



Health & Safety Policy

Monitoring:

Finance, HR and Governance Committee

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Person Responsible:

Chief Executive Officer



ENGLISH LACROSSE HEALTH AND SAFETY POLICY

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GENERAL POLICY STATEMENT

It is the policy of English Lacrosse that all its employees shall comply with all relevant statutory provisions, regulations and codes of practice for the purpose of securing the health, safety and welfare at work of all colleagues, so far as is reasonably practical.

It is also our policy, so far as is reasonably practicable, to safeguard the health and safety of non-colleagues including visitors, contractors, agency staff and the public who may be affected by our core activities.

English Lacrosse will make such arrangements as may be considered appropriate to meet their responsibility, paying particular attention to the provision and maintenance of:

- Premises that are safe for all personnel using them
- Plant, equipment and systems of work that are safe and without risk to health
- Safe access and egress to all places of work
- Safe and healthy working environment
- Arrangements for the safe use, handling, storage, transport and disposal of articles and substances
- Information, training and supervision to enable all colleagues to minimise risks and contribute positively to their own health and safety
- Risk assessment programme for the elimination or reduction of occupational risks and suitable arrangements for continuing the identification, control, monitoring and review of risk.

The Chief Executive Officer has prime responsibility for health and safety and the overall implementation of this policy within English Lacrosse.

All Directors and Managers have the responsibility for implementing this health and safety policy. They must ensure that health and safety issues are placed amongst the highest business priorities by promoting best practice and maintain a commitment to continuous improvement. The policy guidance notes must be read and understood by all Directors and Managers.

All employees and contractors are required to exercise personal responsibility and co-operate in preventing harm to themselves and others and ensuring that the workplace is safe. It is an important responsibility of every staff member, whatever they do, to work as a Staff and contribute to these objectives.

The CEO and Finance Manager will review and update this policy annually.

All employees are required to read these documents thoroughly and ensure they understand their role in making this policy work in practice.



POLICY GUIDANCE

WHAT THE POLICY MEANS IN PRACTICE

Within English Lacrosse we give the highest priority to the health and safety of all our Staff members and non-company personnel associated with our activities.

We intend to ensure that we follow established good practice in occupational health and safety, and prevent harmful environmental effects, wherever we undertake our activities.

Our aim is to eliminate, as far as is reasonably possible, all unsafe acts and unsafe conditions through the active participation of all Staff members. These are defined as:

Unsafe Act - Behaviour that increases the likelihood of injury, violates established safety rules or is contrary to expected behaviour

Unsafe Condition - A condition resulting from the design, construction, operation and maintenance of equipment, buildings or working environment

SUPPORT AND COMMITMENT

These aims are only achievable provided there is total commitment from all Staff members. In pursuing this objective, English Lacrosse's most important asset, the workforce, must be properly trained and supported in all parts of the business.

MEASURING EFFECTIVENESS

The responsibility for ensuring that this policy works in practice and is adhered to belongs to every Director and Manager. To ensure this commitment is maintained the annual appraisal of performance includes an assessment of compliance with this policy and the associated performance of their Staff members.

A ROLE FOR ALL OF US

It is particularly important that we do not forget or neglect our own personal health and safety.

We must regard health and safety as an integral part of all we do. It is also a condition of employment and a requirement of UK legislation.

This includes individual responsibility for ourselves by working safely as instructed and trained, but also for others, by making sure that whatever we do does not put the health and safety of anybody else at undue risk.

SEEKING HELP AND ADVICE

If you are ever in doubt about how to carry out your duties safely you must ask for help and advice from your manager. If necessary they can call on professional advice through the SRA and Sport England.



RESPONSIBILITIES OF MANAGERS

The Chief Executive has prime responsibility for health and safety within English Lacrosse and reports to the Board.

The Finance Manager has been nominated by the Chief Executive as the Manager with responsibility for co-ordinating the implementation of this health and safety policy throughout the organisation. This includes:

- Ensuring compliance with health and safety legislation throughout the organisation
- Promoting a positive health and safety culture across the organisation
- Ensuring sufficient human and financial resources are available to comply with this policy.

