



Policy Review	
Review Schedule	2-yearly
Accepted by:	TSLL Board
Reviewed:	RLP Trustees
Sally Ambrose Headteacher/Accounting Officer Signed:	Lee Whippey Business/Estates Director Signed:
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Introduction

It is the policy of TSLL to provide working conditions that are safe and healthy for all our employees, visitors and pupils and at all times carry out its operations with reasonable and practical methods so that the Health & Safety of any persons concerned will not be adversely affected.

This policy is compiled in accordance with the Health and Safety at Work etc Act 1974 and all duties and obligations imposed by the Act, and all other Acts and Regulations affecting all of the activities of TSLL.

These include the Management of Health and Safety at Work Regulations 1992 (as amended in 1999) and the Construction (Design & Management) Regulations 1994. Other Regulations extend these duties to provide that specific risk assessments are carried out in order to ensure a safe and healthy place of work for employees, pupils and a safe environment for the public is paramount.

TSLL has the ultimate responsibility to take all measures within its power to make sure that its premises are safe and without risks to the health of staff, pupils and members of the public.

TSLL will ensure through best practice procedures, The Ridgeway Learning Partnership Health & Safety audit process that the appropriate advice is made available together with the coordination of all health and safety activities. TSLL will be responsible for the health and safety of personnel and equipment within their areas of control and will undertake periodic safety checks, audits and prepare any necessary risk assessments.

All staff working for TSLL have a responsibility for their own health and safety and that of others who may be affected by their acts or omissions and they must cooperate with the organisation on all health and safety matters.

A copy of this General Policy Statement will be issued to all employees and casual workers and shall be signed and dated by each individual employee as part of their agreement to accept this as part of their Terms and Conditions of Employment.

Reviews to the statement will be re-issued as necessary.

Aims

TSLL aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, students and customers to the Tring Sports Centre .
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely and are regularly inspected

These will be managed by:

- Safe systems of work
- Risk Assessments
- Regular reviews
- Consultation with employees
- Providing instruction, information, supervision and training

Policy Statement

TSLL recognises and accepts its responsibilities as an employer under the terms of the Health and Safety at Work etc. Act 1974 and any subsequent relation legislation.

TSLL will take all reasonable measures to fulfil its responsibilities and will ensure that competency checks are made and provide adequate resources to meet its commitments. This includes a commitment to: -

- A. provide and maintain plant equipment and safe systems of work.
- B. provide safe arrangements for the use, handling, storage and transport of articles and substances
- C. provide the necessary information, instruction, training and supervision so that all employees and others are aware of the hazards and risks arising from work activities on premises operated by TSLL and in other places where its employees may from time to time be working.
- D. provide healthy working conditions and adequate welfare facilities.
- E. consider and, if necessary, take action on any health and safety issues or concerns reported by employees.

Individuals have responsibilities to take reasonable care for the health and safety of themselves and of other persons (especially, for example young persons and expectant mothers employed by the organisation) who may be affected by their acts or omissions at work and;

- A. as regards any duty or requirement imposed on TSLL or any other person by or under any of the relevant statutory provisions, to cooperate with them so far as is reasonably practicable to enable that duty or requirement to be performed or complied with;
- B. no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of Health, Safety or Welfare;
- C. also no acts of physical violence towards other employees or members of the public will be tolerated.

Specific Action in support of the Health and Safety Policy

The following measures will form the basis for a Health and Safety Plan through which TSSL will seek to continually improve its performance in health and safety matters.

- A. The arrangements set out under this TSSL Policy document will be monitored and amended as appropriate in accordance with the Health and Safety Management System to comply with BS8800.
- B. The TSSL Policy document will be reviewed by the TSSL Management Team whenever necessary to take account of new legislation, technology or information.
- C. Regular team meetings for employees will be a forum for consultation, communication and active co-operation in health and safety matters.
- D. The TSSL management team will disseminate information and raise awareness of health and safety issues in all areas and activities managed and run by TSSL.
- E. The Commercial Director and General Manager shall each be classed as a Competent Person for their site and will ensure that a programme of risk assessments is undertaken and will monitor the systems put in place to ensure the health and safety of employees, pupils and public.
- F. Safety inspections and audits will be implemented at regular intervals, which will vary according to the nature of the work undertaken at each location.
- G. All employees will be kept adequately informed on health and safety issues through training courses and regular team meetings
- H. Training in relevant aspects of health and safety will be provided where appropriate.
- I. Where necessary, expert external advice will be sought to determine health and safety risks in TSSL's operations and the identified precautions required to deal with them.

