

## **Health and Safety Policy**

**Reviewed January 2025**

This policy, aligned with Elevate Performance Academy's health and safety statement, outlines the responsibilities concerning health and safety.

Any accidents, regardless of severity, must be recorded in the academy's accident book as soon as possible and reported to the Elevate Performance Academy management team. Employees are responsible for familiarizing themselves with the academy's health and safety policies and procedures, including the consequences of breaching them.

If employees attend third-party premises, they must comply with the relevant policies and procedures. All hazardous materials must be handled with care. Breaching health and safety rules may lead to disciplinary action, including potential termination for gross misconduct.

### **Employer Responsibilities**

Elevate Performance Academy is responsible for ensuring compliance with health and safety legislation. This includes:

- Implementing, monitoring, developing, communicating, reviewing, and amending health and safety policy documentation and management systems as required.
- Establishing a health and safety plan with continuous improvement goals.
- Ensuring staff understand their health and safety responsibilities.
- Allocating sufficient resources (funds, personnel, materials, and equipment) to meet all health and safety requirements and maintain adequate insurance coverage.
- Appointing competent personnel to provide health and safety assistance and advice.
- Maintaining premises, equipment, and work environments in a safe condition.
- Engaging staff in health and safety discussions and training.
- Ensuring effective contingency plans exist for emergency situations.
- Establishing health and safety objectives and measuring their success in an annual report.

## **Management Responsibilities**

Managers are responsible for ensuring that within their areas:

- They actively implement the health and safety policy and management system.
- They supervise staff to ensure safe work practices, particularly for new and younger workers.
- Safe systems of work are developed and implemented.
- Risk assessments are completed, documented, and regularly reviewed.
- Adequate resources are allocated to maintain safety compliance.
- Accidents, ill-health incidents, and near-misses are reported, investigated, and recorded.
- Employees are encouraged to report hazards and safety concerns.
- Required safety training is identified, conducted, and recorded.
- Workplace facilities and equipment are properly maintained and inspected.
- Any unresolved safety issues are escalated to senior management.

## **Supervisor Responsibilities**

Supervisors are responsible for ensuring:

- Implementation of health and safety policies and management systems.
- Supervision of staff to promote safe working conditions.
- Effective communication on health and safety issues.
- Completion of required health and safety checklists and reports.
- Encouragement of staff to report hazards and concerns.
- Investigation of reported safety issues and the implementation of corrective measures.
- Availability and proper maintenance of personal protective equipment (PPE).
- Safe handling, storage, and use of hazardous substances following established guidelines.

## **Employee Responsibilities**

All employees must contribute to a safe working environment by:

- Taking reasonable care of their own safety and that of others.
- Avoiding intentional misuse or interference with safety equipment.
- Following health and safety rules and procedures.
- Attending all required health and safety training sessions.
- Wearing necessary protective clothing and using equipment properly.
- Reporting any damaged or malfunctioning equipment.
- Adhering to established systems of work and safety protocols.
- Reporting any concerns or hazards to management immediately.

## First Aid and Emergency Responsibilities

- **First Aid Personnel:** Administer first aid per legislation, document all incidents, and maintain first aid supplies.
- **Fire Marshals:** Execute trained duties in emergency evacuations.

## Statement of Intent

To support our health and safety commitment, Elevate Performance Academy will:

- Conduct regular risk assessments and implement necessary safety measures.
- Maintain a safe environment with appropriate health and safety protocols.
- Provide members with training and competition opportunities based on age, maturity, and development.
- Ensure all members understand and follow the health and safety policy.
- Appoint competent personnel to oversee health and safety.
- Maintain effective operational and emergency procedures.
- Ensure first aid resources are available at all times.
- Record and report any incidents occurring on the premises.
- Regularly review and assess policy effectiveness.

## Responsibility Structure

- **Founders:** Chad Thorne and Louis Mifsud
- **Safeguarding Lead:** Rose Barratt
- **SENCO:** Chad Thorne