

NCF Health & Safety Policy

1. Introduction

- 1.1 The Health and Safety at Work etc Act 1974 requires that all employers of five or more Employees are required to produce a written statement of their general policy with respect to the health and safety at work of their Employees and the organisation. It further requires the employer to revise this policy as and when necessary and to ensure the policy and revisions thereof is brought to the attention workforce.
- 1.2 This policy has been adopted by the Norfolk Cricket Foundation and applies to all its employees and others working on its behalf and to those affected by its operations. It therefore covers in particular its office and places where it carries out its activities such as coaching sessions. However, it recognises that many of its “places of work”, particularly schools, are outside of the Foundation’s control and that therefore the Policy may apply in different ways to these various locations.

2. General Statement of Policy

- 2.1 The Foundation acknowledges and accepts its legal responsibilities for securing the health, safety and welfare of all its Employees, contractors working on its behalf and all others affected by their activities under the Health and Safety at Work Act 1974.
- 2.2 The Foundation will provide and maintain safe and healthy working conditions so far as reasonably practicable.
- 2.3 The Foundation will ensure, so far as is reasonably practicable:
- the provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health;
 - arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
 - the provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of their Employees;
 - so far as is reasonably practicable as regards any place of work under the employer's control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks;
 - the provision and maintenance of a working environment for their Employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.
- 2.4 The Foundation will provide adequate control of the Health and Safety risks arising from our work activities.

- 2.5 The Foundation ensures that all its Employees are competent to carry out their tasks and given adequate information, instruction, training and supervision.
- 2.6 The Foundation will encourage all Employees to be actively involved in maintaining safe operating conditions and practices.
- 2.7 This policy will be regularly reviewed to ensure that these standards of health and safety are maintained.

3. Organisation and Responsibilities

- 3.1 The Foundation has overall responsibility for health and safety in the Foundation, and will:
- Ensure suitable financial provision is made for health and safety obligations;
 - Provide a safe working environment for Employees and others who may be affected by the work activities;
 - Ensure that the health and safety policy is effectively implemented throughout the Foundation;
 - Provide appropriate training, information, supervision and instruction to Employees;
 - Ensure work is planned to take into account health and safety issues;
 - Provide adequate welfare facilities for their Employees in accordance to the Workplace, (Health, Safety and Welfare) Regulations 1992.
- 3.2 All Employees shall at all times take reasonable care of themselves and have due regard for the health and safety of others who may be affected by their work activities.
- 3.3 Day to day responsibility for ensuring that this policy is put into practice is delegated to the Foundation's Cricket Development Director.

4. Arrangements

- 4.1 Health and safety is considered in all aspects of our work. The following outlines the principal ways in which we implement health and safety:

Communication

- 4.2 The contents of this policy are brought to the attention of all Employees. Employees are directly consulted on any matters that may affect their health and safety.

Training

- 4.3 Training needs will be identified and Employees will be given training appropriate to their responsibilities. Training is specifically provided for work with hazardous substances, use of equipment, use of personal protective equipment (PPE) and manual handling. More general training on matters such as fire safety and first aid will also be provided where appropriate.

4.4 Additional training required because of new work activities and the use of new equipment or substances will be provided when needed. Training achievement of all Employees will be recorded.

Risk Assessments

4.5 All work areas and procedures will be examined to assess or determine if a risk or potential risks exist, categorise the severity of the risk with a view to elimination, substitution, reduction or control of the risk to help create a safe working environment. Risk assessments will cover the following:

- NCF Office
- Coach Education
- Schools and Community Coaching
- Outdoor competitions
- County Age Group Coaching
- County Age Group matches
- County Age Group Tours
- Lone Working
- Agile Working

4.6 The Foundation will ensure operators are provided with appropriate instruction and training on risk assessments.

4.7 Assessments are reviewed annually or when the work activity changes, whichever comes first.

Display Screen Equipment (DSE)

4.8 We aim to provide a working environment that is both comfortable and maximises the effectiveness of Employees. In order to achieve this we will put in place arrangements and procedures for the assessment of risks from the use of DSE. The risk assessment will be followed by the provision, maintenance and monitoring of appropriate control measures to minimise any risks identified.

Emergencies

4.9 Employees must familiarise themselves with client procedures and fire exits when first attending other sites, and co-operates and participate in any drills.

Welfare

4.10 We will ensure that all our workforce have access to adequate washing and sanitary facilities and to drinking water.

Equipment

4.11 All equipment is subject to routine maintenance, taking into account various factors including statutory testing, type of equipment, amount of use, and consequences of failure.

4.12 The results of tests and maintenance will be documented and retained as required.

Personal Protective Equipment

4.13 PPE is provided as appropriate for the work activities. It should always be considered as the last resort and used only where other precautions cannot adequately reduce the risk of injury.