All Board members are responsible and accountable, through the management chain reporting to them, for the implementation and monitoring of this health and safety policy, and for compliance with the law as it relates to this policy.

RESPONSIBILITIES OF STAFF

As a staff member it is your responsibility to implement this health and safety policy within your area of responsibility making use of the assistance and advice available. The effectiveness with which you carry out this responsibility is a key factor in achieving improvements in the organisation's health and safety performance.

You are expected to lead by example, to assess the work activities you control and to minimise the risks to health and safety of English Lacrosse staff, and in some instances non-colleagues, by the application and maintenance of suitable control measures.

In particular you should:

- Promote health and safety awareness
- Arrange appropriate and relevant supervision to ensure that safe methods of work are employed in accordance with established arrangements, procedures and instructions
- Maintain reasonable standards of housekeeping and storage
- Ensure provision of suitable personal protective equipment and work equipment including arrangements for its maintenance and replacement as necessary
- Communicate all necessary information and instructions to staff as appropriate
- Ensure that appropriate training is provided and recorded
- Monitor the health and safety performance of Staff
- Ensure, so far as is reasonably practicable, that contractors and agency staff you



employ operate to the same health and safety standards as English Lacrosse.

You must also ensure that all accidents at work, including those incidents that do not result in personal injury, are recorded, investigated and reported to head office in accordance with established procedures. You should ensure that the basic cause of all accidents is established and appropriate action is taken to prevent recurrence.

You should also be alert to the possibility of occupationally related illness amongst staff and report any suspect or proven cases to the Finance Manager. Advice will then be sought from the Finance Manager and an investigation may be required. Should a colleague be absent from work due to sickness which may be attributed to any occupationally-related issues, this should be detailed to the Finance Manager in accordance with the staff handbook.

You are expected to manage health and safety effectively in the same way as you manage the other aspects of your job, and key health and safety responsibilities are included in your job description.

YOUR RESPONSIBILITIES AS A COLLEAGUE

The responsibility for colleague's health and safety does not rest entirely with English Lacrosse and its management, but is shared with colleagues themselves.

Irrespective of your position in English Lacrosse as a colleague you have a responsibility as well as a legal duty to co-operate in ensuring that your workplace is safe for everyone. Staff who fail to observe established safe working practices and procedures will be subject to the disciplinary procedures.

You must consider health and safety in everything you do.

During the course of your work if you become aware of any hazards which you have not been trained to deal with, you should inform your line manager so that appropriate corrective action can be taken. If you consider that necessary action has not been taken within a reasonable length of time you should discuss the situation with them. If you still have concerns following these discussions you should seek advice from the Finance Manager.

SUPPORT SERVICES

The Finance Manager has responsibility for the daily management of the Head Office facility. They will also provide staff with guidance on health and safety to ensure compliance with this policy. This includes co-ordinating activities with other occupiers and contractors where appropriate. Currently, the office is a shared workplace with Greater Sport and is managed by Eastlands Trust who provide support for the working environment in line with Health and Safety Legislation.

The Finance Manager will also ensure that work activities are undertaken safely, in compliance with this policy and UK legislation. This is done by providing specialist advice through English



Lacrosse's training of staff and by monitoring health and safety performance through inspection and audit.

The Finance Manager will assist local managers in carrying out investigations of accidents, dangerous occurrences, near- misses and occupational ill-health in accordance with the procedures contained in the English Lacrosse Health and Safety Manual. Where necessary, reports are made to the Finance Manager.

Emergency evacuation procedures are co-ordinated by the Finance Manager with advice available from the local fire service and Eastlands Trust.

ARRANGEMENTS FOR HEALTH AND SAFETY

INTRODUCTION

This section sets out the arrangements for implementing the English Lacrosse Health and Safety policy.