This General Policy Statement is supplemented by:-

- A. A Schedule of Responsibilities for Health and Safety at Work within the Organisation.
- B. Site Specific Safety Statements – where appropriate.
- C. Codes of Safe Practice for the work of particular groups of employees and for specific hazards.
- D. Risk Assessments prepared under Regulation 3 of the Management of Health and Safety at Work Regulations 1992 (amended 1999) including other relevant legislation e.g. Construction (Design and Management) Regs, Manual Handling Regs, Fire Precautions (Workplace) Regulations as amended 1999, etc.
- E. Work Instructions and Procedures for particular types of work, including Emergency Action Plans, Manual Handling and storage of chemicals, etc.
- F. These documents will be issued and their contents effectively communicated to those employees covered by them and can be inspected at all times at the site concerned.

Review Procedures: -

The Business/Estates Director shall be responsible for ensuring that adequate and reasonable systems are in place to review the Health and Safety Policy document and all supporting Procedures, Work Instructions and Risk Assessments.

Management Responsibilities: -

- A. The Business/Estates Director will be the Manager with local statutory responsibility for the Organisation's Health and Safety at Work Policy and all relevant legislation. The Ridgeway Learning Partnership holds the Corporate Responsibility for the Health & Safety at TSSL.
- B. The TSSL Management Team will be responsible for compliance with the Health and Safety Policy and all relevant legislation.

Disciplinary Procedures: -

- A. Where individual cases arise involving a complaint or disciplinary matter concerning safety matters, the Organisation's normal procedures will apply.

Revised Document: -

- A. This document is linked to the Tring School Health & Safety Policy

Roles and Responsibilities

Organisation

As the employer, The Ridgeway Learning Partnership has the responsibility for Health and Safety for TSSL

Responsibilities of the Governing Body/ TSSL Board

The Ridgeway Learning Partnership & TSSL Board are responsible for ensuring health and safety management systems are in place and effective.

As a minimum these systems should adhere to the health and safety policy, procedures and standards as detailed in the HSE 179, Health & safety at work act 1974, managing h & s 1992 etc

Health & Safety Trustees/Governors have been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identify actions to the Trust.

The Trust / TSSL board will receive regular reports from the TSSL Board or other nominated member of staff in order to enable them to provide and prioritise resources for health and safety issues.

Where required the Trust will seek specialist advice on health and safety which the establishment may not feel competent to deal with.

Responsibilities of the Business/Estates Director

Overall responsibility for the day-to-day management of health and safety in accordance with the TSSL Health and Safety Policy. Co-operating with the Trust to enable health and safety policy and procedures to be implemented and complied with.

The Business/Estates Director.

- A. Ensures that there are effective policies for Health and Safety to cover all aspects of TSSL.
- B. Will be directly responsible for TSSL compliance with the Health and Safety Policy and all other relevant legislation.
- C. Will, as often as may be necessary, ensure that the effectiveness of the TSSL Policy is appraised and ensure that any necessary changes are made.
- D. Will ensure that the attention of TSSL is drawn to any relevant information concerning the Health and Safety matters within the Organisation, which is of direct interest to them.
- E. Will ensure, in conjunction with the TSSL Board of Directors and the Ridgeway Learning Partnership, that adequate resources in the form of time and funding to meet all Health and Safety requirements for TSSL are provided.
- F. Will ensure that responsibilities for Health and Safety within TSSL are properly assigned and accepted at all levels.
- G. Will, as often as may be necessary, appraise the effectiveness of the TSSL Health and Safety Policy and ensure that any necessary changes are made.

The Business/Estates Director may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Business/Estates Director from the overall day-to-day responsibilities for health and safety within the establishment.

The task of overseeing health and safety on the site has been delegated by the Commercial Director to the General Manager and the Premises and Facilities officer.

The General Manager will;

- Apply TSSL health and safety policy to the Sport & Leisure Facilities departments and be directly responsible to the Business/Estates Director for the application of the health and safety procedures and arrangements.
- Maintain or have access to an up to date library of relevant published health and safety guidance from sources including HSG 179 and ensure that all subordinate staff are aware of and make use of such guidance.
- Ensure health and safety risk assessments are undertaken for the activities in the centre and that identified control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.

