



Kickstart coaching

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KICKSTART COACHING UK LTD

HEALTH AND SAFETY POLICY

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STATEMENT OF GENERAL POLICY:

KICKSTART COACHING LTD FULLY ACCEPT THE OBLIGATION PLACED UPON IT BY THE VARIOUS ACT OF PARLIAMENT COVERING HEALTH AND SAFETY. THE COMPANY REQUIRES ALL STAFF MEMBERS TO ENSURE THAT THE FOLLOWING POLICY IS IMPLEMENTED TO THE HIGHEST STANDARD.

MANAGEMENT ORGANISATION AND ARRANGEMENTS:

THIS POLICY HAS BEEN PRODUCED UNDER THE REQUIREMENTS OF THE HEALTH & SAFETY AT WORK LEGISLATION. THE PURPOSE OF THE POLICY IS TO ESTABLISH GENERAL STANDARDS FOR HEALTH AND SAFETY WITHIN THE SERVICE WE PROVIDE AND WITHIN OUR WORKING ENVIRONMENTS.

MANAGEMENT RESPONSIBILITIES

FOUNDER / COMPANY DIRECTOR – JAMES SELICK
FOUNDER / COMPANY DIRECTOR – COREY SMITH

JAMES SELICK AND COREY SMITH ESTABLISHED KICKSTART COACHING UK AS A LIMITED COMPANY. JAMES AND COREY WILL HAVE THE MAIN RESPONSIBILITY FOR ENSURING THE POLICY IS WIDELY COMMUNICATED, ENFORCED AND MONITORED REGULARLY.

SAFETY OFFICERS – JAMES SELICK AND COREY SMITH

JAMES SELICK AND COREY SMITH WILL ALSO MAKE SURE THAT ANY EMPLOYED STAFF WILL ABIDE BY HEALTH, SAFETY AND WELFARE MEASURES ENFORCED BY KICKSTART COACHING UK LTD

OUR SAFETY OFFICERS ARE RESPONSIBLE FOR:

- THE PRODUCTION AND MAINTENANCE OF KICKSTART COACHING UK LTD POLICY AND ENSURING THAT SCHOOLS AND VENUES POLICIES ALIGN
- OUR POLICIES APPLICATION
- MONITORING THE EFFECTIVENESS OF THIS POLICY

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- PROVIDING GENERAL INFORMATION ABOUT THE LAW IN HEALTH AND SAFETY
- THE IDENTIFICATION OF HEALTH AND SAFETY TRAINING NEEDS.
- THE PRODUCTION AND MAINTENANCE OF ANY HEALTH AND SAFETY DOCUMENTS OR CODES OF PRACTICE AS NECESSARY FOR ANY RELEVANT AREA OF THE COMPANIES SERVICES WHEN REQUIRED.

HEALTH AND SAFETY MANAGEMENT PROCESS:

KICKSTART COACHING UK LTD BELIEVES THAT CONSIDERATION OF HEALTH, SAFETY AND WELFARE OF STAFF IS AN INTEGRAL PART OF THE MANAGEMENT PROCESS. COMPANY FOUNDERS / COMPANY DIRECTORS; WILL ENSURE KICKSTART COACHING UK LTD CONTINUOUSLY MAINTAIN A HIGH STANDARD OF HEALTH AND SAFETY STANDARDS, WHICH WILL BE VIGOROUSLY PASSED ON TO ALL KICKSTART COACHING UK LTD STAFF.

KICKSTART COACHING UK LTD WILL APPROACH HEALTH AND SAFETY IN A SYSTEMATIC WAY, IDENTIFYING HAZARDS AND PROBLEMS, PLANNING IMPROVEMENTS AND TAKING EXECUTIVE ACTION WHEN REQUIRED. ADDITIONALLY, MONITORING RESULTS SO THAT THE MAJORITY OF HEALTH AND SAFETY NEEDS ARE MET.

IF UNPREDICTABLE HEALTH AND SAFETY ISSUES ARISE DURING THE YEAR, WE MUST ASSESS THE DEGREE OF RISK, IN DECIDING THE NECESSARY RESOURCES AND ACTIONS TO COMMIT TO ADDRESSING THESE ISSUES.

HEALTH SAFETY AND WELFARE GUIDELINES:

KICKSTART COACHING UK LTD WILL MAINTAIN THE FOLLOWING NATIONAL HEALTH, SAFETY AND WELFARE GUIDELINES.