ARRANGEMENTS

1. Accident reporting and investigation

All accidents at work (regardless of severity) must be recorded in the accident book that is maintained by the Finance Manager.

The record is normally initiated by the nominated first-aider who must ensure the Finance Manager is informed, together with the line manager, so that an appropriate investigation can be made with corrective actions to prevent recurrence.

It is the duty of the Staff member who has had an injury at work, or someone acting on their behalf, to ensure that an entry is made in the accident book as soon as they can.

The Finance Manager must ensure that the accident book is completed for all accidents, including significant near-misses, and appropriate corrective actions taken within 24 hours. In any cases of personal injury where there have been three or more days of lost time incurred the Finance, HR and Governance Committee should also be notified.

The Finance Manager will ensure that accident reports are complete and any statutory reporting requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) are met.



2. Asbestos

Where English Lacrosse has responsibilities for repair or maintenance work in occupied buildings we will undertake a survey to identify any asbestos containing materials. For buildings in which we are tenants we will obtain this information from the owner or managing agent.

If asbestos containing materials are identified they will be clearly marked and an assessment undertaken by a competent person to prepare a detailed plan to manage the risk from the material. Records of these assessments will be maintained by the Finance Manager to provide information for contractors undertaking associated work in the future.

Any Staff member or contractor who suspects or detects that asbestos is present must stop work immediately and inform the Finance Manager who will agree appropriate actions.

3. Control of contractors

All contractors selected to undertake work for English Lacrosse are required to apply at least the same standards of care for health and safety as Staff members.

Contractors who have been selected to provide services to English Lacrosse must provide information on their competence to carry out the works, which includes the health and safety provisions listed below **before** their appointment is confirmed or contracts signed.

Where local contractors are used the Finance Manager must make reasonable enquiries to ensure they are competent using the checklist below.

All contractors will be required to produce evidence of competence including:

- A valid Certificate of Employers Liability Insurance
- An acceptable Health and Safety policy (there is a legal requirement for a written policy for companies with five or more colleagues)
- The name of their competent person within the Company to provide health and safety advice
- Membership of professional bodies or trade associations
- Suitable method statement and associated risk assessments
- Agreement on supervision
- Information on health and safety record including HSE enforcement orders
- Suitable references on previous work.

All contractors will be required to report to the Finance Manager, or other designated manager, who will have responsibility for co-ordinating their activities on our premises.

All contractors will be provided with the English Lacrosse health and safety guidelines.



Where a construction project is undertaken, including extensive building maintenance activities, additional legal requirements of the Construction (Design and Management) Regulations 1994 B (CDM), may apply.

4. Control of flammable substances

Substances marked flammable and highly flammable stored and used inside the buildings must be kept to an absolute minimum. All storage must be in suitable containers within a steel cupboard or bin with warning signs, and maximum total storage of 50 litres.

5. Control of substances hazardous to health

No substances may be used for the first time unless a material safety data sheet (MSDS) has been obtained from the supplier.

Where substances are subject to the Control of Substances Hazardous to Health Regulations, a suitable assessment of the risks associated with the work activity must be made before work commences. Where substances come within the following domestic risk categories, the English Lacrosse generic risk assessment contained within the health and safety manual can be used, otherwise a specific risk assessment should be undertaken and documented.

Domestic risk substances must satisfy the following conditions:

- Single classification of harmful or irritant
- Intermittent use in well ventilated workplace
- Used in quantities below 1 litre or 1 kg
- Used for the purpose they were supplied
- Instructions / precautions for use displayed on the packaging label are followed.

CAUTION most aerosol cans will be domestic risk products but they have a propellant that is marked extremely flammable and are pressurised containers.

No substance may be used unless it is properly labelled and identified.

6. Control of visitors

All visitors must sign in at reception and be made aware of the health and safety information.

Visitors are at all times the responsibility of their host who must be aware of their whereabouts at all times when on the premises. Where this is not appropriate, it is the responsibility of the host to ensure that suitable alternative arrangements are made.



