



**PLEIADES**

Pleiades Leisure Ltd  
3 Anchor Crescent  
Knaphill,  
Woking, GU21 2PD

**Pleiades Leisure Limited**

**Health and Safety Policy**



## **Contents**

Section One	Policy Statement	Page 2
Section Two	Responsibilities	Page 3
Section Three	Arrangements	Page 5



## Policy Statement

Pleiades Leisure Limited is committed to providing a safe and healthy environment for all employees and visitors. We therefore regard health and safety as a priority and an integral part of our business.

The Health and Safety at Work Act 1974, together with other related acts and regulations, place specific responsibilities on employees and visitors. As a business objective we intend, as a matter of policy, to comply, so far as is reasonably practicable, with all health and safety requirements.

### **Pleiades Leisure Limited is committed to:**

- Establishing and maintaining safe environments for our employees, customers and visitors
- Providing and maintaining all work equipment in a safe and secure manner
- Establishing and maintaining safe working practices and procedures for all employees
- Providing all employees with appropriate information, instruction and training to ensure that they are competent to complete their tasks
- Ensuring adequate control of the health and safety risks arising from work activities
- Reviewing and revising this policy as necessary at regular intervals

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Robbie Trimm - Director

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Grant Woolger - Director



## Organisational Responsibilities

### **The Directors: Robbie Trimm and Grant Woolger**

#### **The Directors will:**

- Regard the health and safety of it employees, clients and general public as their first priority
- Appoint Robbie Trimm as having overall and final responsibility for health and safety
- Appoint Robbie Trimm for day-to-day responsibility for ensuring that this policy is put into practice
- Keep the policy under review, monitor the success of the policy and issue revisions where necessary
- Appoint Grant Woolger to engage and consult with the employees on day-to-day health and safety conditions and occupational health
- Appoint Robbie Trimm to provide generic and dynamic risk assessments for management and staff to implement
- Appoint Ann Danks to arrange induction training for all new starters

#### **Robbie Trimm will ensure that:**

- There is an effective and efficient approach to health and safety within all parts of Pleiades Leisure Limited
- The necessary resources and budgets are made available to provide competent safety management and for the continuous improvement of health and safety performance of Pleiades Leisure Limited
- Employees with specific responsibilities have the necessary authority, expertise, training and resources to exercise their responsibilities effectively
- All employees understand, actively support and implement Pleiades Leisure Limiteds health and safety policy and associated documentation
- Policies, procedures and risk assessments are developed to meet legal, moral and best practice obligations
- Adequate training is provided to ensure that employees are competent to do their work
- There is suitable organisation structure for planning, implementing, monitoring, reviewing and evaluating health and safety arrangements

#### **Grant Woolger will ensure that:**

- Employees are consulted on all matters relating to their health and safety on a regular basis and as necessary
- All findings from employee consultation meetings are communicated to Robbie Trimm
- All appropriate action is implemented following consultation meetings

#### **Ann Danks will ensure that:**

- All new employees receive a health and safety induction upon employment with Pleiades Leisure Limited
- All employees are provided with the necessary health and safety documentation they require to fulfil their duties and know how to get further supplies when required
- All accident reports are available to the directors when required for policy and procedure review
- All accident reports are filed and kept safe and contact the ICC with regards to RIDDOR

#### **The employees will:**

- Take care of the health and safety of themselves and of other persons who may be affected by their acts and omissions at work
- Cooperate with their employer to enable the employer, or comply with, any legal duty or requirement
- Use equipment, procedures and documentation provided for their work as they have been trained, not interfere with or misuse equipment provided in the interests of health and safety
- Not to use equipment that they have not been trained to use
- Inform Grant Woolger of any work situation that represents a serious and immediate danger to themselves and others or any situation that arises that cannot be rectified immediately and may pose a risk
- Make themselves familiar with all health and safety, fire and emergency, accident procedures and any other such relevant policies implemented by the schools and venues in which they work
- Implement emergency procedures and evacuation in case of fire or other significant incident
- Carry a fully stocked first aid kit and a charged mobile phone at all times for use in an emergency
- Complete risk assessments and daily checklists as required
- Maintain safe and healthy working conditions and safe use of equipment
- Complete parental notification forms and accident report forms when necessary referring to the flowchart for guidance
- Report all incidents that require a B1510 to be completed immediately to Robbie Trimm 07899 780566
- Contact Ann Danks when their first aid training certificate is within 6 months of expiration so that fresher training can be arranged in good time
- Complete medical forms and obtain written parental permission prior to administering medicines and submit to the office
- Obtain written parental permission prior to allowing any child to leave a session alone
- Keep their working area clean and tidy to minimise risk