KICKSTART COACHING UK WILL PROVIDE ALL STAFF MEMBERS WITH THE PROVISIONS OF THE GUIDELINES, ANY CHANGES WILL ALSO BE COMMUNICATED ACROSS TO ALL TEAM MEMBER. OUR CURRENT GUIDELINES OUR:

- FOLLOW SCHOOL/VENUE HEALTH AND SAFETY POLICIES AT ALL TIME DURING USE.

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- STRICT FOLLOWING OF EITHER KICKSTART COACHING UK LTD OR WORKING ENVIRONMENTS (PRIMARY SCHOOL VENUE) RISK ASSESSMENT.
- KICKSTART COACHING UK WILL ALWAYS ENSURE THAT STAFF ARE UPDATED ON IMMEDIATE MATTERS CONCERNING HEALTH AND SAFETY, SUCH AS FIRE DRILLS, FIRE EXITS AND FIRST AID
- KICKSTART COACHING UK WILL ALWAYS ENSURE STAFF ARE UP TO RELEVANT TRAINING STANDARDS
- ALL STAFF WILL BE UPDATED BY SAFETY OFFICERS IF ANY POLICY CHANGES HAVE BEEN MADE
- ACCIDENT BOOK WILL BE AVAILABLE TO STAFF WHO MAY BE RUNNING EXTRA CURRICULAR CLUBS
- FIRE PROCEDURES
- ALL KICKSTART COACHING STAFF MUST READ THIS DOCUMENT AND FULLY UNDERSTAND THE STANDARDS WE MUST ABIDE BY.

IDENTIFICATION OF HEALTH AND SAFETY HAZARDS:

ANNUAL AUDIT AND REGULAR RISK ASSESSMENTS

KICKSTART COACHING UK LTD WILL MAINTAIN UPDATED COPIES OF RISK ASSESSMENTS IN ORDER TO COVER ALL POSSIBLE HEALTH AND SAFETY HAZARDS WITHIN OUR SPORTS SERVICES. WE ALSO HAVE A COMPANY AUDIT OF WHICH WE ENFORCE TO ALL STAFF MEMBERS AT KICKSTART COACHING UK LTD. THESE ARE;

- OUR STANDARDS LAID DOWN IN THE POLICY.
- OUR GUIDELINES
- RELEVANT REGULATIONS
- ENVIRONMENT FACTORS
- STAFF ATTITUDES
- STAFF INSTRUCTIONS
- METHODS OF WORK
- CONTINGENCY PLANS
- RECORDING AND PROVISION OF INFORMATION ABOUT ACCIDENTS, HAZARDS AND RISK ASSESSMENTS

IT IS OUR RESPONSIBILITY TO ENSURE THAT ANY DIFFERENCES HIGHLIGHTED IN THIS AUDIT ARE DEALT WITH EFFICIENTLY.

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IN ADDITION TO CARRYING OUT SAFETY AUDITS WE WILL ALSO COMPLETE REGULAR CHECKS ON ALL EQUIPMENT USED BY STAFF MEMBER AT KICKSTART COACHING UK LTD, INCLUDING EQUIPMENT AND HIRE SPACES THAT WE MAY WORK WITHIN.

WE UNDERSTAND OUR CONTINUAL RESPONSIBILITY FOR THE ELIMINATION OF HAZARDS IN ORDER TO MAINTAIN A SAFE WORKING ENVIRONMENT AND WILL ALSO BE EXPECTED TO CARRY OUT REGULAR RISK ASSESSMNETS IN LINE WITH THE HEALTH AND SAFETY GUIDELINES; FOLLOW THE 5 STEPS

1. IDENTIFY THE HAZARDS
2. DECIDE WHO MIGHT BE HARMED AND HOW
3. EVALUATE THE RISKS AND DECIDE ON PRECAUTIONS
4. RECORD THE FINDINGS AND IMPEMENT THE PRECAUTIONS
5. REVIEW THE ASSESSMENT AND UPDATE WHEN NECESSARY

TRAINING:

IN ORDER TO WORK FOR KICKSTART COACHING UK LTD, WE WILL MAKE SURE THAT ALL STAFF MEMBERS RETAIN RELEVANT HEALTH AND SAFETY TRAINING TO A HIGH LEVEL AT LEAST ONCE EVERY 2/3 YEARS. IF IMMEDIATE UPDATES ARE NEEDED, THIS WILL ALSO BE ARRANGED.

