



Health and Safety Policy

Contents

Health and Safety Policy Statement	3
Scope/Objectives	3
Definitions	3
Promoting the Health and Safety Policy	4
Commitment to the Policy	4
Annual Review of the Policy	5
Senior Management Team Meetings	6
Training	6
Employee Training	6
Apprentice Training (looking after apprentices in care)	6
Employer Training	6
Responsibilities	7
Game-On Coaching	7
The Employer working with Game-On Coaching	7
Apprentices	7
All Staff	7
Directors	8
Health and Safety Officer and Staff	8
Training Officers	8
Administration Responsibilities	9
Admissions Team	9
Staff Induction	9
Health and Safety Officer Contact Details	9
Prior to Undertaking an Apprenticeship	9
Risk Assessment	12
Risk Assessment Template	13
Health and Safety Incident Reporting Log	15
Incident/Accident Report Form	15
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)	16
Associated Policies and Procedures	18
Staff and Learner Welfare Policy	18
First Aid	18
New Mother and Pregnancy Expectant Policy	18
Responsibility for those with Learning Difficulties	18
Manual Handling Policy	19
Ladder Policy	19
Environmental Policy	20
Lone Working Policy	21
COSHH Policy – Control of Substances Hazardous to Health Regulations	21
Stress	22

Health and Safety Policy Statement

The aim of this policy is to ultimately provide a healthy and safe learning and working environment for all staff, apprentices and anyone associated with Game-On Coaching. This includes aims to:

- Ensure and maintain a healthy environment throughout all premises.
- Establish safe working procedures and maintain them.
- Ensure all work conducted does not adversely affect the Health and Safety of anyone.
- Maintain and provide relevant information, training, instruction and supervision to all staff and apprentices to help them avoid hazards within the workplace.
- Ensure that any equipment provided is safe and does not pose a risk to anyone's health.
- Provide appropriate PPE and safety equipment (when applicable).
- Maintain effective procedures for evacuation of the employment premises in the event of emergencies. Also, ensuring the availability of trained staff (such as first aid).
- When working with other organisations, Game-On Coaching will ensure that they follow and promote safety working guidelines.
- Constantly review, develop and update the safety policy and inform all employees and apprentices of any changes.

Scope/Objectives

This policy is applicable to all associated with Game-On Coaching and all contracts agreed with regards to Government Funded Apprenticeships.

The objective of this policy is to ensure that all apprentices, staff or anyone associated with Game-On Coaching are provided with relevant information to ensure they remain safe whilst at a venue facilitated by Game-On Coaching. This will include, but is not limited to:

- Risk assessment findings.
- Fire safety procedures.
- Emergency procedures.
- How to report any Health and Safety concerns.
- How to report any accidents or incidents.
- Where to raise any concerns.

Definitions

The standard definition for Health and Safety is: 'regulations and procedures intended to prevent accident or injury in workplaces or public environments. All of Game-On Coaching's procedures outlined below will help ensure the environments are safe for all those associated.

Promoting the Health and Safety Policy

Game-On Coaching recognises there are various channels that they can utilise in order to communicate and give regular updates around Health and Safety. They are as below:

- Available on website under 'policies', for any stakeholders to access at any time.
- Posters in classrooms, to raise awareness of the signs of and Health and Safety concerns, who the Health and Safety Officer is, and their contact details, and how to refer.
- Health and Safety Policy in learner handbook, this will include all the details as above.
- Health and Safety awareness training in learner induction.
- Health and Safety discussions in progress reviews with apprentice and line manager.
- Health and Safety feedback in monthly 1-1 sessions.
- Health and Safety training for all staff (as a minimum annual).
- Monthly Health and Safety newsletter to apprentices and learners with updates.
- Virtual backgrounds containing the contact number of the Health and Safety Officer.
- LMS to have banners on the homepage which have the contact numbers of the Health and Safety officer and any other relevant authority.
- Health and Safety learning material to be given to employers, posters for staff rooms etc.
- Welfare curriculum embedded into any standard delivered.

