



# **LANCASHIRE FOOTBALL ASSOCIATION**

## **HEALTH & SAFETY POLICY MANUAL**

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LANCASHIRE FOOTBALL ASSOCIATION  
**HEALTH & SAFETY POLICY STATEMENT**

As an employer, Lancashire Football Association fully acknowledge our statutory responsibilities and obligations regarding health, safety and welfare and are totally committed to achieving the highest possible standards within our workplace.

We will ensure that our employees, visitors, contractors or any other persons are not exposed to risks arising from our activities.

We will do everything reasonably practicable to provide a safe and comfortable working environment and will ensure that health and welfare requirements are fully considered.

In order to meet these objectives we will:-

- Meet or exceed all minimum legal requirements regarding health and safety;
- Ensure that an effective health and safety management system is implemented throughout the company.
- Provide sufficient resources to implement the Health and Safety Management System;
- Ensure that our health and safety management system is regularly reviewed, and updated following developments in either our business or in health and safety legislation, standards or best practice.
- Fully assess all risks and ensure that they are adequately controlled.
- Provide suitable training and information for all employees.
- Ensure that all work equipment, is suitable for its intended purpose and maintained in a safe condition.
- Ensure visitors and contractors receive the necessary information to ensure their health and safety during their visit.
- Ensure that any contractors we appoint are competent to carry out their duties and receive the necessary information.

We expect our employees to play their part and to recognise that they too have responsibilities towards health and safety. We will encourage them to take positive measures to improve anything which they feel is unsafe and puts themselves and others at risk.

Everyone within Lancashire Football Association will play their part to ensure that the above standards are achieved.

Signed .....  
Chief Executive

Date .....

