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HEALTH AND SAFETY POLICY

General Policy

This Health and Safety Policy contains a plan detailing how we manage our health and safety issues. The policy sets out our commitment to manage risks and provide good standards of health and safety and also to meet our legal duties. Health and safety is an integral part of how we do business as a responsible employer and we have put in place the necessary organisation and arrangements to achieve this. This policy has been prepared after a full appraisal of our health, safety and welfare requirements and will be reviewed annually. This policy sets out the responsibilities for health and safety management in all Superstar Sports services.

The provision for a written Health and Safety Policy and Guidelines is mandatory under the Health and Safety at Work etc Act 1974. The purpose is twofold:

1. To ensure that employers plan for Health and Safety, assess hazards which may be present and make the necessary arrangements to avoid risks.
2. To ensure that employees exercise personal responsibility and take care to prevent injury to themselves and others.

Health and Safety General Policy Statement

This is a declaration of our intent to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment and to enlist the support of employees towards achieving these goals. The General Policy statement is brought to the attention of all employees by publication in the main policy manual and in the Superstar Sports Employee Handbook.

Organisation and Responsibilities

This part of the Policy details the health and safety responsibilities of key personnel within our organisation. These responsibilities are fulfilled by completion of various Safety Records, pro-formas and records in relation to on-going maintenance activities, training, accident reporting, and investigation, and actions that have taken place.

Monitoring

The operation of this policy and arrangements is actively monitored through the periodic review of our completed Safety Record Forms and also by using Periodic Workplace Checklists. The Company Director has overall responsibility for this, but some of the routine tasks may be delegated. People who have delegated responsibilities under this policy will also complete the Periodic Checklist of compliance with the policy and procedures arranging for remedial actions to be taken where necessary. The outcomes of these periodic reviews will also be taken into account during the annual review.

Superstar Sports

Health and Safety General Policy Statement

Superstar Sports recognises that it has responsibilities for the health and safety of our workforce whilst at work and others who could be affected by our work activities. We will assess the hazards and risks faced by our workforce in the course of their work and take action to control those risks to an acceptable, tolerable level.

Our managers and senior sports coaches are made aware of their responsibilities and required to take all reasonable precautions to ensure the safety, health and welfare of our workforce and anyone else likely to be affected by the operation of our business.

Superstar Sports intends to meet its legal obligations by providing and maintaining a safe and healthy working environment so far as is reasonably practical. This will be achieved by;

- providing leadership and adequate control of identified health and safety risks;
- consulting with our employees on matters affecting their health and safety;
- providing and maintaining safe plant and equipment;
- ensuring the safe handling and use of substances;
- providing information, instruction, training where necessary for our workforce, taking account of any who do not have English as a first language;
- ensuring that all workers are competent to do their work, and giving them appropriate training;
- preventing accidents and cases of work-related ill health;
- actively managing and supervising health and safety at work;
- having access to competent advice;
- aiming for continuous improvement in our health and safety performance and management through regular (at least annual) review and revision of this policy; and
- the provision of the resources required to make this policy and our health and safety arrangements effective.

We also recognise;

- our duty to co-operate and work with other employers when we work at premises or sites under their control to ensure the continued health and safety of all those at work; and
- our duty to co-operate and work with other employers and their workers, when their workers come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work.

To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation whilst at work, we will also remind them of their duty to take reasonable care for themselves and for others who might be affected by their activities. These duties are explained on first employment at induction and also set out in an Employee Safety Handbook, given to each employee, which sets out their duties and includes our specific health and safety rules.

Organisation and Responsibilities

Although the Director has overall responsibility for the implementation of this policy day to day responsibility for particular issues has been delegated to key personnel.

The management structure within Superstar Sports is shown here and the allocation of day to day responsibility for particular health and safety issues is shown in the Allocation of Responsibilities later in this document.

Health and Safety Management Responsibilities

The Company Director has recognised that they retain overall responsibility for health and safety matters. They also recognise that the business needs to take action in respect to the key points listed here. In managing these matters emphasis is placed on SLT and Site Leads for recognising hazards and potential risks and then taking steps to minimise their effects on employees and others.

Allocation of Responsibilities

Company Director

The Company Director has day to day managerial responsibilities for all aspects of health and safety. The Company Director is therefore responsible for establishing and maintaining a safe working environment. The Company Director must ensure that there is a health and safety inspection and that relevant risk assessments are carried out.

General

- Provide and resource effective health and safety management system.
- Make arrangements to consult with employees on health and safety matters,
- Arrange and maintain appropriate Employers' Liability Insurance cover.
- Ensure that health and safety implications are considered when acquiring new equipment and machinery.
- Ensure that contractors (when used) are competent and monitored during work.
- Ensure that all employees receive appropriate health and safety training.
- Provide measures to protect the health and safety of employees working alone.
- Monitor the health and safety performance of the organisation.

Occupational

- Ensure that adequate procedures are in place to identify and address occupational health risks.
- Ensure that the measures required to reduce and control employees' exposure to occupational health risks are in place and used.
- Implement measures to reduce stress within the workplace.

