘Plan, Do, Check, Act’ approach.

The table below outlines how the guidance is implemented at ASCA;

	Actions	Outcomes
Plan	A H&S plan that is clear and is understood by all	Good H&S communication, performance is monitored and continually improved.
Do	Risk is managed, emergency procedures are in place, an appropriate level of H&S competence is in place, all staff are involved in the aim of improving H&S performance.	Hazards are controlled, accidents are dealt with appropriately, staff have the appropriate levels of H&S training, collective responsibility in improving H&S performance
Check	Monitor performance, report findings, investigate accidents and near misses, audit SMS.	A clear understanding of what to do further to reduce accidents and improve welfare.
Act	Review performance, commit to actions to improve performance, develop SMS to meet new challenges.	Pro-active continual improvement H&S culture is strengthened, senior managers / auditors have confidence H&S is a high priority in all ASCAs activities.

Employee Responsibilities

You will be required to comply with the rules made to prevent physical injury to yourself or others arising from actions or omissions in the course of your employment. The Health and Safety at Work Act of 1974 gives a statutory duty on you to take reasonable care for health and safety of yourself and other persons including members of the public who may be affected by your acts or omissions at work. It also obliges you to co-operate as necessary in any steps which the Association must take to discharge its responsibilities under the Act. It is an offence intentionally or recklessly to interfere with or misuse anything that the Association is required to provide under the Act in the interests of health, safety or welfare. A written statement on The Association Health and Safety Policy is available from the Association’s Office Manager when required.



Alexandra Soccer & Community Association H&S Policy

1.0 - Statement

Alexandra Soccer & Community Association (ASCA) are committed to providing a safe working, coaching, teaching and learning environment for employees, students and all participating in, and supporting our activities. We will manage the Health, Safety and Welfare of our stakeholders by ensuring all legislative standards are met, and a positive H&S culture is embedded throughout our organisation. In doing so we will demonstrate a proactive approach to reduce the number and severity of accidents is taken.

H&S performance will be monitored, reviewed and benchmarked on a regular basis by managers to ensure our aim, 'to continually improve the Health, Safety and Welfare of everyone working, learning and engaging in ASCA activities' is achieved.

2.0 - Organisation

To implement our objectives of a positive H&S culture and continual improvement in H&S performance we have a Safety Management System that defines the H&S responsibilities of managers, employees, learners and members of the public, which is communicated throughout the organisation.

It ensures the appropriate levels of H&S competence are demonstrated, and the authority to implement improvement, and seek external advice when needed is assured.

Regular reports on performance against actions is communicated to senior managers, this includes; accident and near miss statistics, H&S training achievements and competence levels, risk management, utility reports e.g. (legionnaire, asbestos control: fire prevention and emergency arrangements, poor weather condition arrangements etc).

3.0 Arrangements

Alexandra Soccer & Community Association aims to achieve its H&S aims by;

- providing and maintaining safe equipment and environment, including a means of access in a condition that is safe and without risk to health
- preventing accidents and cases of work-related ill health and safety hazards arising from work activities via effective risk identification, assessment and implementation of control measures



- implementing regular emergency and evacuation procedures in case of a significant incident
- protecting the health and safety and welfare of individuals and vulnerable learners via systematic risk management
- engaging with learners, personnel and any related third parties, to provide providing relevant information, instruction, training and supervision, as is necessary to ensure health and safety
- providing adequate training and allocating appropriately qualified members of personnel to identify and control potentially hazardous situations/environments, and record this on a H&S competence matrix
- complying with statutory regulation on health and safety and welfare of learners, personnel and any related third parties
- Engage all staff in the continual improvement of H&S performance
- Monitor and audit performance
- Have procedures in place to administer First aid
- Have procedures in place to deal with accidents and near misses
- Have procedures in place to protect against Fire
- Have procedures in place to manage Risk

This list is not exhaustive and represents general principles followed by Alexandra Soccer & Community Association in respect of Health and Safety.



Part 2

Procedure in the event of an accident

An Accident Book is available in the First Aid Room or from your line manager and it is the responsibility of each individual employee to report and record any accident involving personal injury. Any accident or near miss occurrence (i.e. no one was injured but the incident had the potential to injure or kill) at work should be reported immediately to your line manager.

All employees who are absent from work following an accident must complete a self-certification form, which clearly states the nature and cause of the injury.

For any employee who suffers an injury at work which results in them being away from work, or unable to do their normal work, for three days or more (including weekends, rest days or holidays) it is important that your manager is informed as the Health and Safety Executive also need to be informed by the Company. Form 2508 (available from www.riddor.gov.uk/f2508.dot) should be completed in conjunction with your line manager. Employees are not expected to complete these forms themselves.

First Aid Arrangements

All Alexandra Soccer Centre Staff are BFAS or FA First Aid qualified. In the event of an incident occurring one of the staff on duty at that time must be contacted in the event of an incident occurring, to administer any first aid required. All First Aid equipment is located in the 'First Aid' room. The 'Defibulator' is located on the wall adjacent to reception. It is important that all issues where a first-aider has been involved are recorded in the necessary incident logbook(s) which accompany the first-aid box(es).

Name	Training received	Expiry date



Fire Safety Arrangements

Employees should follow these steps to help prevent fires:

Before you use any electrical appliances carry out a quick check to make sure that the cables, plugs etc are not damaged.

