



**HEALTH & SAFETY POLICY**



## *Health & Safety Policy*

# **1. What does this policy cover?**

Beas Cheerleading ("The Group") recognise the Health and Safety at Work Act 1974 (and other relevant legislation) and undertake to act in accordance with the regulations to protect our coaches, administrators and members.

This policy is for and applies to:

- Beas Cheerleading

In this document the above will collectively be referred to as "The Group".

Anyone who hires our gym equipment is required to confirm that they have read and will adhere to the relevant parts of this policy.

The Group will, in so far as is reasonably practicable:

- Provide a working environment, equipment and systems of work which are free from hazard and without risk to health.
- Provide the training and instruction, information and supervision necessary to ensure the health and safety at work of the coaches.
- Ensure that the premises under The Group's control are maintained, safe and do not pose any risk to health, and that they have adequate access and exits.
- Provide and maintain arrangements for the emergency evacuation of premises under The Group's control in case of fire or another Emergency.

# **2. Who is responsible for this policy?**

The day-to-day administration of the policy is the responsibility of the Director of The Group, who:

- must ensure this policy is enforced and that it is regularly reviewed and updated.
- may delegate this authority in writing to a named staff member who works at the premises administered by The Group.



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- is responsible for bringing any issues regarding the items covered by the Health and Safety at Work Act 1974, and by this Policy, to the

attention of the church committee. If the Director has delegated their authority for this policy, then the delegate carries the responsibility of updating the church committee.

The management team and other senior staff (e.g. coaches) are responsible for ensuring a positive and active approach to health and safety at all times. They are responsible for ensuring that:

- any known safety defects or deficiencies are rectified and are brought to the attention of the Director as soon as possible.
- The church committee carry out periodic testing of the fire appliances and PAT tests of electrical equipment, and that the dates and outcomes of these tests are recorded so that they are available for inspection if required and can be accessed by the management team.
- coaches and athletes practise The Group's emergency escape procedures regularly (i.e. at least every six months), that the results are reviewed and the procedures are updated/improved if required.

In accepting its responsibilities, The Group requires all coaches whilst at work, to:

- take reasonable care of their own health and safety, and the health and the safety of others.
- co-operate in carrying out any duty or requirement imposed upon them under the Health and Safety at Work Act 1974 or other relevant health and safety legislation;
- not to interfere with - intentionally or recklessly - or to misuse anything provided for their health, safety or welfare.

It is important that all members of The Group are fully aware of how to protect themselves from harm in the workplace and know how to respond in the event of an incident, so that they can keep themselves and others Safe.



## **3.Fire**

In keeping with the legal requirement we hold at least one fire drill every year. However, we endeavour to hold a fire drill every six months to ensure that any new members are familiar with the evacuation procedures.

All staff and any other members or visitors present are required to take part. No prior notification will be given to ensure the drill is as realistic as possible. The results are recorded.

### **Our Fire Assembly Point**

The Fire Assembly Point is located at:

<b>Christ Church Courtyard</b>
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There are 4 exits from the building in the event of a fire:

1. The main entrance
2. The top toilets leading to the courtyard
3. The double doors in the middle of the main hall
4. Behind the stage, access via the corridor from the main entrance or stairs on stage.

## **Fire emergency plan**

On hearing the fire alarm or discovering a fire the Floor Supervisor will call the Fire Brigade.

When the alarm sounds everyone present **MUST**

- leave the building without delay by the nearest safe exit.
- NOT stop to collect personal items.

**IMPORTANT:** People should NOT attempt to re-enter the building, unless absolutely certain that it is safe to do so. If there is any doubt that it is safe, everyone must wait for the fire-brigade, who will determine whether it is safe to re-enter the building.



