

Health and Safety Policy

1. Health and Safety Policy Statement of Intent

It is our policy to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and others who may be affected by our activities as far as is reasonably practicable.

We are committed to the prevention of ill health and injury and to a programme of continual improvement in the reduction of injury and ill health.

We will provide such information, instruction, training and supervision that may be needed for the purposes of complying with any requirements to eliminate or reduce the effect of the hazards created by our undertakings.

We are committed to complying with our statutory health and safety responsibilities and all other responsibilities as prescribed in this policy. We recognise that these legal requirements represent the minimum level of achievement and we will strive to ensure that higher standards are reached.

We firmly believe that health and safety objectives are equally as important as other business objectives, and so, each year, we will set health and safety performance targets aimed at achieving the principal objectives of:

- ✓ Reducing accidents year on year
- ✓ Reducing the potential and actual impact on work-related ill health
- ✓ Increasing employee knowledge and understanding of workplace risks
- ✓ Improving employee involvement in the development of safe systems of work

Sufficient financial, other resources and training will be made available to achieve our health and safety objectives. Every process, procedure and working practice will be designed to achieve our objectives and our programme of continual improvement.

Health and safety are responsibilities of management and they rank equally with all other indicators of success. However, we expect every employee to be fully committed to ensuring that we meet our core health and safety objectives.

To ensure that every employee understands their responsibility and is able to work safely we will provide the necessary training. Where required, we will seek expert external advice from competent person(s).

We recognise the importance of good communication and consultation and so all employees will be involved and consulted in the development of those systems required to meet our objectives.

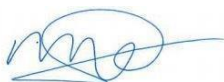
Employees will be required, as a condition of employment, to observe safe working practices and provide full cooperation and support to management in carrying out this policy.

This policy and the health and safety management system will be reviewed annually and updated as necessary; any revisions will be communicated to those affected by the changes.

Whilst I have responsibility for carrying out this policy, I expect every Head of Programme and employee to ensure that this policy is implemented within their setting as applicable. I will ensure that there are arrangements in place to strategically plan, regularly review and develop the health and safety management system.

Matthew Albinson – Director

Signature:



2. Environmental Policy Statement of Intent

We have an obligation to our employees, contractors, children and visitors to protect the environment and human health and wellbeing. We believe that sound environmental management is crucial to our success. It is also an integral part of our values and helps to define MACCA Sports Academies, as a responsible organisation.

In maintaining this commitment, we will adhere to the following goals and guidelines, in that we will:

- ✓ Meet or exceed the requirements of relevant laws, regulations and codes of practice regarding responsible stewardship
- ✓ Have integrated pest management strategies will continue to be the cornerstone of our pest management practices throughout all our operations
- ✓ Conserve raw materials and non-renewable natural resources by eliminating or reducing waste, by reusing materials and by recycling
- ✓ Protect the biodiversity of sensitive areas within and near our operations
- ✓ Continually improve environmental management systems by monitoring environmental performance and by integrating environmental considerations into our business decisions and planning activities
- ✓ Cooperate with responsible outside organisations and suppliers to improve our collective ability to protect the environment

Every effort is made so that everyone across MACCA Sports Academies understands and supports this policy and recognises that it is an integral part of our ongoing efforts.

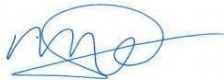
Employees will be required, as a condition of employment, to observe environmental practices and provide full cooperation and support to management in carrying out this policy.

This policy and the environmental management system will be reviewed annually and updated as necessary; any revisions will be communicated to those affected by the changes.

Whilst I have responsibility for carrying out this policy, I expect every employee, contractor and responsible person associated to our hired settings to ensure that this policy is implemented across all areas of our associated services.

Matthew Albinson – Director

Signature:



3. Organisation, Duties and Responsibilities

Scope

This policy applies to the whole organisation at all sites and covers all business activities, including those undertaken by contractors. Where joint responsibility has been identified within the table, it is each person's responsibility to ensure that they are effectively managing this topic / issue within their area / workplace of control, this also includes where contractors are permanently based on site.

Responsibilities

Area	Responsibility	Name or Position of the Responsible Person(s)
Day-to-day responsibility	Has day to day responsibility for ensuring that this policy is implemented, monitored and reviewed as necessary.	Director Setting – Responsible Person Head of Programme
Risk assessments. Person(s) responsible for ensuring that the risk assessments are completed and the controls implemented including all training and documentation	General task-based risk assessments	Director Setting – Responsible Person
	Fire risk assessments	Director Setting – Responsible Person
	Hazardous substances risk assessments	Director Setting – Responsible Person Head of Programme
	Manual handling risk assessments	Director Setting – Responsible Person
	Resources / Equipment	Director Setting – Responsible Person Head of Programme
Training	Responsible for ensuring that all employees are provided with induction training and any other training commensurate with the tasks they carry out, and maintaining records	Director Setting – Responsible Person
Incident (accidents and near misses) reporting, recording and investigation	Responsible for ensuring that all accidents are reported, recorded and investigated and reports sent to the HSE as and when required.	Director Setting – Responsible Person Head of Programme
Building and working environment	Responsible for ensuring that the buildings and working environment are maintained, tested and inspected as required. Includes fire safety, asbestos and legionella surveys, heating and ventilation, PAT testing, fixed wiring etc.	Director Setting – Responsible Person Head of Programme
Incident (accidents and near misses) reporting, recording and investigation	Responsible for ensuring that all accidents are reported, recorded and investigated and reports sent to the HSE as and when required.	Director Setting – Responsible Person Head of Programme

