



Health and Safety Policy

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Policy Statement

Pleiades Leisure Limited (PLL Group) 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.

PLL Group 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



Robbie Trimm, Director
7th August 2024



Charlie Adams- Director
7th August 2024



Grant Woolger - Director
7th August 2024

Organisational Responsibilities

The Directors: Robbie Trimm, Charlie Adams and Grant Woolger

The Directors will:

- Regard the health and safety of its 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 Charlie Adams to engage and consult with the employees on day-to-day health and safety conditions and occupational health
- Appoint Charlie Adams to provide generic and dynamic risk assessments for management and staff to implement
- Appoint Charlie Adams 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 PLL Group
- The necessary resources and budgets are made available to provide competent safety management and for the continuous improvement of health and safety performance of PLL Group
- Employees with specific responsibilities have the necessary authority, expertise, training and resources to exercise their responsibilities effectively
- All employees understand, actively support and implement PLL Groups 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

Charlie Adams 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
- All new employees receive a health and safety induction upon employment with PLL Group

Chelsea Ward will ensure that:

- 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

- Contact staff to update first aid training certificates is within 6 months of expiration so that fresher training can be arranged in good time
- 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 Charlie Adams 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
- 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 and staff handbook
- 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 Charlie Adams
- 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 annually 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.

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

PLL Group have a duty under Health & Safety First Aid regulations to provide suitable and sufficient first aid facilities

To meet this requirement PLL Group will:

- display on notice boards 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 PLL Group, 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 Chelsea Ward 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 PLL Group 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

Risk Assessments

It is the policy of PLL Group 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 finding to Robbie Trimm
- submit all reports to the office

Risk assessments and policies are available on request and filed in the office.

Display Screen Equipment (DSE)

It is the intention of PLL Group 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

PLL Group 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 PLL Group 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

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, PLL Group 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

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 PLL Group 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 PLL Group 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 (PAT) 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

PLL Group 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 travelling 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

Menopause

The menopause is a natural process and for many can be positively managed through lifestyle adjustments. However, PLL recognises that for some the menopause is not always an easy transition. Some employees may need additional considerations to support and improve their experience at work

PLL Group is committed to supporting employees who are affected in any way by the menopause and to support and inform managers so that employees reporting issues are treated fairly and given appropriate support

Guidance from the Faculty of Occupational Medicine (FOM), the British Menopause Society (BMS) National Institute for Care and Excellence (NICE) and the NHS GG&C Menopause Service has been used to inform this Policy

Guidance for Managers Discussions with Employees

Regular, informal conversations between manager and employee can enable discussions about issues related to menopause. One of the most valuable things a manager can do is listen and respond sympathetically if issues relating to menopause are reported. These conversations can assist to identify support at work which can make a real difference with how employees cope with menopause. This may enable them to continue working well, productively and to remain at work. It is important to note that employees experiencing menopausal issues (directly or indirectly) may feel uncomfortable or embarrassed to approach their manager however, if a manager is aware of the symptoms associated with the menopause and how this can affect a person, this can greatly assist in promoting an environment where employees feel more confident to approach their manager and seek support, if required. If an employee wishes to talk about changes in health including symptoms of menopause it is important to:

- Encourage the employee to discuss any relevant health concerns with their GP practice.
- Maintain confidentiality when handling health information (seek a private room/office and ensure any records are stored in a safe and confidential manner).
- Allow for sufficient time to have the conversation and encourage the employee to be open and honest when discussing any difficulties they may be experiencing.
- Explore with them ways in which they can be supported, if required
- Agree an action plan, record the outcome of the discussion and agree a review timeframe
- Provide details of support and external services available

Stress Policy

PLL Group 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

PLL Group 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

PLL Group 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, PLL Group 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

Charlie Adams

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

Employee Assist Programme (EAP)

Delivered via Bright HR, Our EAP offers personalised mental health support to staff, with no limitations on the number of services they can use. The services includes:

- An online wellbeing portal and access to the My Healthy Advantage app
- Life and leadership coaching with relationship management support
- Personalised content, four-week plans, goal setting, and built-in rewards
- Access to 20+ NHS-approved programmes, trainings and workshops
- Guidance on nutrition, sleep, weight management and more

Lone Working Policy

PLL Group 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 PLL Groups 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 client's 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

PLL Group 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 travelling 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

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 PLL Group 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

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

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.