- Take appropriate action on health, safety and welfare issues referred to them, informing the Business/Estates Director of any problems they are unable to resolve within the resources available to them.
- Carry out regular inspections and audits of all areas of responsibility and report / record these inspections.

TSLL Management Team

- Will ensure that they are familiar with the TSLL Health and Safety Policy and all Health and Safety information relevant to the work under their control.
- Will ensure that Risk Assessments are prepared for all tasks carried out by their staff and that Safe Working Procedures are developed from them.
- Will seek to ensure that all staff for whom they are responsible know and understand and comply with the Safe Working Procedures and the reasons for them.
- Will promote an understanding for all of the staff whom they are responsible for, of all relevant Health and Safety information including Risk Assessments through team meetings and training courses.
- Will seek to ensure that all safety rules are observed, personal protective equipment is worn or used and that all safety devices are fitted and properly maintained and adjusted.
- Will maintain a system to ensure that they are informed of all accidents that occur in their section and that these are reported promptly to the Commercial Director on the appropriate form after investigation into the causes has been made.
- Will ensure that all machinery and equipment for use by the staff for whom they are responsible is properly maintained and that all defects found are promptly reported and rectified.
- Will consult with the staff for whom they are responsible on any Health and Safety matters causing them concern and seek the advice of the Commercial Director when necessary.
- Will ensure that adequate supervision is available particularly where young or inexperienced workers are concerned.
- Will seek to ensure, in conjunction with the TSLL Management Team, that adequate competency checks are made together with providing adequate resources in the form of time and funding to meet all Health and Safety requirements for employment of Staff, Contractors and Consultants.

Responsibilities of employees, visitors and those hiring the premises

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees, visitors and hirers have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking

their work

- B. Comply with the TSL health and safety policy and procedures at all times.
- C. Report all accidents and incidents in line with the reporting procedure.
- D. Cooperate with TSL management on all matters relating to health and safety.
- E. Not intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- F. Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- G. Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- H. Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.
- I. Hirers to provide suitable risk assessments for any activities or tasks taking place and provide necessary documentation including insurance, qualifications and DBS checks.

Arrangements

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APPENDIX 1 - Risk Assessments - General Risk Assessments

TSSL conducts and documents risk assessments for all activities, areas and people presenting a significant risk. These are co-ordinated by the General Manager following guidance contained in HSG 179 and the Health & Safety At Work Act and are approved by the Commercial Director

Risk assessments are available for all staff to view and are held centrally by the Sports Centre, these assessments will be reviewed on an annual basis or when the activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

Individual Risk Assessments

Specific assessments relating to individual people are held centrally on file at the centre. Such risk assessments will be reviewed on a regular basis.

It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact upon their work.

Sports Centre Activities

Risk assessments for Sports Centre activities will be carried out by the General Manager using the relevant codes of practice and model risk assessments detailed below.

Whenever a new activity is adopted or developed all activities are checked against these and significant findings incorporated into texts in daily use (Safe Systems of Work, training records updated)

The Head of PE will ensure provision is made for lifesaving, first aid and resuscitation cover appropriate to the type of school PE Lessons . The School PE department follows Swim England teaching ratios and TSSL health and Safety arrangements.

When the PE department supervises a pool session without a lifeguard employed by TSSL they are required to have a radio on them to summon assistance and are trained in the centre's emergency procedures.

APPENDIX 2 - Health & Safety Monitoring and Inspection

A general inspection of the site will be conducted termly and be undertaken / co-ordinated by Premises and facilities officer.

Monitoring inspections of individual departments will be carried out by the General Manager or nominated staff.

Responsibility for following up items detailed in the safety inspection report will rest with the Business/Estates Director

A named governor will be involved/undertake an audit of the site's health and safety management systems on an annual basis and report back to both the relevant sub-committee and Trust Board meetings.

Inspections will be conducted jointly with the establishment's health and safety representative(s) if possible.

APPENDIX 3 - Fire Evacuation and Other Emergency Arrangements

The fire risk assessment of TSLL is completed by the school as part of their fire risk assessment.

The Business/Estates Director is responsible for ensuring the site's fire risk assessment is undertaken and actions implemented. The fire risk assessment is located in the school's fire log book and will be reviewed on an annual basis.

Emergency Procedures

Fire and emergency evacuation procedures are detailed in the centre's shared drive, in the EAP and a summary posted at each escape route. These procedures will be reviewed at least annually and are made available to all staff as part of the company's induction process.

