



ASM Sports (UK) Limited | Health & Safety Policy | January 2024

Policy/Procedure Leader	Nick Marren	01782 366332
Deputy Policy/Procedure Leader	Kieran Oakes	01782 366332
Lead Person for Health & Safety	John Kendall	01782 366332
Policy/Procedure Approval Date	16th January 2024	
Frequency of Policy Review	Annually	
Next Review Date	January 2025	
Signature of Policy/Procedure Leader	Signature of Managing Director	
Nick Marren		Alex Morris



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 **Address:** G22 Genesis Centre, Stoke-on-Trent, Staffordshire, ST6 4BF

Registration No: 07376198 **VAT No:** 159838063



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1 Health and Safety Policy Statement

ASM Sports is committed to working in a way that protects the health, safety and welfare of employees, children and others affected by its activities.

We will give equal regard to the environment, health and safety, production, quality, and cost. We will act as good neighbours and provide employment that develops the potential of each employee. We will comply with legislation as a minimum and strive to improve performance on a continual basis.

We will promote equally the duties of management and employees. All employees and others working on our premises, have a duty to co-operate with supervisors and managers, to maintain health and safety provisions, to take care of their own health and safety and that of others, and to report any concerns they may have or unsafe conditions they find. ASM Sports is committed to:

- Providing a healthy and safe working environment.
- Identifying hazards and assessing risks.
- Providing safe systems of work;
- Providing appropriate information, training, and instruction.
- Consulting with the workforce through a Health and Safety Committee.
- Providing competent supervision;
- Providing personal protective equipment where necessary.
- Providing advice and monitoring.
- Providing adequate welfare facilities.
- Working with competent contractors and other third parties



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ASM Sports Directors are responsible for monitoring and reviewing this policy. However, managers and supervisors must accept responsibility for the health and safety at work of employees and others under their control.

The Directors are responsible for making available adequate physical and organisational resources. Managers must devise and implement safe systems of work and supervisors must ensure that workers are briefed and consulted on any risks they are exposed to and comply with safe working practices.

The Managers and all are responsible for ensuring the policy is brought to the notice of all employees and others who may be affected by it. Where necessary, ASM Sports employ specialists to assist with meeting statutory requirements and implementing this policy.

This policy requires commitment from all parties: managers, supervisors, employees and third parties (where applicable) to ensure its successful implementation.

Any breach of this policy will be viewed seriously and may result in disciplinary action being taken.

This Policy will be reviewed on an annual basis.

Signed:

Alex Morris

Position: Managing Director



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2 Version Control

Date Change Made	Nature Of Change.	Person(s) Who Made Change.

3 Responsibility

ASM Sports recognises that all employees have a part to play in the successful management of health and safety on site. A broad outline of responsibilities is listed below.

3.1 Managing Director (Alex Morris)

The Managing Director has ultimate responsibility in terms of health and safety. Some of these responsibilities include:

- Ensuring that adequate resources are available to implement the health and safety policy.
- Ensuring health and safety performance is regularly reviewed at board and senior management level.
- Monitoring the effectiveness of the health and safety policy; and
- Reviewing the policy annually.



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3.2 The Management Team (Alex Morris, John Kendall, Nick Marren and Kieran Oakes)

The Management Team (MT) is accountable for ASM Sports Ltd meeting its duties under UK health and safety statute and civil duty of care. In particular, the MT is responsible for.

- Demonstrating visible commitment to health and safety as an essential part of the success of ASM Sports
- Complying with health and safety policies and procedures and coaching others in the importance of the effective management of health and safety risk.
- Ensuring that sufficient resources are made available in ASM Sports, in order that the sites may discharge their duties under health and safety law. Resources include adequate finances, human resources, physical facilities, and work equipment.
- Ensuring that competent advice is made available to support ASM Sports in discharging its duties and ensuring that health and safety risk is as low as reasonably practicable.
- Ensuring that all employees are aware of their personal duties and responsibilities as set out in this document and other policies and procedures.
- Ensuring that suitable and sufficient training, coaching, and mentoring is made available so that all staff and employees can identify hazards and put suitable and sufficient risk controls in place; and
- Ensuring that specific risk management controls are implemented to ensure that the construction and lifecycle risk from ASM Sports Ltd design practices are as low as reasonably practicable.

3.3 The Office Manager (H&S) - John Kendall



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3.4 The manager responsible for day-to-day coordination of safety is the Office Manager (H&S)

The Office Manager (H&S) is responsible for.

