**Lutterworth Football Academy**

**September 2017/18**

**HEALTH AND SAFETY POLICY STATEMENT**

‘The promotion of safety and health measures is regarded as a mutual objective for both management and employees at all levels and it is recognized that the Company must continue to take initiative in promoting a safe working environment for all employees’.

Management responsibility

* The provision, as far as is reasonably practical, of safe working machinery and safe systems of work.
* Arrangements for ensuring, as far as is reasonably practical, safety in the use, handling, storage, transportation and disposal of substances.
* The provision of such information, instruction, training and supervision as is necessary to fulfill the responsibilities of Health and Safety.
* The provision, as far as is reasonably practical, of a workplace and environment which is safe and without risks to health.
* The reporting of accidents, injuries, reportable illnesses and dangerous occurrences as required by law.

Employee responsibility

* Adhering to company arrangements and procedures for securing a safe workplace.
* Reporting incidents to a member of management that have led or may lead to injury.
* Co-operating in the investigation of accidents in order to prevent re-occurrence.
* To not deliberately damage or misuse anything provided in the interests of Health and Safety.

Responsibility to Others

* To ensure that our actions do not in any way subject any persons to unnecessary risks to Health and Safety.
* To ensure that the same standards of care extended to employees are applied to customers and to any other visitors to company property,

Specific responsibilities

* Overall and final responsibility for Health and Safety in the company is that of : Lee English – Centre Director
* The Duty Managers are responsible for Health and Safety on a day to day basis

Signed:

Position:

Date:

1. **RISK ASSESSMENT**

**RESPONSIBILITIES**

The Duty Managers are responsible for ensuring that risk assessments are undertaken and are kept up to date in changes within the business. The Health & Safety Director is responsible for ensuring that appropriate action is taken to control the risks.

**PROCEDURE**

Risk assessments should identify the significant risks arising out of work. The level of detail in a risk assessment should be broadly proportionate to the risk, with the risk assessment undertaking the following:

1. Ensuring that all relevant risks or hazards are addressed.
2. Addressing what actually happens during activities.
3. Ensuring that all groups of employees and others who might be affected are considered.
4. Identifying groups of workers who might be particularly at risk e.g. young or inexperienced workers and disabled staff.
5. Taking account of existing preventative or precautionary measures.

The risk is then to be rated using the following criteria:

**Low** - Superficial wounds or temporary ill health

**Medium** - More serious wounds and ill health lending to permanent minor disability

**High** - Fatality, life threatening wounds and life shortening diseases

Having determined the Risk Level, the action required to be taken using the following guidance is determined.

**Low Risk**

No action is required to deal low risks and there is no requirement for a written risk assessment.

**Medium Risk**

Efforts should be made to reduce the risk but the cost of prevention should be carefully measured and limited. Risk reduction measures being influenced by the number of persons exposed to the hazard.

**High Risk**

Work should not be commenced until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress the problem should normally be remedied as soon as possible, taking into account the number exposed to the hazard.

RISK ASSESSMENT INDEX

1. Violence to staff
2. Electricity
3. Manual handling
4. Hire of football pitches
5. Use of cellars
6. Bars
7. Vehicle movements
8. Changing rooms/toilets
9. Gas

**RISK ASSESSMENT**

**SERIAL NO: 01**

**ASSESSED BY: L. English DATE: 1st September 2017/18**

|  |  |
| --- | --- |
| **Assessment Subject** | **Area** |
| **Violence to staff** | **Reception and cash office** |

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| **Identification of Hazard(s) (Activity/subject)**  **Working with public**  **Cashing up** |

**Who and how many might be harmed: Employees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Significant risks present** | | | **Severity of risk** | |
| **Violence to staff**  **Physical injury**  **Emotional trauma** | | | **High** | |
| **What control measures are in place**  **Two people present when cashing up carried out**  **Banking carried out every other day**  **Banking carried out at different times and different routes taken**  **Safes are out of sight of public and are locked in separate rooms** | | | | |
| **Action recommended to control/reduce risk** | **Action Priority** | **Completion Date** | | **Completed** |
| **Encourage staff to cash up with regular customers present** |  |  | |  |

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| --- | --- |
| **Evaluation of residual risk after all control measures are taken** | **Medium** |

**RISK ASSESSMENT**

**SERIAL NO: 02**

**ASSESSED BY: L. English DATE: 1st September 2017/18**

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| **Assessment Subject** | **Area** |
| **Electricity** | **All** |