Evacuation procedures are also made available to all contractors / visitors.

Emergency exits, fire alarm call points, assembly points etc are clearly identified by safety signs and notices.

Emergency contact and key holder details are maintained by the Premises and facilities officer and updated to Arena.

Fire Drills

- TSLL Fire drills are undertaken termly as part of the school fire drill testing and results are recorded in the fire log book.

Fire Fighting

- The safe evacuation of persons is an absolute priority. In all circumstances the priority is to get out.
- Ensure the alarm is raised
- **Details of service isolation points** (i.e. gas, water, electricity)
 - Gas isolation points** – Located in the Plant room
 - Water isolation point** – Meter in grass area at the front of school by the main gate
 - Electricity isolation point** – Main breaker in the plant room
- **Details of chemicals and flammable substances on site.** An inventory of these will be kept in the evacuation pack, COSHH folder and in the Facilities office for consultation.

APPENDIX 4 - Inspection / Maintenance of Emergency Equipment

The Business/Estates Director of Tring School/TSLL is responsible for ensuring that the schools fire log and therefore the centre's log book is kept up to date and that the following inspection / maintenance is undertaken and recorded in the fire log book located in the Business/Estates Directors Office.

FIRE ALARM SYSTEM

Fire alarm call points will be tested in full by Chubb every 6 months as part of their regular checks.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer Chubb Fire Ltd – 01582 747280

A fire alarm maintenance contract is in place with Chubb Fire Ltd and the system tested 6 monthly by them.

FIRE FIGHTING EQUIPMENT

Chubb Fire Ltd undertakes an annual maintenance service of all fire fighting equipment. TSLL management team complete weekly checks that all fire fighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported directly to Chubb Fire Ltd 01582 747280 and the Business and Estates Director.

EMERGENCY LIGHTING SYSTEMS

These systems will be checked for operation monthly in house by the Tring School Site Team and annually by Chubb Fire Ltd, 01582 747258

Test records are located in the Tring Schools fire log book.

MEANS OF ESCAPE

Daily checks for any obstructions on exit routes and ensures all final exit doors are operational and available for use.

APPENDIX 5 - First Aid and Medication

The centre has assessed the need for first aid provision and a list of staff to provide first aid is kept on the compliance tracker.

TRAINED NPLQ Holder (37 hr)

First aid qualifications remain valid for 3 years / NPLQ is valid for 2 years. The TSL management team will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave. NPLQ holders must attend monthly training to remain competent for work on poolside.

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

Main Reception
Staff Room
First Aid Room
Poolside
Sports Hall

The TSL management team is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check is made weekly.

During School Operational Hours Only

Transport to hospital: If the first aider or the TSL management team considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS Direct 0845 4647) and, in the case of a pupil with the parents/carers.

TSL will follow the schools procedure for completion of incident/accident records in accordance with HCC guidance.

Administration of medicines

Should any pupil using the facility require medication or similar treatment then this should be referred to schools first aiders and their policy followed.

The only medication kept and administered within school are those prescribed specifically for a pupil at the request of the parent/guardian and with the consent of the head teacher. Records of administration will be kept by the First Aid Officer

No member of staff should administer any medicines unless a request form has been completed by the parent / guardian.

All medications kept in school are securely stored within the First Aid room with access strictly controlled.

Where children need to have access to emergency medication i.e. asthma inhalers, epi-pen etc., it will be kept in the Schools first aid room and clearly labelled.

APPENDIX 6 - Accident Reporting Procedures

Accidents to employees

Where the LA is the employer then **all** employee accidents, no matter how minor, must be reported to the Business/Estates Director

Accidents to pupils and other non-employees (members of public / visitors to site etc.)

An accident form in the Duty Office is used to record all minor incidents to non-employees, more significant incidents as detailed below must also be reported to the Business/Estates Director then to HCC using the online accident reporting system.

- Major injuries.
- Accidents where significant first aid treatment has been provided.
- Accidents which result in the injured person being taken from the scene of the accident directly to hospital.
- Accidents arising from premises / equipment defects.

All major incidents will be reported to the TSL board & the RLP trust. Governing Body/ Health and Safety Governor. Parents/carers will be notified immediately of all major injuries involving pupils

Accidents will be monitored for trends and a report made to the TSL board as necessary.

The Business/Estates Director, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Executive (HSE) on 0845 300 9923 and the Education Health and Safety team on 01992 556478.

Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system <http://www.hse.gov.uk/riddor/> within 15 days of the incident occurring.

- A pupil or other non-employee being taken directly to hospital for treatment and the accident arising as the result of a curriculum activity, the condition of the premises/equipment, due to the way equipment or substances were used or due to a lack of supervision/organisation etc.
- Employee absence or inability to carry out their normal duties as the result of a work related accident, for periods of 7 days or more (including W/E's and holidays).

APPENDIX 7 - Health & Safety Information and Training

Consultation

The Resources governing body meets termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by TSLL management team.

Communication of Information

Detailed information on how to comply with the health and safety policy is given in the employee induction and any updates are discussed in staff meetings and ongoing refresher training.

The Health and Safety Law poster is displayed in the staff room.

The Governing body as the employer provides access to competent H&S advice via the Business/Estates Director as required by the Health and Safety at Work etc Act 1974.

Health and Safety Training

All employees will be provided with:

- induction training in the requirements of this policy;
- update training in response to any significant change;
- training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- refresher training where required.

Training records are held by the TSLL management team who are responsible for coordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

The Business/Estates Director will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the line managers attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

APPENDIX 8 - Personal Safety / Lone Working

TSLC believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff.

Staff will report any such incidents to their line manager. The school will work in partnership with the LA and police where inappropriate behaviour/individual conduct compromises the centre's aims in providing an environment in which the pupils, staff and customers feel safe.

Lone working

Staff are encouraged not to work alone in the centre. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

Work involving potentially significant risks (for example work at height) must not be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain their line managers permission and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency e.g. access to a radio or mobile telephone etc.
- When working off site to notify a colleague of their whereabouts and the estimated time of return.
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague to attend if possible. They should not enter the premises unless they are sure it is safe to do so. Key holders to call the Police backup as necessary
- Report any incidents or situations where they may have felt “uncomfortable”.

APPENDIX 9 - Premises and Work Equipment

All staff are required to report to the TSSL management team any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair/disposal. The TSSL team will report the Defective equipment via premises@tringschool.org

The Premises and facilities officer is responsible for identifying all plant and equipment in an equipment register. The Business/Estates Director will ensure that any specific training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required.

Equipment restricted to those users who are authorised / have received specific training is detailed in the register.

Planned maintenance/inspection

Regular inspection and testing of the centre's plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept by the premises and facilities officer.

Electrical Safety

All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the Business/Estates Director.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependent upon the type of equipment and the environment it is used in). All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

This inspection and testing will be conducted by 3 Counties PAT Testing 01442 878253.

The Business/Estates Director is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

Personal items of equipment (electrical or mechanical) should not be brought into the centre without prior authorisation and must be subjected to the same tests as centre equipment.

A fixed electrical installation test (fixed wire test) will be conducted by Norwood electrical or an approved contractor annually.

APPENDIX 10 - Flammable and Hazardous Substances

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the "**Control of Substances Hazardous to Health Regulations 2002**" (COSHH Regulations).

In all other areas the establishment's nominated person responsible for substances hazardous to health is the Business/Estates Director and the Premises and facilities officer

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- If required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance.
- all chemicals are appropriately and securely stored out of the reach of any children and other visitors
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

Where persons may be affected by their use on site, the Business / Estates Director is responsible for ensuring that COSHH assessments are available from contractors (*this applies to both regular contracts such as cleaners and from builders, decorators, flooring specialists, etc*).

APPENDIX 11 - Asbestos

An asbestos survey and management plan is in place for the centre in accordance with [HCC's asbestos policy](#).

The centre's asbestos log (including building plans, asbestos survey data and site specific management plan) is held by the Facilities team.

The Facilities team will ensure that all employees (including those such as cleaning staff who may be employed by others) are made aware of the location of asbestos containing materials (ACM) within their work areas.

Under no circumstances must staff drill or affix anything to walls without first obtaining approval from an Asbestos Authorising Officer. (Even stapling / pushing a drawing pin into ACM may result in the release of fibres into the air.)

Any damage to materials known or suspected to contain asbestos should be reported to the Facilities team who will contact HCC's asbestos team asbestos@hertfordshire.gov.uk.

The site's asbestos authorising officers are Lee Whippey and Dean Kenney and refresher training is required 3 yearly.

Prior to **any** work commencing on the fabric of the building or fixed equipment (e.g. boilers, kilns etc.), either by contractors or centre staff, one of the asbestos authorising officers **must** check the asbestos log and establish whether permission to work can be given.