Commitment to the Policy

Commitment is required from all Staff members of Game-On Coaching

All Staff, contractors, apprentices and associates must adhere to the Health and Safety Policy to ensure all remain safe within the workplace. Game-On Coaching will use staff and key stakeholders to contribute to improving Health and Safety procedures, this is to ensure that Game-On Coaching still has operational effectiveness in all Health and Safety processes.

Everyone above must:

- Know who to contact if they have any Health and Safety concerns.
- Know what to do in case of incidents.
- Be aware of how to record incidents and know the review process.
- Identify any Health and Safety issues that may arise.
- Complete all relevant training in regards to Health and Safety.

Everyone associated with Game-On Coaching must make sure Health and Safety is a top priority and adhere to all Health and Safety procedures.

First Aiders:

Luke Wilson: Paediatric Level 3

Arron Cheshire: Paediatric Level 3

Game-On Coaching aim to keep apprentices safe and will always adhere to the following:

- Listen, respect and value all feedback.
- Appointing a Health and Safety Officer.
- Ensuring *all* staff are familiar with the policy and procedures.
- Ensuring that inductions and mandatory online training is completed by apprentices and employers within the agreed timescales.
- Confirming staff are recruited safely and all relevant checks are made (e.g. CRB).
- Making sure all staff complete a Health and Safety induction course when starting within the organisation.
- Making sure all staff and apprentices have access to Game-On Coaching's updates around Health and Safety.
- Implementing and developing an e-safety Policy and any related procedures.
- Providing training, support, supervision and quality assurance for all staff through effective management.
- Applying Health and Safety measures in accordance with the law to ensure a safe physical environment for all apprentices and staff.
- Sharing Game-On Coaching Health and Safety procedures with authorised parties who need to know. Including agencies involved with apprentices and any parents or carers appropriately.
- Ensuring regular reviews of the policy, procedures and recording forms take place in order to keep the policy robust.

Annual Review of the Policy

The Game-On Coaching Board of Directors is responsible for implementing and monitoring the Health and Safety Policy. The number of Health and Safety cases will be reviewed on a regular basis. Game On Coaching will liaise with any relevant governing bodies, employers and apprentices to ensure the Health and Safety Policy is robust and competent.


Game-On Coaching will adhere to the following process:

The process comprises policy monitoring, review, planning, implementation, and periodic evaluation. This will be repeated annually at a minimum, unless needed to change immediately due to a new risk.

Reports from monitoring and review activities regarding Health and Safety will be reviewed by the Board and presented on a monthly basis. An annual report will also be compiled for stakeholders to see the impact of the policy.

This policy and the associated guidance and procedures document will be reviewed annually by the Board within four weeks of a review of any serious Health and Safety incident.

This policy and the associated guidance and procedures document is to be made available to all staff and apprentices in various formats appropriate to Game-On Coaching audiences, e.g. in Apprentice Handbooks, on website etc.



Game-On Coaching will record all Health and Safety incidents, using the referral form, and keep them on file. On a monthly basis the Health and Safety Officer will look at the data collected to identify any themes or trends and look to improve the policy in order to mitigate the risks.

Possible Actions:

- Training could be required for all staff members in order to combat a new risk.
- Policies are updated/new policies created.

Senior Management Team Meetings

As part of all SMT meetings, Health and Safety will always be a point on the agenda to discuss any concerns. Any immediate concerns will be dealt with initially without requiring an SMT meeting to take place.

Training

Employee Training

All employees must undergo training which includes reviewing the Health and Safety Policy and all other associated policies with Game-On Coaching. This will occur on an annual basis and it is a requirement that every employee completes this. This may be conducted by an external Health and Safety expert, or by a Health and Safety officer from Game-On Coaching. Anyone applicable (such as training centre manager) will be required to complete an annual Health and Safety certificate.

Any Health and Safety incidents that occur will result in an immediate review and training session to ensure the risk is minimised for future incidents.