## **Responsibilities in the event of an evacuation**

### **1. The role of the Coach in the event of a fire**

- The Coach of the team training at that time will lead the team out of the building via the closest and safest exit to the Fire Assembly Point.
- On exiting the building, the Coach and any other coaches/athletes/visitors present must make their way to the Fire Assembly Point as quickly as possible, either via the front entrance or via the rear fire exits.
- Upon reaching the Fire Assembly Point, the Coach must do a headcount to account for every person attending class that day. They will report “clear” to the Floor Supervisor as soon as possible to indicate that everyone in the class is accounted for – if not, you should not attempt to re-enter the building unless you know that it is safe to do so. See below for the action to take.
- Stay with your group and await further instruction. Keep the team calm and together.

### **2. The role of the Floor Supervisor in the event of a fire**

The Floor Supervisor is defined as the person responsible for the front-desk area at Christ Church Hall; this person has no teaching/team responsibilities during a session and supervises the activities taking place.

The Floor Supervisor is responsible for:

- Calling the Fire Brigade and providing details of the location, the number of people present, any injuries and other relevant information to assist the emergency services
- Assisting with the evacuation and ensuring everyone is directed to the Fire Assembly Point.

Recording the details of the headcount, to make sure everyone present is accounted for

- Creating a record of what happened (as soon as possible after the event) in case there is an official investigation of the incident later (e.g. police, fire brigade, Health and Safety Executive etc).
- Reviewing what happened after the event so that we can apply any ‘lessons learnt’ to make any future evacuations as effective as possible.



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- Liaison with the fire brigade/emergency services at the Fire Assembly Point – e.g. to communicate any information that may be helpful; to take instructions as to when the building is safe to re-enter and communicating this to the (Senior Coach / Coach).
- Keeping the Director informed about what is happening. If the Floor Supervisor is not available (e.g. there are no training sessions taking place), then the above responsibilities fall to the Coach.

### 3. The role of the Senior Coach in the event of a fire

The Senior Coach is defined as the person in charge of delivering the class taking place at the time of the incident. (This will change based on the class schedule.)

The Senior Coach is responsible for:

- checking the building (see below) to ensure that everyone has been safely evacuated – BUT ONLY IF IT IS SAFE TO DO SO. They must not risk their own safety.
- checking two zones:
  - o Area 1: Toilets, kitchen main hall and small hall.
- reporting to the Floor Supervisor that the building is clear – and if they cannot be certain that the building is clear, they must notify the Floor Supervisor immediately that someone may be at risk in the building, so that the Floor Supervisor can communicate this to the fire brigade without delay.

**IMPORTANT:** If you believe that someone may be at risk in the building you should NOT attempt to re-enter the building. You may be at risk from things you cannot see, such as inflammable materials or noxious gases. If you cannot be certain that it is safe, then you must wait for the fire brigade to arrive.

### 4. First aid

First aid boxes are available in:

- The large kitchen.

There must be at least two notices on display giving details of:

- The location of the first aid boxes;



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- The names of the trained first aider(s) and an emergency contact number for the senior team.

Anyone requiring first aid help should contact one of the people responsible for first aid in the first instance.

Serious injuries must be reported immediately via the Floor Supervisor to the Director, who will assess the situation and take appropriate action.

All accidents and incidents (no matter how 'minor') must be fully recorded on an Accident Report book, which can be found with the first aid box.

A first aid box and the relevant medical information for team members involved will be taken to all competitions and residential events.

## **Ensuring we are aware of any medical issues/concerns**

- When signing up as a Beas Cheerleading member, you are asked to complete a Medical Form and a Liability Release. These forms are kept confidentially in the clubs preferred software, which is accessible – by appropriate personnel - at every training session.
- New members joining during the season are to complete this documentation at the point they join.
- In order to ensure that coaching staff are aware of relevant medical or health conditions, details from these forms will be typed onto spreadsheets for each team, which are taken on all off-site bookings.

This information is treated as confidential.

### **What to do if an injury occurs**

- If an injury occurs one of the team's Coaches or team mum will stay with the injured person, to reassure them and to monitor their condition.
- The Floor Supervisor will ring 999 and ask for the ambulance service, stating:
  - o the **exact location** of the incident and guidance on how to access the location (e.g. via the main entrance or via the back entrance depending on time of day) – see below for full details.
  - o **basic information on the injured person**, including their age, potential injury and cause of the injury (e.g. head injury caused by a fall from height etc).