Do not use any electrical equipment that shows signs of damage, even if you think it is only minor. Report any faults you find to your line manager and find an alternative appliance.

Name	Training received	Expiry date

Ensure that you place your rubbish in the proper waste bins. Do not overfill the bins, and ensure that your waste bin is accessible to the cleaners at the end of each day.

Action to take when the fire alarm goes off:

Immediately stop what you are doing and walk (do not run) to the nearest available safe fire exit. If your nearest exit/route is obstructed, choose another route. Make sure that you are aware of the fire exits and routes in your area.

Follow the instructions of your senior staff member on duty.

Direction signs should indicate the route to your fire exit. These comprise a white arrow on a green background sometimes accompanied by the words 'FIRE EXIT' and also a pictogram of a running man. The arrows indicate the direction of the nearest fire exit.

Make your way to the appropriate assembly point. (Soccer Centre Car Park)

Once you are at the assembly point you should report to the Manager/Senior Staff, so that they can account for the people in their designated area.

Do not leave the designated assembly point, or attempt to re-enter the building, until you have been instructed to do so by the Manager/person in charge.



Action to take if you discover a fire:

RAISE THE ALARM! This can be achieved by breaking the glass on the call points or by shouting the instruction "Fire – call the fire brigade".

Raise the alarm even if your building is fitted with an automatic fire alarm system, which has not yet activated - you must not wait for it to do so of its own accord. The alarm must be raised for every occurrence of a fire, no matter how small it appears to be. This will ensure that people in the building have adequate notice to evacuate should it begin to spread quickly. In addition, modern furnishings may allow the fire to develop unnoticed, so time is of the essence if everyone is to get out safely.

Call the fire brigade at the earliest available, and safe, opportunity and do not attempt to tackle the fire unless you have been appropriately trained and can safely do so e.g. a small fire in a waste paper basket. Unless you have been trained you could be putting yourself or somebody else at risk.

Personal Safety Arrangements

Generally, you should try to avoid working alone whenever this is possible. However, if you have to work alone, then you need to develop an awareness of the risks and how to minimize them.

Prior to making an appointment with someone you do not know, obtain as much information as possible about the person you are meeting and arrange to meet the person in Company premises. Always ring back the telephone number you have been given to confirm that it is legitimate. If a mobile number is given you should always ask for an alternative fixed line number.

If visiting, let your colleagues know where you are going, with whom and what time you are expecting to return. If you think that you are going to run over your original timescales, let your colleagues know.

If you are at all concerned that you are being placed in a dangerous situation through your employment, you must discuss this with your line manager.

Risk Management Procedures

ASCA ensure that suitable and sufficient control measures are in place to reduce identified risks in the delivery of all courses/programmes.

This process is recorded via the ASCA Risk Profile.

All personnel required to conduct risk assessments will be given the appropriate training and/or will be made aware of what is expected of them in advance. All recorded risk assessments are made available to all relevant staff who must ensure that all control and/or recovery measures plans are complied with and related actions recorded. Where tutors/assessors identify additional risks which were not previously identified, or where a current risk assessment is not in place risk assessment must be conducted.



Induction of New Staff and Students

All new staff and students will undergo a thorough induction into H&S procedures and culture; this will be carried out by a member of the H&S committee.

Part 3

Monitor Performance

H&S performance will be monitored on a regular basis by Managers;

Active monitoring (monitoring organisational progress in H&S) e.g.

- Compliance with KPIs
- Progress against annual targets
- Benchmarking
- Inspections of equipment
- Workplace Observation
- Surveys

Reactive monitoring (monitoring organisational failure)

- Accidents
- Near misses
- Civil claims and insurance premiums
- Complaints

Records and outcomes of monitoring are confirmed in our regular H&S committee meetings

Audit Arrangements

An annual audit will be carried out by senior managers to ensure the Safety Management System is; fit for purpose and used.

The objectives of the audit define;

- The extent of conformity with the SMS
- It meets legal requirements
- Its effectiveness to meet ASAC H&S objectives
- Identify potential areas of improvement in the SMS.



Part 4

Action Planning

Action planning is dynamic throughout the SMS to ensure further improvement in H&S performance is timely.

However the annual improvement plan is derived from outcomes from our monitoring and audit process, this forms the basis of our annual H&S Action Plan.

Appendices

Example – Risk Assessment Form

Location	_____	Date _____
Activity	_____	
Risk Assessor	_____	

Hazard Description	Cause & Consequences	Control Measures in Place	Recovery Measures in Place	Level of Risk (Low,Med,High)	Action Completion Details
Signed _____	Time – RA completed				



Example of Accident report Form

Date		Time	
Location			
Event Details			

Injured Person Details	
Name:	
Occupation:	
Date of Birth:	
Address:	
Tel/Mobile:	
Email:	

Insert details of all individuals actually involved in near miss, incident or accident.

	Name	Contact Number
1		
2		
3		

Insert details of all individuals who witnessed the near miss, incident or accident.

	Name	Contact Number
1		
2		
3		

Incident Details

Time & Date of injury	
Description of the incident (Loss of consciousness)	
Treatment applied	
Name of person giving treatment	
Role of person giving treatment	
Ambulance called	Yes / No

Person sent to hospital	Yes or No
Name of person completing report	
Date of report	