Apprentice Training (looking after apprentices in our care)

All apprentices will undergo training regarding Health and Safety as part of the induction process. This will include a review of the policies set out by Game-On Coaching. All apprentices will be provided with any Health and Safety documents by their employer or place of work prior to completing the apprenticeship.

For a full Health and Safety briefing regarding the premises, please see the section later on in this policy. This will cover the Health and Safety protocols for the building. All apprentices who visit the premises will be provided with a full Health and Safety briefing, this includes evacuation procedures such as in the event of a fire.

Apprentices that fall ill at Game-On Coaching's venue, such as training centre will follow the procedure below:

If an apprentice is ill, they will see the first aider, if the first aider deems they need hospital treatment, they will be transported to the nearest medical facility, or an ambulance will be called, depending on the severity.

If the apprentice is unwell, but doesn't need hospital treatment, the Health and Safety officer will check they are okay to travel home, if they are not, a next of kin will be informed to come and pick them up, or a suitable transport method will be arranged. The apprentice's employer will also be informed. A Health and Safety Incident Reporting Log will need to be completed (see Page 15).

Employer Training

When training is conducted at the employer's place of work, the ultimate responsibility for Health and Safety lies with the learner's employer. However, Game-On Coaching has a duty of care to ensure anyone will be put at any undue risk. Employers will be provided with all of Game-On Coaching Health and Safety documents and will have to refer to these documents. Employers must also provide their own Health and Safety documents to Game-On Coaching that includes a robust Health and Safety procedure. Game-On Coaching will carry out periodic checks to ensure Health and Safety is a top priority.

Responsibilities

Game-On Coaching

- Engaging only with employers that have a robust Health and Safety Policy and have procedures in place to mitigate any relevant risk.
- To make sure employers have an appropriate level of Health and Safety that matches the level of risk.
- Obtain a copy of employers Health and Safety procedures.
- Respond and action any Health and Safety issues raised (within reason).
- Implementing the policy to all aspects of the work undertaken.
- Ensure any venues used by Game-On Coaching have a Health and Safety Policy which can be communicated by Game-On Coaching staff to any apprentices or associates attending that training. This will ensure going through evacuation procedures and highlighting any escape routes, fire exit doors and assembly points.

The Employer working with Game-On Coaching

- Taking prime responsibility for the Health and Safety of apprentices .
- Having a written Health and Safety Policy in place that sets out a firm commitment to managing the Health and Safety of the apprentices.

- Having a clear action plan for reporting any Health and Safety concerns whilst also being clear when reporting any findings back.
- Providing an appropriate Health and Safety induction (this includes: site intro, PPE, training, First Aid, Fire precautions and procedures, Emergency evacuations, reporting accidents or any other Health and Safety concerns).
- Ensure insurance is in place to cover any incidents.
- Ensure any accidents are reported to Game-On Coaching.

Apprentices

- Following Health and Safety procedures.
- Cooperating with both employers and Game-On Coaching with all Health and Safety aspects.
- Informing the employer or Game-On Coaching of any changes in personal circumstances which may hinder any Health and Safety aspects.
- Reporting ALL Health and Safety concerns.

All Staff

- Understand the role and responsibility of all involved.
- Working together to ensure safety is paramount.
- Record any outcomes and evaluate feedback of any Health and Safety concerns.

Directors

The Directors have the overall responsibility for Health and Safety. The Directors will also organise training requirements for Apprentices and Staff.

Health and Safety Officer and Staff

The Health and Safety Officer has the responsibility for making sure all procedures are regularly reviewed, monitored and updated. Specifically, they should aim to:

- Arrange general safety provisions and risk assessments.
- Make sure all staff understand their responsibilities with regard to Health and Safety Procedures and all legal requirements (Health and Safety at Work Act 1974 and the Management of Health, Safety and Welfare Regulations 1999).
- Provide any protective clothing and equipment, if applicable.
- Investigate any accidents that occur to staff, apprentices or within the Game-On Coaching premises.
- Make sure relevant safety literature is available to all apprentices and employees.
- Report and submit a learner incident report forms.
- Maintain responsibility for fire fighting equipment, drills and the maintenance of the accidents books.
- Make sure first aid kits are up to date and available.
- Complete medical risk assessments and expectant mother risk assessments.
- Complete all risk assessments.

