

## Our Health and Safety Policy

It is our intent to demonstrate an ongoing and determined commitment to improving health and safety at work throughout our organisation (Apollo Sports Camps). We understand and acknowledge good health and safety procedures are paramount to maintaining staff and children's welfare whilst on camp.

We will ensure the health and safety at work of all our people and any other people who may be affected by our work activities. We will comply with the requirements of health and safety legislation.

We will lead industry by promoting best practice and exceeding the guidance of the Health and Safety Executive and other regulatory bodies.

This policy reflects our commitment to ensuring that health and safety at work is paramount to the business, and that effective health and safety actively contributes to our success.

### **1. AWARENESS: "All our staff and volunteers have an awareness and understanding of health and safety hazards and risks that affect our business."**

#### 1.1 Health and Safety Policy statement

Adequate resources will be provided to ensure all our staff and volunteers are aware of this policy and committed to its effective implementation.

#### 1.2 Communication and consultation

There will be active open communication and consultation between all our staff and volunteers. Health and safety will be integrated into our communications, wherever appropriate.

#### 1.3 Management roles and responsibilities

Roles and responsibilities for health and safety will be defined, as necessary, within job descriptions or profiles.

Management will ensure that all staff and volunteers are involved in matters that affect health and safety. Management will ensure all resources are adequate to ensure health and safety; alongside health and safety being assessed, controlled and monitored.

#### 1.4 Hazard identification

We will identify our workplace health and safety hazards. We will inform our staff and volunteers, as appropriate, of these workplace hazards.

## **2. COMPETENCE: “All our staff and volunteers have the competence to undertake their work with minimum risks to health and safety.”**

### 2.1 Health and safety training

All our people will be adequately instructed and trained on the health and safety issues that affect them, and the safe working practices that should be followed.

### 2.2 Behaviour and culture

Management will demonstrate leadership in health and safety. Senior management will undertake tours to ensure that health and safety issues are identified, assessed and managed. Systems will be in place and people will be empowered to raise health and safety concerns with management.

### 2.3 Risk assessment and management

We will assess the risks associated with health and safety hazards in the workplace. All our staff and volunteers will be informed of the health and safety hazards and risks that affect their work. We will take action to prevent, reduce or control risks to an acceptable level and reduce the potential for incidents and accidents. We will require venue owners to identify health and safety risks that may impact on our work activities.

## **3. COMPLIANCE: “Our work activities achieve compliance with legislation, and our staff and volunteers are empowered to take action to minimise health and safety risks.”**

### 3.1 Incident investigation

We will report and investigate accidents, incidents and near misses to drive improvement in our health and safety management. Any lessons learned from such events will be used to take corrective action to prevent recurrences.

### 3.2 Measuring performance

We will actively and openly, review and report on our health and safety performance against published objectives and targets. Improvement plans will be developed to support the delivery of these objectives and targets.

### 3.3 Health and safety management system

We will implement management systems to ensure we:

- Comply with health and safety legislation.
- Continually improve our health and safety performance.

### Delivering our policy

We will ensure all our staff and volunteers are involved in ensuring health and safety is maintained; that all our staff and volunteers are briefed and have knowledge of how to ensure health and safety is maintained. We will ensure all staff and volunteers know where to access our health and safety policy and relevant legislation.

Any incidents that occur will be reported and documented. All incidents will be disclosed to parents/guardians of any child involved. All incidents will be kept confidential except from relevant external agencies, parents/guardians or members directly involved.

Members of staff must ensure children have suitable footwear, no jewellery and long hair is tied back in accordance to information provided to parents.

All children will stay within ratio guidelines, to ensure children are well looked after and are supervised.

Apollo Sports Camps takes health and safety very seriously and promotes good practice by training staff and annually reviewing this policy.

Policy reviewed on: June 2018

Reviewed by: Hannah Smee