It is the responsibility of all staff to ensure that no unauthorised persons are permitted to enter the building. This means challenging visitors who attempt to 'tailgate' at access points and ensuring that they are either delivered to reception or to their host.

7. Display screen equipment (DSE)

All colleagues required to use display screen equipment (including laptop computers) will be required to complete a DSE self assessment form and submit it to the Finance Manager.

All Staff members who use DSE are entitled to a free eyesight test and examination. If the optician identifies corrective spectacles are required for DSE work then English Lacrosse will pay a contribution towards the cost of purchase.

Staff members should report any adverse health condition that they suspect could be associated with the use of DSE to the Finance Manager so that corrective action can be investigated at an early stage.

8. Electrical safety

Only approved and appropriately qualified electrical contractors authorised by the Chief Executive or Finance Manager are permitted to work on electrical systems and equipment.

All users of electrical equipment must report any damage or malfunction to the Finance Manager who will make appropriate arrangements for repair or replacement.

All portable electrical tools and equipment for office use are inspected and tested by a competent person appointed by the Finance Manager every two years. This will include computers, fans, kettles, fridges, photocopiers, multi-socket extension leads, i.e. anything with a lead and a plug. **Electrical repairs of any nature are not permitted by any member of staff however simple the repair appears to be.**

The use of multi-socket extension leads should be kept to a minimum.

Staff members are not permitted to bring their own electrical equipment to work unless it has been authorised by the Finance Manager and tested as above.

The fixed electrical distribution system in our building will be inspected and tested every five years in accordance with IEE recommendations. Records will be maintained by the Finance Manager.

9. Emergency evacuation or invacuation procedures



On English Lacrosse premises an emergency in the event of fire is notified by a continuous sound from the fire alarm system. English Lacrosse will follow evacuation procedures as set by Eastlands Trust and the security company who maintains the building.

Portable fire extinguishers are positioned throughout each building and are serviced every 12 months with records maintained.

Eastlands Trust will ensure the fire alarm system is tested every week and maintained under contract with records maintained in the fire log book (normally maintained by the landlord for multi-occupied buildings). Test evacuations should be undertaken at least every 12 months with records maintained.

Emergency lighting systems should also be maintained under contract with monthly operational checks and records maintained in the fire log book. For multi-occupied buildings the landlord will be responsible for lighting in the common parts.

Where passenger lifts are provided in buildings these must not be used during an evacuation.

The Finance Manager will ensure that a fire risk assessment is undertaken and recorded for their location using the English Lacrosse fire risk assessment document included in the health and safety manual. This assessment will be reviewed annually or following an incident or significant change at the premises.

In the event of any other major threat occurring to our building or any adjacent buildings, e.g., terrorist attack, gas escape etc, the staff will be informed of the actions to take by Eastlands Trust, on advice from the emergency services. Their instructions must be followed at all times.

10. First-aid

The names of first-aiders and/or appointed persons are displayed in head office. They are responsible for ensuring the contents of the first-aid kits are maintained.

It is the responsibility of the Finance Manager to ensure satisfactory arrangements for the provision of first-aid are maintained at all times when Staff members are at work.

11. Hazard reporting

All hazards must be reported to the relevant line manager so that the appropriate action can be taken to eliminate or control the hazard in the future. Requests for maintenance should be made to the Finance Manager or Chief Executive.

REMEMBER-zero risk is not achievable at work or at home but we must all seek to reduce risk to the lowest practicable level.



Any Staff member discovering a minor hazard should take appropriate immediate action to remove the hazard, having due regard for their own personal safety.

12. Health and Safety Notices

The Finance Manager will ensure that the health and safety notice board is maintained with the following information:

- Health and Safety Law poster
- Names and location of key personnel including first-aiders, Building Evacuation Officer, Evacuation Control Officers etc.
- Current health and safety notices.

13. Health and Safety Tours, Inspections and Audits

In addition to their everyday responsibilities for health and safety, the Finance Manager should make short informal tours in designated areas on a weekly basis, primarily to ensure housekeeping standards are maintained to a reasonable standard. No records are required to be kept but any corrective actions should be followed up, as appropriate.