- Work with the Directors to make sure any hazards are minimised or completely removed.
- Ensure risks are minimised when staff, apprentices or visitors come to the company.
- Provide apprentices and employers with updates on Health and Safety policies via training, newsletters and the website.
- Arrange the yearly Health and Safety inspections in placements by making sure coordinators have appropriate qualifications and updates.
- Maintain and update the welfare database, which includes carrying out a specific risk assessment for those identified with health needs.

Training Officers

Training Officers have the following responsibilities as well as looking after their own Health and Safety:

- Complete Learner reviews which show Health and Safety awareness and competency
- Ensure all apprentices have an appropriate induction when attending their placements or college.
- Monitor and review learners on an ongoing basis.
- Report any Health and Safety risks to the Health and Safety Officer.
- Report any health-related issues of any apprentices.
- To follow up any concerns regarding Health and Safety that are minor as a result of an inspection.

Administration Responsibilities

Admin are required to upload the following information to the database and the ongoing updating:

- Make sure apprentice reviews are completed.
- Keeping the database up to date with apprentice reviews.
- Reporting any accidents to the Health and Safety Officer.
- Ensuring DBS checks are completed for staff.

Admissions Team

- To ensure all induction material up to date and make sure apprentices are aware of current practice and requirements .
- Make sure online induction form are completed by all apprentices.
- Make sure apprentices suitability is assessed for the role.
- Help find suitable placements (safety being a key element).

Staff Induction

Any new member of staff that joins the company will receive a workplace induction to make sure they are aware of all Health and Safety policies, evacuation procedures, hazards and safe working practice. This will be conducted by the Health and Safety Officer. All new staff

will complete a Health and Safety form and provide this to the Health and Safety Officer and if required the company will complete a risk assessment to reduce any risks that the individual. This will be kept on the employees file.

Health and Safety Officer Contact Details

Name: Luke Wilson

Position: Game-On Coaching Director

Phone: 07964 788099

Email:

- Healthsafety@gameoncoaching.co.uk
- Luke@gameoncoaching.co.uk

Prior to Undertaking an Apprenticeship

Game-On Coaching has a duty of care in which we are to confirm that any employers engaged with apprenticeships all have the relevant arrangements in place to make sure Health and Safety is managed.

All employers must complete the below prior to any apprenticeship taking place

Name of Employer
Address of Employer
Main Contact details (Name/Tel/Email)

	Yes	No	N/a
Does your organisation have a Health and Safety Policy written down? (this needs to include commitment to the Health and Safety of apprentices)			
Does your organisation have relevant insurance in place that covers all apprentices? (public liability and employers liability insurance). If yes, please forward to Game-On Coaching			

Does your organisation have a induction process that includes the following (fire safety, emergency evacuation, Health and Safety reporting, first aid, supervisory and any other relevant arrangements)			
Does your organisation have a process which involves completing risk assessments involving the apprentices work place, equipment used or activities undertaken?			
Does your organisation have a process which records findings or any Health and Safety related issue, including providing feedback?			
Is training provided for the use of any equipment?			
Is PPE provided? (if relevant)			
Does your organisation maintain the working environments and ensure they are in line with the Workplace Health, Safety & Welfare Regulations?			
Does your organisation have a process for monitoring and reviewing its Health and Safety arrangements that includes the needs of the apprentices?			
In the last 3 years, has your organisation been subject to any enforcement action from either the Health and Safety executive or fire and safety service? Details required if answering yes.			

Employer confirmation:

I can confirm all of the above information is correct and can provide any subsequent documentation.