- Providing visible management commitment and direction to the health and safety coordinators; ;
- Communicating information to the MT to ensure it is kept aware of ASM Sports current position in terms of health and safety.
- Ensuring that the Policy is effectively administered and that adequate funds are available for its implementation.
- Investigating accidents and liaising with RM21 Ltd in relation to reporting RIDDOR reportable accidents and incidents.
- Promoting the Health and Safety at Work Act 1974 and other relevant legislation and codes of practice.
- Receiving and acting upon recommendations supplied by the Safety Consultant.
- Communicating information from the MT to the Health and Safety Representatives (see below).
- Ensuring that the Health and Safety Representatives meet on a regular basis.
- Liaising with the Safety Consultant; and
- Providing support and resources to the Health and Safety Committee as is necessary to ensure continual improvement.



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3.5 Employees (including Self Employed Staff) - General Health and Safety Rules

The protection of health and safety and compliance with any policies and practices relating to health and safety is a condition of employment for all employees at ASM Sports Ltd. Non-conformance with health and safety rules, safe operating procedures and/or instructions may lead to disciplinary action being taken. Carrying out unsafe working practices or condoning unsafe practices that have the potential to seriously injure another employee, visitor, contractor, or customer may be considered as gross misconduct by ASM Sports Ltd and could lead to your immediate dismissal.

All employees must ensure that they:

- Follow safe working procedures, instructions, and site rules.
- Report any unsafe condition or unsafe working practice that may lead to harm or property damage.
- Use all materials and equipment correctly that are put in place to reduce risk, such as personal protective equipment (hi-vis and safety footwear), vehicles and work equipment.
- Report all incidents, injuries, and dangerous occurrences immediately to a manager - ensuring that injuries are recorded in writing in the accident book.
- Do not smoke on any company site or premises including immediately outside any company site or premises.
- Do not attend work under the influence of alcohol or drugs. Inform your manager if you are prescribed any prescription drugs, including those which may impact your performance or the health and safety of your colleagues.
- Suggesting improvements to procedures or systems of work.
- Co-operating with ASM Sports on health and safety matters.
- Obey all site warning signs and keep to designated safe walking routes, as applicable.



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- All staff will be subject to a clear DBS check annually.

3.6 Contractors and Suppliers - Health and Safety Rules

No contractor or supplier are to enter any ASM Sports site area unless they have confirmed who will be their host or site contact for the visit or work and have access approved.

The following rules apply to all ASM Sports suppliers and contractors:

- All contractors or suppliers will report to ASM Sports staff on arrival.
- All contractors or suppliers undertaking physical works on site shall have a risk assessment and safety method statement for the work. This will be available for inspection by the Office Manager (H&S).
- Only approved contractors/suppliers are to undertake works at ASM Sports sites.
- No contractor or supplier is to attend site under the influence of alcohol or drugs.
- Smoking on any ASM Sports site or premises including immediately outside any company site or premises is strictly forbidden.
- Contractors and suppliers, unless told otherwise, shall be escorted whilst on ASM Sports premises as far as is reasonably practicable and indeed until such time as such contractor has read and agreed to all applicable health and safety rules for that site / premises.
- Any incident, injury, dangerous occurrence, or property damage whilst on ASM Sports property must be reported immediately to the site Health and Safety Representative. Any injury, regardless of severity, must be recorded in the site accident book.
- No chemicals or hazardous substances shall be brought onto ASM Sports premises without approval and the appropriate risk assessment; and
- No storage of any goods or materials except as agreed with the ASM Sports representative.



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- Contractors or suppliers who will work in the vicinity of children must provide ASM Sports a valid DBS certificate.

3.7 Children/Parents/Carers

ASM Sports does not provide care for children. The activities are all sports related and we are therefore voluntarily registered with OFSTED.

The activities that we provide are limited to:

- Before and After School Clubs » all in school settings and always whilst teachers are on site.
- Holidays clubs » operated out of Schools or The Cricket Cave - solely operated by ASM Sports.
- Community Activities » short period sports activities (1 hour maximum) are a variety of locations (predominantly schools) - parents and carers must attend with child.
- Parties » operated at customer's venue or hired function facility - customers must be in attendance.
- Parents and carers must ensure that they following all procedures set out by ASM Sports for the activities detailed above.

ASM Sports will not provide services for children below the age of 4 years old (or children above 4 years old who are not toilet trained).

3.8 Competent Health and Safety Advice

ASM Sports Ltd appointed RM21 Ltd to act as its health and safety advisor as per the requirement of Reg.7 of the Management of Health and Safety at Work Regulations 1999 (a duty for companies to appoint one or more competent persons to assist with compliance). Vita Safety Ltd will provide competent health and safety advice to ASM Sports Ltd for an agreed period plus additional services where required:

RM21 Ltd.