Employees' Duties

Employees have a duty to take reasonable care for the safety of themselves and other persons who may foreseeably be affected by their acts or omissions at work.

Employees must co-operate with the management team to enable MACCA Sports Academies to perform and comply with any statutory duties.

Employees must not intentionally or recklessly interfere with or misuse anything that has been provided for the purpose of health and safety. Failure to comply with this policy may lead to disciplinary action up to and including dismissal.

Employees must only use machinery, equipment, substances, etc. as reasonably directed or trained. Employees must report any work situation or deficiencies in control measures, which could lead to serious and imminent danger to health and safety, to the Director or Head of Programme.

Each employee is personally responsible for making their Head of Programme aware of any injury, illness or disability which could affect their own safety or well-being or the safety or well-being of others.

Workforce Involvement and Consultation with Employees

MACCA Sports Academies employees/contractors will be involved in the development of risk controls and consulted before any significant changes are introduced which could affect their health or safety.

Health and safety will be included in all formal team meetings/briefings as a standing agenda item. If any employee wishes to discuss a health and safety matter, they may bring it to the attention of the Director or Head of Programme for their setting.

Where any employee/contractor is not fluent in English, arrangements will be made for translation (either verbal or written) to their native tongue. Any such translations will be externally verified as accurate.

We will recognise any elected Safety Representative in line with the requirements of the Safety Representatives and Safety Committees Regulations 1977 (as amended) and the Health and Safety (Consultation with Employees) Regulations 1996 (as amended) and INDG232 Consulting employees on health and safety: A brief guide to the law (Latest Rev) and support the functions of the safety representative to support their specific duties.

Health Surveillance

Policy

We recognise the importance of health surveillance in the early identification of ill health and the identification of any corrective action. Where health surveillance is required by law (for example noise vibration, solvents, fumes, dusts, biological agents, lead and asbestos) we will ensure that the risk assessment procedure for the particular hazard identifies any requirements for health surveillance and that they are included in the relevant safe system of work. We will use the HSE's health surveillance cycle to enable us to manage health surveillance. The Responsible Person will be provided with the competent advice where necessary.

Arrangements

The Responsible Person will:

- Ensure that all risk assessment procedures include a method for identify whether health surveillance is required
- Where a need is identified arrange for appropriate surveillance to be carried out seeking advice from a competent person if required
- Ensure that records of health surveillance are maintained
- Manage the outcome of all health surveillance and act on the results

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

Monitoring auditing and review

Policy

We will carry out regular monitoring, auditing and review of the health and safety management system to ensure ongoing statutory compliance and continual improvement.

In particular:

- We will carry out regular audits to measure how effectively we are implementing this policy and how effectively we are controlling our risks.
- Heads of Programme (alongside the Director and the responsible person representing the hired facilities) will carry out regular inspections and record the findings
- All incidents will be investigated to identify any system failures

Arrangements

The Responsible Person will:

- Review the Health, Safety and Environmental Policy annually as a minimum
- Review risk assessments regularly and at least annually
- Monitor accident data for trends and indicators
- Ensure that regular inspections are carried out of the setting used and activities
- Seek feedback from employees and safety representatives (where appointed)
- Prepare an annual report on health and safety performance and share this with relevant stakeholders

Any actions that arise from operating these arrangements will be used to review our health and safety management systems.

4. The Arrangements for Managing Health and Safety

Accident/Incident reporting, recording and investigation

Policy

An incident is defined as 'a work-related event(s) in which an injury or ill health or fatality occurred or could have occurred'.

Notes:

- An accident is an incident which has given rise to injury or ill health or fatality.
- An incident where no injury, ill health or fatality occurs may be referred to as a near miss or near hit.

All incidents involving employees, contractors, visitors and members of the public must be reported, recorded and investigated.

The report must be made as soon as possible after the incident, preferably on the same day, and an entry made in the Accident Book (if applicable) and/or Incident Report Form.

Some accidents must be reported to the Director as required by the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR). Where applicable, the Responsible Person will complete the relevant Form F2508 using the on-line reporting procedure at <https://www.hse.gov.uk/forms/> or by calling 0845 300 99 23.