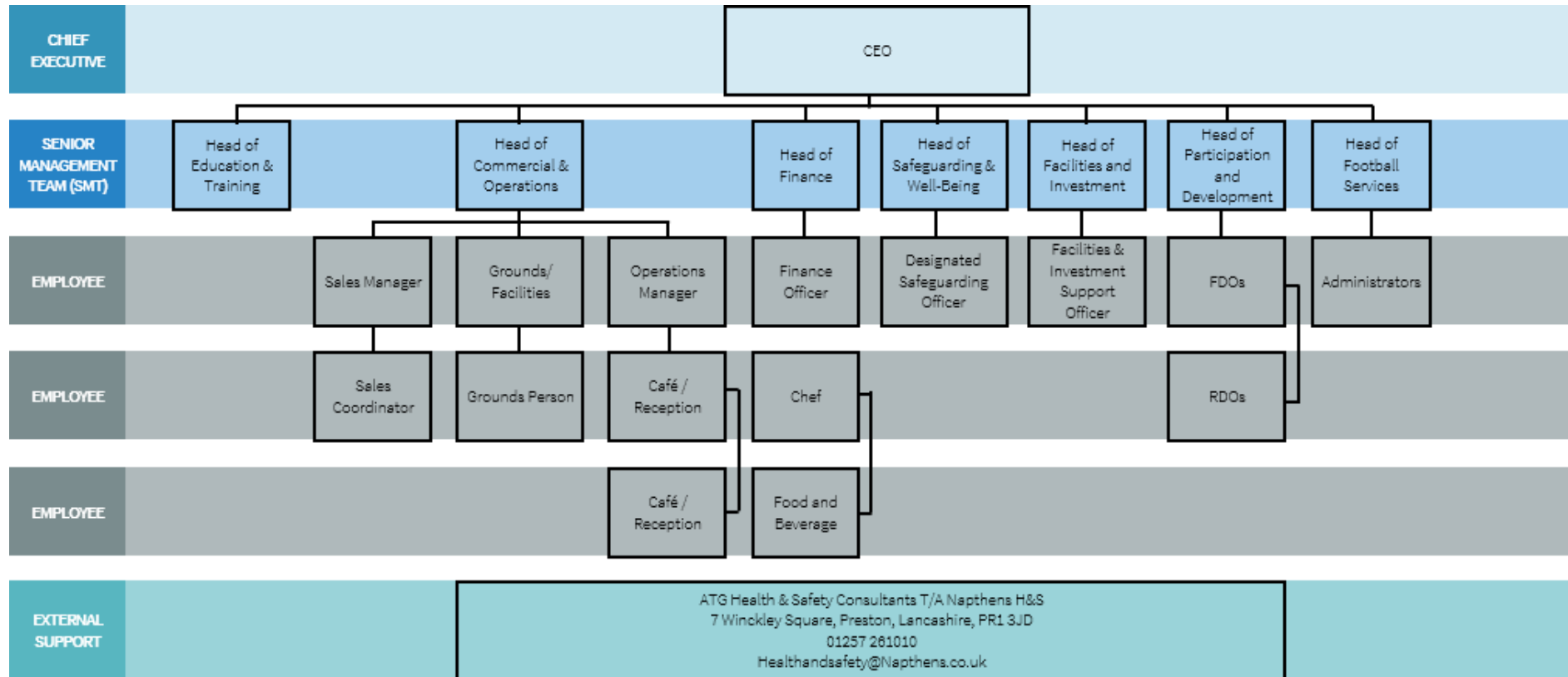
SECTION TWO

**ORGANISATION, RESPONSIBILITIES AND COMMUNICATION**

This section of the Health and Safety Policy Manual outlines the organisational structure within Lancashire Football Association and defines specific responsibilities for the Management of health and safety. It also describes how information will be communicated throughout the company.

LANCASHIRE FOOTBALL ASSOCIATION HEALTH & SAFETY POLICY  
SECTION 2: ORGANISATION & RESPONSIBILITY

2.1) HEALTH & SAFETY STRUCTURE



## 2.2) CHIEF EXECUTIVE'S RESPONSIBILITIES

The Chief Executive has overall responsibility for the health and safety of employees, visitors and contractors, where they may be affected by the Company's activities. To meet these responsibilities the CEO and the board will, so far as is reasonably practicable:

- 2.2.1 Appoint a competent person or body to advise Lancashire Football Association regarding health and safety management issues.
- 2.2.2 Ensure that there exists an effective policy for health and safety management, supplemented by additional documents relating to particular areas, activities or groups of employees, and ensure that this policy is implemented.
- 2.2.3 Ensure that the Health and Safety Policy is reviewed and updated to reflect developments in the business or in health and safety legislation, standards or Industry Best Practice.
- 2.2.4 Place on the agenda of any board meeting an item entitled 'Health and Safety' where relevant health and safety matters will be discussed together with recommendations where necessary. Health and Safety will be given equal consideration with other company management issues.
- 2.2.5 Ensure that adequate resources and information are made available to enable the policy to be effectively put into practice.
- 2.2.6 Ensure that duties and responsibilities for health and safety are properly assigned, accepted and understood by all personnel. Ensure that all personnel who report to the Chief Executive carry out their respective duties regarding health and safety.
- 2.2.7 Ensure that all accidents or dangerous occurrences are reported by the company to the Enforcing Authority where required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- 2.2.8 Co-operate with the Health and Safety Executive, the fire service and any other outside agency concerned with health and safety enforcement.

### 2.3) SENIOR LEADERSHIP TEAM (SLT) RESPONSIBILITIES

Each manager has overall responsibility within their own area of control and is therefore responsible for ensuring that employees within these areas carry out their respective duties regarding health and safety. To meet this responsibility the managers will so far as is reasonably practicable:

- 2.3.1 Ensure that the Department's health, safety and welfare arrangements are effectively implemented in accordance with the Health and Safety Policy Manual.
- 2.3.2 Check that all persons under their control have been briefed on and understood Health and Safety Policy, have been shown where the health and safety information is held, and received sufficient training on fire precautions, first aid arrangements, food safety and any other emergency procedures relevant to the workplace.
- 2.3.3 Ensure that all relevant or updated information is clearly communicated to all employees under their control.
- 2.3.4 Ensure that all staff under their control carry out their duties regarding health and safety.
- 2.3.5 Where relevant, take an active role in carrying out risk assessments and associated activities within their areas of control, and ensure that the requirements of any risk assessment or safe system of work are complied with.
- 2.3.6 Ensure that health and safety training is provided to new employees as part of their induction.
- 2.3.7 Ensure that all accidents within the department are fully documented, reported and investigated with the objective of preventing their re-occurrence by improving practices and systems.
- 2.3.8 Carry out regular visual and documented inspections within their areas of control including means of access, plant and equipment, the working environment, fire precautions and welfare arrangements.
- 2.3.9 Ensure that the necessary protective clothing and equipment is correctly used and maintained in good order by employees under their control, visitors and external contractors.
- 2.3.10 Ensure that any employees report of unsafe plant, equipment, method of work or any other matter where there is a risk of injury to persons or damage to property and equipment is recorded and reported to the Internal Health and Safety Co-ordinator.
- 2.3.11 Co-operate fully with such matters as safety audits and health and safety training programmes, attending Senior Leadership Team (SLT) meeting where called upon to do so, and requesting additional training for personnel as and when required.
- 2.3.12 Take an active role in ensuring that the company makes progress towards achieving the objectives and targets set in order to ensure continuous health and safety improvement.
- 2.3.13 Although many of the day to day duties for managing health and safety can be delegated at the manager's discretion, each manager has overall responsibility and is accountable to the Chief Executive for ensuring that the required health and safety standards are achieved.
- 2.3.14 Due to the strategic significance of their role, the Head of Commercial and Operations has certain specific duties that are referred to throughout Section 3 of the Policy.

