**KICKSTART SOCCER Ltd**

**Health and Safety Policy**

**About this Policy**

It is the policy of KICKSTART SOCCER Ltd (We, Our, Us), including all and any trading names connected with them, to pursue and promote at all levels of employment within out workforce measures which shall aim to ensure and protect the health and safety of all employees and any other persons connected with our operations including:

any young people we are in the care of for the entirety of any agreed session

This policy applies to all our full time employees and all:

Self employed staff members

 **Status of this Policy**

This policy does not form part of any contract of employment, or any other contract for work or services.

We have consulted with staff members in respect of the creation and implementation of this policy.

 **Our Health and Safety Standards**

The implementation of this policy will fulfil all and any legislative requirements which we are subject to through ensuring:

- That all reasonable and practical steps and measures are taken to safeguard the health, safety and welfare of all Staff Members while at work.

- That the safety and health of any members of the public, or any other persons who may visit sites and locations where we carry out its business operations, is protected so far as is reasonably practicable.

- That sufficient measures are implemented by us to prevent accidents and cases of work related ill health by managing the health and safety risks in the workplace.

- Provision of clear and adequate information, instructions and training to all Staff Members to ensure that they are competent to carry out their work in a responsible and safe manner.

- Our engagement with and consultation of Staff Members on a regular and appropriate basis in relation to the health and safety conditions of their work for us.

- Implementation of emergency procedures in case of significant events, such as fires etc, which threaten the health and safety of Staff Members and others.

-That we maintain safe and healthy working conditions, provides and maintains all necessary equipment and any other goods or tools which are necessary for Staff Members to carry out the duties of their role with us.

 **Health and Safety Information**

**Health and Safety Officer**

The person who has the overall responsibility for overseeing our health and safety duties is: KEVIN COX

**Risk Assessments**

Relevant risk assessments shall be completed and actions arising out of those assessments shall be implemented where necessary. Where working habits or conditions change risk assessments shall be reviewed. This shall be the responsibility of: DIRECTOR.

**Training**

Staff Members shall be given necessary health and safety inductions and provided with appropriate training and personal protective equipment where necessary. We will ensure that suitable training and relevant arrangements are in place to cover Staff Members engaged in work that is remote from our main site.

This shall be the responsibility of: **KEVIN COX.**

**Fire Safety**

All Staff Members and any other persons to whom this policy applies should ensure that they familiarise themselves with our fire safety procedures (including the location of all fire exits and fire equipment). Our fire safety procedures are displayed at: KICKSTART SOCCER 35 TAMWORTH RG12 OTU.

We shall ensure that all Staff Members receive adequate training to ensure that they are aware of all procedures which must be followed in the event of a fire. Fire drills will take place every: 6 MONTHS.

All relevant and necessary signage and fire equipment for the protection and safety of Staff Members and any other persons entering and present on our premises will be displayed clearly and updated/maintained as necessary. Escape routes shall be well signed and kept clear at all times. Evacuation plans and procedures will be tested from time to time and updated as necessary. We shall ensure that our fire safety risk assessment is kept up to date regularly.

The person with overall responsibility for fire safety is: **KEVIN COX.**

**First-Aid and Accidents**

We shall ensure that any work-related injuries or accidents are dealt with properly and investigated as appropriate. We shall ensure that full records are kept of any accidents and that these are reported to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) database as appropriate.

Our accident book is located at: KICKSTART SOCCER 35 TAMWORTH RG12 OTU.

First-aid boxes can be located at:

With lead coach

Our first-aid notice contains relevant information in relation to first-aid. The first-aid notice is located: KICKSTART SOCCER 35 TAMWORTH RG12 OTU.

The person who has been appointed with the responsibility of all first-aid arrangements is: **KEVIN COX.**

All accidents or workplace injuries should be reported to the above named person as soon as is reasonably practicable.

**Public Health Emergencies and Infectious Diseases**

We shall always ensure that our working environment and spaces which are accessible to the public are kept clean and properly ventilated.

Staff Members are reminded to regularly wash hands and maintain good standards of hygiene in order to minimise the spread of infectious diseases.

In the event of any public health emergency, we shall adjust working conditions accordingly and shall consult all applicable government advice.

All matters relating to the prevention of infectious diseases any public health emergency shall be the responsibility of: **KEVIN COX.**

**Screens and Computers**

All Staff Members who use computer screens and other forms of screens as a significant part of their role:

- Are encouraged to take regular breaks.

- Shall receive training and information to reduce the risks posed by regular use of screens.

- Are entitled to a workstation assessment in order to reduce any risks which may be present. This may be required from the person listed below.

- Shall be entitled to eyesight tests at our expense.

All issues relating to the use of screens is the responsibility of: **DIRECTOR.**

**Facilities**

All relevant facilities such as:

Company coaching equipment
First Aid kit

shall be provided and maintained by us. We shall ensure that these facilities are always safe to use through a system of routine inspection and cleaning and will take appropriate action where any defects are found. This shall be the responsibility of: **KEVIN COX.**

 **Duties of Staff Members**

All Staff Members have a duty to cooperate in the implementation of this policy and to assist in ensuring that we maintain a safe working environments. All Staff Members have a duty to:

- Work and conduct themselves in a manner that promotes and ensures their own safety and the safety of others.

- Follow and obey procedures and practices that have been designed and implemented by us to ensure safe and healthy working conditions.

- Use any machinery, equipment goods, tools and safety devices in accordance with the relevant product instructions and in accordance with any specific training which has been issued.

- Report any accident, injury or any other working condition which they believe to be unsafe or of immediate danger to the appropriate person (as described above).

- Assist with any necessary investigations of accidents with the aim of introducing new measures to prevent reoccurrence.

- Use any personal protective equipment that has been provided by us for the personal safety reasons under the requirements of the law. All staff members should ensure that they follow the relevant training, signage or wearing of personal protective equipment.

We pledge that we are committed to ensuring that all Staff Members are able to raise any health and concerns with the relevant person and that all concerns raised shall be treated seriously.

 **General Health and Safety Information**

The approved health and safety leaflets will be distributed to Staff Members and may also be found:

KickStart Soccer 35 Tamworth RG12 OTU

 **Updates to this Policy**

This policy shall be reviewed annually and shall be updated where appropriate.

 **SIGNATURE ON BEHALF OF KICKSTART SOCCER

Signed:** K.Cox **(KEVIN COX, DIRECTOR AND LEAD COACH)**

**Date: 1st September 2023**