## Arrangements

### Principles for Managing Health & Safety

#### It is important that

- Risk assessments are written and communicated to all appropriate persons and implemented as required
- Hazards are identified and arrangements made to reduce risk to acceptable levels
- Analysis of accidents and incidents lead to safer procedures
- Appropriate training is given to staff and management to enable them to fulfil their responsibilities
- A named director reports to the remaining director on the monitoring and management of Health & Safety issues

#### Training

All staff will be provided with:

- Induction training
- Update training in response to significant changes
- Training in specific skills needed to execute this policy
- Refresher training where monitoring establishes the need

## **Monitoring**

The implementation and effectiveness of this policy will be monitored by the people and methods detailed below.

The directors will assess:

- Issues raised by consultation with staff brought to their attention by Grant Woolger
- Findings from accident investigations brought to their attention by Robbie Trimm as they occur

Robbie Trimm will monitor:

- Duties delegated to staff
- That staff operate in a safe manner
- That risk assessments are current and appropriate
- That actions agreed have been carried out to acceptable standards and ensure that omissions and inadequacies are remedied
- Accidents and incidents as they occur and report findings to other directors

All staff will monitor:

- The safety of their area of work
- The safety of the equipment in use
- The safe practice and behaviour of children in their care

## **Review**

The directors will revise the policy in response to:

- Inadequacies revealed by incidents/accidents
- Inadequacies revealed by monitoring
- Change in Health & Safety law
- 

## **Accident Reporting - Company Employees**

This procedure ensures that all accidents, incidents and dangerous occurrences involving company employees are investigated to determine the cause and appropriate action taken to prevent reoccurrence

All accidents involving employees must be recorded on an accident report form and submitted to the office. In the instance of an accident report being submitted an investigation by Robbie Trimm must be completed to identify the cause and any remedial action

In the instance of a child being hurt employees should assess the injury and refer to the accident procedures flow chart to determine whether a parental notification form and record log, or an accident report form should be completed

In the event of a RIDDOR reportable accident Robbie Trimm must be informed immediately and Robbie Trimm must inform the relevant enforcing authority by the quickest means possible, usually by telephone, and respond to any correspondence received by email or letter. A copy must be retained on file

## **Lost Time Accidents**

If an employee is absent from work for more than 3 days, as a result of an injury arising from work, Robbie Trimm must be informed. The ICC must be contacted and informed of the details. A copy of the confirmation email from ICC must be retained on file. The more than 3 day criteria does not include the day of the accident but does include weekends

## **Diseases**

If written confirmation is received from a medical practitioner that an employee is suffering from a notable disease Robbie Trimm must be informed immediately and Robbie Trimm must inform the ICC. A copy of the confirmation email from ICC must be retained on file

All accident reporting documentation is kept in a file in the office

### **Review**

Robbie Trimm should ensure that all remedial actions are completed. Robbie Trimm should also review all accident reports and notifications to ICC and recommend further actions to the directors

### **First Aid**

Pleiades Leisure Limited have a duty under Health & Safety First Aid regulations to provide suitable and sufficient first aid facilities

To meet this requirement Pleiades Leisure Limited will:

- display on noticeboards the names and telephone numbers of employees trained in basic first aid, emergency aid and appointed persons
- provide access for all staff to an adequately stocked first aid kit which will be clearly identified
- arrange for the continuity of training to maintain a satisfactory number of employees qualified in basic first aid training

During induction training employees will be informed of:

- their responsibilities in the event of an accident
- the location of their first aid kit
- first aid and accident reporting procedures

Whilst we have no legal responsibility to provide first aid for non employees, it is our policy to provide emergency cover for visitors and contractors on the premises of Pleiades Leisure Limited, to ensure safe evacuation to the nearest medical services. In all cases of a serious injury an ambulance will be called and parents contacted as a matter of urgency.

All coaches will:

- hold a current first aid certificate
- inform Ann Danks when their certificate is due to expire so that first aid training may be arranged in good time.

### **Health & Safety Poster**

The statutory poster giving health information to staff is completed and displayed in the office. All staff are provided with the individual cards during induction.

### **Fire Safety and Emergency Evacuation Procedures**

All employees are required to familiarise themselves and understand the fire and emergency evacuation procedures for all sites in which they work.