I am authorised to sign this document

Name

Signed

Date

Game-On Coaching to complete	Yes	No	N/A
Do the answers indicate that a robust Health and Safety procedure is in place?			
Have the necessary insurance documents been provided?			

Do any concerns arise from the questionnaire?			
If subject to any enforcement action, does the remedial action suit?			
Employer is Approved			
Employer is rejected			

Name Signed Job title Date

Risk Assessment

Identify Hazards

Firstly, go through the workplace and look for any potential hazards (from different perspectives). This includes identifying any areas or methods that could cause issues. This refers to both the working environment and workplace of the individuals

Decide Who May Be Harmed

Not all risks affect every person. So when conducting a risk assessment it is important to consider all types of individuals. This includes lack of understanding for equipment usage

Evaluate Risks and Decide on Precautions

It is important to establish the severity of the risk and how to handle this risk.

Recording Findings and Implementation

Any findings must be documented and reported to the Health and Safety Officer. Any changes must also be portrayed to the apprentices themselves so they understand any changes

Review and Update

Any important findings must be updated.

Risk Assessment Template


Company name:

Assessment carried out by:

Date of review:

Date of next review:

What are the Hazards?	Who could be harmed and how?	What is in place to control the risks?	What further action needs to take place?	Who needs to carry out the action?	When is the action needed by?	Is the action completed ?



More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

Health and Safety Incident Reporting Log

Incident/Accident Report Form

Report Number –

Details of person concerned; -

- Name -
- Occupation -
- Address – Postcode -

Person who completed this form;

- Name -
- Occupation -
- Address – Postcode -

Person concerned account of the accident or incident; –

- Date of accident / incident -
- Time of accident / incident–
- Room and place accident / incident occurred –
- How did the accident / incident happen -?
- If the person suffered an injury what was this-

Witness account the accident or incident; –

- Date of accident / incident -
- Time of accident / incident–
- Room and place accident / incident occurred –
- How did the accident / incident happen -?
- If the person suffered an injury what was this-

First Aid Provision; –

- Was first aid provided -
- Name of first aider –
- Address of first aider –

Were any of the following contacted; – Family/Parents/Carers, Police or Ambulance

What happened following the incident; – E.g. carried on with session, went home, went to hospital etc.

Classification; – Fatal / Major / Injury or emotional shock requiring first aid, out-patient treatment, counselling, absence from work (record number of days) / Feeling of being at risk or distressed

Date this form was completed –

Does person involved in the accident / incident consent to disclosing their detail if required –

If this is a reportable incident under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 please confirm that you called the ICC on 0845 300 9923 and that this has been reported – Yes / No

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

Step 1: Check there is no immediate risk of danger

- You must decide whether there is risk of further damage or injury. Do not put yourself in any danger. Your own health is very important so don't act if it is not safe to do so. Only act if safe to do so. Not all accidents occur in high risk environments. Risk can also include exposure to biological agents (ie blood exposure). In these cases it may be appropriate to refer to a trained professional (ie a nurse).

Step 2: Ensure that the colleague receives the appropriate medical assistance as necessary

- A qualified first aider must look at the injured person. The first aider should be able to determine if the situation requires further medical care.
- Call 999 for serious accidents or 111 for non emergency.

Step 3: Report to a manager or supervisor

This must be reported to a manager. It is their responsibility to report under RIDDOR.

Step 4: Record the incident in the company's log

All details must be recorded in the company's accident book or Occupational Health records. This is necessary so the company can identify what accidents are common. Future actions can be taken place to prevent any further incidents.

Step 5: Report the incident under RIDDOR


There is a legal duty to report any incidents that fall under RIDDOR. You need to send the report asap (it must be received within 10 days of the incident or as soon as a diagnosis is received in case of illness).

A report must be submitted online via the HSE website ([How to make a RIDDOR report - RIDDOR - HSE](#))

The report must include

- Date of the recording.
- Personal details (name, job title, phone number).
- Details of their company (name, address, email).
- Location, date and time of the incident.
- Personal details of the person(s) involved (name, job title, etc.).
- A description of the injury, illness or incident.