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- The Floor Supervisor will contact the Church warden to advise that an ambulance is on its way:
  - o Telephone: 07931 858 563
- If the injured person is an athlete, the Director/team mum will ring the athlete's parent/guardian as soon as possible to let them know what has happened and what action is being taken.
- Once they have ensured that the injured person is being appropriately supervised, the Floor Supervisor will put on a hi-vis jacket (located in cupboard) and go to meet the ambulance.
- The Floor Supervisor will make sure the pathway from the door to the location of the injured person is clear (i.e. free from spectators, equipment and other obstacles).
- If the injured person is an athlete who needs to be transported by ambulance and their parent/guardian is not available, the young person will be accompanied by a coach or Team mum acting in loco parentis.
- Once the injured person is in the care of the emergency services and as soon as possible after the incident is over, full details of the incident will be written up in the Accident Report Book (which is held in the First Aid Box) and that report must be signed by the relevant Beas Cheerleading personnel present at the time of the incident (ie coaches, Floor Supervisor, the Director etc).

### **Details of our location and access for the emergency services**

Our exact location is: Christ Church Hall, Kenilworth Gardens, Staines TW18 1DR  
What2Words - lamps.farmer.harsh

Vehicle access to our unit: Via Kenilworth Gardens

Important numbers: Berenese McNeil - Director - 07825 726 718  
Carol Bartlett - Church Warden - 07931 858 563

### **First aid facilities assessment**

The Group has a legal duty to:

- make an assessment to decide what first aid facilities are adequate and appropriate for The Group
- provide first aid facilities and equipment which are adequate and appropriate for their workplace.





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Because the activities of The Group change from time to time, an annual assessment of the different first aid requirements must be carried out and recorded.

The Group will consider the following factors when conducting its annual first aid assessment:

- Workplace hazards and risks
- The size of the organisation
- The organisation's history of accidents
- The nature of activities carried out on the premises (and at other locations, e.g. competitions)
- The availability of emergency medical services
- Holiday and other absences (i.e. absences which may leave The Group with no first aiders and/or appointed persons).

After completing the first aid assessment each year, The Group will use the above checklist to decide on the type of first aid provision required and the appropriate number of First Aiders or appointed persons.

## **First aid roles and responsibilities**

As a minimum, The Group must have someone who is able and available to take charge in a medical emergency. This individual is known as an "APPOINTED PERSON".

An appointed person is someone who:

- has basic first aid knowledge and successfully attended at least one day of training for appointed persons (see training requirements below)
- is available whenever people are at work
- Is an appropriate person and also able to take charge in an emergency, and
- who is responsible for calling the emergency services if a serious incident occurs.

Following the annual assessment, it may be decided that a trained FIRST AIDER is also needed. A first aider is someone who:

- has successfully completed a Health and Safety Executive-approved course designed for first aiders in the workplace (see training requirements below)



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- is an appropriate person to hold responsibility for others' well-being.

### **First aid training**

First Aiders and Appointed Persons must be retrained within three years of their last training. Records of this training and retraining dates and outcomes must be kept for at least three years in a secure place (e.g. the Organizations Google Drive).

This training should be provided by an appropriate organisation, as one of the four types of suitable providers, including for example, St John's Ambulance and the Red Cross. Free help and advice on first aid provision and training is available from the Health and Safety Executive.

### **First aid equipment**

The annual first aid assessment will also determine what first aid equipment is required. There must be at least one first aid box in each hall, which should be in a readily accessible location and properly equipped.

First aid equipment and supplies should be readily available to people on the premises at all times (including staff, athletes, visitors, contractors etc) and they must be informed of its location via notices prominently displayed in appropriate locations on the premises.