Please ensure you know:

- the location of your nearest FIRE EXIT and where it exits the building
- the assembly point
- the location of your nearest fire alarm call point

What to do in case of fire

A - by the person discovering the fire:

- ensure no-one is in immediate danger
- sound the alarm at the nearest break glass alarm point

- leave the building by the nearest FIRE EXIT route and go to the assembly point escorting all children in your charge
- wait for instruction from the site manager

B - on hearing the alarm

- leave the building by the nearest FIRE EXIT route and go to the assembly point ensuring the safe evacuation of all children and visitors in your charge
- wait for instruction from the site manager

Please note:

- if you have visitors with you please ensure that they are escorted safely to the assembly point
- do not use lifts

Fire risks for Pleiades Leisure Limited will be assessed by Robbie Trimm as part of the risk assessment programme

### **Fire Drills**

Employees must take part in fire drills that may be implemented whilst working on the premises of schools and venues. Employees must ensure the safe evacuation and registration of all children in their care at the time and report to the head teacher/management

Coaches must inform children of the procedures regarding fire, evacuation, accident and emergency procedures once per term at school and daily at holiday camps

### **Bomb Procedures**

Should any employee receive a report by telephone of an explosive device having been placed within or near the premises in which they are working they should obtain as much information as possible:

- location of device
- time set for detonation
- description of explosive container
- sex of the caller
- estimation of age
- accent of caller
- indication if type of telephone being used e.g call box, mobile phone
- any significant background noise
- code word or number

Once the caller ends the call the employee must contact the site manager immediately relaying all information gathered

Should an employee discover a suspicious package they should not touch the object but contact the site manager immediately with all relevant information. The site manager is responsible for the decision to evacuate

If an evacuation is deemed necessary all employees should leave the building by the nearest exit, escorting any children in their charge, and proceed to the assembly point

### **Risk Assessments**

It is the policy of Pleiades Leisure Limited to carry out suitable and sufficient assessments of the risks to the health and safety of our employees and to others who might be affected by our work activities

To ensure this happens we will:



- identify hazards with a potential to cause harm to our employees and others who might be affected by our work activities
- evaluate the probability and severity of the potential injury or damage
- analyse the options for eliminating, reducing or controlling the identified risks and take appropriate action
- review the assessments periodically and particularly where they may no longer be valid or where there has been a significant change in the work activities or processes

Where we identify a risk or serious imminent danger we will:

Establish a procedure for controlling exposure to this special risk including stopping and resumption at work

Employees will:

- conduct daily checklists specific to the activity they are undertaking
- conduct risk assessments when requested by Robbie Trimm
- report significant findings to Robbie Trimm
- submit all reports to the office

Risk assessments and checklists are filed in the office

### **COSHH**

It is our intention that wherever possible the use of harmful substances will be reduced to a minimum

In order to meet its obligations, as defined in the COSHH Regulations, Pleiades Leisure Limited will:

- identify and obtain information concerning all hazardous materials used
- assess the risk to all employees exposed to hazardous materials
- eliminate, minimise or control the risk by effective measure

Where applicable to the task or area, COSHH assessments will be completed as part of the risk assessment process

### **Display Screen Equipment (DSE)**

It is the intention of Pleiades Leisure Limited that display screen equipment users are identified and assessments made to ensure that workstations are ergonomically correct. A risk assessment must be completed for each workstation

Pleiades Leisure Limited will provide training in the risks to the health of staff using DSE and the preventive and protective measures to reduce such risk

The company directors will:

- ensure that work activity is structured and that natural breaks occur
- ensure that where it is not possible to include natural breaks, enforced breaks should be introduced to the activity

Each employee will be requested to complete a work station self-assessment questionnaire as part of their induction. This should be forwarded to Robbie Trimm

### **Eye Tests**

In line with the requirements of the Display Screen Equipment Regulations Pleiades Leisure Limited accepts its obligations regarding the provision of eye tests for display screen users. Pleiades Leisure is keen to encourage employees to take up this opportunity

It is important to note that eye tests will be carried out at the request of the employee

### **Manual Handling**

The manual handling operations regulations place a responsibility on the organisation to eliminate, minimise or control the risks from the manual handling of loads with the work environment. In order to achieve this objective Pleiades Leisure Limited requires that all employees adopt safe working practices, with regards to the manual handling of all loads

It is our policy to prevent or reduce manual handling risks by ensuring that:

- employees who have to carry out manual handling operations receive adequate training in the processes/task and in the best way to move loads so as to reduce the risk of injury
- employees are not expected to move loads that their manager thinks is beyond the capacity of the employee
- employees are not expected to move loads that the employee thinks is liable to cause them injury