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- 2.3.15 The Head of Commercial and Operations will have duties and responsibilities for users of display screen equipment and these are covered in Section 3 of the Policy under the heading 'Display Screen Equipment'.



## 2.4) EMPLOYEE RESPONSIBILITIES

Employees have a statutory duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions, also to co-operate with the company so far as is necessary to enable any duty or requirement imposed on the company to be complied with. Employees are reminded that breach of this duty could constitute a disciplinary offence. In order to comply with this duty all employees will be expected to:

- 2.4.1 Conform to any legal requirements, rules, procedures and instructions necessary for ensuring health and safety.
- 2.4.2 Use protective clothing and equipment recommended for their particular work unless they have a medical condition preventing them from using such equipment and are in receipt of a written dispensation from their line manager or the Chief Executive.
- 2.4.3 Seek advice and instruction from their supervisor or in their absence, line manager when situations arise which may affect the health and safety of themselves or others.
- 2.4.4 Report any unsafe tools, equipment, and method of work or any other matter where there is a risk of injury to persons or damage to equipment.
- 2.4.5 Report any incident or accident, however slight, whether or not injury or damage has been sustained.
- 2.4.6 Assist at all times in maintaining good housekeeping standards within the workplace.
- 2.4.7 Attend and actively participate in health and safety training courses as required.
- 2.4.8 Co-operate and assist where required in any audit, risk assessment, accident investigation, health surveillance or associated procedures carried out within the workplace.

## 2.5) INTERNAL HEALTH AND SAFETY CO-ORDINATOR

The Health and Safety Advisor fulfils the role of the Internal Health and Safety Co-ordinator within Lancashire Football Association. As such, in addition to those responsibilities already identified in Section 2.3, they will work closely with the Chief Executive and the Senior Leadership Team (SLT) to co-ordinate the overall health and safety performance of the company making recommendations where necessary. These duties will be carried out with support from the External Health and Safety Advisors, where required.

- 2.5.1 Prepare information for Board Meetings / SLT Meetings on the health and safety performance of the company, making recommendations where appropriate.
- 2.5.2 Advise the Chief Executive and other managers of the implications arising from health and safety legislation and codes of practice, and their application to the company's activities.
- 2.5.3 Provide assistance to the Chief Executive, Senior Leadership Team (SLT) and employees on health and safety matters when required.
- 2.5.4 Along with the Senior Leadership Team, will co-ordinate and collate all risk assessments for activities carried out within the workplace and off site. Ensure that arrangements are made to carry out further specific risk assessments where necessary.
- 2.5.5 Working where required with the Senior Leadership Team (SLT) and External Health and Safety Advisors, identify training needs for managers and employees. Ensure that training programmes take place to inform and educate all employees of their health and safety responsibilities and duties. Ensure that suitable training is provided and that full written records are kept.
- 2.5.6 Along with the Senior Leadership Team, ensure that all accidents within the club or at another venue involving club employees are fully documented, reported and investigated with the objective of preventing their re-occurrence by improving practices and systems.
- 2.5.6 Along with the Senior Leadership Team, report all applicable accidents/incidents to the Enforcing Authority in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 2013.
- 2.5.7 Assist the Senior Leadership Team (SLT) with maintaining records and statistics of all incidents which occur within the Company or as a result of its activities.
- 2.5.8 Assist the Head of Commercial and Operations to ensure that all relevant health and safety related documentation has been issued and acknowledged in accordance with the company's document control procedure.
- 2.5.9 Maintain a 'master' record of all current health and safety documentation namely:-
  - Health and Safety Policy Manual.
  - Current procedures and safe systems of work.
  - General risk assessments and specific assessments such as manual handling, work at height etc.
  - Specific risk assessments and method statements.
  - Health and safety training matrix.

