

Health and safety policy

Reviewed September 2025

1 About this policy

- 1.0 This policy sets out our arrangements for ensuring we meet our health and safety obligations to staff and anyone visiting our premises or affected by our work.
- 1.1 Your line manager has overall responsibility for health and safety and the operation of this policy.
- 1.2 This policy does not form part of any employee's contract of employment and we may amend it at any time. We will continue to review this policy to ensure it is achieving its aims.

2 Your responsibilities

- 2.0 All staff share responsibility for achieving safe working conditions. You must take care of your own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.
- 2.1 You should report any health and safety concerns immediately to your line manager.
- 2.2 You must co-operate with managers on health and safety matters, including the investigation of any incident.
- 2.3 Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

3 Information and consultation

We will inform and consult directly with all staff regarding health and safety matters where it is deemed necessary

4 Training

- 4.0 We will ensure that you are given adequate training and supervision to perform your work competently and safely. If you do not feel this is the case you must report your concerns to senior management as soon as possible.
- 4.1 Training will be offered periodically both in person and online – it is your responsibility to complete this training promptly, failure to do so could result in the commencement of disciplinary proceedings
- 4.2 Staff will be given a health and safety induction and provided with appropriate safety training.

5 Equipment

You must use equipment in accordance with any instructions given to you. Any equipment fault or damage must immediately be reported to your line manager. Do not attempt to repair equipment unless trained to do so.

You are expected to report any concerns about appropriate use of equipment as soon as possible.

6 Accidents and first aid

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6.0 Details of first aid facilities need to be found within each location you work with along with the names of trained first aiders.

6.1 All accidents and injuries at your school, however minor, should be reported to your school first aider to deal with. Ensure that the school line manager has been informed with the situation and parents have also been made aware of any accident recording it in the school Accident Book.

7 **Fire safety**

7.0 All staff should familiarise themselves with the fire safety instructions, which will vary depending on each location you work in. If you hear a fire alarm, leave the building immediately by the nearest fire exit and go to the fire assembly point shown on the fire safety notices.

7.1 Be aware of any school procedures regarding fire drills which may be held at least every 12 months and must be taken seriously. If you miss this then please check with the school or centre regarding their protocols.

8 **Risk assessments and measures to control risk**

We carry out general workplace risk assessments periodically. The purpose is to assess the risks to health and safety of employees, visitors and other third parties as a result of our activities, and to identify any measures that need to be taken to control those risks.

8.0 You must ensure you are aware of and remain up to date with risk assessments relating to working areas, facilities, equipment and safe practice. This includes obtaining risk assessments from individual schools, leisure facilities and other related venues on a regular basis. If you are unable to obtain risk assessments you are expected to consult with senior management.