



HEALTH & SAFETY POLICY

COACHING | TRAINING | TEAM SKILLS

Phoenix Academy

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HEALTH & SAFETY POLICY

Phoenix Academy understands that it has a duty of care as well as a legal and moral responsibility to safeguard the welfare and safety of every child who has been entrusted to our care. We are committed to working to provide a safe environment and an enjoyable experience for all our participants.

1. OUR INTENT

Phoenix Academy's policy is to:

- Prevent in so far as is possible any accidents
- Manage any health and safety risks at our sessions or during work undertaken on behalf of the Academy
- Provide clear instructions and information, adequate training and ensure that staff or volunteers are competent to carry out their responsibilities safely
- To provide safe and appropriate equipment
- To consult with staff or volunteers on matter affecting their health and safety
- To maintain safe and healthy environments
- To implement emergency procedures, including evacuation in case of fire or other significant events
- To review this policy regularly

2. RESPONSIBILITY

The Health and Safety at Work Act requires each individual 'to take reasonable care for the Health and Safety of him/herself and of other persons who may be affected by their acts and omissions' and co-operate with management to enable management to carry out their responsibilities under the Act. Employees have equal responsibility with the Academy for Health and Safety.

The refusal of any individual to meet their obligations will be regarded as a matter to be dealt with under the Disciplinary Procedure. In normal circumstances counselling of the individual should be sufficient. With a continuing problem, or where an individual leaves themselves or others open to risk or injury, it may be necessary to implement the formal stages of the Disciplinary Procedure.

Everyone has a responsibility for health and safety. ALL staff and participants, spectators and volunteers should:

- Co-operate with coaches, managers, staff and volunteers on health and safety matters
- Take reasonable care of their own health and safety
- Report all health and safety concerns to an appropriate person

Overall responsibility for health and safety is:	Mark Little (Director)
Day-to-day responsibility for ensuring this policy is put into practice:	Kurtis March (Head Coach)
To ensure health and safety standards are maintained/improved, the following people have responsibility:	Mark Little & Kurtis March

3. ARRANGEMENTS FOR HEALTH AND SAFETY

RISK ASSESSMENT

- We will complete relevant risk assessments and take action
- We will review risk assessments when situations or conditions change

TRAINING

- We will give coaches, staff and volunteers health and safety inductions and provide appropriate training
- We will provide appropriate equipment

CONSULTATION

- We will consult with coaches, staff and volunteers on health and safety matters as they arise and formally when we review health and safety

EVACUATION

- We make sure escape routes are well signed and kept clear at all times
- We will adhere to any venue's health and safety policy

LIFTING AND HANDLING

- Management Team are responsible for informing staff or volunteers of safe lifting techniques. They should also identify any specific training needs and ensure that training in lifting and handling is provided to staff or volunteers who require it.

FOOD HYGIENE

- Phoenix Academy does not provide any food. Safe preparation and storage of food brought in by anyone is the sole responsibility of the individual and not Phoenix Academy. Any suspected outbreak of food poisoning or other unexplained and possibly food related incidents must be reported to the Director.

NO SMOKING

- Phoenix Academy does not allow smoking at any venue of any sessions.
- Policy of any venue must be respected and adhered to
- The overall aim is to reduce smoking and so save life, reduce risk of fire, prevent unnecessary illness and chronic disability. The rules extend to e-cigarettes / vaping

PERSONS ATTENDING PHOENIX ACADEMY WHO ARE NOT EMPLOYED BY PHOENIX ACADEMY

- Persons attending Phoenix Academy are expected to follow the Health and safety policies of the Academy and the venue.
- As far as is reasonably practicable, the health, safety and welfare of visitors will be of the highest standard
- **Anyone who notices persons acting in a way which would endanger others should inform the Head Coach or Director. If the danger is immediate, common sense must be used to give warning, call for assistance, or give first aid as necessary. It is equally important not to over-react to a situation.**