Health and safety audits will be arranged by the Chief Executive and Eastlands Trust at least every two years.

14. Homeworking

English Lacrosse support requests for a colleague's main place of work to be his/her home. English Lacrosse provides guidance to those working from home regarding best health and safety practice but accepts no liability where colleagues elect not to follow this guidance. Employee's working from home are required to complete and maintain an annual Home Working Risk Assessment.

15. Housekeeping and Storage

Reasonable standards of housekeeping are expected from all Staff members and line managers are responsible for ensuring that appropriate and adequate storage facilities are available.

Pedestrian walkways are provided throughout our premises and must be kept clear at all times.

Storage facilities are provided throughout our premises and should be kept tidy. Items should not be stored on the floor between desks as they create a slipping and tripping hazard.



16. Induction for New Employees

Induction health and safety training will cover the basic statutory requirements with particular emphasis on the duties of employers and colleagues and including training in respect to emergencies, accident reporting and first aid provision.

17. Lone Working

Staff members may be authorised to work outside normal office hours in English Lacrosse buildings by their line manager, however lone working is not encouraged and should never be allowed to become a regular occurrence.

In circumstances where lone working is unavoidable, the following arrangements should be made:

- Eastlands Trust must ensure that the building is secure from unauthorised visitors
- The employee must inform any security staff of their presence so they can maintain periodic checks of their well being
- The employee must inform persons at home / friends by telephone of expected arrival time and any unexpected delays.

Staff who travel regularly as part of their job are to use mobile phones to inform the office/home of their whereabouts in similar circumstances.

A travelling first-aid kit will be provided and personal alarms are also available as appropriate at the discretion of Line Managers.

18. Manual Handling Operations

All Staff members will need to lift and carry loads at some time during their work activities.

No Staff member should attempt to lift or carry anything which is beyond their individual capability or which will put them at undue risk of injury. Employees must inform Line Managers of any conditions or injuries which may impact on their ability to perform manual handling tasks **before** attempting them.

Staff members should not undertake the relocation of furniture and equipment, including IT equipment, without authorisation from their line manager. In providing this authorisation, the line manager should take account of the risks involved and if he /she has any concerns, should not grant permission. Suitably qualified external personnel must undertake the work of more substantial office moves or re-organisations.



Where appropriate, Staff members will have additional training in manual handling techniques arranged by the Finance Manager. All Staff members must use equipment provided for safe handling of loads, e.g. trolleys, sack barrows etc.

Remember:

- Always get help for heavy and awkward loads
- Before lifting check for sharp edges, splinters etc, and ensure there is room to lift the object with a clear path to your destination
- Check the area where you are going to put down the object to see it is clear and large enough
- Position the feet at shoulder width apart giving a balanced and stable posture for lifting. Bend the knees and keep the back straight (tucking in the chin helps)
- Get a firm grip keeping the elbows tucked in
- Lifting smoothly by straightening the legs and avoid twisting the trunk when turning to the side
- Ensure the load does not obscure your vision
- Where hazardous manual handling operations are identified then a detailed risk assessment will be organised separately.

19. Mobile phones

English Lacrosse does not permit the use of mobile phones to make or receive calls or text messages when driving.

It is illegal to use hand-held mobile phones when driving or when the vehicle is stationary and the engine is running. Using hands-free equipment is also likely to distract the driver's attention and under no circumstances will English Lacrosse provide hands-free equipment for Staff members.

Calls should only be made from a mobile phone when you are situated in a place where it is safe to make the call. In the case of those driving, calls should only be made (or text messages sent) when the vehicle is stationary with the engine turned off and when parked in a safe place.

Calls should only be received on a mobile phone when you are situated in a place where it is safe to receive the call. When driving, message facilities must be activated and the phone switched off unless the vehicle is stationary with the engine turned off and parked in a safe place. Only check for messages and deal with calls once you are safely parked and the engine is switched off.