Arrangements

The Responsible Person will ensure that there are adequate numbers of people to respond to an incident and to complete reports and investigations.

The responsible person (or their deputy) on being notified or becoming aware of an incident will:

- Report to the scene and ensure that first aid and other emergency actions have been carried out if applicable
- Freeze the scene as much as possible to retain evidence
- Make a note of any witnesses or people in the vicinity
- Raise an Accident/Incident Report and capture as much information as possible of the injured person, equipment, conditions, PPE etc.
- Carry out an accident/incident investigation
- Identify the cause(s) of the accident/incident and act to ensure that there will not be a reoccurrence as far as is reasonably practicable
- Review the risk assessment if applicable
- Communicate the findings to interested parties.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

Aggression and Violence

Policy

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) associated with aggression and violence.

For this reason, we will identify job roles that are at an increased risk and adequately manage them.

Arrangements

The Responsible Person will:

- Ensure that key personnel are responsible for the management and monitoring of the issue of aggression and violence at work.
- Provide suitable arrangements and procedures to enable the responsible persons to effectively identify and manage areas where there are risks of aggression and violence.
- Ensure that we have the involvement of our employees/contractors in the development and communication of any policy.
- Ensure that all Heads of Programme are trained to recognise symptoms of work-related violence and aggression.
- Ensure that any suitable arrangements and procedures in place for the recognition of violence or aggression at work are communicated to all employees.
- Ensure that suitable resources are made available to implement the provision of counselling and occupational health support.
- Act promptly to address any issues/ concerns raised.
- Ensure that we have access to competent health and safety advice.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

Alcohol and drugs

Policy

The use of alcoholic beverages and/or non-prescription drugs that affect safety at work is absolutely prohibited at work by any employee.

No employee on or off duty is permitted to drive or operate any Company vehicle, equipment or machinery after consuming any alcoholic beverages or prescribed drugs which impair driving or operating ability.

Any employee identified using alcohol or drugs that affect safety on MACCA SPORTS ACADEMIES property may be dismissed and any employee suspected of having consumed alcohol or drugs on duty may be subjected to a test and if found positive may be dismissed (subject to company disciplinary policy and procedures).

We will provide employees with information on sensible drinking and drug awareness. The aim is to encourage those with drug or alcohol-related problems to seek medical advice and counselling by an outside agency.

An employee should not permit any person who is, or appears to be, intoxicated or under the influence of drugs to enter or remain in the workplace or on the premises if that person's presence constitutes a threat to the safety of themselves or other persons in the workplace.

Driving for Work

Policy

We recognise that driving associated with work activities exposes employees to risks and that those risks should be assessed and managed along with all other work-related risks.

The Responsible Person will ensure that systems are in place for assessing work-related driving risks and that those systems follow the guidelines from the HSE and the Department for Transport Driving at work - Managing work-related road safety INDG382(rev1), published 04/14, HSG 136 A Guide to Workplace Transport Safety , INDG199 Workplace Transport Safety (Rev 2)

Where identified by the assessment, information, instruction and training will be provided to Company employees.

Arrangements

The Responsible Person will:

- Identify all drivers that drive on company business or drive company vehicles
- Ensure that all drivers have the correct licence and, where applicable, medicals, insurance and MOT documents
- Ensure that they have been issued with a driver's handbook and/or other relevant information
- Ensure that drivers are aware of the procedure for dealing with emergencies such as breaking down on the motorway and dealing with a flat tyre
- Ensure that each vehicle has adequate emergency equipment.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

Electrical Safety (including portable electrical equipment)

Policy

We recognise that poorly designed and maintained electrical equipment and systems pose a significant risk to employees and other users. We will ensure therefore that the risks from electrical equipment are included in the task risk assessments as applicable. Wherever possible we will use low voltage equipment or safety devices to reduce the risk.

We will ensure that all portable and transportable electrical equipment is subject to periodic inspection and examination (PAT testing). The frequency will be:

- As required by the general requirements of the Electricity at Work Regulations 1989 (As amended)
- In line with the Code of Practice for In-service Inspection and Testing of Electrical Equipment (Latest Rev) from The Institution of Engineering and Technology
- In line with the findings of any relevant risk assessment

This frequency may vary from setting to setting and it is therefore the responsibility of the Responsible Person to liaise with Heads of Programme as to the agreed frequency. Heads of Programme are also required to carry out formal visual inspections (subject to the frequency of the PAT testing) to check for damage and defects.

All users of portable electrical equipment are required to carry out before use checks to inspect for damage and defects. If found these must be reported - users are not permitted to carry out any repairs or alterations unless they have been specifically authorised. Checks should include:

- damage (apart from light scuffing) to the supply cable, including fraying or cuts
- damage to the plug or connector, e.g. the casing is cracking or the pins are bent
- inadequate joints, including taped joints in the cable
- the outer sheath of the cable is not effectively secured where it enters the plug or the equipment. Evidence would be if the coloured insulation of the internal cable cores were showing
- the equipment has been subjected to conditions for which it is not suitable, e.g. it is wet or excessively contaminated
- damage to the external casing of the equipment
- loose parts or screws
- evidence of overheating (burn marks or discolouration).