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- 2.5.10 Liaising with the Head of Commercial and Operations, assist in the compilation and maintenance of an Approved List of contractors authorised to carry out work on Lancashire Football Association's behalf.
- 2.5.11 As part of this process, ensure that up to date records are retained of contractor's insurance cover certificates in respect of employers' liability and third-party risks, plus any relevant risk assessments, safe systems of work, and certificates of competence.

## 2.6) EXTERNAL HEALTH AND SAFETY ADVISORS ROLE

ATG Health and Safety Consultants have been appointed as External Health and Safety Advisors for Lancashire Football Association. As such, they will act as Competent Persons to advise the Company on their health and safety obligations, as required under Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

In order to fulfil this role, ATG will liaise closely with the Senior Leadership Team (SLT) and the Internal Health and Safety Co-ordinator and will provide the following service.

- 2.6.1 A planned programme of visits to Lancashire Football Association in order to assist in implementing the safety management system. This may include the following:
- Assistance in carrying out general risk assessments within the workplace (in conjunction with the relevant managers)
  - Carrying out specific assessments such as manual handling
  - Assistance in preparing written safe-systems of work for operations and activities which pose significant risk
- 2.6.2 Advising both Lancashire Football Association of significant changes to legislation, HSE guidance documents, and industry standards likely to have an effect on the safety management system.
- 2.6.3 Telephone advice on any safety related matter from ATG's team of specialist consultants.
- 2.6.4 Assisting the Senior Leadership Team (SLT) and the Internal Health and Safety Co-ordinator in ensuring documentation records and registers are kept up to date and in line with developments in either the business or health and safety legislation.
- 2.6.5 Liaison with liability insurance brokers where required to update them on health and safety progress/improvements.
- 2.6.6 Assistance, if required, in investigating accidents which occur in the workplace.

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2.7) EMPLOYEE INVOLVEMENT AND COMMUNICATION

- 2.7.1 The Senior Leadership Team (SLT) within Lancashire Football Association will take reasonable steps to involve employees in health and safety related matters and will actively encourage them to make constructive health and safety suggestions through the open door policy and to improve conditions within their own department or the workplace in general.
- 2.7.2 The Senior Leadership Team (SLT) meetings will be documented, including all health and safety actions identified. The minutes of such meetings will be made available to all employees.
- 2.7.3 Each department has a monthly team meeting which must include health and safety actions identified and be minuted.
- 2.7.4 All employees will be briefed by their manager on any issue which is relevant to their health, safety or welfare. This will be in the form of team meetings, personal appraisals or 1-2-1's.
- 2.7.5 The designated health and safety notice board is located in the main office area I will display, as a minimum, the following information:
- Lancashire Football Association's Health and Safety Policy Statement
  - Health and Safety Law Poster
  - Names of First Aiders
  - Names of Fire Marshalls
  - Actions regarding emergency procedures
  - Employers Liability (Compulsory Insurance) Certificate

Health and safety information is also stored on the shared drive/OneDrive, which the Head of Commercial and Operations and the Internal Health and Safety Co-ordinator are responsible for.

Each SLT Manager is responsible for ensuring that sufficient information is provided for personnel under their control and for ensuring that all such information within their area of responsibility is kept up-to-date.

## 2.8) DOCUMENT ISSUE AND CONTROL

The issue of all documentation related to health and safety must be closely controlled and logged so as to ensure that:

The following procedures will ensure that these requirements are met:

- 2.8.1 SLT must ensure that all relevant or updated information is clearly communicated to all employees under their control.
- 2.8.2 Documentation is stored on the Onedrive facility. All employees are shown how to access the information by their line manager as part of their induction. The Internal Health and Safety Coordinator under the direction of The Head of Commercial and Operations will be responsible for maintaining and updating the shared drive.
- 2.8.3 All managers are responsible for ensuring staff acknowledge documentation issued to them.