4.14 Every Employee has a duty to use the PPE provided and to report any loss of or obvious defect in the equipment.

Hazardous Substances

4.15 The law requires employers to control exposure to hazardous substances to prevent ill health. They have to protect both Employees and others who may be exposed by complying with the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

4.16 The risks associated with hazardous substances are considered for all work activities by obtaining information from the relevant Safety Data sheets where possible.

4.17 Alternative, less harmful substances are used if available.

4.18 In case of risks to health, PPE is provided and used by Employees.

4.19 Unidentified potential hazardous substances, such as asbestos, encountered during the course of a work activity are referred to the client and/or advice taken from the H&S adviser, as appropriate.

4.20 Any substances hazardous to health that are encountered by Employees e.g. cleaning agents such as bleach are assessed using appropriate COSHH assessment forms.

First Aid and Accident Reporting

4.21 A basic first aid kit containing recommended minimum materials is kept on the Foundation's premises at Horsford. An appointed person is selected from within the office to maintain the contents of the first aid kit and to phone for emergency assistance if required. We will also provide mobile first aid kits for employees working away from Horsford.

4.22 All accidents must be reported to the office on an official form and those defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) are reported as required.

Manual Handling

4.23 We will

(a) so far as is reasonably practicable, avoid the need for Employees to undertake any manual handling operations at work which involve a risk to their being injured;

(b) where it is not reasonably practicable to avoid the need for Employees to undertake any manual handling operations at work which involve a risk of their being injured:

- make a suitable and sufficient assessment of all such manual handling operations to be undertaken by them;
- take appropriate steps to reduce the risk of injury to those Employees arising out of their undertaking any such manual handling operations to the lowest level reasonably practicable;
- take appropriate steps to provide any of those Employees who are undertaking any such manual handling operations with general indications and, where it is reasonably practicable to do so, precise information on: (a) the weight of each load; and (b) the heaviest side of any load whose centre of gravity is not positioned centrally.

4.24 If members of the workforce are required to use any manual handling equipment they should, as a minimum, be shown how to use it safely and warned of any dangers. If the equipment is complex or the risks are higher, then such information should also be conveyed in writing. This could be done, for example, by providing staff with a copy of the suppliers' operating instructions.

4.25 Any risk assessment needs to take into account of the nature of the task, the individual's capacity, the load and the working environment.

4.26 The workforce is advised not to manually handle loads, which they feel incapable of moving safely.

Fire Safety

4.27 The nature of the Foundation's office at Horsford means that the provision of alternative means of escape is not reasonably practicable. However, we will carry out the following : fire safety inspections, installation and inspection of fire detection equipment and fire suppression apparatus, testing of fire alarms, provision of emergency lighting, and the provision of fire extinguishers. We will ensure that fire exit routes and signs within our control are kept clear at all times and that appropriate training is provided in the procedures for fire drills and evacuation. And we will investigate the provision of a window-breaking implement.

4.28 Similarly, responsibility for these matters at indoor facilities used by the Foundation rests with the controller of the premises. However, the Foundation expects any of their workforce in charge at any session based in such premises to familiarise themselves with fire escape routes and signs and to ensure that those attending at the premises are aware of these routes and signs.

4.29 These arrangements will be reviewed at least annually and on any significant change in the business or the premises.

Driving Vehicles

4.30 When driving on Foundation business (whether in their own vehicle or one provided by the Foundation) employees must

- take all reasonable steps to minimise the risks to themselves and others
- comply with all legal and other requirements relating the driving of the vehicle.

4.31 The Foundation will, prior to an employee driving for the first time on Foundation business and then periodically, check with the employee that

- they hold a full current driving licence to drive the vehicle
- they have the necessary insurance cover to drive the vehicle on Foundation business
- when driving their own vehicle, it has a current MOT Certificate (where required) and the required road tax has been paid in respect of the vehicle.

The Foundation will also require a prospective employee to produce their driving licence prior to appointment.

4.32 Employees must notify the Foundation's Cricket Development Director or Chair immediately of

- any endorsements to their driving licence or disqualification from driving
- any changes to their insurance conditions.

4.33 In addition to the above, employees must when driving on Foundation business

- ensure that passengers are carried only in accordance with the manufacturer's design specification for the vehicle
- ensure that seat belts are worn by all passengers
- take regular breaks on long journeys
- where possible, share driving on journeys over two hours
- plan journeys to avoid travel in adverse weather conditions or excessive working hours
- not drive the vehicle if they have reason to believe it may be unsafe to do so.

4.34 The Foundation will also take appropriate steps through its child welfare and county age group procedures to ensure the safety of those travelling to matches otherwise than with their parents or guardians.

General

4.35 Employees are reminded that they have a legal obligation under the Management of Health and Safety at Work Regulations 1999 to inform their manager of situations where they see serious and imminent danger to health and safety, or any matters where they see a shortcoming in our arrangements for health and safety protection.

Public Safety

4.36 Members of the public who may visit our site are informed of any specific hazards that may exist on the premises and adequately supervised whilst they are on the premises. Procedures for evacuation in the event of a fire are also made known as well as the exits pointed out.

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