Accidents, Incidents and First Aid

- Complete accident and incident investigations; identify causes and measures for prevention.
- Ensure that applicable injuries, diseases and dangerous occurrences are reported to the Enforcing Authority.

- Ensure adequate first aid arrangements are in place.

Fire and Emergency Arrangements

Ensure that;

- Adequate arrangements are in place to deal with fire safety at our venues.
- Employees are aware of the fire and evacuation arrangements and other emergency procedures.
- Emergency equipment is provided, tested and maintained appropriately.
- Adequate Fire Risk Assessments are completed.

Risk Assessment

Ensure that;

- Risk assessments are complete and Safe Systems of Work are produced for all activities that pose a significant risk of harm.
- Risk assessments are documented.
- The outcomes of risk assessments are carefully explained to the workforce.

Premises

- Provide a suitable and safe working environment for employees with adequate welfare facilities.
- Ensure that the venue has fixed electrical installation that has been adequately installed and maintained.
- Ensure the venue maintains measures to control and manage the risks from asbestos.
- Provide suitable and sufficient maintenance of the facilities provided within the workplace.

Equipment

Ensure that;

- All equipment provided by the organisation is suitable and properly used.
- All work equipment is adequately maintained and safe.
- Portable electrical appliances are adequately maintained, inspected and tested.
- Any Personal Protective Equipment (PPE) provided gives suitable protection, is used and that employees are given information, instruction and training on its use.

Employees Responsibilities

Our policy takes account of the specific statutory duties placed on people to take care of their own health and safety whilst at work and for that of others.

Company Manager

The Company Manager assumes the role of Company Director in their absence.

SLT / Site-Lead

The SLT and Site Leads recognise their responsibility to provide a safe and healthy work environment for the coaches and support staff, children and all other people who enter their site. They will take all reasonable practical steps within their power to fulfil this responsibility.

General

For their venue;

- Ensure that health and safety implications are considered when planning new activities.
- Ensure that contractors are monitored during work.
- Ensure coaches working can identify and report hazards.

Accidents, Incidents and First Aid

For their venue;

- Record accidents and incidents.
- Ensure that adequate first aid arrangements are in place.
- Responsible for the storage and replenishment of the First Aid boxes for indoor use and outdoor pursuits.

Fire and Emergency Arrangements

For their venue;

- Employees are aware of the fire and evacuation arrangements and other emergency procedures for their venue.
- Fire Risk Assessment is highlighted to staff.

Risk Assessment

For their venue;

- Risk assessments are made available.
- The outcomes of risk assessments are carefully explained to the workforce.

Equipment

For their venue;

- All equipment is suitable and properly used.
- All work equipment is adequately maintained and safe.

Deputy Site Lead

Deputy Site Lead assumes the role of the Site Lead in their absence.

Head Coach/ Senior Sports Coach

It is the responsibility of the Head Coach/ Senior Sports Coach to inform coaches and their Site Lead or above of any health and safety in their specific activity.

All Staff

All Staff must be aware of the contents of these documents and assume responsibility for carrying out its recommendations.

It must be stressed that a major responsibility is the safety and well-being of the children. The discharge of that responsibility may result in children being withdrawn wholly or partly from activities which may be dangerous to themselves or others.

The common law on negligence requires all staff, particularly SLT and above, to use the same standard of care for children as would have been exercised by a reasonably prudent parent.

All staff must ensure that they are aware of the procedures to be followed in the event of emergency, accident or illness.

All staff must ensure, as far as is reasonably practicable, the safety of the children in their care. Coaches should therefore establish safe procedures within their working areas to minimise risks to themselves and children.

Although the overall responsibility is the Company Directors, the coach in charge of children has the responsibility for the safety of those children. Children must therefore be adequately supervised at all times.

Specifically we expect employees to;

- Ensure that company policies and procedures are read, understood and followed at all times.
- Take reasonable care for health and safety and the safety of others whilst at work.
- Not intentionally or recklessly interfere with or misuse anything required by law or provided by the company in the interest of health and safety.
- Follow all safety instructions and guidance when using equipment.
- Report any incidents, accidents and non-conformances to the Company Director.
- Contribute to the promotion of health and safety in the workplace.
- Follow all written safe systems of work including; method statements, risk assessments, COSHH data, permits to work, etc. and their requirements.
- Follow the safety instructions of management.
- Comply with legislation, Approved Codes of Practice and guidance notes.
- Consult on health and safety matters and investigations to ensure a safe working environment is established.
- Seek advice from management on any issues relating to health and safety at work.
- Obey all site safety signs, general site rules and arrangement.

Venue Responsibility

During Superstar Sports Venue hire the Site Manager is responsible for;

- The security, ventilation, heating and cleanliness of the premises, and for the safe storage of cleaning materials and tools – including COSHH.
- For fire-fighting appliances and bells being checked regularly.
- All hazards in the buildings and the playground, any hazards must be reported to the SLT or Site Lead, to be passed onto the Company Director.
- Inspecting the building regularly.
- Emergency equipment is provided, tested and maintained appropriately.