OUR FOUR KEY PRIORITY AREAS:

- TRAINING STAFF MEMBERS WHO HAVE MANAGEMNET ROLES TO EQUIP THEM WITH AN UNDERSTANDING OF THE MANAGEMENT RESPONSIBILITIES UNDER THIS POLICY AND THE ROLE AND PURPOSE OF SAFETY REPESENTATIVES.
- TRAINING FOR SAFETY REPRESENTATIVES TO ENABLE THEM TO COMPLETE THEIR JOB ROLE
- TRAINING FOR ALL MEMBERS OF STAFF TO ACQUAINT THEM WITH THE MAIN PROVISIONS OF THE LAW AND ITS PRACTICAL IMPLICATION, THE MAIN FEATURES OF THIS POLICY AND KEY SAFETY RULES.
- INDUCTION AND IN – SERVICE TRAINING FOR STAFF AT ALL LEVELS TO ACQUAINT THEM FULLY WITH NEW REQUIREMENTS AND HAZARDS.

RECORDS, STATISTICS AND MONITORING:

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THE COMPANY WILL OPERATE SYSTEMS FOR RECORDING, ANALYSIS AND PRESENTATE INFORMATION REGARDING ACCIDENTS, HAZARDS, SITUATIONS AND UNTOWARDS OCCURRENCES FUTURE CIRCUMSTANCES WILL BE PREVENTED AFTER RELEVANT IMPLIMENTS WITHIN A NEW RISK ASSESSMENT AND STAFF AWARENESS.

REPORTS TO THE HEALTH AND SAFETY BOARDS (RIDDOR):

THE RESPONSIBILITY FOR MEETING THE REQUIREMENTS OF REPORTING INURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS (RIDDOR, 1985) TO THE HEALTH AND SAFETY EXECUTIVE, SHALL REST WITH THE CHIEF EXECUTIVE AS DELEGATED BY THE SAFETY OFFICER.

SPECIALIST ADVISORY BODIES:

CERTAIN BODIES AND THE INDIVIDUAL MEMBERS OF THOSE BAODIES, HAVE ALWAYS HAD A HEALTH AND SAFETY ROLE, MOST NOTANLY, THE HEALTH AND SAFETY EXECUTIVE OR LOCAL ENVIRONMENT HEALTH DEPARTMENTS. IF FURTHER SPECIALIST ADVICE IS REQUIRED, THIS ,AY BE OBTAINED BY MANAGERS FROM EXPERTINDIVIDUAL OR BODIES OUTSIDE THE COMPANY.

THE OCCUPATIONAL HEALTH SERVICE:

KICKTART COACHING UK LTD WILL ALWAYS OBTAIN INDEPENDENT OCCUPATIONAL HEALTH ADVICE WHEN REQUIRED. SUCH SERVICES CAN INCLUDE COUNSELLING ON HEALTH AND ASSOCIATED MATTERS, INVESTIGATION OF HAZARDS AND ACCIDENTS, ENVIORNMENT STUDIES, HEALTH INTERVIEWS AND EMPLOYMENT MEDICALS.

FIRST AID:

KICKSTART COACHING UK LTD HAVE MADE PROVISION FOR FIRST AID AND THE TRAINING OF 'FIRST AIDERS' IN ACCORDANCE WITH THE FIRST AID REGULATIONS (1982). JAMES SELICK & COREY SMITH ARE RESPONSIBLE FOR ENSURING THE REGULATIONS ARE IMPLEMENTED AND FOR IDENTIFYING TRAINING NEEDS. FIRST AID COURSES WILL BE SUPPLIED TO OUR STAFF MEMBERS THROUGH FIRST AID TRAINING COMPANIES (BRISTOL FIRST AID TRAINING).

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FIRE:

KICKSTART COACHING UK LTD HIRE AND USE MULTIPLE VENUES TO PROVIDE OUR SERVICES, EACH VENUE HAS RELEVANT FIRE POLICIES AND PROCEDURES IN PLACE. THESE PROCEDURES ARE TO BE FOLLOWED BY ALL STAFF AT KICKSTART COACHING UK LTD THAT ARE WORKING WITHIN THEM AT THE TIME.

IN CASE OF A FIRE EMERGENCY OR AFTER A FIRE PROCEDURE HAS BEEN NEEDED, WE WILL REPORT THIS IMMEDIATELY TO THE RELEVANT VENUE.

FOOD HYGIENE:

DURING ANY SPORTS SESSIONS PRIOR TO LUNCH, KICKSTART COACHING UK STAFF WILL ENSURE ALL PARTICIPANTS HAVE WASHED/SANITISED THEIR HANDS BEFORE LEAVING FOR LUNCH.