The Business and Estates Director / asbestos authorising officers shall ensure that:

- The asbestos log is consulted at the earliest possible opportunity and that **all** work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of asbestos-containing materials remaining on site is conducted and recorded (legal requirement to do so annually as a minimum).
- The limitations of the management survey and areas of the building that have **not** been surveyed are understood and considered as part of the permission to work process e.g. areas above 3m in height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc.
- all records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years).
- The site's asbestos management plan is kept up to date and that any asbestos works (removal, new project specific surveys etc.) are notified to the LA via asbestos@hertfordshire.gov.uk.

APPENDIX 12 - Manual Handling

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

All manual handling activities which present a significant risk to the health and safety of staff, will be reported to the TSSL management team and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

APPENDIX 13 - Contractors

All contractors used by the centre shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to the school reception where they will be asked to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements. When the school site is shut the contractors should sign in at the sports centre reception before commencing any work on the centre.

The Business/Estates Director is responsible for monitoring areas where the contractor's work may directly affect staff, pupils, and customers and checking whether expected controls are in place and working effectively.

School managed projects

Where the school undertakes projects directly the Trust is considered the 'client' and therefore have additional statutory obligations. Such projects are managed by the Business/Estates Director, who will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought.

This would include whether CDM¹ regulations will apply.

To ensure contractor competency the school uses a property framework contractor as a method of procuring works. These contractors have satisfied the County Council that they understand and abide by health and safety regulations. Details can be found at <http://www.thegrid.org.uk/info/premises/property.shtml>. When considering the appointment of contractors outside of Hertfordshire frameworks the, Business/Estates Director will undertake appropriate competency checks prior to engaging a contractor.

The school, contractor(s) and any subcontractor(s) involved will exchange relevant information regarding the work activities and agree the risk assessment and safe systems of work to be used prior to works commencing on site. Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken.

¹ CDM refers to the Construction (Design and Management) Regulations and applies to any building, demolition, maintenance or refurbishment work. Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In such instances it is recommended that an agent be used to work on the school's behalf.

APPENDIX 14 - Work at Height

Working at height can present a significant risk, where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height (including accessing storage or putting up displays) appropriate step ladders or kick stools are to be used. Staff must not climb onto chairs etc.

Only those persons who have been trained to use ladders safely may use them.

Basic instruction is provided to all staff who use ladders/stepladders

<http://www.hse.gov.uk/pubns/indg455.htm>

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role.

The establishments nominated person(s) responsible for work at height is/are: Premises and facilities officer and Site Team

The nominated person(s) shall ensure that:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained and all equipment is regularly inspected and maintained;
- any risks from fragile surfaces are properly controlled.

APPENDIX 15 - Display Screen Equipment (DSE)

All staff who use computers daily, as a significant part of their normal work (*significant is taken to be continuous / near continuous spells of an hour or more at a time*) e.g. admin/office staff shall have a DSE assessment carried out.

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use).

Advice on the use of DSE is available in the [Education Health and Safety Manual](#)

APPENDIX 16 - Vehicles on Site

Vehicular access to the site is restricted during school opening hours to school staff and visitors only and not for general use by parents / guardians when bringing children to school or collecting them.

Access to the school must be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for pedestrian access. If an event is being held outside of normal site activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

APPENDIX 17 - Lettings / Shared Use of Premises

Lettings are managed by the Business/Estates Director following County council guidance.

APPENDIX 18 - Stress / Wellbeing

TSLL and RLP trust are committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and HCC's management standards.

The centre participates in the wellbeing programme and the school's wellbeing co-ordinator is HR.

TSLL has systems in place within the school for responding to individual concerns and monitoring staff workloads e.g. Performance Management, mentoring, staff able to speak to Business/Estates Director / line manager, membership of an employee Assistance Programme.

APPENDIX 19 - Legionella

The school complies with advice on the potential risks from legionella as identified in the [Education Health and Safety Manual](#).

A water risk assessment of the site has been completed by Herts Enviro Services and the Premises and facilities officer is responsible for ensuring that the identified operational controls are being conducted and recorded in the site's water log book.

This risk assessment will be reviewed where significant changes have occurred to the water system and/ or building footprint.

The risks from legionella are mitigated by basic operational controls and thus the following checks are recorded.