Tel: 07825786997

Email: lizhancock@live.com



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4 Risk Assessment

Under the Management of Health and Safety at Work Regulations 1999 (et al) ASM Sports has a duty to.

- Undertake an assessment of the health and safety risks to which employees and any third parties might be exposed.
- Minimise the identified risks.
- Provide health surveillance where appropriate to the risk.
- Appoint competent persons.
- Establish procedures to deal with danger.
- Provide information regarding risks and preventative measures to all employees.
- Co-operate with other employers whilst sharing a workplace.
- Establish procedures to protect visitors and sub--contractors; and
- Provide appropriate health and safety training, information, and instruction to employees.
- All activities detailed in 3.8 will be subject to a risk assessment.

Employees have a duty to comply with any system of work devised by ASM Sports specifically to minimise health and safety risks.



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4.1 Risk Assessment Procedure

- ASM Sports will ensure that all persons charged with carrying out risk assessments are competent to do so.
- A suitable format will be approved by ASM Sports (HSF01).
- ASM Sports will involve specialist assistance where necessary.
- The Office Manager (H&S) will identify and list all the hazards associated with the site and with company activities. A suitable and sufficient assessment will be made regarding the site and all activities. Risk assessments will be documented and stored in a suitable format.
- The Office Manager (H&S) (with specialist assistance where necessary) will carry out risk assessments of work equipment.
- All high-risk activities and non-routine work will be assessed before work commences. An additional method statement may be appropriate; and
- All employees will assist in the risk assessment procedure when required to do so.

4.2 Implementing Controls.

Office Manager (H&S) will be responsible for implementing any further necessary controls arising from the assessment.

4.3 Review of Risk Assessments

Risk assessments will be reviewed every 12 months or when the work activity changes, whichever is sooner. Where necessary, risk assessments will also be reviewed following any accidents or incidents.





5 Monitoring of Health and Safety Performance

The health and safety performance of ASM Sports will be monitored using a combination of reactive and proactive systems.

Proactive systems - 'before the event' includes analysing and acting upon data from; ;

- Site safety audits.
- Workplace inspections. Reactive systems - 'after the event' includes analysing and acting upon data from
- Accident injuries.
- First aid accident injury.
- Major injury (RIDDOR).
- Dangerous occurrence (RIDDOR); ;
- Diseases (RIDDOR).
- Near--miss incident.
- Lost time accidents; and
- Sickness Absence.

Office Manager (H&S) will be responsible for ensuring that accidents are reported and thoroughly investigated. Office Manager (H&S) will be responsible for ensuring that work related causes of sickness absence are thoroughly investigated.

Office Manager (H&S) will be responsible for ensuring that any necessary inspections and audits are carried out at regular intervals, including:





• Inspection / Audit.	By	Interval
• Safety checks Staff	Before each activity and	Daily
• First aid box checks	Staff	Weekly
• Electrical Equipment requirements	Staff	Daily / or as statutory

5.1 Health and Safety Performance information

Information from any monitoring exercise will be filed in the health and safety master file and / or electronically. The

Management Team will also be consulted and where applicable the information will be circulated or attached to company notice boards.

6 Safety Training (and information, instruction, and supervision)

ASM Sports recognises the legal duty to provide information to employees concerning hazards, risks and safe systems of work. ASM Sports also recognises the duty to provide suitable training in the skills necessary to carry out any task. Suitable training will be provided using several methods including ;

- Induction / orientation when joining ASM Sports;
- Health and safety signs and notices.
- Copies of risk assessments / safe working procedures.
- Copies of policy / guidance.
- Copies of current best practice guidance and information; and
- Provision of adequate supervision.





- All staff will be subject to a suitable advanced DBS check.

6.1 Induction Training

All new starters and temporary workers will be provided with safety induction training by Office Manager (H&S) using an approved induction training checklist (HSF02) as a starting point and providing any other necessary information as applicable.

6.2 Job Specific Training

Job specific or task skills training will be provided when required. The training must be documented and suitable records kept.

6.3 Special Training

There are several jobs that require special training, including:

- First Aid at Work (3-day course).
- Emergency First Aid at Work (1 day course).
- Fire Marshall Training

Special training requirements will be identified by Office Manager (H&S). Training will be organised by the Office Manager (H&S) and records kept and updated as below.

6.4 Training Records

All training will be recorded and kept with personnel records. Office Manager (H&S) will be responsible for keeping records up to date, providing records to HR for safekeeping and determining when refresher training is required.

6.5 Supervision





The Office Manager (H&S) will ensure that adequate supervision is provided in all circumstances, with special attention being applied where risk assessments reveal activities to be particularly hazardous.