NON-SMOKING WITHIN ANY HIRED VENUES:

THERE WILL BE NO SMOKING IN ANY SESSIONS PROVIDED BY KICKSTART COACHING UK. AS A COMPANY WE WANT TO DISPLAY HEALTHY LIFE CHOICES TO ALL PARTICIPANTS. THERE IS ABSOLUTELY NO SMOKING ON SCHOOL PREMISES AND ANY KICKSTART COACHING UK LTD STAFF MEMBER CAUGHT DOING SO WILL BE PENALISED.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH:

ANY SUBSTANCE THAT IS DEEMED HAZARDOUS AND WILL BE IDENTIFIED, RISK ASSESSED AND KEPT AWAY FROM ALL PARTICIPANTS. ALL STAFF MEMEBERS WILL MONITOR ANY SUBSTANCES BEING USED / CONSUMED IN KICKSTART COACHING UK LTD SPORTS PROVISION SESSIONS.

CONTROL OF WORKING TIME:

KICKSTART COACHING UK LTD IS COMMITTED TO THE PRINCIPLES OF THE WORKING TIME REGULATIONS. NO MEMBER OF STAFF IS EXPECTED TO WORK MORE THAN 48 HOURS PER WEEK (INCLUDING OVERTIME) UNLESS THERE ARE EXCEPTIONAL CIRCUMSTANCES SIMILAR, ALL OTHER

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REQUIREMENTS OF THE REGULATIONS E.G BREAKS, NIGHT WORKERS ETC WILL BE COMPLIED WITH.

EMPLOYEE HEALTH AND SAFETY:

THE HEALTH AND SAFETY AT WORK ACT REQUIRES ALL KICKSTART COACHING UK LTD STAFF TO TAKE REASONABLE CARE FOR THE HEALTH AND SAFETY OF THEMSELVES AND OF OTHERS THAT MAY BE AFFECTED BY THEIR ACTS AND OMISSIONS'. KICKSTART COACHING UK LTD EMPLOYEES HAVE EQUAL RESPONSIBILITY WITH THE COMPANY FOR HEALTH AND SAFETY AT WORK.

THE REFUSAL OF ANY EMPLOYEE TO MEET THEIR OBLIGATIONS WILL BE REGARDED AS A MATTER TO BE DEALT WITH UNDER OUR DISCIPLINARY PROCEDURE. IN NORMAL CIRCUMSTANCES COUNSELLING OF THE EMPLOYEE SHOULD BE SUFFICIENT. IF A PROBLEM CONTINUES AND THE EMPLOYEES SHOWCASES NEGLIGENT BEHAVIOUR, THIS MAY RESULT IN THE IMPLEMENTATION OF THE COMPANY'S FORMAL DISCIPLINARY PROCEDURE.

TO MAINTAIN HIGH LEVELS OF HEALTH AND SAFETY FOR ALL KICKSTART COACHING UK LTD EMPLOYEES.

- ALL COACHES OUR DBS CHECKED.
- ALL COACHES ARE INSURED.
- ALL COACHES WILL HOLD A SPORTS RELATED QUALIFICATION (S).
- RISK ASSESSMENTS CAN BE CREATED IF THE SCHOOLS REQUESTS ONE.
- EQUIPMENT CHECKS WILL HAPPEN BEFORE THE BEGINNING OF EACH SESSION.
- ALL COACHES WILL CONDUCT SESSIONS THAT ARE RELEVANT TO THE CURRENT NATIONAL CURRICULUM AS SET OUT BY THE BRITISH GOVERNMENT.
- COACHES WILL ENSURE THAT EVERY SESSIONS IS ACCESSIBLE TO ALL ABILITIES, CULTURES AND RELIGIONS.

VISITORS AND MEMBERS OF THE PUBLIC:

KICKSTART COACHING UK LTD WISHES TO ENSURE THAT AS FAR AS IT IS REASONABLY PRACTICABLE THE HEALTH, SAFETY AND WELFARE OF VISITORS TO OUR SPORTS PROVISION SESSIONS WILL BE KEPT TO THE HIGHEST OF STANDARDS.

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ANY MEMBER OF STAFF WHO NOTICE ANY VISITORS ACTING IN A WAY THAT CAUSES CONCERN WILL BE REPORTED TO SCHOOL/VENUE MANAGEMENT.