SECTION 3

**ARRANGEMENTS FOR ENSURING HEALTH & SAFETY AT WORK**

Introduction

This section outlines general arrangements which will be implemented within Lancashire Football Association in order to ensure that the Health and Safety Policy is effectively put into practice.

It must be borne in mind that these are minimum general requirements further procedures and arrangements may need to be implemented in order to effectively control specific risks to health and safety.

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3.1) ACCIDENT AND INCIDENT REPORTING, RECORDING AND INVESTIGATION

3.1.1 Policy

It is the policy of Lancashire Football Association to report all accidents, industrial diseases and dangerous occurrences as detailed in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

In addition, all incidents which result in first aid treatment being required will be recorded and investigated in an attempt to prevent a recurrence. All employees are instructed to report all such occurrences immediately after treatment. They should also ensure that an entry is made in the relevant Accident Report Form, regardless of the severity of the injury. If, because of their injury, they are incapable of making an immediate entry, then that entry will be made by their Manager or another responsible person on their behalf. The completed report will then be held in a dedicated file.

Accidents will be classified as 'minor', 'seven-day reportable', or specified injuries in line with the above regulations and the appropriate action will be taken should they be reportable to the Enforcing Authority.

The Chief Executive or the Head of Commercial and Operations will be notified immediately following any accident resulting in personal injury and will be responsible for reporting the accident to the Enforcing Authority where required under the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 2013.

RIDDOR Reporting - Incident Contact Centre

Tel: 0345 300 9923 (fatal or specified injuries only)

Internet: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

The circumstances must also be reported to the company's insurers by the Chief Executive or nominated person.

3.1.2 Accidents – Action to Take

All accidents at work involving personal injury must be reported by the individual concerned. If the injury is of a serious nature, or if there is any doubt, it is recommended that the injured person is referred for professional medical aid for appropriate treatment.

If the injury is of a minor nature, first aid treatment should be given and, following this, it is important that the relevant Accident Form is fully completed, by the injured person, first aider or line manager and forwarded to the Head of Commercial and Operations. If the injury is of a serious nature, and the person is taken to hospital, the relevant Accident Form should be completed by the first aider or line manager and forwarded to the Head of Commercial and Operations or if absent, the relevant manager.

3.1.3 Employers Liability Insurance Company

Should an employee suffer an accident or injury which is reportable to the Enforcing Authority, it is important that the employers' liability insurance company is notified of this incident as soon as possible by the Chief Executive or the Head of Commercial and Operations.

3.1.4 'Near Miss' or Damage Incident



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All accidents resulting in damage to property, equipment, vehicles, fixtures or fittings, together with any incident where injury or damage was narrowly avoided, should be reported by the employee concerned using the fault reporting system.

It is important that these incidents are investigated, particularly if potential personal injury was narrowly avoided.

3.1.5 Accidents to Other Visitors

Should a non-employee suffer injury as a result of work activities, investigation procedures must be followed.

All such accidents must be recorded in the Accident Book and it is important that correct details are taken of the name and address of the injured person.

Should the injured person require medical treatment, the Enforcing Authority should be informed by the Head of Commercial and Operations, Senior Manager or Chief Executive, in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

The circumstances must also be reported to the company's insurers.

3.1.6 Needle stick / Sharps Injury / Exposure to Risk of Infectious Disease

Should any employee suffer a needle-stick injury, come into direct contact with bodily fluids or any situation giving rise to risk of infection, this matter must be reported to their Manager immediately. The Manager concerned will then take the necessary action after seeking medical advice.

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SECTION 3: HEALTH & SAFETY ARRANGEMENTS

3.2) ELECTRICAL SAFETY

- 3.2.1 No employee shall undertake any kind of electrical work unless they have been specifically trained and authorised. Otherwise all electrical work will only be undertaken by a suitably qualified electrical contractor.
- 3.2.2 The entire fixed electrical system within all buildings occupied by Lancashire Football Association to be examined by a suitably qualified electrical contractor registered with the National Inspection Council of Electrical Installers and Contractors (NICEIC) at intervals not exceeding five years and appropriate steps taken on the basis of his report. The Head of Commercial and Operations should ensure that all such inspections have been carried out.
- 3.2.3 All portable electrical equipment will be examined by a qualified electrical contractor at twelve monthly intervals in the case of equipment subject to heavy use and every two years in the case of equipment subjected to light use (for example, office equipment).
- 3.2.4 A register of all portable electrical appliances will be kept by the Head of Commercial and Operations and the results of the examination and test of each appliance recorded. Visual confirmation of the examination and test of each appliance will also be affixed to the appliance.
- 3.2.5 Where possible all hand held power tools will be battery operated and if electrical the supply will be protected by residual current devices which will switch off the current in the event of a fault.
- 3.2.6 The user of each piece of electrical equipment will perform a brief visual inspection at regular intervals, paying particular attention to the condition of cables. A report will be made to the Head of Commercial and Operations of any actual, or suspected faults by the visual examination. The equipment will also be taken out of service until being certified as safe to use by an electrical contractor.