Step 6: Carry out an investigation



An investigation must be carried out. This needs to determine how the accident happened and if it was preventable and then measures need to be put in place to prevent future accidents

Please see below an example of a template which can be used

<https://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm>

Associated Policies and Procedures

Staff and Learner Welfare Policy

Any new staff member or Learner must complete a welfare form when starting with Game-On Coaching. Any additional information that will aid with their welfare needs to be provided. This will be passed to the Health and Safety Officer who will record the details on the database and if needed will complete a risk assessment. Any learner information will be added to their file and any information will only be accessed on a need to know basis. Information is strictly confidential regarding staff or apprentices.

First Aid

All staff at Game-On Coaching who work in the training centre will be required to complete a first aid course. The overall responsibility lies with the Health and Safety Officer. When a learner is placed at a workplace, those responsible for First Aid must be identified.

Any incidents involving First Aid must be logged and reported to the Health and Safety Officer. If applicable, emergency services are to be involved.

New Mother and Pregnancy Expectant Policy

Game-On Coaching understands that becoming pregnant and the early stages of motherhood can be a challenging time and want to be able to accommodate any staff member or learner who becomes pregnant.

Please refer to the HR team for guidance on maternity leave pay.

Any staff member due to return from maternity leave will arrange a meeting with HR to discuss their return to work.

Any apprentices on maternity leave are covered by the contract of employment with their employer/ apprentices are required to attend learning sessions until their maternity leave begins. Once on maternity leave, the programme is put on hold and no funding can be claimed during this period. Once maternity leave has ended, they can resume their course.

Any individual (staff or learner) who is pregnant must complete a risk assessment with the Health and Safety Officer to determine if any hazards could cause potential harm. Risk assessments will be carried out and updated during pregnancy as the individual's conditions change.

Responsibility for those with Learning Difficulties

Any individual with a learning difficulty will be briefed on a one to one setting to ensure full understanding. Vulnerable adults will be required to have constant supervision. All evacuation procedures must include safety procedures for individuals with mobility impairment (such as wheelchairs)

Manual Handling Policy

Although manual handling will be very limited, it is important that manual handling may be required and therefore a policy is in place.

For full guidance, please refer to The Manual Handling Operations Regulations 1992. This was introduced to make sure all employers too steps to reduce the risk of injuries through manual handling and ensuring risk assessment are in place, alongside implementation of measures to help alleviate any risk. Manual handling is referred to as carrying, pulling, lifting and moving loads.

Any injuries from manual handling can affect all staff and apprentices. Game-On Coaching will take all steps to help reduce the risk of injury.

This will include:

- Putting measures in place to reduce the risk.

- Annually review risk assessments in relation to manual handling.
- Record all injuries and investigate, report and record them.
- Make sure manual handling tasks are limited.

The cooperation of all staff and apprentices is a key component of reducing risks from manual handling. Every individual should follow all safe working practices and use any aids available to help reduce the risk of injury. Aids include things like trolleys or steps to reach items above their heads.

All apprentices and staff must report any concerns, injuries or illnesses as a result on manual handling so the problems can be addressed, and the risk reduced. No one must undertake manual handling beyond their abilities

On the Health and Safety induction, all staff will receive an introduction to manual handling risks.

Ladder Policy

If an individual needs to access items out of reach then a ladder or step ladder must be used. Using chairs or tables to stand on is not permitted. Game-On Coaching will not be held responsible for inappropriate use of equipment. The individual using the step ladders must ensure they have placed the ladder on an even surface and make sure it is set up correctly. Step ladders must not obstruct passageways and must be fully opened.

When lifting items up or down from high areas then a second person should be able to assist by passing the objects to the individual.

Environmental Policy

The main aims of the Environmental Policy are to maximise recycling and increase awareness of issues amongst staff and apprentices. This will be done by the following:

- Implementing guidelines as per below regarding the uses of resources
- Monitoring the adherence of the policy amongst staff and apprentices
- Monitoring the progress of the environmental policy in place.