7 Fire Arrangements and Risk Assessments

ASM Sports will make all necessary arrangements to ensure that all employees and others are aware of the fire prevention measures on site, including the evacuation procedure.

7.1 Fire Risk Assessment

The Office Manager (H&S) will ensure that a suitable and sufficient fire risk assessment is undertaken at each site and that a copy of this and the fire evacuation plan have been obtained are kept in the activity file on the relevant site.

7.2 Escape Routes

The Fire Wardens will check the escape routes daily to ensure that the routes are clear and uncluttered and that in an emergency a safe exit can be made.

7.3 Fire Extinguishers

The Office Manager (H&S) will ensure that there is adequate firefighting apparatus on site.

7.4 Emergency Evacuation (Fire Drill)

Landlords will organise an unscheduled emergency evacuation on a biannual basis.

Please refer to each site fire evacuation procedure for full details of how to deal with a fire at any of its sites.





8 Maintenance of Equipment

ASM Sports will maintain essential services in good working order to provide for the health and safety of building occupants and, in some cases, the public. The frequency of maintenance, inspection and testing may depend on the manufacturer's recommendations and the age and condition of the equipment.

The list below shows all applicable equipment, the frequency of inspection and testing and maintenance providers in a suitable format.

Equipment	Frequency of Inspection	Maintenance PRV
Emergency Lighting	6 Monthly	Test External
Lift Thorough Examination	6 Monthly	Test External
Fire Extinguishers	Annually	External
Portable Appliances (PAT)	Annually	External
Fixed Electrical Test	5 Years	External

ASM Sports will introduce other measures where necessary including preventative maintenance systems (PMS) and regular checks (i.e., 4 hourly, daily, weekly, monthly, annually etc) to augment inspections.

All equipment will be subject to cleaning at stock take which is carried out 4 times per year.





9 Manual Handling

If specific manual handling assessments are required for any ASM Sports work activities, these will be carried out by a competent person and issued to all those involved in the activity.

The manual handling Assessment Chart Tool (MAC assessment) or standard risk assessment process will be used for all manual handling risk assessments (HSF03).

ASM Sports does not operate a policy that allows staff to lift children during general activities.

10 New and Expectant Mothers

ASM Sports will take all reasonable steps to safeguard the health, safety, and welfare of new or expectant mothers, and of their unborn children. We undertake to assess all risks to new or expecting mothers arising from their work activities and to take appropriate preventative or control measures.

These risk assessments will be reviewed at regular intervals throughout the pregnancy and nursing using HSF04.

Employees must report any new pregnancy to their line manager as soon as possible.



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11 Display Screen Equipment (DSE)

ASM Sports will ensure DSE assessments are completed for all employees who use DSE equipment (as defined in the Display Screen Equipment Regulations 1992 (as amended)) for a reasonable part of their job using HSF05.

These will be reviewed every two years.

Eye and eyesight tests will be provided for DSE users only and will be conducted on who request, and spectacles provided if special ones are needed solely for the use of DSE equipment. Health and safety training and information will be provided for DSE users.

12 Control of Substances Hazardous to Health (COSHH)

When dealing with substances that are hazardous to health ASM Sports are required to carry out a risk assessment (a COSHH assessment using HSF06). Examples of hazardous substances include industrial cleaners and degreasers, wood dust, metalworking fluids, chemicals and substances that cause asthma and dermatitis. The ASM Sports offices and schools are cleaned by a third-party contract cleaner, and the cleaning of equipment is limited to water.

13 Occupational Health and First Aid

ASM Sports recognises that it is important to manage occupational health because each employee's health influences his or her ability to perform the tasks for which he or she is employed. All staff will be required to complete a post-employment offer medical questionnaire using HSF07.





13.1 Ill health

All staff has a duty to report any instances of ill health that are adversely affecting their work, or where their work is adversely affecting their health so that any issues can be addressed. These problems should be reported to HR who will treat any information with utmost confidentiality.

HR will coordinate an occupational health assessment where required by ASM Sports. In all instances where health problems could be adversely affected by work, or on return to work following an operation for example, alternative work will be found whenever possible for as long as is necessary. For periods of long-term absence ASM Sports Ltd may request an occupational health assessment.

If any employee is made disabled through degenerative illness or other circumstances, ASM Sports will not discriminate and will endeavour to find alternative work wherever possible.