As part of the risk assessment all managers will identify significant risks within their work areas. Robbie Trimm will collate this information

Where the manager's risk assessment raises lifting tasks as a significant risk to their member(s) of staff, further action will be required. The hazards and risks appropriate to the work task and environment will prioritise the allocation of relevant control measures, including manual handling training

### **Electrical Systems and Equipment Policy**

It is the policy of Pleiades Leisure Limited to comply with the Electricity at Work Regulations and guidance from the Health and Safety Executive

We will reduce hazards by using:

- competent or qualified persons for maintenance tasks
- qualified persons for repair tasks
- competent or qualified persons for regular inspecting and testing
- safe systems of work for all work carried out on electrical systems
- safe, suitable and approved materials and equipment

Portable appliance testing will take place at a frequency determined by the risks associated with their use.

Electrical risks will be assessed as part of the management risk assessment

All employees are reminded that personal portable equipment (i.e. kettles, fans etc) are not permitted on site unless presented for inspection, tested and authorised

### **Expectant Mother and Nursing Mothers Policy**

Pleiades Leisure Limited will carry out a risk assessment for all new and expectant mothers

It is our policy to prevent or reduce risks to new and expectant mothers by requiring them to inform their line manager of the pregnancy as soon as they feel appropriate. This will allow a full assessment of any risk to their health arising from their work. This will be treated in confidence

It is our policy to prevent or reduce risks to new and expectant mothers by ensuring that they do not:

- undertake any manual handling work
- spend excessive time at a workstation without taking adequate breaks
- undertake excessive driving or traveling duties

As part of this process we will fully take into account recommendations made by a midwife or medical practitioner. When applicable an expectant mother risk assessment will be completed by the line manager in conjunction with Robbie Trimm

## **Welfare Facilities**

In line with the requirements of the Workplace (Health, Safety and Welfare) Regulations Pleiades Leisure Limited is committed to providing a safe place of work with appropriate welfare facilities, including the following:

- the provision of a good working environment, with all appropriate health and safety support facilities
- safe access to and egress from the various buildings on site
- general welfare facilities to include: beverages, cold water supply, toilets

In the provision of the above facilities all employees have the responsibility to ensure the facilities are not abused or misused. All employees are requested to support the organisation in maintaining a high standard of welfare facilities and to report where such standards are not maintained. Pleiades Leisure Limited requires good housekeeping at all times

## **Stress Policy**

Pleiades Leisure Limited will endeavour to comply with all legislation and good working practice to identify sources of stress in the workplace. Subsequently we will address areas of concern with the prime purpose of achieving a healthy workforce in which stress levels are as low as possible

To achieve this we will:

- prevent stress by trying to control pressures to which employees are exposed
- endeavour to recognise and deal with stress amongst employees as it arises
- promote and develop a supportive attitude to those employees identified as suffering from stress
- provide appropriate skills, training and resources needed for employees to do their jobs

## **Monitoring**

The following reports will be used to monitor stress and provide objective means of assessing the level of the problem and devising strategies for improvement:

Absence (reports on levels and reasons for absence)

Employee appraisal and development

## **Training**

Pleiades Leisure Limited recognise the importance and value of health and safety training and are committed to providing adequate information, instruction and training for all employees. Training will be given in accordance of the job role and tasks to be undertaken

Pleiades Leisure Limited will ensure that all new employees receive induction training covering the following:

- health and safety policy
- company and statutory accident reporting procedures
- fire arrangements and first aid facilities
- safe manual handling
- risk assessment policy
- employee responsibilities

In addition to the above , additional specific information will be provided, relevant to the employees particular tasks or jobs, which will be arranged by the appropriate line manager

## **Consultation and Communication with Employees**

In accordance with the requirements of the Health and Safety (consultation with Employees) Regulations and the Management of Health and Safety at Work Regulations,

Pleiades Leisure Limited is committed to ensuring the health, safety and welfare of its employees whilst at work

Consultation and communication with employees on health and safety matters is a key element to the successful achievement of this objective

We will achieve this by:

- the inclusion of health and safety as a standing agenda item on all team meetings
- arrange specific health and safety meetings with staff for consultation purpose, to be chaired by Grant Woolger

All employees will:

- be responsible for providing feedback on their views/concerns about the health and safety arrangements
- report any defects or failings they identify

### **Alcohol, Drugs and Solvents**

Pleiades Leisure Limited is concerned that employees do not expose themselves or other persons to the risks to their health or safety by acts or omissions at work. It is therefore the policy of Pleiades Leisure Limited that all employees are fit and well when at work

Responsibilities:

- no person will be allowed at work if they are under the influence of alcohol, drugs or solvents
- any employee who is aware of any person who is at work under the influence of alcohol, drugs or solvents must report the matter immediately to Robbie Trimm
- employees who are taking medication or prescribed drugs that may affect their actions or reactions whilst at work, should inform their manager. Appropriate adjustments to the employees tasks may or may not be deemed necessary

Employees should refer to their contract and staff handbook for further guidance on the company's policy on alcohol and drugs

### **Lone Working Policy**

Pleiades Leisure Limited recognises its responsibility to assess the risks to lone workers and to take steps to avoid or control risk where necessary. Where appropriate this will be highlighted as part of the management risk assessment completed by Robbie Trimm

The following steps should be taken:

- employees must carry a mechanism for raising the alarm e.g a mobile phone
- regular contact is made between the employee and the line manager or office using a phone
- although employees are generally lone working they are usually in an environment where there are others (e.g schools) in this case employees should report to the office and sign in and out at the appropriate times
- in instances where staff are working together in venues outside of schools they should leave together to avoid lone working
- if staff are lone working then they should not undertake any activity that might put them in danger of hurting themselves e.g moving heavy loads, using ladders

### **Driving Policy**

It is Pleiades Leisure Limiteds policy that employees undertaking driving duties are competent to drive the vehicle being used. To that effect those employees shall maintain a current driving licence. Where the maintenance of a driving licence is a condition of the employment of staff, those who lose their licence through the court must report the loss to their manager.

Drivers are expected to abide with all applicable road traffic legislation and approved codes of practice

Employees who drive on company business are required to supply copies of the following:  
Driving licence (both parts)  
MOT certificate, if applicable  
Insurance documents

It is the responsibility of the employees to ensure that they have adequate insurance cover for business use.

All accidents that occur whilst on company business must be reported to Robbie Trimm  
Employees are reminded that when attending a clients premises, they must abide and adhere to all health and safety arrangements applicable at that location

### **In Car Communication Equipment**

The use of a telephone handset in a vehicle, whilst the vehicle is in motion, is contrary to the requirements of the Highway Code, the Approved Code of Practice, which supports the Road Traffic Act. A police prosecution of "driving without due care and attention" is therefore possible

Pleiades Leisure Limited recognises the potential risk of using in car communication equipment whilst the car is in motion

Therefore all employees are required to abide by the following policy:

When traveling on company business the use of a mobile phone handset by the driver is prohibited. The handset should be switched off whilst the vehicle is in motion and messages received can be retrieved once the vehicle is parked

### **Activity Safety**

Pleiades Leisure Limited is committed to ensuring the health, safety and welfare of all children and young people, so far as it is reasonably practicable, whilst involved in activities organised by the company

### **Health Information about Children**

Parents are required to provide Pleiades Leisure Limited with health information about their child and a named adult so that they may be contacted in an emergency

Pleiades Leisure Limited will administer medicine to children provided it has been prescribed by the child's doctor, has not expired and the parent has completed and signed a Parental Medical Consent form

### **Suitable Clothing**

Children attending activities must wear appropriate clothing, paying particular attention to footwear. Ideally children should wear trainers for all sports and games and be barefoot for gym. Clothing should not be restrictive and allow ease of movement. All jewellery should be removed before participating in sporting activities

### **Behaviour**

Staff will make children aware of the need for safe practice, for both themselves and others. Robbie Trimm will arrange rotas so that there is adequate supervision at all times. Staff are responsible for maintaining discipline referring to the Pleiades Leisure Limited Behaviour Management Policy for guidance. The welfare of the children is the priority and Pleiades Leisure Limited will take seriously all incidents of bullying

### **Child Protection**

Pleiades Leisure Limited recognises its responsibilities with regards to child protection. Refer to our Child Protection Policy for further information and guidance, copies available from the office

### **Safeguarding Children**

Pleiades Leisure Limited recognises its responsibilities with regards to safeguarding children

Robbie Trimm and Grant Woolger have received safeguarding training

Safer recruitment will be maintained through:

- thorough interview and application process
- references requests
- enhanced DBS checks

Staff are first aid trained, health and safety trained and follow a thorough induction process.

### **Equipment**

Equipment is reviewed as a matter of course annually. In the interim it is the duty of the staff to maintain equipment for safe use. Faulty or damaged equipment is reported to Robbie Trimm and must not be used until it is adequately repaired or replaced

### **Smoking Policy**

Pleiades Leisure Limited does not allow its staff to smoke whilst on its premises or venues