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| **Identification of Hazard(s) (Activity/subject)**  **Electricity – fixed installation and portable electrical appliances** |

**Who and how many might be harmed: Employees and customers**

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| **Significant risks present** | **Severity of risk** |
| **Electrocution**  **Fire** | **High** |
| **What control measures are in place**  **Electrical work undertaken by outside contractors** | |

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| --- | --- | --- | --- |
| **Action recommended to control/reduce risk** | **Action Priority** | **Completion Date** | **Completed** |
| **PAT testing required – this is to include the PAT testing of Christmas items prior to use**  **Fixed electrical installation is to be inspected and placed on a 5 yearly inspection cycle.** | **Medium**  **High** | **Next PAT testing due April 2018**  **Next fixed electrical inspection due February 2019** |  |

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| **Evaluation of residual risk after all control measures are taken** | **Low** |

**RISK ASSESSMENT**

**SERIAL NO: 03**

**ASSESSED BY: L. English DATE: 1st September 2017/18**

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| **Assessment Subject** | **Area** |
| **Manual handling** | **All areas** |

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| **Identification of Hazard(s) (Activity/subject)**  **Manual handling** |

**Who and how many might be harmed: Employees**

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| --- | --- |
| **Significant risks present** | **Severity of risk** |
| **Back injury**  **Slips/trips** | **Medium** |
| **What control measures are in place**  **Employees trained in correct lifting technique – which included highlighting individual capability**  **Brewery lifts barrels into cellar areas** | |

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| --- | --- | --- | --- |
| **Action recommended to control/reduce risk** | **Action Priority** | **Completion date** | **Completed** |
| **Refresher training to be carried out annually**  **Substantial footwear to be worn by cellar operatives** | **Medium**  **Medium** | **Completed**  **Completed** | **February 2017/18**  **February 2017/18** |

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| **Evaluation of residual risk after all control measures are taken** | **Low** |

**RISK ASSESSMENT**

**SERIAL NO: 04**

**ASSESSED BY: L. English DATE: 1st September 2017/18**

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| **Assessment Subject** | **Area** |
| **Hire of football pitches** | **Football pitches** |

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| **Identification of Hazard(s) (Activity/subject)**  **Collision with other players / objects**  **Slips/trips/falls** |

**Who and how many might be harmed: Employees and customers**

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| --- | --- |
| **Significant risks present** | **Severity of risk** |
| **Personal injury** | **Medium** |
| **What control measures are in place-**  **All league games are controlled by FA qualified referees or FA qualified coaches and played under FA rules**  **Encourage all League players to play in a fair and sensible manner**  **No children’s leagues are operated**  **For children’s coaching events all coaches are FA qualified and are CRB checks**  **FIFA approved balls used only and are replaced as and when required**  **Courts inspected daily**  **Surface used is FIFA approved and installed by competent people**  **Surface is maintained**  **Fencing and surrounding pitch area is maintained**  **Surround nets in place in order to contain ball**  **Collisions with the fencing, protruding brackets and mesh.** | |

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|  | **Action Priority** | **Completion Date** | **Completed** |
| **Pebbles and other sharp objects cleared from pitches each day**  **Produce a letter to inform teams of risk of fencing, brackets and mesh. Ask teams if necessary to stay inside the white lines.**  **Organize for each bracket’s to be re-welded in place on the supporting post.**  **Source the correct tool piece to facen loose bolts that attach the mesh to the supporting posts.** | **High**  **High**  **High**  **High** | **February 2017/18**  **February 2017/18**    **MAY 2017/18**  **MAY 2017/18** | **Completed**  **“**  **“**  **“** |

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| **Evaluation of residual risk after all control measures are taken** | **Medium** |

**RISK ASSESSMENT**

**SERIAL NO: 05**

**ASSESSED BY: L. English DATE: 1st September 2017/18**

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| **Assessment Subject** | **Area** |
| **Use of cellars** | **Cellar area** |

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| **Identification of Hazard(s) (Activity/subject):**  **Manual handling**  **Compressed Air**  **Beer line cleaner – contains sodium hydroxide – see specific COSHH assessment** |

**Who and how many might be harmed: Employees**

|  |  |
| --- | --- |
| **Significant risks present** | **Severity of risk** |
| **Back injury**  **Slips/trips/falls**  **Cylinder failure** | **Medium**  **High** |
| **Control measures already in place:**  **See manual handling assessment**  **Compressed gas warning signs in place**  **Adequate lighting installed**  **Fire alarm sounder located in cellar area** | |