- Water is heated and stored to 60 deg C at calorifiers (any vessel that generates heat within a mass of stored water).
- Weekly flushing of seldom used outlets and all showers.
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifier(s)).
- Quarterly disinfection/descaling of showers.
- Stored cold water tanks are inspected for compliance and safety on an annual basis.

APPENDIX 20 - Swimming Pool

Pool Safety Operating Procedures are in place and are available from TSSL and are available to any groups hiring the facility.

Lettings agreements are managed by the Business/Estates Director and the TSSL management team who will ensure that a lettings agreement has been completed, risk assessments, public liability, insurance details for the activity have been completed by the hirer and returned to TSSL and that the hirer knows and understands the PSOP.

Pool plant operations and water testing is carried out by TSSL operations team, who hold a appropriate pool plant qualification, and who will ensure that the water quality meets the standards identified by the Pool Water Treatment Advisory Body (PWTAG). The Business/Estates Director will ensure that bacterial testing is carried out and, where necessary, carry out any remedial actions.

All staff are to ensure that they are familiar with the PSOP for the swimming pool, check that rescue equipment is available and that the swimming pool is secured to prevent unauthorised access when not supervised.

The Head of PE will ensure provision is made for lifesaving, first aid and resuscitation cover appropriate to the type of school PE swimming sessions. The School PE department follows Swim England teaching ratios and TSSL health and Safety arrangements. When the PE department supervises a pool session without a lifeguard employed by TSSL they are required to have a radio on them to summon assistance and are trained in the centre's emergency procedures.

Outside of school hours the swimming facility is managed according to the centres PSOP (Appendix 25)

APPENDIX 21 - Staff Qualifications

STAFF QUALIFICATIONS AND TRAINING (RELATING TO SAFETY)

The Centre Managers ensure that all staff are suitably qualified/trained to carry out the duties for which they are employed/assigned for the safety of the public.

All staff as part of their induction process to TSLL will sign off to confirm they have read the following policies. Other policies are located in the shared drive for staff to access

- [TSLL Health & Safety Policy](#)
- [Harassment and bullying policy and procedure RLP](#)
- [Code of Conduct for Employees RLP](#)
- [Data Protection RLP Policy](#)
- [OnLine Safety RLP Policy](#)
- [Child Protection & Safeguarding Policy](#)

Duty Managers / Team Leaders

- All Duty Managers and Team Leaders must hold all of the below qualifications in the lifeguarding section and all of the training requirements also apply.
- They must also hold the minimum of a recognised pool water testing qualification (1 day course).
- Ideally they will have the Pool Plant Operators Course (3 day course) and this must be obtained if completing any pool plant room works.

Lifeguards

- All lifeguards (full time and casuals) must obtain a National Pool Lifeguard Qualification.
- Every lifeguard must complete a competency test when first starting employment and on any occasion where they have missed monthly ongoing training.
- To remain a competent lifeguard each member of staff will be required to attend 2 hours of monthly ongoing training.
- Lifeguards must also complete manual handling and COSHH training as part of their induction.

Fitness Coaches

- All fitness studio coaches must be qualified to the following standard, REPS level 2 YMCA, RFitness/Resistance training, PEA or equivalent.

Dance/Aerobics Instructors

- All dance/aerobics instructors must be qualified to the following standards and no unqualified instructors will be used at any time:
- YMCA Exercise to Music or equivalent

- Appropriate dance qualification i.e. Step, Slide, Boxercise, Tap etc.

Swimming Teachers

- All swimming teachers possess the minimum qualification as an ASA Assistant/ Preliminary Teacher's Certificate or equivalent when instructing schools, groups etc.
- All swimming teachers instructing organised lessons hold the ASA Full Swimming Teacher's Certificate or equivalent.

Dry Sports Coaches

- All dry sports coaches must hold the minimum recognised qualification for that particular sport at Level 1 or Level 2.

APPENDIX 22 - Safeguarding

Abuse of Position Of Trust:

All school staff are aware that inappropriate behaviour towards pupils is unacceptable and that their conduct towards pupils must be beyond reproach.

In addition, staff should understand that, under the Sexual Offences Act 2003, it is an offence for a person aged 18 or over intentionally to behave in certain sexual ways in relation to a child aged under 18, where the adult is in a position of trust in respect of the child, even if the behavior is consensual.