The contents of the first aid boxes will vary depending on the information gathered during the annual assessment of first aid needs. As a guide a minimum stock of first aid items would be:

- A leaflet giving general guidance on basic first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes) appropriate to The Group's activities;
- Two sterile eye pads;
- Four individually wrapped triangular bandages (preferably sterile);
- Six safety pins;
- Six medium-sized individually wrapped sterile unmedicated wound dressings approximately 12cm x 12cm
- Two large sterile individually wrapped unmedicated wound dressings approximately 18cm x 18cm;
- At least one pair of disposable gloves.

There must be at least two notices in the building telling people:



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- the location of the first aid boxes
- who the trained first aider(s) is/are
- an emergency contact number for the senior team.

## **5. Personal Emergency Evacuation Plans (PEEPS)**

A Personal Emergency Evacuation Plan (PEEP) is an individual plan created for those who require assistance or special arrangements in order to safely evacuate a building in an emergency, such as a fire.

The purpose of a PEEP is to make sure that anyone who needs specific assistance in an emergency will get the help they need, and that those around them are aware of what they need to do during an evacuation. It is a form of forward-planning to make sure that everyone and everything required are ready in the case of an emergency.

### **Who should have a PEEP**

Anyone who requires assistance to evacuate in an emergency situation should have a PEEP. This may include:

- Mobility impaired people, such as wheelchair users
- Sensory-impaired people, such as those with sight or hearing Difficulties
- People with certain medical conditions (eg asthma) which could impact their ability to use stairs
- Those with neurodiverse or mental health conditions, such as anxiety
- Those who may have difficulties comprehending how to act in an Emergency.

Some people may require a temporary PEEP, such as pregnant people or those with temporary physical injuries.

Anybody who frequently attends classes with The Group, who may require assistance in the case of an emergency, will have a PEEP.



## **Responsibility for PEEPs**

It is the responsibility of the Community Manager to compile each PEEP, involving the individual and their parent/guardian/carer, as appropriate.

PEEPs will be stored in The Organisations google drive. They will be shared with the coach leading the class and any additional staff who may be required to give assistance in the event of an emergency.

All PEEPs will be reviewed and updated as required at the beginning of every season, or at any time when the level of assistance may need to be reassessed - for example, if there are changes to the individual's needs or if there are staff changes at The Group.

## **What is included in a PEEP**

Each PEEP will reflect and be tailored to the individual needs of the person it is for. Typically the plan will include:

- Name of the individual
- How the individual will be notified of the emergency
- Who will assist them
- The method of assistance
- Any equipment that will be required to ensure the individual is safely evacuated
- A step-by-step personalised evacuation procedure.

In compiling our PEEPs we take into account factors such as:

- Defining a specific escape route that the individual should take that avoids certain obstructions, such as narrow pathways or security doors which they might find difficult to operate
- the need for appropriate training for those who have a PEEP, as well as those that are responsible for assisting this person, to ensure that everyone is clear on their role in the evacuation process.



## **6. Accidents – prevention and reporting**

All accidents or any incident resulting in injury - no matter how minor - should be reported to the Director, or in the case of staff, to the Floor Supervisor, the Appointed Person or the Director.

Full details of the accident/incident must be recorded as soon as possible in the accident book in the first aid box.

In any event, the Director must be informed of any accidents.

## **7. Our safety rules: safety is everyone's responsibility**

We want to keep our people and our members safe, so we have the following rules to help us create a safe environment for everyone at our premises. We ask everybody using our premises to follow them and to let us know as soon as possible if something doesn't make sense or is not possible, so that we can put things right as soon as possible.

Most importantly, we ask everyone to play their part in helping to protect our community and to get involved in helping to maintain a healthy and safe place for us all to train and work in – a safe, healthy workplace is everyone's responsibility.