13.2 Health Surveillance Records

Health surveillance measures and records will be required for certain activities and in certain circumstances, including:

- Post-employment offer (Company Policy).
- Night working (Working Time).
- Where there are problems associated with work related upper limb disorder (WRULD), manual handling or stress.
- Where are other potential health issues identified by risk assessment.
- As per statutory requirements; and/or
- As a result of long-term absence, return to work etc.





The Office Manager (H&S) will ensure that suitable health surveillance measures are implemented and that records are stored securely and confidentially with personnel records for a period of 40 years.

13.3 Investigating instances of work-related ill health

The Office Manager (H&S) will ensure that any instances of work-related ill health are investigated. Records will be kept securely and confidentially by HR for a period of 40 years.

13.4 First Aid

ASM Sports recognises the legal duty to provide such equipment and facilities as are adequate and appropriate in the circumstances for enabling first aid to be rendered to its employees if they are injured or become ill at work. To fulfil this obligation ASM Sports will make available:

- First Aider/s, who will attend either a first aid at work 3-day course or an emergency first aid at work 1 day course.
- First Aid Boxes – located at the main offices and site.
- Any other equipment as deemed necessary or as identified by risk assessment.

13.5 First Aid Procedure

Persons requiring first aid should contact the nearest First Aider. The First Aider will, in the event of a major accident or illness, ensure that an ambulance is called by dialling 999. If a First Aider is not available on site, the most senior person available should ensure that an ambulance is called. If an ambulance is not required but hospital treatment is required and an employee is injured, the employee should contact their Line Manager (or the most senior person on site) who will arrange suitable transport.

The injured person should be accompanied to hospital only if the First Aider thinks it is necessary to do so. The driver of the transport, and any accompanying person, should not wait at the hospital but return to work. The injured person should be advised to telephone their Line Manager, reversing the charges where necessary (or by using mobile phone), when return transport is required. Out of





normal working hours, where suitable transport cannot be arranged, a taxi should be called. The fare may be reclaimed from ASM Sports in accordance with its expenses policy.

Employees are reminded that it is their line manager, or the first aider is to ensure that an entry is made in the accident book when they have received an injury at work. If hospital treatment is required and the employee leaves the building, the First Aider will ensure that the event is recorded in the accident book.

13.6 Use of First Aid Equipment

First Aiders will be responsible for ensuring that first aid equipment is kept well stocked and expiry dates have not lapsed. Monthly checks will be carried out by first aiders using HSF12.

All employees must report the use of first aid equipment to a First Aider (eye wash stations etc.) to ensure that they are replenished.

14 Accidents and Incidents

It is important that all accidents and incidents are reported to a First Aider including fire, injury, near misses, dangerous occurrences, illness, and property damage. Action can then be taken to eliminate or minimise the risk from the hazard, or to prevent a reoccurrence if it was a near miss or dangerous occurrence.

(Please note that near misses are incidents that could easily have resulted in injury or property damage.)

All parents/carers presenting a child with a pre-existing injury must complete a pre-existing injury form (HSF08)

14.1 Investigating Accidents and Incidents



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The Office Manager (H&S) will complete an appropriate company report form (HSF13) and carry out an initial investigation in the event of an accident or incident. The Account Managers H&S will then report his findings to the OMT and SMT where appropriate.

Where appropriate, ASM Sports will seek assistance from RM21 Ltd.

14.2 Reporting of Injuries, Diseases, Dangerous Occurrences Regulations (RIDDOR)

ASM Sports recognises the mandatory requirement for all prescribed incidents of specific injury, disease or dangerous occurrence to be reported to the Enforcing Authority (HSE / Local Authority).

The Office Manager (H&S) will be responsible for establishing if any incidents of ill health, dangerous occurrences, or injuries are reportable under RIDDOR and for making the appropriate report. Where appropriate, ASM Sports will seek further assistance from RM21 Ltd.

15 Employee Consultation

ASM Sports acknowledges that a co-operative approach to health and safety in the workplace is the most effective way to manage health and safety issues. ASM Sports recognises the benefits of employers and employees working in partnership to develop a positive safety culture.

15.1 Means of Consultation

ASM Sports will consult with employees either directly or through the Management structure by the following means:

- Management Meetings,
- Memorandum,
- Written Instruction,
- Health and Safety notices,





- Directly,
- Verbally.

16 Management of Contractors

ASM Sports recognises the shared responsibility that exists by law between the employing organisation (ASM Sports) and the contractor in the following circumstances:

16.1 Selecting Contractors

For all new contractors, ASM Sports will request suitable documentation regarding the contractor's health and safety arrangements and health and safety controls, including their health and safety record and insurance details.

The Office Manager (H&S) will send an approved questionnaire (HSF09) and a copy of ASM Sports contractor policy and rules to each contractor.