These rules apply to any company vehicle, or any other vehicle including your own car, being driven on company business.



20. Occupational Health

Any colleague who becomes pregnant must notify their line manager and the HR committee as soon as possible so that a documented risk assessment can be undertaken by their line manager.

All cases of suspected work-related ill-health must be reported to Chief Executive promptly. The Chief Executive should seek advice from the HR Staff, an investigation may be required. Should a colleague be absent from work due to sickness which may be attributed to an occupationally –related issues, this should reviewed by the HR, Finance and Governance Committee in accordance with the Managing Sickness Absence Policy.

21. Occupational Health and Safety Risk Management

A number of English Lacrosse generic risk assessments have been provided by the health and safety manual which should cover our normal range of activities.

22. Personal Protective Equipment (PPE)

PPE includes safety footwear, eye protection, head protection, high-visibility clothing, gloves, hearing protection, respiratory protection etc. Staff members rarely require these types of equipment during their everyday activities.

Line managers must ensure that PPE is used in accordance with the requirements of safe systems of work where residual risks cannot be adequately controlled by other means. They must ensure that users of PPE are provided with appropriate information, instruction and training for the correct application of the equipment.

All Staff members must use PPE in accordance with training provided and safety warning signs where displayed. They must also take reasonable care of the PPE and report loss or defects.

23. Safe Systems of Work

Systems of work are provided, so far as is reasonably practicable, that are safe and without risks to health. Consideration of work activities will include the organisation, supervision, training, work equipment, materials, methods of work and the working environment, as appropriate.

Where hazards cannot be physically eliminated and some element of risk remains then a safe system of work will be provided by the line manager, in consultation with the Finance Manager as appropriate. These will range from simple verbal instructions to detailed written safe working procedures, e.g. method statements, provided by contractors undertaking certain building maintenance activities.



24. Smoking, Alcohol and Drugs Abuse

English Lacrosse is committed to equality of opportunity for employees and potential employees and is committed to protecting the health of its employees and of those it involves in its activities.

Smoking is not permitted by Staff members or visitors anywhere in our buildings.

Staff are expressly forbidden to consume alcohol on English Lacrosse premises unless either:

- The prior approval of a Director or Line Manager has been given or
- It is an officially organised event at which alcohol is available.

Colleagues suspected of being intoxicated when on English Lacrosse premises or when undertaking English Lacrosse business are a hazard to themselves and their colleagues as well as a threat to English Lacrosse's reputation. Such behaviour will not be tolerated and staff will be asked to leave the building and may be subject to disciplinary proceedings.

Similarly, English Lacrosse does not condone the use of drugs (unless they are prescribed on medical grounds or taken to alleviate a medical condition and they are not illegal substances). Colleagues suspected of being under the influence of drugs whilst in an English Lacrosse building or whilst on English Lacrosse business will be asked to leave the building and may be subject to disciplinary proceedings.

The full English Lacrosse policy on smoking, alcohol and drugs is available from the staff handbook.

25. Storage and Disposal of Waste

Waste materials (primarily paper) should be removed on a regular daily basis and stored in a secure manner outside the premises. Arrangements should be made by Eastlands Trust for the correct disposal of this waste and the maintenance of records known as transfer notes obtained from the disposal organisation.

26. Tenants in English Lacrosse offices

There are three different permutations of 'Tenant' leases, and the arrangements necessary for each category are described below.

- **Where a tenant occupies a clearly defined and delineated area which separates it from space occupied by English Lacrosse staff.**

In such cases the tenant can exercise control over health and safety matters generally, but is obliged to cooperate with English Lacrosse (and any other tenants sharing the same location), to ensure that each can discharge their statutory health



and safety duties.

They must also disclose to the other occupant/s details of any unusual risks which their operations pose which might adversely affect the health and safety of persons not in their employment. Conversely other tenants must inform them of any such risks posed by their operations.