All staff

- All staff who have access to children have to undergo an enhanced DBS check.
- All staff will have received a detailed induction including the Operating Procedures relevant to their specific area of work, and the Evacuation Procedures.
- All staff as part of their induction process to TSL will sign off to confirm they have read the following Safeguarding policies as part of their safeguarding training.
 - [Keeping children safe in education](#)
 - [Safeguarding Policy 2019.docx](#)
- All new staff receive “on the job” training for as long as it is deemed necessary for them to carry out the duties associated with their post. As part of this they will receive instruction and training in the erection and dismantling of equipment and all other safe working practices in relation to the duties of their posts.
- The Centre Management Teams hold regular team meetings approximately every two weeks and Health & Safety is an agenda item of each meeting.
- Activities organised in any part of the Centres are fully supervised at all times and staff receive detailed guidelines and procedures for safe and effective supervision and control, taking full account of the number of participants, ages, types of activities etc.

APPENDIX 23 - Pool Safety Operating Procedure

The Centre will have a written Pool Safety Operating Procedure (PSOP) which includes a Normal Operating Procedure (NOP) and an Emergency Action Plan (EAP).

The NOP will include information on:

- Details of the building
- Details of the pool and lifeguard zones
- Potential Risks
- Dealing with the public
- Staff Duties and Responsibilities
- Systems of Work
- Operational Systems
- Detailed Work Instructions
- First Aid Supplies and Training
- Details of Alarm Systems and any Emergency Equipment / Maintenance Arrangements
- Conditions of Hire to Outside Organisations

The EAP will include information on:

- Serious Incident Management
- Emergency Evacuation of the Building– Outbreak of Fire (Fire Alarm)
- Security Incidents - Emergency Evacuation Bomb Threat
- Security Incidents - Finding or Receiving a Suspect Package,
- Security Incidents - Lone Attacker, Knife or Marauding Terrorist Attack
- Security incidents - Dynamic / Security Lockdown
- Emergency Evacuation of the Building – Escape of Hazardous Substances
- Emergency Evacuation of the Building – Structural Failure
- Controlled Evacuation of the Building – Lighting Failure
- Controlled Evacuation of the building – Flooding
- Serious Injury (Wet Side)
- Serious Injury (Dry Side)
- Lack of Water Clarity
- Overcrowding
- Release of Faeces, Blood or Vomit
- Disorderly Behaviour (including violence to colleagues)
- Robbery
- Lost and Found Children
- Assistance Alarm Activation
- Identifying and Responding to Safeguarding Concerns about a Child
- Identifying and Responding to Safeguarding Concerns about an Adult

The document will be reviewed in the following circumstances:

- every six months
- when there are any changes to the operation of the centre

- any incident that requires reviewing

TSSL Managment Team

It is the responsibility of the TSSL management team to keep the PSOP updated and train all of their employees on the relevant sections for their job role.

All Employees

All employees will receive training in the PSOP and will make sure this is refreshed annually or when needed.

All employees will follow the PSOP for the correct operation of the centre and to ensure their own and the public's safety.

APPENDIX 24 - Use of CCTV at Tring Sports Centre - CCTV Statement

This statement sets out the appropriate actions and procedures, which must be followed to comply with the Data Protection Act in respect of the use of CCTV (closed circuit television) surveillance systems managed by Tring Sports Centre.

The CCTV System includes static cameras and is used for the purpose of:

- The prevention, detection and investigation of criminal activity;
- The security of the premises;
- Safeguarding the safety of pupils, staff and visitors

Responsible Person

The person who has been appointed to oversee the system and procedures is:

- The Premises and facilities officer - Dean Kenney

Images recorded

Signs are displayed to notify all users that CCTV is in operation

- The images that are filmed are held in a secure location and can only be accessed by those who are authorised to do so.
- Digital media is used to record images.
- The system has been set up to provide good quality images.
- Every camera records simultaneously and the images are stored on the server for a period of 30 days. After that time, all images are erased apart from any which are related to an incident subject to an ongoing investigation, which will be burnt onto a USB stick.
- Routine checks are made to ensure that the system is operating in accordance with the terms of this policy, and that information relating to the recordings (date, time etc) are accurate; these details are entered into the CCTV control held in a Locked data cabinet in the Staff room,
- **Use of disclosure of images**

Downloading images is strictly controlled and limited to the following staff:

- Business / Estates Director
- Members of SLT

All saved data must be handed to the Business / Estates Director or a member of the SLT – key staff are trained to understand the administrative regime to control the use of the images.