

HEALTH & SAFETY POLICY

This is the statement of general policy and arrangements for:	The Tim Henman Foundation
Overall and final responsibility for health and safety is that of:	The partner
Day-to-day responsibility for ensuring this policy is put into practice is delegated to:	The partner point-person, coaches, teachers

Statement of general policy	Responsibility of	Action / Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	Delivery partner Partner point-person	<ul style="list-style-type: none"> • Provide and maintain equipment at work. • Provide a health & safety policy statement when 5 or more people are working. • Maintain safe and healthy workplaces with the necessary facilities.
To provide adequate training to ensure coaches/teachers are competent to do their work.		<ul style="list-style-type: none"> • Provide information, instructions, training and supervision.
To engage and consult with coaches/teachers on day-to-day health and safety conditions and provide advice and supervision on occupational health.		<ul style="list-style-type: none"> • Employees co-operate with their employer. • Employees take care of their own health & safety at work. • Employees take care of the health & safety of others.
To implement emergency procedures - evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: (See note 1 below)		<ul style="list-style-type: none"> • Evacuation procedure that staff will follow when visiting different sites for delivery of qualification.
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)		<ul style="list-style-type: none"> • First aid box is located at the front of house/reception, programme delivery area. • Incidents will be recorded in detail and given to the relevant member of staff to take the enquiry further.

RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you already doing?	Responsibility of
Slips and trips	Coaches, teachers, participants may be injured if they trip over objects or slip on spillages.	We carry out general good housekeeping. All areas are well lit including stairs. There are no trailing leads or cables. Coaches/teachers keep work areas clear, e.g no boxes left in walkways, deliveries stored immediately, offices cleaned each evening.	Coaches, teachers
Violent and aggressive behaviour from participants	Coaches/teachers, other participants may be harmed from aggressive behaviour and may feel intimidated.	Discussing with coaches/teachers techniques on how to remain calm and to avoid confrontation. Coaches/teachers should write a log of incidents and refer to the programme point-person. Safeguarding concern should be reported to point-person and THF appointed person.	Coaches/teachers
Hygiene	Coaches, teachers and participants may be at risk of infection.	Coaches, teachers are cleaning the equipment regularly.	Coaches/teachers
Security	The programme delivery could be at risk of unauthorised access.	Facilities are collating various proof of I.D from all who enter the delivery area.	First point of entry to the facility
Special needs and disabilities	The participants' needs are not met throughout the duration of the course.	Identifying those with special needs and address these as part of the programme delivery and support.	Partner point-person Coaches, teachers
Covid-19	Coaches, teachers, mentors, participants	Ensure all latest government guidance is followed. Keep group sizes to a reasonable size. Take all precautions regarding adequate ventilation. Additional precautions: face masks, hand sanitiser, temperate checks.	Partner point-person Coaches, teachers