- All substances are safely used and appropriately stored.

Children

Children are expected to take reasonable care of themselves and to conform to health and safety procedures which have been established to maintain a safe working environment.

All adults and children are asked to be constantly aware of hazards. They are encouraged to report any risk to their health and safety representative, a coach, or the Site Lead.

Note:

People with delegated responsibilities for health and safety issues should ensure that the required risk assessment and safety records are completed, either by them or by others and that the required control measures are implemented when work activities take place.

Where more than one person has been assigned responsibility to a particular subject, it should ensure that they have filled their responsibilities in the areas under their control and completed the relevant records. Together they need to check that collectively the organisation has covered all aspects of safety management for the subject.

Relevant Legislation

In most cases Health and Safety legislation requires common sense, reasonably practicable precautions to avoid the risk of injury or ill-health at work. Our Health and Safety Management System does not quote specific legal references; giving instead the information and detail of what is required in practice to secure compliance. If the guidance and requirements of our Health and Safety Management System are adopted compliance with the legal requirements will be achieved.

This page sets out, for the record, details of the main statutes and regulations affecting health and safety at work that were in force when this policy was prepared.

Not every piece of the legislation will apply to our operation on a day to day basis, but we need to be aware of them should circumstances change.

Further detail and access to the specific wording of each of these legal requirements is available.

- Building Regulations 2010 (as amended)
- European Regulation (EC) No 2016/425/2016 on Personal Protective Equipment
- European Regulation (EC) No 2008/1272 on classification, labelling and packaging of substances and mixtures
- European Regulation (EC) No 2003/2003 concerning the export and import of dangerous chemicals, as amended
- Classification, Labelling and Packaging of Chemicals (Amendments to Secondary Legislation) Regulations 2015
- Confined Spaces Regulations 1997
- Construction (Design and Management) Regulations 2015
- Control of Artificial Optical Radiation at Work Regulations 2010
- Control of Asbestos Regulations 2012
- Control of Electromagnetic Fields at Work Regulations 2016
- Control of Lead at Work Regulations 2002
- Control of Major Accident Hazard Regulations 2015

- Control of Noise at Work Regulations 2005
- Control of Substances Hazardous to Health Regulations 2002 (as amended)
- Control of Vibration at Work Regulations 2005
- Corporate Manslaughter and Homicide Act 2007
- Dangerous Substances and Explosive Atmospheres Regulations 2002
- Electricity at Work Regulations 1989
- Employers Liability (Compulsory Insurance) Regulations 1998 (as amended)
- Employment of Women, Young Persons and Children Act 1920.
- Equality Act 2010
- Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended)
- Gas Appliances (Safety) Regulations 1995 (as amended)
- Gas Safety (Installation and Use) Regulations 1998 (as amended)
- Gas Safety (Management) Regulations 1996
- Hazardous Waste Regulations 2005 (as amended)
- Health and Safety Offences Act 2008
- Health and Safety at Work etc. Act 1974
- Health and Safety (Consultation with Employees) Regulations 1996
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (First Aid) Regulations 1981 (as amended)
- Health and Safety Information for Employees Regulations 1989 (as amended)
- Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended)
- Health and Safety (Sharp Instruments in Healthcare) Regulations 2013.
- Health and Safety (Training for Employment) Regulations 1990
- Health and Safety at Work etc. Act 1974 (General Duties of Self-Employed Persons) (Prescribed Undertakings) Regulations 2015
- Ionising Radiations Regulations 2017
- Lifting Operations and Lifting Equipment Regulations 1998
- Lifts Regulations 2016
- Management of Health and Safety at Work Regulations 1999 (as amended)
- Manual Handling Operations Regulations 1992 (as amended)
- Notification of Cooling Towers and Evaporative Condensers Regulations 1992
- Personal Protective Equipment at Work Regulations 1992 (as amended)
- Personal Protective Equipment Regulations 2002
- Regulation (EU) 2016/425 on Personal Protection Equipment
- Pressure Systems Safety Regulations 2000
- Provision and Use of Work Equipment Regulations 1998
- Radiation (Emergency Preparedness and Public Information) Regulations 2001
- The Registration, Evaluation, Authorisation and Restriction of Chemicals Regulations 2007 (REACH)
- Regulatory Reform Fire Safety Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Safety Representatives and Safety Committees Regulations 1977
- Work at Height Regulations 2005 (as amended)
- Workplace (Health, Safety and Welfare) Regulations 1992
- Working Time Regulations 1998 (as amended)

Safety Records

A system has been established for reporting, recording and investigating accidents and that all reasonable steps are taken to prevent recurrences, in line with Southampton City Council and Hampshire County Council guidelines.

Monitoring and Review

This policy will be reviewed annually or following changes in legislation.

Date Reviewed: January 2026

Next Review: September 2026