The Office Manager (H&S) will provide the contractor with detailed information about site arrangements, detailed information about site risks, induction procedures and signing-in, permits-to-work etc.

If ASM Sports is satisfied with the contractor upon completion of the contracted work and may wish to use the contractor again, the Office Manager will add the contractor to the 'Approved Contractors' list. The Office Manager

(H&S) will ensure that the contractor's details are kept up to date if the contractor is to be used regularly. The Office Manager (H&S) will ensure that contractors are effectively managed.





17 Personal Protective Equipment (PPE) and other equipment

ASM Sports recognises the duty to provide PPE only as a last resort where other measures to eliminate or reduce risk have proved to be insufficient. Office Manager (H&S) will assess PPE and other equipment requirements, usually as part of the task risk assessment. Suitable records will be kept where applicable. Assessments will be reviewed every 12 months or where the circumstances in which the PPE was deemed necessary changes. The Office Manager (H&S) will issue all necessary PPE and ensure that a record is kept of what PPE has been issued (i.e., that the PPE is signed for by the relevant employee). All employees must request replacements from the Office Manager (H&S) if equipment is defective or has been lost.

18 Asbestos

Asbestos is no longer used in new work, except in some specialised applications, being replaced by other materials, e.g., man-made mineral fibre. If asbestos material is undamaged, it does not present any risk to health. There is only a health risk if fibres of asbestos are released and inhaled. For this to happen the asbestos material must be damaged and fibres must become airborne, e.g., by being rubbed or being in a strong air current. The removal and disposal of asbestos containing materials is strictly controlled by legislation. Licensed contractors must carry out asbestos stripping. Asbestos waste is classified as special waste and must only be removed from premises by licensed carriers and in accordance with any schools Policy for Special Waste Disposal. This said any ASM Sports employee must not and has no requirement to get involved with asbestos in any form.





19 Smoking

The Company's policy on smoking applies not only to employees but also to visitors to the workplace, including clients, customers, contractors, agency workers and suppliers.

Employees are not permitted to smoke in public areas they are not allowed to smoke on A premises to project a professional image to customers, clients, and other visitors. Employees are not permitted to smoke immediately outside the entrance of premises.

If you wish to smoke, you must do this outside your normal hours. You are not permitted to take additional smoking breaks during the day.

18.1 Non compliance

Employees who do not comply with this policy will be subject to disciplinary action in line with the Company's disciplinary procedure. Such breaches will be treated as serious disciplinary offences - particularly were the employee refuses to immediately refrain from smoking or is a repeat offender.

Where smoking constitutes a health and safety hazard, such behaviour will be treated as gross misconduct and could render the employee liable to summary dismissal.

If a client, customer, contractor, agency worker or supplier (or another visitor or other non-Gamma employed person) does not comply with this policy, they will be warned that they are committing an offence, requested too immediately refrain from smoking and, if they refuse, they will be asked to leave, or will be ejected from, the premises.

Anyone who wishes to report an incident of smoking in the workplace should speak to their line manager or the HR Manager.





20 Drugs and Alcohol

The misuse of drugs and alcohol can lead to impaired judgment which can lead to accidents in the workplace and long term health problems -- both physical and psychological.

Not only is it a legal requirement for ASM Sports to manage alcohol or drug misuse in the workplace but there are also benefits to managing these issues as problems can lead to:

- Loss of productivity and poor performance.
- Lateness and absenteeism.
- Safety issues.
- An effect on team morale and employee relations.
- Bad behaviour or poor discipline.
- Adverse effects on ASM Sports company image and its customer relations.

19.1 Employee Responsibilities

Employees are required to be aware of and comply with this policy to ensure they can carry out their activities at work safely and competently. All employees should observe the following: failure to do so may result in disciplinary action being taken.

The limit for alcohol set by this policy is in line with the Government's legal drink/drive limit, as amended from time to time.





In the case of drugs, the threshold levels are determined in accordance with established legal and medical practice.

Consumption, possession, or sale of illegal drugs is prohibited, and ASM Sports takes a zero-tolerance approach.

Possession and sale are also criminal offences under the Misuse of Drugs Act 1971.

Specifically, this means: Employees must not present themselves for work under the influence of alcohol or drugs so that their performance or ability to carry out their activities at work safely and competently is impaired in any way. Consumption of alcohol or non-prescribed drugs during working hours or at any time on ASM Sports premises is prohibited.

This policy covers those driving any vehicle on behalf of ASM Sports in any capacity or at any location. This policy covers travel to and from work if it could reasonably be implied that alcohol or drugs were present outside the prescribed limits during normal working hours.

