



COMMUNITY  
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# Foundation Health & Safety Policy

**September**

**Policy Statement:**

Norwich City Community Sports Foundation's (The Foundation) has a duty under the Health and Safety at Work etc. Act 1974 to prepare and bring to the attention of its employees a statement of its policy with respect to the Health and Safety at work of its employees, the organisation and arrangements for carrying out its duties.

The Foundation is committed to providing and maintaining a safe and healthy working environment for all our employees, supplying appropriate equipment, operational processes and safe systems of work covering all our activities. Other people may be affected by our activities e.g. customers, visitors, contractors and we accept the responsibility to provide appropriate levels of safety for them.

We will provide information, instruction and training to employees and suitable facilities for their welfare.

Where risks to safety or health need to be assessed under a specific legal duty, we will ensure that a 'risk assessment' is carried out by a competent person and actions shown to be necessary will be implemented. These actions will ensure that 'safe systems of work' are in place and applied appropriately.

The Foundation aims to minimise the risks created by work activities and services and to organise itself in a way that secures involvement and participation at all levels of the organisation. We will also measure our performance against pre-determined standards.

Our commitment to this policy will assist us to develop a positive health and safety culture throughout all areas and activities.

This policy has been developed to ensure the Foundation complies with current legislation, regulatory expectations and good practice, and will be subject to ongoing review.



Ian Thornton - CEO

## **SCOPE:**

Section 2 (3) of the Health and Safety at Work Act 1974 (HSWA) provides that there is a duty for every employer to prepare, and, as often as may be appropriate, revise, a written statement of their policy with respect to health and safety at work for employees and the organisation. Arrangement for carrying out the conditions of the policy as well as bring it to the notice of all employees is a specific requirement. To comply with HSWA the Foundation must:

- Consult with employees on health and safety issues.
- Identify significant risks and appropriate ways of managing them.
- Provide staff with adequate training.
- Implement emergency procedures.
- Maintain a safe workplace.

There are additional arrangements/procedures that gives a detailed account of how this Policy will be implemented.

## **KEY STAFF RESPONSIBILITIES:**

Implementation of The Health and Safety policy is the responsibility of all Foundation staff however ownership of the policy and accountability for its detailed adoption within their areas of control, and by the staff over whom they have direct control sits with Jake Humpreys Foundation Trustee.

There is a need to consult with employees on matters affecting their health and safety and to provide information, instruction and supervision. This is done via both Health & Safety Committee meeting and 'All Hands' Compliance update meetings which welcome the whole team to interact and feedback with responsibility owners.

The Foundation has appointed the Health and Safety Committee to act as the competent people and to manage all matters concerning health and safety. The Foundation Trustee and the Health and Safety Committee are responsible for ensuring that this policy is reviewed at regular intervals and adhered to.

Foundation Health & Safety Committee

- Mark Kerr (Co-chairperson & Health & Safety Lead – board of trustees)
- Paul Harding (Co-chairperson & Compliance, Health & Safety Manager)
- Gavin Coe (Senior Leadership Representative)
- Amber Coe (Customer Engagement Manager)
- Genie Barham (Board representative)
- Annamarie Mayes (Safeguarding Manager)
- Claire Pullen (Staff Welfare representative)
- Sean Dick (Nest Operations staff)
- Line Managers & All Foundation Staff

## **Statement of Intent**

It is the policy of The Foundation to ensure, so far as it is reasonably practicable, the health, safety and welfare at work of all its employees, contractors, and visitors and to comply with the Health and Safety at Work etc. Act 1974 and other relevant legislation requirements.

The Foundation commits to meeting legal requirements as a minimum standard and to meet best practice as appropriate in all areas it facilitates as described above and Senior Management are committed to providing adequate funding to ensure minimum standards are met. The Foundation will so far as 'reasonably practicable' provide adequate control of Health & Safety arising from the Foundations output, by completing Risk Assessments that are suitable and sufficient.