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| **Action recommended to control/reduce risk** | **Action Priority** | **Completion Date** | **Completed** |
| **Substantial footwear to be worn by cellar operatives**  **PAT testing** | **Medium**  **High** | **Completed**  **Completed** | **Feb 2017/18**  **June 2017/18** |

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| **Evaluation of residual risk after all control measures are taken** | **Low** |

**RISK ASSESSMENT**

**SERIAL NO: 06**

**ASSESSED BY: L. English DATE: 1st September 2017/18**

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| **Assessment Subject** | **Area** |
| **Bars** | **Bar areas** |

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| **Identification of Hazard(s) (Activity/subject)**  **Glass washers**  **Glass**  **Portable electrical appliances** |

**Who and how many might be harmed: Employees**

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| --- | --- |
| **Significant risks present** | **Severity of risk** |
| **Electrocution**  **Cuts** | **High**  **Low** |
| **What control measures are in place**  **Glass washer is fitted with interlock so that when door opens machine stops** | |

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| **Action recommended to control/reduce risk** | **Action Priority** | **Completion Date** | **Completed** |
| **PAT testing** | **High** | **Completed** | **June 2017/18** |

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| **Evaluation of residual risk after all control measures are taken** | **Low** |

**RISK ASSESSMENT**

**SERIAL NO: 07**

**ASSESSED BY: L. English DATE: 1st September 2017/18**

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| **Assessment Subject** | **Area** |
| **Vehicle movements** | **Car park area** |

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| **Identification of Hazard(s) (Activity/subject)**  **Moving vehicles**  **Children in car park area** |

**Who and how many might be harmed: Employees and customers**

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| **Significant risks present** | **Severity of risk** |
| **Collision between cars and pedestrians** | **High** |
| **What control measures are in place**  **Lighting installed**  **Car park areas partitioned off**  **Car Park gritted in cold weather**  **Beer delivery vehicles go direct to cellar door** | |

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| **Action recommended to control/reduce risk** | **Action Priority** | **Completion Date** | **Completed** |
| **Lighting to be improved in car park so all lights are working** | **Medium** | **Incomplete** |  |

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| **Evaluation of residual risk after all control measures are taken** | **Medium** |

**RISK ASSESSMENT**

**SERIAL NO: 08**

**ASSESSED BY: L. English DATE:1st September 2017/18**

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| **Assessment Subject** | **Area** |
| **Changing rooms/toilets** | **Showers, toilets and changing areas** |

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| **Identification of Hazard(s) (Activity/subject)**  **Hot water**  **Slips/trips** |

**Who and how many might be harmed: Employees and visitors**

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| **Significant risks present** | **Severity of risk** |
| **Burns**  **Falls** | **Medium**  **Medium** |
| **What control measures are in place**  **Shower heads cleaned on a regular basis**  **Shower and taps thermostatically controlled so water delivered at safe temperature**  **Shower areas floor tiled and in changing room shower mat is in place**  **Sounder in place for fire alarm in changing areas** | |

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| **Action recommended to control/reduce risk** | **Action Priority** | **Completion date** | **Completed** |
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| **Evaluation of residual risk after all control measures are taken** | **Low** |

**RISK ASSESSMENT**

**SERIAL NO: 09**

**ASSESSED BY: L. English DATE: 1st September 2017/18**

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| **Assessment Subject** | **Area** |
| **Boiler** | **Boiler room** |

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| **Identification of Hazard(s) (Activity/subject)**  **Gas** |

**Who and how many might be harmed: Employees and visitors**

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| **Significant risks present** | **Severity of risk** |
| **Fire/explosion** | **High** |
| **Control measures already in place:**  **Boiler serviced and maintained annually by CORGI registered engineers** | |

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| **Action recommended to control/reduce risk** | **Action Priority** | **Completion date** | **Completed** |
| **None at current time** |  |  |  |

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| **Evaluation of residual risk after all control measures are taken** | **Medium** |

**2. Fire**

Suitable fire extinguishers are provided in all locations. These are inspected on an annual basis.

The fire alarm is serviced on an annual basis and tested weekly and the results recorded.

IN THE EVENT OF FIRE

1. An individual discovering a fire must alert customers and other members of staff by activating the nearest break glass point.
2. If it is completely safe to do so a member of staff should attack the scene of the fire using the nearest extinguisher.
3. A member of staff will dial 999 for the Fire Service giving the company’s location and any further information required.
4. On hearing the fire alarm all staff must evacuate the area using the nearest available fire escape, making sure that customers within their areas are leaving the building also.