Regulation 11 of **The Management of Health and Safety at Work Regulations 1999 (MHSW)** requires cooperation and coordination between employers with respect to health and safety matters where a location is shared by two or more employers. Matters such as fire precautions and fire emergency arrangements, building security and smoking are envisaged by the requirement in this regulation.

- **Where the tenant is one or two individuals using the same accommodation and facilities as English Lacrosse staff.**

In such cases, it is patently impractical for the tenants to apply their own Health and Safety Policy (if they have one), and they must therefore comply with the Policy and arrangements of English Lacrosse.

With this type of arrangement, the tenants should have an opportunity to raise issues relating to health and safety, and should be consulted wherever possible.

- **Situations where there are a number of different organisations/employers sharing premises.**

The organisation managing the centre has the principal responsibility for health and safety organisation and management, and they and each of the organisations sharing the site should each have a Health and Safety Policy if their workforce totals 5 or more.

In circumstances where a workplace is shared, but there is no 'Landlord' as such, all employers in the workplace are recommended to agree the appointment of a 'Coordinator' or similar, to take full charge in the event of an emergency, and to generally ensure cooperation and coordination in respect to all health and safety matters.

Cooperation and coordination is also demanded by law in respect to health and safety, and each of the organisations has the duty to inform the others of any untoward risks posed by their operations.

There should be one set of emergency evacuation procedures for compliance by all persons on site, and the arrangements for dealing with this and other kinds of emergency should be developed through equal participation by all tenants.



27. Vehicles

All company drivers are required to provide a copy of their driving licence to the HR Manager and provide any amendments to the document.

No Staff member should use their own vehicle in connection with the business of English Lacrosse without prior authorisation and approval to make an expense claim. This rule does not apply to normal commuting journeys to and from normal place of work.

It is the responsibility of each Staff member to ensure they have adequate business use insurance cover and English Lacrosse will not be liable for any costs whatsoever arising out of a failure to ensure that suitable insurances are in place.

28. Welfare

The Workplace (Health, Safety and Welfare) Regulations 1992 (HSW) cover a great many aspects of health, safety and welfare, many of which have a direct relevance to our premises and colleagues. These include:

- Ventilation
- Temperatures
- Lighting
- Cleaning
- Space
- Windows
- Washing facilities
- Drinking water
- Accommodation for changing, rest rooms and facilities
- Suitable rest facilities for pregnant women and nursing mothers.

29. Work Equipment

This includes a wide range of equipment including furniture, IT, photocopiers, paper shredders, microwave ovens, vending machines, kettles, fridges, step-ladders, vehicles etc.

All staff should make a simple visual check of work equipment before use and report any defects to their line manager for rectification. If appropriate, the equipment should be taken out of use and labelled accordingly for repair.

Equipment fitted with physical guards and protective devices, e.g. electrical interlocks (access door to photocopier) etc, may only be used when these control measures are in place and operational.

It is a serious disciplinary offence to operate equipment without guards in place and the only exception is where maintenance activities are undertaken by authorised personnel under controlled conditions.

30. Working at Height

Working at height refers to any activity above ground floor level.

All access equipment will be inspected monthly and records maintained.

Ladders, step-ladders and mobile Kicker steps should only be used at a working place for short duration tasks with low risks. All access equipment should be visually inspected by Staff members before use.

Ladders used for access should be:

- Placed on a firm level surface capable of supporting a ladder
- Fitted with non-slip feet
- Secured at the top and/or footed if more than three metres in height
- Placed at a safe angle of 75 degrees (one metre out for every four metres up)
- Extend approximately one metre above any landing point to provide handhold.

Users should:

- Climb using both hands as support
- Avoid over-reaching at all times
- Wear suitable footwear in good condition
- Use a tool belt if tools are required.

31. Work-related Stress

English Lacrosse Association Ltd.

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Registered Company No. 3476816



English Lacrosse recognises the important distinction between the beneficial effects of reasonable pressure and challenge (which can be stimulating and motivating) and work-related stress.