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Arrangements

The Responsible Person will:

- Identify all portable and transportable electrical equipment and create an inventory of type and location
- Ensure that users are aware of the duty to carry out before-use checks and are carrying them out and reporting defects
- Ensure that formal visual inspections are carried out and recorded as part of the general workplace inspection procedure
- Ensure that a combined inspection and test (PAT test) is carried out by a competent person at the frequency identified by the Head of Programme or the relevant risk assessment
- Ensure that records of all inspections and tests are maintained
- Arrange for damaged equipment to be quarantined and repaired

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

Enforcement Action

Policy

We acknowledge the advantages through liaising with the enforcement authorities and taking prompt action following their advice or recommendations. To take advantage of this acknowledgement we have implemented an effective health and safety management system and have procedures in place to ensure that any issues raised are affectively dealt with.

Arrangements

This will be achieved by:

- Ensuring that suitable resources are available to liaise with and meet the requirements of Enforcement Authorities.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Logic Safety Solutions Ltd.
- Any actions that arise from operating these arrangements will be used to review our health and safety management system.

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Events

Policy

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) associated with organising special events.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

Arrangements

This will be achieved by:

- Ensuring that key personnel are responsible to coordinate and be in overall control of health, safety and welfare at each event that we arrange.
- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to hazards posed by each event that we arrange. Ensuring that all relevant health and safety documentation has been received from each external organisation taking part in any event.
- Ensuring that suitable resources are made available to implement any identified actions.
- Effectively communicating any significant findings to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.)

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are complying with control measures implemented.

- Carrying out regular inspections of the event to identify hazards that require assessing
 - Ensuring that suitable arrangements have been undertaken in the event of an emergency situation, (fire, first aid etc.).
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- Ensuring the adequate provision and documentation of any necessary training.
 - Acting promptly to address any issues/ concerns raised.
 - Ensuring that we have access to competent health and safety advice.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

Fire Safety Management

Policy

We recognise the risks posed by fire and our responsibility under the Regulatory Reform (Fire Safety) Order 2005 (As amended) to carry out fire risk assessments. We will ensure that fire risk assessments are carried out on all non-domestic premises hired by us.

MACCA SPORTS ACADEMIES will appoint adequate numbers of trained personnel to provide support and leadership in the event of a fire or similar emergency. This will include fire co-ordinators and fire marshals/wardens as identified in the fire risk assessment.

The Responsible Person will ensure that the findings of the risk assessment are acted upon and that any fire safety management systems are inspected and maintained as required and recorded in the Fire Log Book (or electronic version of similar).

Action to be taken in the event of a fire or emergency

- On discovering a fire
 - Sound the alarm
 - Call the fire service
 - Evacuate by the nearest exit and proceed to assembly point
- If you hear the alarm
 - Evacuate by the nearest exit and proceed to assembly point

Arrangements

The Responsible Person (alongside the setting's Responsible Person) will:

- Identify all buildings requiring a fire risk assessment
- Ensure a fire risk assessment is carried out by a competent person
- Ensure all actions arising from the assessment are completed
- Ensure all fire management hardware systems such as smoke detectors, emergency lighting, alarm sounders etc. are tested, inspected and maintained and recorded in the Fire logbook or similar
- Ensure there is an emergency fire evacuation plan for each building and people to assist with the evacuation
- Ensure employees and visitors are made aware of the emergency plan
- Ensure that weekly fire alarm tests are carried out and recorded in the Fire Logbook
- Ensure that an annual fire evacuation drill is carried out (as a minimum)
- Ensure all other tests, inspections and maintenance is carried out as outlined in the Fire Logbook.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

First Aid

Policy

We recognise our duty under the Health and Safety (First Aid) Regulations 1981 (As amended) to provide adequate numbers of people and equipment to ensure timely first aid response and treatment for employees in the event of an injury at work.