Party hosts are responsible for ensuring that children in their party room are all out of the building.

The Duty Manager must check the toilet areas prior to leaving the building.

1. If safe to do so all windows and doors should be closed behind them and electrical items should be switched off if time permits and if safe to do so.

* Once outside the premises all staff and customers should report to the designated meeting point in the car park at the front of the building.

The Duty Manager or in their absence the most senior member of staff must then do a head count ensuring that all employees and customers are accounted for. If there are any doubts of missing individuals this should be reported to the Duty Manager immediately who will inform the Fire Service.

1. No-one should re-enter the area once evacuated.
2. Once all employees and customers are accounted for they must remain in the designated meeting point unless stated by the Duty Manager or the Fire Service.
3. The Duty Manager should confirm to the Fire Service that all staff and customers are accounted for. If this is not the case, the duty manager must inform the Fire Service of their possible whereabouts within the area.

1. **ELECTRICAL SAFETY**

All electrical equipment shall be maintained so as to prevent danger. This includes portable electrical appliances, which will be maintained and inspected on a regular basis. The nature and frequency of the inspections will be based on a risk assessment. This is undertaken annually by a qualified electrician and all Christmas items are tested prior to use.

The fixed electrical installation is inspected every 3 years.

**4 ACCIDENT PROCEDURE / FIRST AID**

All accidents reported to Lutterworth Soccer Centre staff members are recorded in the accident book which is located at Reception.

Major accidents i.e. those involving a major injury or more than 3 days off work will be fully investigated using the form below. Accidents required to be reported under RIDDOR will be reported by the Duty Manager.

RIDDOR reportable accidents are outlined below:

**Reportable major injuries are:**

* Fracture, other than to fingers, thumbs and toes;
* Amputation;
* Dislocation of the shoulder, hip, knee or spine;
* Loss of sight (temporary or permanent);
* Chemical or hot metal burn to the eye or any penetrating injury to the eye;
* Injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
* Any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours;
* Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent;
* Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
* Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

### Reportable dangerous occurrences are:

* Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
* Explosion, collapse or bursting of any closed vessel or associated pipe work;
* Failure of any freight container in any of its load-bearing parts;
* Plant or equipment coming into contact with overhead power lines;
* Electrical short circuit or overload causing fire or explosion;
* Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion; Accidental release of a biological agent likely to cause severe human illness;
* Failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period;
* Malfunction of breathing apparatus while in use or during testing immediately before use;
* Failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent;
* Collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall;
* Unintended collision of a train with any vehicle;
* Dangerous occurrence at a well (other than a water well);
* Dangerous occurrence at a pipeline;
* Failure of any load-bearing fairground equipment, or derailment or unintended collision of cars or trains;
* A road tanker carrying a dangerous substance overturns, suffers serious damage, catches fire or the substance is released;
* A dangerous substance being conveyed by road is involved in a fire or released;
* The following dangerous occurrences are reportable except in relation to offshore workplaces: unintended collapse of: any building or structure under construction, alteration or demolition where over five tonnes of material falls; a wall or floor in a place of work; any false-work;
* Explosion or fire causing suspension of normal work for over 24 hours;
* Sudden, uncontrolled release in a building of: 100 kg or more of flammable liquid; 10 kg of flammable liquid above its boiling point; 10 kg or more of flammable gas; or of 500 kg of these substances if the release is in the open air;
* Accidental release of any substance which may damage health.

In addition any accident that occurs at work and that involves more than 3 days off work is also required to be reported.

First aid boxes are located at Reception.

Staff qualified to administer Emergency First aid are:

* Lee English – Michael English

**5. MANUAL HANDLING**

The company will assess the risks from manual handling and put in place steps to minimise the risk from such activities. This involves:

* Identification of manual handling activities
* Assessment of the risk from such activities
* Implementation of appropriate control measures

Almost a quarter of all injuries at work are caused by accidents during manual handling. Most of the injuries are to hands, feet, legs and back. Some of the back injuries result in permanent disability.

Although the Manual Handling Operations Regulations do not specify what weight a person can lift, it is now recognised that one person should not lift any load exceeding 20kg (44 lb).