- 1. Make sure that you know what our Health and Safety procedures are** and that you know what to do in the event of an incident or emergency. If you're not sure then ask the Floor Supervisor or the Director.
- 2. If you see any potential hazards or risks which might cause a danger** to yourself or others, report them at once to the Floor Supervisor or the Director.
- 3. Report any defects in facilities and equipment without delay**, especially when the defect could cause an incident (e.g. frayed electrical cables, loose wires, water leaks, damaged flooring etc). If the danger is imminent, ensure others are kept away.
- 4. Read - and make sure that you understand - the meaning of any safety and hazard signs** displayed on The Group's premises. If in doubt, please ask.
- 5. Make sure you are aware of the location of all of the potential exits, fire alarm call points and fire extinguishers.**
- 6. Ensure that nothing is left around which could be a trip-hazard or cause an accident;** remember that some people may have disabilities which might make it more difficult for them to see/hear potential dangers.



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7. **No smoking or vaping is allowed on the premises** or immediately outside the entrances/exits.

## **8. Slips, trips and falls**

Most injuries occur as a result of someone tripping, slipping or falling over. To help reduce these risks, we ask people using or visiting our premises to take the following precautions:

1. **Take care not to spill liquids** – especially on polished floors. If a spillage does occur, wipe it up straight away.
2. **Don't run!** Walk and avoid carrying anything which could obstruct your view of the floor. If you can't see where you are walking when carrying something, then ask someone to be a 'spotter' for you, to help you avoid potential hazards.
3. **Don't obstruct doorways, corridors or stairways:** remember that not everyone may be able to see/anticipate obstructions as well as you can!
4. **Make sure all areas are well-lit** – report any broken lights/bulbs to the Floor Supervisor immediately.
5. **Keep rooms and floors clear and tidy** and use the waste bins provided (or take your litter with you).
6. **Only operate the equipment that you have been trained to use.**
7. **All electrical appliances must be unplugged and switched off** when not in use.
8. **Never** handle electrical appliances with wet hands and never use electrical items near sinks or water.

## **9.Using ladders**

Ladders and stepladders can be a sensible and practical tool for tasks which are short and low risk. We request anyone using ladders on our premises to do a simple risk assessment and to MINIMISE any risk by:

- Using the right type of ladder for the job
- Making sure they are competent to use it



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- Using the equipment safely and to follow a safe system of work
- Making sure they are fully aware of the risks of using the ladder and the measures they should take to help control those risks.

### **Checks before using a ladder.**

A pre-use check should always be done before using a ladder, to make sure that it is safe to use and the environment is safe too. The benefit of a pre-use check is that it gives an opportunity to pick up any immediate/serious defects before they cause an accident.

A check should always be carried out by the user:

- before using the ladder for a work task and
- particularly if something has changed – for example, if the ladder has been accidentally dropped or it has been moved from one area to another (i.e. check the state of the ladder, including the condition of its feet and any safety catches etc).

### **Using a leaning ladder**

- Check the uprights of the ladder (called “the stiles”); do not use the ladder if the stiles are bent or split because the ladder could collapse.
- Check the feet of the ladder; do not use the ladder if feet are missing, worn or damaged as the ladder could slip. If the ladder has been moved check that there is nothing on its feet which could cause it to slip eg oil or water.
- Check the rungs (ie the steps or treads); do not use the ladder if rungs are bent, missing or loose as the ladder could become unstable.

### **Using a step ladder**

- Check the locking bars; do not use the stepladder if locking bars are bent or the fixings are worn or damaged as the ladder could collapse or move suddenly.
- Check the feet of the ladder; do not use the ladder if feet are missing, worn or damaged as the ladder could slip. If the ladder has been moved check that there is nothing on its feet which could cause it to slip e.g., oil or water.
- Check the step ladder platform; do not use the stepladder if the platform is split or buckled, because the stepladder could become unstable or collapse.
- Check the steps/rungs/treads; do not use the stepladder if these are contaminated as they could be slippery. Do not use the stepladder if the fixings are loose as they could collapse or give way.



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- Check the uprights of the ladder (called “the stiles”); do not use the ladder if stiles are bent or split because the ladder could collapse.