We will use the HSE first aid at work “Needs Assessment Tool” to assess the cover required. In assessing our first-aid needs, we should consider:

- the nature of the work we do
- workplace hazards and risks (including specific hazards requiring special arrangements)
- the nature and size of our workforce
- the work patterns of our staff
- holiday and other absences of those who will be first-aiders and appointed persons
- our organisation’s history of accidents

In addition, we may also need to consider:

- the needs of travelling, remote and lone workers
- the distribution of our workforce
- the remoteness of any of our sites from emergency medical services
- whether our employees work on shared or multi-occupancy sites
- first-aid provision for non-employees (e.g. members of the public)

Then as a minimum, we will provide:

- Suitable emergency response plans appropriate to all perceived accidents and illnesses.
- a suitably stocked first-aid kit and its location clearly signposted
- an appointed person to take charge of first-aid arrangements
- First aid trained personnel
- information for all employees giving details of first-aid arrangements
- a ‘Live’ first aid log that is shared with appropriate stakeholders

Arrangements

The Responsible Person will:

- Ensure that the mandatory “First Aid Needs Assessment” has been undertaken and documented.
- Ensure that for all areas there are adequate numbers of Appointed Persons or trained first aiders (as identified by the “First Aid Needs Assessment”) available at all times that people are at work.
- Ensure that where first aiders are not available, due to unforeseen circumstances, that an Appointed Person is designated to take charge in an emergency.
- Ensure that there are suitable first aid kits, signs and other equipment to ensure that first aid treatment is provided in good time.
- Ensure that there is a record of treatment provided by the first aider.
- Ensure that where employees are working remotely or on another employer’s premises that there are arrangements in place to ensure first aid cover

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

House Keeping

Policy

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) associated with an unsanitary workplace.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

Arrangements

The Responsible Person (alongside the setting's Responsible Person) will:

- Ensure that key personnel are responsible for the management and monitoring of the risk assessment process in relation to housekeeping and cleaning duties under the areas of their control.
- Ensure that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Carrying out regular housekeeping inspections to identify actions that require assessing.
- Ensure the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/ concerns raised.
- Ensure that we have access to competent health and safety advice.

Any actions that arise from operating these arrangements will be used to review our health and safety management systems.

Infection Control

Policy

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) from occupationally acquired infections including COVID-19.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

Arrangements

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to hazards posed by spread of infection under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment.
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process such as the provision of Personal Protective Equipment and health surveillance.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Carrying out regular inspections of our work activities to identify hazards that require assessing.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/ concerns raised.
- Ensuring that we have access to competent health and safety advice.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

Lone working

Policy

We recognise that lone working may, in some cases, increase the risks to people carrying out their work. We will ensure that when carrying out risk assessments lone working risks are taken into consideration and, if required, controls put in place.

Arrangements

Lone working will be considered in the general task-based risk assessments and, where required, suitable controls put in place to ensure that employees are not exposed to an unacceptable risk.

Manual Handling

Policy

We recognise that manually handling loads by physical force can lead to injuries and long-term illness. We will therefore aim to reduce or eliminate any manual handling wherever reasonably practicable.

We recognise our duties as set out in the Manual Handling Operations Regulations (MHOR), (As Amended), and we will ensure that all manual handling activities are subject to an assessment by a competent person. We recognise that detailed manual handling risk assessments may be required in some cases but our policy is that where the risk is obviously low and it falls within the limits set out in the Regulations then it may be included in the general risk assessment for the activity.

All employees required to carry out moving and handling activities will receive training. This may vary from setting to setting but should at least cover:

- manual handling risk factors and how injuries can occur
- how to carry out safe manual handling, including good handling technique
- appropriate systems of work for the individual's task and environment
- practical work to allow the trainer to identify and put right anything the trainee is not doing safely

Arrangements

The Responsible Person will:

- Ensure that all tasks involving manual handling are subject to a preliminary assessment by a competent person.
- Ensure that, where required, detailed manual handling risk assessments are carried out by a competent person
- Ensure that all low-level manual handling risks are included in the general risk assessment
- Ensure that manual handling risks are eliminated or reduced as far as is reasonably practicable
- Ensure that moving and handling training is provided to all employees as outlined above.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

New and Expectant Mothers

Policy

We recognise that new and expectant mothers may be put at additional risk by some workplace activities. We further recognise that we have a specific duty under the Management of Health and Safety at Work. Regulations (MHSW) to consider risks to new and expectant mothers in our risk assessment procedures.

When an employee or contractor provides us with written notification stating that she is pregnant, or that she has given birth within the past six months or that she is breastfeeding, we will immediately take into account any risks identified in their workplace risk assessment. If that risk assessment has identified any risks to the health and safety of a new or expectant mother, or that of her baby, and these risks cannot be avoided by taking any necessary preventive and protective measures under other relevant health and safety legislation, then we will take action to remove, reduce or control the risk.

If the risk cannot be removed, we will take the following actions:

- Temporarily adjust her working conditions and/or hours of work; or if that is not possible
- Offer her suitable alternative work (at the same rate of pay) if available, or if that is not feasible
- Suspend her from work on paid leave for as long as necessary, to protect her health and safety, and that of her child.

Arrangements

The Responsible Person will:

- Ensure that all risk assessments take account of the specific risks to new and expectant mothers
- Ensure that all employees are aware that they need to inform HR of their condition before the workplace assessment can be taken into account.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

Office Equipment

Policy

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) whilst using office equipment.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

Arrangements

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to the safety implications of using office equipment under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment.
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Carrying out regular maintenance and inspections of office equipment to identify hazards that require assessing.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/ concerns raised.

- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves Logic Safety Solution Ltd.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

Premises

Policy

We acknowledge that there may be an increased risk to health and safety if the premises we hire are poorly designed and maintained.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

Arrangements

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to the hazards posed to anyone entering the hired premises and facilities.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment.
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved
- Conducting regularly monitoring of hired premises to ensure that conditions are maintained and any hazards are identified and actioned accordingly.
- Carrying out regular inspections of our work activities to identify hazards that require assessing.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/ concerns raised.
- Ensuring that we have access to competent health and safety advice.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

Playgrounds, Play/Gym and Climbing Equipment

Policy

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) associated with playgrounds play/gym and climbing equipment.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

Arrangements

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to hazards posed from the use of playgrounds play/gym and climbing equipment under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment.
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Carrying out regular inspections of playgrounds play/gym and climbing equipment to identify hazards that require assessing.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/ concerns raised.
- Ensuring that we have access to competent health and safety advice.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

Personal protective equipment

Policy

We recognise our duties under the Personal Protective Equipment Regulations 2002 (As Amended), and we will provide, free of charge, any personal protective equipment required at work.

Arrangements

The Responsible Person will:

- Ensure that employees are provided with suitable PPE as identified in risk assessments and that there is a record of issue
- Ensure that the employees receive training on the correct use of the equipment
- Ensure that, as required, the PPE is inspected and maintained as per the manufacturer's instructions
- Arrange for regular checks to ensure that PPE is worn as detailed in the safe system of working.

Risk Assessments

Policy

We recognise our duties under the The Management of Health and Safety at Work (Amendment) Regulations 2006 to carry out workplace/task risk assessments.

Risk assessments will be carried out for both routine and non-routine activities in the workplace and the existing controls compared with statutory standards. Where the controls fall below this standard, changes will be made to working practices or the design of the work area, process, substance or equipment to ensure that risks are eliminated, or reduced to an acceptable standard.

Where necessary, additional specialist assessments will be carried out - for example hazardous substances or working from height. For each assessment, all individuals and groups at risk from the hazard will be considered in the assessment. Hazards originating outside of the workplace will be considered where they may adversely affect the health and safety of employees and others. The assessment process will account for human behaviour, personal capabilities and other human factors.

Assessments will be reviewed whenever there are changes or proposed changes that would make the assessment and the controls no longer valid.

The assessment process will consider all statutory obligations relating to the assessment of risk and the implementation of controls.

When determining controls or considering changes to existing controls we will adopt the following hierarchy:

- Elimination of the risk
- Substitution with a lower risk
- Engineering controls
- Signage, warnings and other administrative controls
- Personal protective equipment

Arrangements

The Responsible Person will:

- Ensure that each work-related activity throughout the organisation is identified, recorded and assessed
- Ensure that any potentially hazardous materials are identified, recorded and assessed
- Ensure that any potentially hazardous equipment is identified and assessed
- Ensure that any building or infrastructure-related equipment or processes are identified, recorded and assessed
- Ensure that the risk assessments are carried out and recorded by a competent person
- Ensure that employees are fully informed on the findings of the assessments and in particular the control measures they are required to follow
- Ensure that the assessments are reviewed regularly, after any significant incident or whenever there is any doubt about the effectiveness of the assessment and the control measures.

Safe Systems of Work

Policy

Where there is a significant risk of injury from conducting work activities or tasks, it is our policy to provide a formal procedure (Safe Systems of Work (SSOW)) for our employees, to give them safe methods of working, ensuring that all hazards are controlled sufficiently and risks minimised to an acceptable level while undertaking hazardous work.

Arrangements

The Responsible Person will:

- By identifying through the risk assessment process all areas, tasks and activities that require a formal SSOW to be developed and implemented.
- Ensuring that SSOW are documented to a satisfactory level by competent persons with the involvement of employees.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate SSOW into our working environment.
- Ensuring that key personnel are responsible for the management and monitoring of the SSOW process under their areas of control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required SSOW.
- Effectively communicating any SSOW to key personnel involved. Regularly monitoring our activities to ensure employees and others (e.g. contractors, visitors etc.) are complying with these systems.
- Acting promptly to address any issues/ concerns raised.
- Ensuring that SSOW are regularly reviewed to ensure that they remain effective.
- Ensuring that we have access to competent health and safety advice.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

Safeguarding Visitors

Policy

We recognise that visitors to our premises or site may not be aware of the hazards to which they may be exposed or what to do in the event of an emergency.