Prescribed and over the counter medications are also covered by this policy as they may cause side effects that have potential safety implications. Employees therefore have a duty to advise their pharmacist/general practitioner/medical practitioner of their work role. On the advice of the medical practitioner, the employee must notify his or her manager.

Employees or other persons obtaining treatment or medicines for themselves should be aware of the conditions and side effects notified and seek out alternatives that do not impair performance through drowsiness or other symptoms.

19.2 Enforcement

The general principle adopted by ASM Sports is to have an environment free from the effects of drugs and alcohol. It is the responsibility of all managers to enforce this policy. For clarity, the application of this policy in relation to four specific circumstances is outlined below.

19.3 Gross Misconduct while using drugs and alcohol





Misconduct related to consumption of alcohol or drugs is normally dealt with under ASM Sports disciplinary procedure and acts of gross misconduct may result dismissal.

21 Driving Policy

ASM Sports considers that travelling and driving are part of many employees' jobs. All accidents, including driving accidents, must be considered preventable. The main object of this policy is to improve the safety of employees involved in driving. Other objectives include the reduction of direct and indirect costs caused by car accidents.

The following applies to all drivers of ASM Sports owned or leased vehicles or employees in their own cars driving on company business:

The Law - drivers must follow all applicable legislation and the requirements of the Highway Code.

ASM Sports will not pay fines for motoring offences or parking. If contravention of the law results in a driver losing the right to drive and adequately carry out his/her job, then employment may be terminated.

20.1 Vehicles

Private vehicles may be used for business purposes. Any employee wishing to use a private vehicle must first ensure a valid car insurance certificate with "business use" included on their own schedule of insurance is in place. This certificate must be provided to the office manager annually.

The company requires this on each expense claim. In addition, if the vehicle is more than three years old, they must ensure that any vehicle used for work has a valid M.O.T. Certificate.





20.2 Hire Cars

Hire cars must be arranged and authorised by the company. The car will have the following minimum safety standards:

- Driver and front passenger air bags.
- ABS.
- Front and rear seatbelts.

Company insurance may cover hire cars, the company must inform the broker of the vehicle and the timings involved.

20.3 Violations

If you break the law whilst in charge of a company vehicle, you must accept full responsibility in the event of being prosecuted. In all instances of Police prosecution, you must immediately inform your line manager.

20.4 Parking Violations

Got a parking ticket? This is your personal responsibility. If parking tickets are sent to the company unpaid then the company may charge you for all costs incurred (including admin fees)... PAY IT!



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20.5 Mobile Phones

Hand held Phones » It is illegal to use a hand held mobile phone while driving. It is also an offence to "cause or permit" a driver to use a handheld mobile phone while driving. Employees must not use their phones without suitable hands--free modification; doing so may result in disciplinary action.

Hands free Phones » Depending upon the individual circumstances, drivers could be charged with 'failing to have proper control of their vehicle'. In more serious cases, the use of any type of mobile phone could result in prosecution for careless or dangerous driving.

The Police may check phone records when investigating fatal and serious crashes to determine if use of the phone contributed to the crash.

Many of us are contactable by mobile phone whilst out of the office. ASM Sports does not expect any employee whilst driving to take a call on a mobile phone. If an employee needs to take or receive a telephone call on a mobile whilst in the car, ASM Sports expects all employees to

- Park up to engage in the call if safe to do so
- Call later once stationary

20.6 Drugs, Medicines and Alcohol

Drugs and medicines are only to be taken when prescribed by a doctor. Drivers taking prescribed drugs / medicines are to ascertain their likely effects on driving ability and report this to their line manager if necessary.



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A driver, whose ability to drive safely appears to have been affected by drugs / medicines, is to be removed from driving duties until the effects have cleared and an investigation has been conducted.

20.7 Alcohol

Drivers must not be under the influence of alcohol when at work and are forbidden to drink intoxicating liquors whilst driving on company business. This includes any period when the driver is not actually at the wheel but is on call to drive his vehicle if required. Any driver, who is suspected of being under the influence of alcohol while driving on company business, may be subject to disciplinary procedures/police prosecution.

20.8 Driver Restrictions/Fitness

Any driver, having the use of a company vehicle must hold a valid license to drive that vehicle. Failure to comply with this will result in the insurance being void.

ASM Sports reserve the right, at any time to check any employees driving licenses via electronic means using approved DVLA database search providers. Employees address and date of birth may be used for this process.

Licenses issued following introduction of Road Traffic (New Drivers) Act 1995.

If you reach six or more penalty points on your driving license within two years of passing your first driving test, i.e during the probationary period, your driving license will be revoked by the DVLA, any employee affected by this will not be allowed to drive a company vehicle.