The following checklist should be used to regularly inspect all electrical equipment:

- Check that the equipment test and records are kept up to date.
- Report any faults found to the Head of Commercial and Operations.
- Do not use faulty equipment.
- Ensure all electrical leads and cables are in good condition and do not trail.
- Ensure sockets are not overloaded.
- Switch off specified electrical equipment at the end of each day.

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3.3) FIRE PRECAUTIONS

- 3.3.1 A dedicated fire log will be kept by the Operations Manager relevant to each premise occupied by Lancashire Football Association within which will be recorded details of all relevant tests and fire evacuation drills.
- 3.3.2 At the beginning of each working day Facilities Personnel will check that all fire exits within the premises are unlocked and unobstructed.
- 3.3.3 Once a week the Operations Manager will carry out a break glass/call point check. All tests will be recorded in the Fire Log Book.
- 3.3.4 The weekly test should include checking with employees in relevant departments that the alarm was audible and that any visual alarm system (i.e. flashing lights) was operational.
- 3.3.5 Emergency lighting will be checked and maintained. Lighting will be maintained annually by competent contractors on a service contract. Monthly checks will be made by the Operations Manager to ensure that emergency lighting units are fully charged. Any defects are to be reported and appropriate action taken.
- 3.3.6 Planned fire evacuation drills will be held at all venues occupied by Lancashire Football Association at least twice a year. Care will be taken to ensure that planned drills include day and evening shifts. The precise timing of the drills will be decided by the Head of Commercial and Operations. The Head of Commercial and Operations will initiate any fire evacuation drill and will be responsible for ensuring that all persons within the premises are properly evacuated and accounted for.
- 3.3.7 Fire extinguishers will be checked on an annual basis on a service contract held with the supplier. Any extinguisher which is used and partly discharged will be returned to the supplier and a refill obtained. The test date will be recorded on each individual extinguisher.
- 3.3.8 On the dedicated safety notice boards and strategically elsewhere if required, printed notices will be exhibited stating, in concise terms, the essentials of the action to be taken upon discovering a fire and on hearing the fire alarm. These will also be displayed at exit points within the building.
- 3.3.9 Visitors Books will be held in reception which all visitors are required to sign in on arrival and out on departure.
- 3.3.10 Contractors Book - All Contractors will be required to sign in and wear a Contractors lanyard / pass.

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3.3.11 All employees will receive basic fire awareness instruction/training as part of their induction. Basic fire instructions will be repeated for existing staff on an annual basis.

This will include the following:-

- the action to be taken upon discovering a fire.
- raising the alarm.
- the correct method of calling the fire service.
- the location and use of fire fighting equipment.
- the knowledge of escape routes.
- the appreciation of the importance of fire doors and of the need to close all doors at the time of a fire and on hearing the fire alarm.
- evacuation of the building to an assembly point where a roll-call can be made.
- ensuring escape routes, fire exits etc. are kept free from obstruction.

3.3.12 In the event of a fire, the SLT in conjunction with the Internal Health and Safety Co-ordinator and Fire Marshalls will:

- Confirm that the emergency services have been contacted.
- Ascertain the location, type and extent of the fire.
- Control any attempt to extinguish a fire.
- Liaise with the emergency services and/or other organisations attending, giving information concerning:-
  - a) the location, type and extent of the fire.
  - b) missing persons.
  - c) hazardous substances/materials/gases etc.
  - d) location of services isolating points.
- Liaise with the emergency services before re-entering the premises.
- Ensure that all discharged fire extinguishers are replaced.
- The Head of Commercial and Operations or the CEO will advise the Company's Insurers of the type, extent and result of the fire as soon as practicable.
- Instigate an investigation into the circumstances and causes of the fire.