## **10. Manual handling – lifting and moving**

When lifting/moving equipment or other heavy items we ask people to follow “the five Ps” to help reduce the risk of injury:

1. **PLAN** - how you will be moving equipment from A to B; think before you move!
2. **POSITION** - use hand holds/grips to carry the load evenly and make sure the load is secure and stable before you start to move it.
3. **PICK** - maintain a natural body position and fluid motion; protect your back by bending your knees.
4. **PROCEED** - make sure there are no obstructions in your path (e.g. overhead wires or lights, floor mats which might be a trip hazard, changes in floor level etc) - ask someone else to be a ‘spotter’ to guide you if necessary.
5. **PLACE** - be sure to use smooth and steady motions when lowering the equipment at its destination.

## **11. Electrical items**

Electrical items are a leading cause of fires. For this reason, personal equipment owned by staff, athletes, visitors and contractors must not be connected to the gym’s electrical supply system, unless the personal equipment is in good, safe condition. If there is any chance that the equipment is not in good condition, then it should **not** be plugged in.

When doing regular electrical inspections on behalf of The Group (e.g. PAT testing), employees must not test any personal equipment owned by other people (for example, mobile phone chargers and digital tablets) without getting the permission of the owner, to avoid the risk of causing damage to someone else’s personal property.

If anyone fails to use electrical items safely (i.e. using items with poor wiring, using exposed mains connections, not taking care with items which may overheat etc), the danger will immediately be pointed out to the individual concerned. The Director will be informed and will decide what further action will be taken.





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The following are potential fire risks and are not allowed on our premises:

- Cut and frayed electrical leads and taped wiring
- Items which show signs of previous overheating (e.g. cracked casing, burn marks etc)
- Any items with signs of chemical/corrosion damage
- Any item with exposed wires
- Any electrical item which does not carry a British or European safety mark (e.g. a CE symbol)
- Any item which is not fit for purpose (e.g. does not have a three-pin UK plug or charger)
- Cable drum extension leads which are not completely unwound when in use (there is a risk of overheating if the cable is used while still wound)
- Overloaded extension sockets – only one item per plug socket!

### **Avoiding fire risk - our rules**

To avoid fire risk, we have the following rules:

- Do NOT use counterfeit or fake chargers for items which use lithium batteries (e.g. check the charger has a manufacturer's brand name or logo, model and batch number);
- Never leave phones or laptops plugged in to charge overnight –remove the charging cable as soon as the item is fully charged, to avoid overheating.
- Hair straighteners can get extremely hot – always switch them off as soon as possible, unplug them and leave them to cool on a heat proof surface.
- Always check that you're using the right fuse in your electrical equipment
- You can find more advice on the London Fire Brigade website [www.london-fire.gov.uk](http://www.london-fire.gov.uk)

## **12. Infection control and pandemic measures**

The 2020 coronavirus pandemic (COVID-19) made us all aware of the importance of taking appropriate hygiene measures to reduce the risk of infection, to protect ourselves and others who may be vulnerable.

For these reasons, during a pandemic (or an epidemic), when on the Group's premises, all employees, athletes, contractors and related parties must adhere to the up-to-date health



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security requirements and guidance set out by the UK government and other relevant authorities (e.g. the NHS and local authorities), including any relevant advice provided by SportCheer England.

### 13. Review of this policy

<b>This policy was updated on:</b>	07th August 2024
<b>Updated by:</b>	Berenese McNeil
<b>Reviewed by:</b>	
<b>Other reviewers:</b>	
<b>Approved by:</b>	Kayleigh Silvester
<b>Next review date:</b>	06th August 2025
<b>To be reviewed by:</b>	Berenese McNeil
<b>Review to be approved by:</b>	Berenese McNeil

### 14. The category of this policy

This policy is categorised as:

Category	Description
2.	This document is provided to our coaches, participants and Administration members; it is available to others on request.



## **15. Change log**

The following changes have been made to this policy

Date	Section	Description