



HEALTH AND SAFETY

HEALTH AND SAFETY CO-ORDINATOR

NLS takes the maintenance of Health and Safety extremely seriously as a matter of both legal and moral importance. All staff will be familiarised with the provisions contained within the policy as part of their induction and be expected to act in accordance with them at all times.

NLS aims to ensure the Health, safety and welfare all staff, children, visitors and other individuals who may be affected by the club's activities and actual existence. The Health and Safety at work act 1974 and the workplace (health, safety and welfare) regulations 1992 and their associated approved code of practice and guidance will be complied with at all times.

The manager and the staff will always strive to go beyond the minimum statutory standards to ensure that health and safety remains the first priority.

The steps below will be actioned as a matter of course:

- Create an environment that is safe and without risk to health.
- Prevent accidents and cases of work-related ill health.
- Use, maintain and store equipment safely
- Ensure that all staff are competent in the work in which they are engaged

Responsibilities of the Owners, Health and Safety officer and staff.

The identification, assessments and control hazards within NLS is vital in reducing accidents and incidents. Luke and Scott, the Health and safety officers and staff are responsible for assessing risks to health and safety arising out of the club's activities and introducing suitable steps to eliminate or control any such risk identified.

It is important to ensure that Health and Safety matters are taken seriously by all members of staff and other persons who are affected. Staff who have been found to have blatantly disregarded safety instructions or recognised safe practise will be subject to the procedures laid out in the staff Disciplinary Procedures Policy.

The Directors holds ultimate responsibility and liability for ensuring that NLS operates in a safe and hazard free manner. Luke and Scott are responsible for ensuring that staff both understand and accept their responsibilities in relation to health and safety procedures.

The Directors will ensure that adequate arrangements exist for the following:

- Monitoring the effectiveness of Health and Safety Policy and authorising any necessary revisions to its provisions
- Providing adequate resources, including financial, as is necessary to meet the club's health and safety responsibilities
- Ensuring that all accidents, incidents and dangerous occurrences are adequately reported and recorded.
- Reviewing all reported accidents, incidents and dangerous occurrences, and the NLS response, to enable corrective measures to be implemented.
- Ensuring that all staff, students, volunteers and any other adult who come into contact with children at the club have appropriate and up to date enhanced DBS checks

The Directors will also ensure that:

- Weekly checklist, Termly and specific risk assessments and checklist are carried out.
- Regular safety inspections are carried out and the reports accurately LOGGED.
- Any actions required as a result of a health and safety inspection is taken as rapidly as possible.
- An investigation is carried out on all reported accidents, incidents and dangerous occurrences.
- Staff are adequately trained to fulfil their role within health and safety policy.
- Staff are responsible for ensuring that the provisions of the health and safety policy are adhered to at all times.



- Have regard for the health and safety policy and their responsibilities under it.
- Have regard for any health and safety guidance issued by the manager or designated member of staff, and act upon it whenever appropriate.
- Take reasonable care for their own health and safety as well as of other persons who may be affected by their acts or omissions at work.
- Take all reasonable care to see that the equipment and premises that are used by children, and the activities that are carried out at the club, are safe.
- Undergo relevant health and safety training when instructed to do so by Luke and Scott.

INSURANCE

Under Children Act 1989 and the Health and Safety at work act 1974, place number legal responsibilities on NLS. Therefore NLS has appropriate insurance cover, including employer liability insurance. If the club is held responsible for any incident that may occur, public liability insurance will cover compensation.

LIABILITY

Under provision contained in the Occupies Liability Act 1957, NLS has a duty to ensure that both children, staff and all visitors are kept reasonably safe. The parties named in the wording of the premises contract are responsible for this duty.