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3.4) FIRST AID

3.4.1 Policy on First Aid

Lancashire Football Association will make provision for training of first aid personnel as necessary to take account of specific hazards and will ensure that, where significant risks have been identified, a sufficient number of employees will be given appropriate training to carry out first aid at work duties, as defined below.

Our current arrangements are as follows:

3.4.2 Appointed Persons (Emergency First Aider/First Aid at Work)

Lancashire Football Association will ensure that an adequate number of employees are on site at any one time who are appointed and trained to administer emergency first aid and to take charge of the situation, (e.g. to call an ambulance), if major illness or serious injury occurs at the workplace. At least one of these persons will hold a valid and up to date qualification in First Aid at Work. The Head of Commercial and Operations or Internal Health and Safety Co-ordinator will ensure that refresher training is provided at appropriate intervals, i.e. at least every three years. These persons will also be responsible for ensuring that the first aid kit is fully stocked.

All First Aiders are trained in how to use automated external defibrillator (AED).

3.4.3 First Aid Facilities

The automated external defibrillator, (AED) is kept behind the reception desk.

The Internal Health and Safety Co-ordinator is responsible for ensuring first aid kits are kept well stocked. Fully stocked first-aid kits are kept strategically throughout the building and the maintenance workshop. Recommended minimum contents are as follows.

Suggested Contents for each British First Aid Kit.

ITEM	NUMBER OF EMPLOYEES
	11-50
Sterile Adhesive Dressing	40
Eye Pad	4
Sterile Triangular Bandage	4
Safety Pins	12
Sterile Medium Dressing	8
Sterile Dressing	4
Extra Large Ambulance Dressing	4

3.4.4 First Aid Information

All persons within the workplace will be informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel. New employees are provided with a staff handbook by their departmental manager as part of their induction. The staff handbook contains arrangements that have been made with the provision of first aid and location of equipment.

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Notices will be displayed on the designated safety notice board providing information including the names of the first aiders on site that day. Notices which include names of first aiders are printed off for evening events.

Information on first aid will also be included in the induction programme for any new employees and existing employees will be informed by the Head of Commercial and Operations .

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3.5) HAZARDOUS SUBSTANCES

- 3.5.1 Hazardous substances (as defined by the Control of Substances Hazardous to Health Regulations 2002 (as amended 2004)) will only be used by Lancashire Football Association where this is found to be unavoidable. Every effort will be made to ensure that, so far as possible, non-hazardous substances are purchased for use or, where there is no non-hazardous substance which is suitable, that the least hazardous substance is obtained.
- 3.5.2 The Head of Commercial and Operations is responsible for ensuring that hazardous substances are limited and are only purchased from an approved supplier. The Internal Health and Safety Co-ordinator to ensure that Safety Data Sheets are obtained for each substance.
- 3.5.3 The Internal Health and Safety Co-ordinator will identify all hazardous substances to which persons may be exposed and compile a register of all such substances. Associated with the register will be the safety data sheets which suppliers must provide by law. These outline the hazards of the substance, also indicating any precautions which are necessary.
- 3.5.4 Before any hazardous substance is purchased for the first time manufacturers/suppliers' safety data sheets will be obtained and suitable judgements made of the necessity for, and utility of, the substance.
- 3.5.5 All measures intended to prevent or control exposure will be regularly monitored on an appropriate basis as identified by the data sheets or assessments.

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3.6) EQUIPMENT & MACHINERY SAFETY

- 3.6.1 Before any new piece of equipment is purchased, the Head of Commercial and Operations will obtain an assurance from the supplier that it complies with the requirements of Section 6 of the Health and Safety at Work (etc.) Act 1974, the Provision and Use of Work Equipment Regulations, the Supply of Machinery (Safety) Regulations, and any relevant British or European standards. The External Health and Safety Advisors will provide further advice where required.
- 3.6.2 Employees will be instructed by managers in the safe use of specific equipment. Unless they have received this instruction, employees are specifically prohibited from using any item of equipment on the list.
- 3.6.3 Any users of equipment will report any defects, actual or suspected, to their manager who will take the appropriate action.
- 3.6.4 Managers will, in the normal course of duties, ensure that employees are checking that safety equipment is in position and in good condition.
- 3.6.5 The Head of Commercial and Operations will ensure that all maintenance schedules which are kept in the facilities office are adhered to and will ensure that the Facilities Officer keeps written records of all such maintenance.
- 3.6.6 Should a fault occur with any equipment or machinery, the manager in charge of the session shall ensure that it is promptly taken out of service.
- 3.6.7 The Head of Commercial and Operations and the Internal Health and Safety Co-ordinator are responsible for ensuring that no machine or equipment is used in an unsafe condition. Where necessary they will seek the advice of the External Health and Safety Advisors.



