



LEICESTER TIGERS Foundation

Health and Safety Policy

1. Manual Handling

1.1 Staff and students are not to lift, drag, push, or carry heavy or awkward loads that pose a risk of injury unless training has been given and a manual handling assessment carried out. If no assessments have been made for tasks that present a risk of injury, contact the Foundation Manager to conduct the necessary assessment.

2. Use of Vehicles

2.1 Only authorized persons in possession of the appropriate license and suitable business usage insurance are to drive vehicles on Foundation business. Students cannot be transported in staff cars without permission from parents.

3. Working at Height

3.1 Staff are only to work at height if using suitable access equipment. Standing on tables, chairs, benches, or unstable surfaces is strictly forbidden. Foot stools and step ladders are available if required.

4. COSHH (Control of Substances Hazardous to Health)

4.1 Modern working methods involve the use of substances, principally chemicals, which may pose a risk to health. The Foundation will:

- Identify the hazard.
- Assess the risk.
- Eliminate, substitute, or control the risk.
- Maintain and monitor controls.
- Monitor the health of the workforce.
- Ensure assessments and controls are up to date.

4.2 The Foundation will maintain a COSHH folder and risk assess any area or task identifying a health hazard. Non-COSHH products will be preferred; COSHH products require express permission from the Foundation Manager. Material Safety Data Sheets (MSDS) will be obtained and reviewed.



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4.3 In case of an emergency involving hazardous substances, follow first aid recommendations on the product sheet and provide details to medical personnel.

4.4 Equipment must be carefully stored to avoid health and safety or tripping hazards.

5. Off-Site Visits

5.1 Personnel arranging or participating in Foundation/venue visits must follow outlined procedures.

5.2 Mini buses and coaches for children aged 3-15 years must have seat belts, face-forward seats, and comply with legal requirements. They must also be equipped with a fire extinguisher and first aid kit.

6. Foundation/Venue Events

6.1 Event organizers must prepare a written assessment of activities, listing potential hazards and ensuring safety measures. Individual written assessments are required for certain activities.

6.2 An emergency plan must be created, detailing actions, coordination, and staff responsibilities.

7. Health Issues

7.1 Alcohol and Drug Abuse: Staff under the influence of alcohol or non-prescribed drugs will be excluded from work and subject to disciplinary procedures. Staff on prescribed medication should inform their line manager if it affects their work.

7.2 Stress: Discuss workload concerns or personal difficulties with a manager. The Foundation will provide support and professional development opportunities.

7.3 Well-Being: The Foundation will provide support, involve staff in decision-making, and maintain a positive work environment. Staff are responsible for their own health and well-being and should report any concerns.

8. Display Screen Equipment (DSE Assessments)

8.1 Under the Health and Safety (Display Screen Equipment) Regulations 1992, the Foundation will assess VDUs and associated equipment to meet specified standards and avoid health issues.

9. Expectant Mothers



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9.1 Pregnancy should be managed with standard health and safety procedures. Inform the Foundation Manager upon confirmation of pregnancy to conduct a risk assessment, which will be reviewed if circumstances change.

10. Violence at Work

10.1 The Foundation will:

- Provide and maintain safe systems of work.
- Assess risks from violence, threatening behavior, or abuse.
- Implement preventive and protective measures.
- Ensure staff are familiar with procedures and support victims of violence.

10.2 The Foundation defines violence as any incident where staff are abused, threatened, or assaulted in the course of their employment. Measures will include training, risk assessments, and support for victims. Assaults by adults or students will be managed with immediate action, police involvement, and disciplinary procedures as appropriate.

10.3 An assault will be followed by:

- Access to a private area and possible medical attention.
- Reporting the incident to the police and Trustees.
- Providing support, including legal advice, and documenting the incident.

11. First Aid Procedure

11.1 Names and contact details of first aiders and instructions for summoning medical help will be displayed. First aid boxes will be maintained and portable kits provided for trips.

11.2 The Foundation accident record book will be maintained and secured, in compliance with the Data Protection Act. Only qualified persons should carry out first aid, with training provided as needed.

11.3 Parents must inform the Foundation of any allergies, and serious conditions will be communicated to staff. Medication will be handled by designated staff.

11.4 In serious cases, a pupil will be accompanied to the hospital by a staff member.

12. Right to Refuse Unsafe Work

12.1 Workers have the right to refuse unsafe work. They must notify their line manager and explain their reasons. The situation will be investigated immediately.

12.2 If the work is deemed safe, the worker will return to their duties. Workers are entitled to refuse work if the conditions are unsafe.



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References:

- HSE Website: www.hse.gov.uk
- HSE Five Steps to Risk Assessment: HSE Risk Assessment
- Guidance on First Aid for Schools: Schools Guidance
- Health and Safety at Work etc. Act 1974, The Management of Health and Safety at Work Regulations 1999 (L21), The Workplace Health Safety and Welfare Regulations 1992 (L24), Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), School Standards and Framework Act 1998, School Inspections Act 1996, Education Act 1996.

Policy reviewed in Sep 24. Next review in Sep 25