22 Covid-19



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This guidance explains the actions ASM Sports are taking to minimise the risk of transmission of coronavirus (COVID-19) for their employees and partners. This includes public health advice, endorsed by Public Health England (PHE).

Based on the recent ONS data, the risks to education staff are like those for most other occupations.

Implementing the system of controls creates a safer environment for pupils and staff where the risk of transmission of infection is substantially reduced. The way to control this virus is the same, even with the current new variants. Working with PHE, we continually review the measures, which are informed by the latest scientific evidence and advice and update our guidance accordingly. ASM Sports complies fully with health and safety law and has put in place proportionate control measures.

To meet these obligations, we have:

- reviewed our health and safety risk assessments considering all up-to-date guidance and made necessary changes to our control measures applying the system of controls.

Educational providers have a legal duty to protect people from harm. This includes taking reasonable steps to protect staff, pupils, and others from COVID-19 within our settings. We have implemented sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level. This hierarchy of controls is set out in the Covid-19 RA document. We will regularly review and update your risk assessments - treating it as 'living document' – and as the circumstances at our partner schools and the public health advice changes. This includes having active arrangements in place to monitor that the controls are:

- effective,
- working as planned,
- and follow the most current and up to date guidance.



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All ASM Sports staff will be fully briefed and notified of any health and safety review outcomes and changing advice based on this.

23 Food Safety Management and SFBB

ASM Sports UK Ltd is committed to ensuring that safe and healthy practises around the storage, preparation and service of food are followed at all times. Staff involved in food handling and delivery have to meet high standards of personal hygiene. Any member of staff showing signs of infection or ill health will not be permitted to handle food.

(NB. All food supplied by ASM Sports UK Ltd, meets the standards of being Non prepacked food as it is all food packed on the premises at Take A Break – Nile Street at the request of ASM Sports UK Ltd, such as the follow: Sandwiches prepared at the request of and in front of the consumer, foods sold loose in retail outlets and foods which, such as meals served in a from a takeaway. All these will be accompanied with a data sheet displaying the following: the name of the food, presence of any of the 14 allergens, a QUID declaration (for products containing meat), the name and address of manufacturer, the list of ingredients and Storage and date labelling).

ASM Sports UK Ltd utilises Safer food better business details the food safety management procedures for small businesses. SFBB Includes the management of the following:

- cross-contamination
- cleaning
- chilling
- cooking
- management
- using the diary



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SFBB also ensure as a business we:

- comply with food hygiene regulations
 - show what you do to make and store food safely including how to clean effectively
 - train staff and support them to use good hygiene practices
 - protect your business's reputation
- improve your food hygiene rating score

(NB ASM Sports UK Ltd utilise an electronic diary system which the coach and food deliver complete. Here they record the food, temperature on collection, temperature on delivery and temperature on service. All prepared cold food will be consumed within a 4-hour period from being made. Any excess food will be discarded. All completed diary pages will be safely stored until your next visit from a local authority food safety officer. This will be done electronically).

For further information please see the ASM Sports UK Ltd Food Safety and School Food Standards Policy

24 Personal Effects and Jewellery.

Personal effects, including; jewellery, religious artefacts, watches, hair slides etc. should always be removed by pupils before participating in physical activities.
Staff must also be mindful of their own adornments.

The following procedure should be applied at the commencement of each lesson:

- All personal effects should be removed – a verbal reminder must be given.
- If they cannot be removed, staff need to take action to try and make the situation safe. (However the liability in this situation will remain with the school and also the parent/carer).
- If the situation cannot be made safe, the individual pupil(s) concerned should not actively participate – alternative involvement in the lesson may still be possible.



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Jewellery and earrings

All jewellery and earrings must be removed by the child themselves for PE and swimming. We recommend children come to school without earrings in on swimming and PE days. If not, they must take them out and replace them themselves. Staff are not allowed to take out or put in earrings. Children are responsible for their own earrings if they are taken out at in our partnered schools or in ASM Clubs. We encourage parents to make use of the summer holidays for ear piercing. This will enable ears to heal before returning to the activities in September.

Rules for Pupils The rules for students during PE lessons are as follows:

- Ensure the correct equipment is worn / used to participate in an activity
- Follow any instructions given precisely
- All jewellery must be removed
- The correct footwear and clothing must be worn
- Report any accident to the teacher immediately

NB the advice on jewellery and piercings is taken from the 2020 edition of '[Safe Practice: in Physical Education, School Sport and Physical Activity \(PESSPA\)](#)'

Sourced from the Association of Physical Education



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