The Foundation is committed to continual improvement in its safety management systems; through its quarterly Compliance meetings it will provide a forum for all employees. The department Line Managers and Safety Representatives are to provide feedback and suggestions on how as an organisation we can achieve continual improvement, and all interested parties can provide suggestions for improvement by email to the Health & Safety Committee.

Safety at The Foundation is a concern, not only of the Foundations corporate body, but also to all individual colleagues. Persons responsible for the work of employees at the Foundation have a responsibility for Health and Safety. Whilst a senior member of The Foundation employees can delegate functions to others, he or she cannot delegate their responsibilities. Also, all employees have a legal obligation to take responsible care for the health and safety of themselves and that of others who may be affected by their actions or omissions. Employees must also cooperate with the Club in ensuring compliance with its legal obligations as stated in Section 7 of the Health and Safety at Work etc Act 1974.

The Foundation expects all colleagues to take their responsibilities seriously and to cooperate with the safety measures which it adopts in line with Section 7 of the Health & Safety at Work etc Act 1974. In furtherance of this policy the Foundation will seek to encourage employees to participate in the formulation and implementation of a safe system of work.

### **Behaviour and culture**

The Foundation management team will demonstrate leadership in health and safety. Systems are in place to encourage best practice with health & safety and reporting. Employees will be empowered to raise health and safety concerns with management and we will actively and openly, review and report on our health and safety performance.

We will assess our occupational health risks. All our people will be informed of occupational health risks that affect their work. We will take action to prevent, reduce or control occupational health risks to an acceptable level and reduce the potential for ill health, including assessing all our employees' fitness to work.

Staff are trained on Health and Safety at the point of induction and throughout the year as part of the Foundation's Safer training programme which staff should attend annually to be refreshed on the role they play within the Foundations Health and Safety Policy.

### **Systems**

**Risk Assessment** - A written document which details a thorough assessment of environment or activities and records the risks involved and the control measures that need to be in place to eliminate/reduce risk. We will assess the risks associated with health and safety hazards. All our employees will be informed of the health and safety hazards and risks that affect their work. We will take action to prevent, reduce or control risks to an acceptable level and reduce the potential for incidents and accidents. These are held centrally and will be easily accessible by stakeholders.

**Safe system of work** – These are rules developed to ensure that tasks are carried out safely and with the minimum risk. They are often developed from a Risk Assessment and form part of The Foundation's procedures.

### **Inspection**

The Foundation will also ensure that there are the appropriate level of facility inspections and the means to implement any findings in a reasonably practicable time frame in line with key legislation by competent individuals.

### **RELEVANT KEY LEGISLATION AND RELATED DOCUMENTS: *(not limited to)***

#### ***Legislation Documents***

- Health and Safety at Work Act 1974
- Driving at work procedures and management
- Drugs and alcohol procedure and management
- Fire safety procedure and management
- Legionella procedure and management
- DES Procedures and management
- Risk assessment procedures and management
- Sickness and Absence management procedures
- COSHH procedure and management
- Gas safety procedure and management
- Asbestos procedure and management
- Lone working procedures and Management
- First aid at Work procedure
- Working at height procedure and management
- Young people/ Work Experience procedure and management
- Accident incident Reporting (RIDDOR) Procedure.

### **EIA – EQUALITY IMPACT ASSESSMENT**

As this policy would be implemented in a consistent manner in all cases, there would be no disadvantage to any particular group. Therefore, there is no need for a full EIA.

### **Review**

The Foundation will annually review the performance of the whole Health and safety system. This review will form the basis of the groups self-regulation and compliance with section 2–6 of the Health and Safety at Work Act 1974. This will include a review of the effectiveness of this policy to make appropriate revisions. The policy should be reviewed where the nature or extent of operations change or new relevant legislation is introduced.

The Chief Executive Officer has overall responsibility for this policy and the Operations Team has responsibility for ensuring that the policy is up to date, complies with relevant legislation and reflects the Foundation values.

The Head of Compliance has day to day responsibility in relation to Health & Safety Arrangements

Policy Issue Date: December 2020

Last Policy Review Date :September 2024

Date of Next Update: September 2025