Arrangements

- We will inform all visitors on the local arrangements, likely hazards and what to do in the event of an emergency
- Where appropriate, visitors will be asked to sign in and acknowledge the information provided.
- Ensuring that key personnel are responsible for the management and monitoring of the hazards which pose risk to visitors.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Ensuring that procedures are developed and implemented for members of the public and others who visit our workplace, including the introduction of a visitor's record to control their attendance whilst on our premises.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Carrying out regular inspections of our work activities and building structure to identify hazards that could pose new risk to visitors.
- Ensuring the adequate provision and documentation of any necessary training, including induction training that may be required.
- Provision of suitable supervision, proportionate to the visitor's activities/ areas attending.
- Acting promptly to address any issues/ concerns raised.
- Ensuring that we have access to competent health and safety advice.

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Reviewed: May 2026

Next Review: May 2027

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

Slip, Trips and Falls

Policy

It is our policy to safeguard our employees and others (contractors, visitors etc.) who enter our premises from the risks of slipping, tripping and falling due to badly maintained access and exit routes, stairs and floors.

Arrangements

The Responsible Person will:

- Ensuring that key personnel are responsible the management and monitoring of the risk assessment process posed by hazards to pedestrian access and egress facilities, including stairs and floors under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required duties.
- Ensuring that pedestrian walkways are clearly defined (where practicable), maintained and checked on a regular basis.
- Ensuring suitable arrangements are available for in the event of an emergency (i.e. spillage kits).
- Ensuring any areas at height are suitably controlled and maintained to minimise the risk of persons or items falling.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Carrying out regular inspections of our work activities to identify hazards involving slips, trips and falls that require assessing.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/ concerns raised
- Ensuring that we have access to competent health and safety advice.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

Stress at Work

Policy

We understand that pressure is a natural part of all work and helps to keep us motivated, but that excessive pressure may lead to stress-related ill health in some people.

We recognise that under the Management of Health and Safety at Work Regulations 2006 (As Amended), we have a duty to assess the risk of stress-related ill health arising from work activities, and under the Health and Safety at Work etc. Act 1974 to take measures to control that risk.

We will adopt the HSE Stress Management Standards in ensuring that we minimise the impact of work- related stress. The Management Standards define the characteristics, or culture, of an organisation where the risks from work related stress are being effectively managed and controlled.

Arrangements

The Responsible Person will ensure that the HSE Stress Management Standards, and the associated tools, are used to evidence that a high level of health, well-being and organisational performance is present in the organisation.

Staff Amenities and rest areas

Policy

It is our policy, so far as it is reasonably practicable, to provide adequate and appropriate welfare facilities.

Arrangements

This will be achieved by:

- Ensuring that key personnel are responsible for assessing the needs for providing and maintaining suitable facilities.
- Acting promptly to address any issues/ concerns raised.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

Safety in Food Preparation Areas

Policy

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) whilst preparing food.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them. We will manage our food hygiene and safety procedures by utilising food management safety procedures (HACCP).

Food safety management procedures should be based on HACCP principles as follows;

- looking closely at what we do in our business, what could go wrong and what risks there are to food safety
- identifying any critical control points the areas of our business needs to focus on to ensure those risks are removed or reduced to safe levels
- deciding what action, we need to take if something goes wrong
- making sure that our procedures are being followed and are working
- keeping records to show our procedures are working

It is important to have food safety management procedures that are appropriate for our business - [Managing Food Safety](#)

Arrangements

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to the hazards posed in food preparation under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment.
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Carrying out regular inspections of food preparation areas to identify hazards that require assessing.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/ concerns raised.
- Ensuring that we have access to competent health and safety advice.

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Reviewed: May 2026

Next Review: May 2027

Any actions that arise from operating these arrangements will be used to review our health and safety management systems.

Training on health and safety

Policy

We recognise that the Health and Safety at Work Act 1974 (HASAW) and other regulations explicitly require health and safety training for all employees including managers. To ensure we meet these duties we will carry out training needs analysis to identify the requirements.

We further recognise that instructions must be provided for employees, visitors and contractors to site indicating site rules and procedures. We will provide health and safety induction training for all new starters and this will include the risks and controls associated with their jobs as well as training on emergency arrangements.

The findings of risk assessments and the associated controls will be passed on to those who may be exposed to the risk so that they understand how to avoid it. The method of communication will be determined by the level of risk and the complexity of the control measures, so may range from verbal instruction to written procedures.

In all cases, a record will be kept of the information, instruction or training carried out and details of the information provided.

Arrangements

The Responsible Person will ensure that:

- A training needs analysis is carried out to identify the training requirements for all employees
- Records of training are maintained including refresher training.
- All new employees receive suitable induction training

Any actions that arise from operating these arrangements will be used to review our health and safety management system

Violence and bullying at work

Policy

We recognise that we have a legal duty to protect our employees from foreseeable violence at work and we will ensure that systems are in place to ensure this. We have a zero tolerance for any bullying or violence at work whether from other employees, members of the public or visitors.