Paper:

- Recycle all scrap paper in recycling bins
- Shredding all confidential documentation when appropriate
- Use double sided printing where possible
- Do not print anything unless necessary, use electronic copies instead.
- Use emails to distribute documents instead of hard copies, where possible.

Computers:

- Switch off all electronic items when not in use (computers, monitors, printers etc)
- Recycle print cartridges

Lights:

- Switch off all lights in the building when not in use (adhere to the building environmental codes)
- If possible, use high efficiency light bulbs

General housekeeping

- All must ensure the general area remains tidy and free from any trip hazards or any other potential risks.

Electrical Equipment:

Any equipment provided by Game-On Coaching will undergo an annual PAT test (portable appliance test). Inventory will be recorded and a certificate will be provided once completed. Any concerns must be reported immediately to the Health and Safety Officer who will organise the item to be replaced.

Lift User Policy:

This will be in line with the building code and lift regulation

Evacuation procedure:

This will be in line with the building code and Evacuation procedure and all buildings that are to be used by anyone associated with Game-On Coaching will be given a full introduction to the Evacuation procedure.

Fire Safety:

This will be in line with the building code and Evacuation procedure and all buildings that are to be used by anyone associated with Game-On Coaching will be given a full introduction to the Evacuation procedure. Please refer to the building Health and Safety procedure when on the premises. As part of this, regular fire alarm testing will be included.

All fire safety procedures must be adhered to at any building associated with Game-On Coaching or any place of work

Lone Working Policy

Due to the nature of the work, a lot of employees are at risk of lone working. Game-On Coaching understands this and wants to ensure employees are safe both on the premises and outside the premises as well. As part of the induction process, all staff will receive an induction to the company with the Health and Safety Officer and will also be provided with a guidebook for future reference. Staff are required to follow the below:

1. Each individual is responsible for their own Health and Safety

2. Everyone must have a working phone on them, that is not to be used whilst driving (unless a call is answered via handsfree)
3. Staff must work the hours in their contracts and not over work this, which could increase exhaustion risk.
4. If an accident occurs, this must be reported to management and recorded in the accident book
5. If someone is too unwell to work, they must inform the office and advise of any action they plan to take.
6. IF an individual is subject to any abuse during work, then this must be reported to the managing director and the police (if applicable). If the police are notified, then the managing director must be notified so Game-On Coaching can provide support.

COSHH Policy – Control of Substances Hazardous to Health Regulations

Although this should be minimal, Game-On Coaching will still take appropriate measures to make sure all employees, apprentices and visitors are protected if exposed to any potential substances that are hazardous to health in accordance with the COSHH regulations (2004).

Risk assessments will be completed for any products that are used and it must be notified to the Health and Safety officer.

Any individual who uses any products must check the risk assessments prior and follow any instructions so that risk is minimised when coming into contact.

Any cleaning of the premises will be carried out by an external cleaning service. It is the responsibility of this company to complete COSHH risk assessments for any equipment or materials they use. Any findings should be sent to the Health and Safety Officer at Game-On Coaching. Any employee of Game-On Coaching must not use any of the contracted cleaning services products.



Stress

All associated with Game-On Coaching are to be made aware of the negative impact that stress can have on Health and Safety and an individual's wellbeing. All must report if they feel overwhelming levels of stress (over and above normal stress levels of a typical workplace). There is a difference between pressure and stress (stress is usually due to severe pressure placed on an individual).

Game-On Coaching will aim to:

- Identify and act, if accordingly, to all workplace stressors. These will be part of a regular risk assessment review.
- Provide training to all on how to effectively manage stress and to focus on good practice
- Help with any counselling for staff affected by stress
- Provide resources to all to help manage stress

Monitoring and Version Control

Author	Ashleigh Gorton
Owner	Luke Wilson
Last update	30/03/2023
Next Review	29/03/2024
Signatories	<div><div>Ashleigh</div></div> <div><div>Luke</div></div>