Take care of yourself by following the guidance notes given below:-

* If mechanical handling equipment is available and you are authorised and trained to use it, do so.
* Wear the right protective equipment for the job.
* Know your physical capabilities and only tackle jobs you can reasonably handle.
* Think the job through:-
  1. Can you handle the load by yourself?
  2. Is there a clear, properly lit, walkway to the work or stacking area?
  3. Is there a safe stacking area?
  4. Seek advice on height restrictions for stacks. Remember, it is often more dangerous de-stacking than stacking.
* Always check that the weight of the load is known before lifting.
* Know the correct way of lifting before attempting a lift:-
  1. Stand reasonably close to the load, be sure footing is firm and feet are about 300 mm apart.
  2. Squat down by bending the knees, keeping the back as straight as you can.
  3. Place hands where they will not slip, and grip firmly.
  4. Breathe in before lifting - inflating the lungs helps support the spine.
  5. Straighten up with the legs, keeping the back as straight as you can
  6. Hold the load firmly and close to the body.
  7. Ensure your view is not impeded by the load whilst working with it.
  8. Lift slowly and smoothly. Avoid jerking motions.

When two or more persons lift a load, one of the team must be nominated to give instruction to ensure that each person lifts an equal share and the team work together.

**YOU SHOULD NEVER ATTEMPT TO LIFT A LOAD THAT IS BEYOND YOUR INDIVIDUAL CAPABILITY**

**6. TRAINING**

All employees will be given appropriate training in the tasks required. Induction training is given when all employees join the company and then subsequent training is on the job.

The Health and Safety Law poster is displayed on the bar door.

1. **PLANT AND EQUIPMENT**

Mr Lee English is responsible for ensuring that all plant and equipment is maintained on a regular basis. This includes the following:

* The boiler is serviced annually
* The fixed electrical installation is inspected every 3 years and PAT testing is carried out annually
* The football pitches inspected daily

1. **CHEMICAL SAFETY**

The use of chemicals on site is kept to a minimum. Any chemicals used are assessed using a COSHH assessment and appropriate personal protective equipment will be provided.

1. **SAFE WORKING PROCEDURES FOR SPECIFIC EQUIPMENT.**

**Safe working and fuelling procedure for pitch brushing tractor:**

* Use safety gloves and goggles whilst operating
* Authorised persons only to operate machinery
* Keep hands and feet clear of moving parts
* Always switch off power before making any adjustments or repairs
* Avoid steep inclines whenever. If do need to drive up steep inclines, always reverse and drive slowly
* Only one person to ride on machine at any one time

Before use:

* Check for damaged or worn parts, loose fasteners
* Check engine oil level is between maximum and minimum marks on dip stick
* Check fuel level is adequate for the task
* Check tyres for damage and air pressure is acceptable

After use:

* Clean all sand and debris from the machine
* If storing for a long period of time drain fuel from engine and grease all moving parts

**Refuelling Procedure:**

* Refuel outside in well ventilated area away from members of the public
* Wear gloves and goggles whilst refuelling
* Ensure no ignition sources in the immediate vicinity where refuelling is being undertaken
* Only carry fuel in proprietary fuel carriers
* Do not refuel hot engines
* Clean any spillages up immediately
* No smoking allowed in area

1. **CONTRACTORS AND VISITORS PROCEDURE**

**Visitors**

Visitors and non-Football Academy employees who come onto the premises.Visitors therefore include employees of other organizations attending meetings, making deliveries/collections, making routine repairs or undertaking maintenance of equipment (e.g. photocopier, drinks machine), and customers.

For the purposes of health and safety visitors must always: -

* Sign in and out at the reception area.
* Visitors other than customers must be accompanied at all times and sign out at reception when they leave the premises

**Contractors**

Contractors are employees of other organizations or self-employed individuals who provide services to Lutterworth Football Academy. Examples of contractors include, computer cabling companies, painter/decorators, trainers providing, maintenance operatives, etc.

Contractors like visitors must sign in and out at the reception area.

Lutterworth Football Academy will use only reliable contractors who have been assessed for Health and Safety. Prior to any work being carried out on site the following documentation will be obtained from the contractor.

* Health and Safety Policy
* Risk assessments for job to be undertaken
* Method statements for job to be undertaken
* Copies of current employers and public liability certificates

Once Lutterworth Football Academy is satisfied with the Contractor then work can commence.

Contractors must sign in and out on a daily basis and each time they leave the premises.

Copies of the Lutterworth Football Academy Evacuation procedure are given to all contractors working on site.

Any high risk work which could affect customers on site will be undertaken outside opening hours.

No hot work is to be carried out on site. Any hot work required is undertaken at 3rd party sites by contractors.