We will continually monitor for any signs of a problem and, if there is a problem, we will take action immediately. Any employee found to be bullying any other employees will face disciplinary action

Water Safety

Policy

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) associated with water hazards.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

Arrangements

The Responsible Person will:

- Ensure that key personnel are responsible for the management and monitoring of the risk assessment process associated with working near to water under the areas of their control.
- Ensure that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment.
- Ensure that suitable resources are made available to implement any identified actions as a result of the risk assessment process such as the provision of Personal Protective Equipment.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.

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- Carrying out regular inspections of our work activities to identify hazards that require assessing.
- Ensure the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/ concerns raised.
- Ensure that we have access to competent health and safety advice.

Any actions that arise from operating these arrangements will be used to review our health and safety management system

Welfare

Policy

It is our policy to ensure that there are systems in place for welfare and the provision of a safe working environment for our employees whilst in our employment.

Arrangements

This will be achieved by:

- Ensuring that key personnel are responsible for overseeing the provision of welfare facilities and a safe working environment under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document any records and actions.
 - Ensuring that suitable resources are available to maintain our workplace including buildings and fixtures in good order and according to required standards.
- Providing welfare facilities that include adequate hot, cold and drinking water, sanitary conveniences, hand washing facilities, facilities for eating and food preparation, sufficient light, heat and ventilation.
- Ensuring that procedures are in place for housekeeping, cleaning and maintenance regimes.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/ concerns raised.
- Ensuring that we have access to competent health and safety advice.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

Work Equipment

Policy

We recognise the risks posed by work equipment and the specific duties under the Provision and Use of Work Equipment Regulations 1998 (PUWER), (As Amended), Pressure Systems Safety Regulations 2000 (PSSR) (As Amended) and Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), (As Amended),.

We further recognise that some specialist work equipment is subject to specific Guidance and Approved Codes of Practice (i.e. tools machinery, gas boilers, lifts) and we will seek advice from our health and safety advisers in identifying any additional and specific duties for ensuring compliance.

We will maintain records of appropriate maintenance and inspection of work equipment.

We will provide appropriate training as identified through the induction process and the risk assessment procedure.

We will provide appropriate signage and instructions as identified by the risk assessment of the task that includes the work equipment.

Arrangements

The Responsible Person will:

- Identify all work equipment owned, hired or otherwise used by MACCA SPORTS ACADEMIES
- Maintain a register of this equipment. Within that Register, identify:

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- The specific Regulation or Guidance relevant to the equipment
- The maintenance, inspection and test requirements
- The training requirements relevant to the equipment
- Any restrictions on use such as age or pregnancy

- That the use of the equipment is covered by a current risk assessment
- Ensure that all the requirements identified in the Register are being met and recorded
- Ensure that regular spot checks or audits are carried out to ensure that the requirements are being maintained

Wheelchairs (disabilities)

Policy

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) whilst using wheelchairs and mobility aids.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

Arrangements

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to the safe use of wheelchairs/mobility aids under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments with the co-operation of the wheelchair/mobility aid user.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment.
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Carrying out regular inspections of our work activities to identify hazards that require assessing.
- Ensuring the adequate provision and documentation of any necessary training.
- Ensuring that all wheelchairs that are purchased are fit for purpose and maintained by competent persons.
- Acting promptly to address any issues/ concerns raised.
- Ensuring that we have access to competent health and safety advice.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

Workplace Transport (management and pedestrian control)

Policy

We acknowledge that there may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) from the use of transport on our premises.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

The Responsible Person will ensure that systems are in place for assessing work-related driving risks and that those systems follow the guidelines from the HSE and the Department for Transport (Driving for Better

Business)Driving at work - Managing work-related road safety INDG382(rev1), published 04/14, HSG 136 A Guide to Workplace Transport Safety , INDG199 Workplace Transport Safety (Rev 2)

Arrangements

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to workplace transport safety under the areas of their control
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment.
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc.) are complying with control measures implemented.
- Monitoring and recording of periodic checks carried out in the workplace by competent persons.
- Ensuring that segregated traffic and pedestrian routes are provided and appropriately signed.
- Ensuring all vehicles that are purchased are fit for purpose.
- Acting promptly to address any issues/ concerns raised.
- Ensuring that we have access to competent health and safety advice.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

Young Workers

Policy

Although we don't currently employ young workers, we recognise that young workers (above minimum school leaving age but below 18) may be put at additional risk by some workplace activities. We further recognise that we have a specific duty under the Management of Health and Safety at Work Regulations 1992 (MHSW), (As Amended) to consider risks to young people in our risk assessment procedures.

Before employing a young person, we will review our risk assessment. The method may vary depending on whether the guardian of the young person provides us with a form for completion or, where this is not provided, we will use our own method to meet this requirement.

Arrangements

The Responsible Person will:

- Ensure that all risk assessments take account of the specific risks to young workers
- Ensure that all employees are aware of the requirement to review assessments before employing young people

Note(s)