Work-related stress is seen as the adverse reaction Staff members may have to excessive pressures, or other types of demand placed on them, which can have a negative effect on health and performance.

English Lacrosse is committed to promoting good health at work.

Any Staff member who believes they may be suffering from work – related stress (or personal difficulty) is therefore encouraged, in the first instance, to arrange a confidential meeting with either their line manager, or another senior member of staff, who will discuss what support and assistance may be given.

Further guidance is provided for managers and Staff members in the English Lacrosse Staff Handbook.

32. Young persons

Young persons (i.e. under 18 years of age) are permitted in the building with the permission of a Senior Staff member or when on official business (e.g. Work Experience or Apprentice Schemes). This is subject to any overriding restrictions imposed by the landlord in each building.

When young people are present, the Chief Executive/Finance Manager will make a documented risk assessment of their proposed work activities, in conjunction with their line manager, taking into account their inexperience, lack of awareness of existing and potential risks and immaturity.

All managers responsible for young persons and any other colleague with limited experience will ensure levels of supervision and instruction appropriate to the work activity are provided.

English Lacrosse Association Ltd.

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Registered Company No. 3476816



APPENDIX A: ACCIDENT/ INCIDENT REPORT FORM

- This form to be completed for **all job-related injuries or illnesses – regardless of extent.**
- Must be completed by supervisor within 24 hours of incident
- Finance Manager must receive notification within 24 hours of **all** incidents.

Employee Name:	
Job Title:	
Line Manager:	
Date of Injury:	
Date of Report:	
Location of Accident:	
Witness Name (if available):	

Accident Description:

Employee Signature: _____

ACTION

- FIRST AID ONLY
- DOCTOR'S CARE
- HOSPITALISED
- TIME OFF WORK
- NO SERIOUS INJURY

NATURE OF INJURY

- ABRASIAN
- LACERATION
- PUNCTURE
- BRUISE
- FRACTURE
- BURN
- SPRAIN/STRAIN
- UNCONSCIOUS
- COLD INJURY
- SICKNESS

OTHER: _____

BODY PART INJURED

- HEAD
- NECK
- FACE
- BACK
- ARM
- HAND
- LEG
- KNEE
- FOOT
- TOE
- EYE
- CHEST
- FINGER
- ANKLE

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OTHER: _____

LINE MANAGERS INVESTIGATION OF CAUSE

Did you personally view the incident site? Yes No
Employee Category Staff Volunteer

UNSAFE ACTS

- OPERATING WITHOUT AUTHORITY
- FAILURE TO WARN OTHERS
- HORSEPLAY
- FAILURE TO USE PROTECTIVE DEVICES
- OPERATING/WORKING AT UNSAFE SPEED
- FAILURE TO OBSERVE SAFETY REG.
- LACK OF TRAINING OR KNOWLEDGE
- PREVENTABLE VEHICLE ACCIDENT
- USING UNSAFE EQUIPMENT
- SLIP OR FALL
- UNSAFE LOADING OR CARRYING
- UNSAFE POSITION OR POSTURE
- OTHER: _____

UNSAFE CONDITIONS

- INADEQUATE WARNING SYSTEM
- DEFECTIVE TOOL OR EQUIPMENT
- HAZARDOUS STORAGE/ARRANGEMENT
- POOR HOUSEKEEPING
- HAZARDOUS DRESS OR APPAREL
- IMPROPER LIGHTING
- HAZARDOUS WORK PROCEDURE
- IMPORPER VENTILATION
- HAZARDOUS WEATHER/ENVIRONMENT
- CONTACT WITH HARMFUL TOXINS
- SLIPPERY OR OTHER UNSAFE SURFACE

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REASONS FOR UNSAFE ACT (Must be completed by Line Manager)

REASONS FOR UNSAFE CONDITION (Must be completed by Line Manager)

WHAT PRACTICAL CORRECTIVE ACTION WILL BE TAKEN TO PREVENT RECURRENCE?

Line Manager Signature: _____

Date: _____

CEO Review Signature: _____

Date: _____

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