

Health and Safety Policy

Coerver Coaching is committed to providing a safe working, coaching, teaching and learning environment for all personnel, candidates and any related third parties. Responsibility for health and safety ultimately lies with the Licensee/Franchisee. However, all candidates and personnel have a legal responsibility, as stated under Section 7 of the Health and Safety at Work Act 1974, to do everything practicable to prevent an accident or injury to themselves and to fellow candidates and/or personnel.

Coerver Coaching aims to promote health and safety, so far as reasonably practicable, by ensuring:

- the provision and maintenance of safe equipment that poses no risk to health
- the provision of relevant information to participants, personnel, Coerver Coaching Staff and any related third parties, including instruction, training and supervision, as is necessary to ensure health and safety
- maintenance of safe environments, including a means of access in a condition that is safe and without risk to health
- progressive identification and assessment of all risk, taking measures to eliminate or control it
- compliance with statutory regulation on health and safety and welfare of candidates, personnel and any related third parties
- the health and safety and welfare of vulnerable participants is addressed through positive action
- all required and appropriately qualified members of personnel, Coerver Coaching Staff are given training to identify and control potentially hazardous situations/environments
- effective measures, such as fire alarms, are in place to deal with emergencies.

This list is not exhaustive and represents general principles followed by Coerver Coaching in respect of health and safety.

First Aid

The nominated/appointed individual(s) are:

Franchisee/Licensee to insert details

All confirmed nominees are appropriately qualified first-aiders, holding current first-aid certificates. Therefore, one of the first-aiders listed above must be contacted in the event of an incident occurring, to administer any first aid required. It is important that all issues where a first- aider has been involved are recorded in the necessary incident logbook(s) which accompany the first-aid box(es).

The first aid box(es) are located:

Franchisee/Licensee to insert details

Risk Assessment Procedures

The Licensee/Franchisee must ensure that suitable and sufficient control measures are in place to reduce identified risks when they are delivering any component of a course/programme. Any information a Licensee/Franchisee has identified in relation to risk should be shared with/distributed to other members of personnel. All personnel required to conduct risk assessments will be given the appropriate training and/or will be made aware of what is expected of them in advance.

Prior to conducting a course/programme, the Licensee/Franchisee will conduct a risk assessment and record relevant findings in line with Coerver Coaching's health and safety policy to ensure the health and safety of all present. A risk assessment form has been created for these purposes.

Risk Assessment Form

Site of Risk Assessment:

Dates of Assessment:

Activity:

Person carrying out the assessment:

The Check

Is the area to be used free from obstructions and litter?

If indoors, are fire exits unlocked and free from obstructions?

Do all the participants and spectators know where the fire exit is?

Have participants removed all items of jewellery/watches etc?

Are all participants wearing appropriate clothing and have they ensured their laces are tied correctly?

Are all participants wearing shin-guards for protection?

Have all participants been told not to chew gum during the session?

Have asked if participants have any medical conditions eg. Asthma/epilepsy?

Do you have all participants' registration forms containing contact numbers?

Do you have access to a telephone/mobile phone in case of emergencies?

Do you have access to a First Aid kit?

Are there suitably qualified First Aiders on site?

Is the equipment to be used in an appropriate state of repair?

Are you satisfied that the activity can be conducted in reasonable safety?

Additional comments:

Signature Date

The form must be completed prior to the start of each coaching session.