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3.7) STATUTORY/PERIODIC EXAMINATIONS

3.7.1 Thorough examinations by a competent person (some examinations require an insurance company engineer) and must be carried out as follows:

Passenger Lifts	Every 6 months
Gas Installations/Appliances	Every 12 months by 'Gas Safe' Registered Engineer
Water boilers and other steam-raising pressure plant, e.g. coffee machines	According to the written scheme of examination set by a competent person
Electrical appliances (kitchen)	Fixed Inspection and testing 5 yearly as recommended by the Institution of Engineering Technology (IET) Because of the demanding environment the IET recommends more frequent inspections for catering equipment in kitchens. For example, if portable: Formal visual inspection every 6 months Combined inspection and test every 12 months.
Air conditioning / extract / intake Kitchen extraction system fan and ducting.	Every 24 months or at such intervals as the competent person decides  Examination period – every 6 months

3.7.2 The Head of Commercial and Operations will ensure that there is an accurate register of all items subject to such examinations and that each item is given a unique identification number or description.

3.7.3 The Head of Commercial and Operations will check that statutory/periodic examinations are carried out on, or before the due date.

3.7.4 Any urgent defects identified by the examiner will be dealt with immediately by the Head of Commercial and Operations who will, if necessary, take the item in question out of commission until the defect is rectified or the item replaced.

3.7.5 The Head of Commercial and Operations will ensure that written reports of the examiner are properly kept for reference by the Company or by the Enforcing Authority. Such reports will be kept in suitable files available for inspection at all times.

3.7.6 The Head of Commercial and Operations will ensure that all matters which may be referred to in the examiners reports are attended to within the time specified by the examiner. If no specific limit is identified then the matter will be dealt with as soon as is practical and, in any case, before the date of the next statutory/periodic examination.

3.7.7 The Head of Commercial and Operations will ensure that all equipment has been examined and certificated as appropriate prior to its being used.

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3.8) PERSONAL PROTECTIVE EQUIPMENT

- 3.8.1 Where a need for the wearing of personal protective safety or other suitable equipment is identified (whether by legislation or otherwise) all employees are required to use, and take care of, such equipment. The managers will ensure that all personnel under their control comply with this requirement.
- 3.8.2 Safety footwear will be supplied to employees where the need has been identified and must be worn at all times whilst at work.
- 3.8.3 Eye protection will be worn at all times by employees engaged in operations that present a foreseeable risk of eye injury. These operations will be identified by the risk assessment process.
- 3.8.4 Hearing protection must be worn if identified by the risk assessment process.
- 3.8.5 Sensible and suitable footwear will be worn by those employees working in the kitchen and front of house.
- 3.8.6 Appropriate gloves will be worn by employees when engaged in operations presenting a risk of laceration or abrasion to the hands.
- 3.8.7 Overalls and gloves are also provided to afford protection against contact with hazardous substances and will be worn as indicated by the risk assessments.
- 3.8.8 The Head of Commercial and Operations will ensure that each employee is issued, on a personal basis, with the appropriate personal protective equipment free of charge. The Internal Health and Safety Co-ordinator will keep a record for all non-disposable items. The issue record for each individual item will be retained by the Internal Health and Safety Co-ordinator.
- 3.8.9 Employees will maintain their issued equipment in good condition and will report any loss or damage to their Manager.
- 3.8.10 Adequate facilities i.e. lockers will be provided for the storage of all protective, safety and other suitable equipment.
- 3.8.11 Instances of non-compliance, either by employees will be reported to the Head of Commercial and Operations and the Internal Health and Safety Co-ordinator.

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3.9) RISK ASSESSMENTS

- 3.9.1 All measures necessary to control or reduce that risk will be considered, specified, and recorded, and the appropriate action taken as soon as possible. Managers will be responsible for ensuring action is taken.
- 3.9.2 Records of risk assessments will be kept by the SLT and the Internal Health and Safety Co-ordinator and reviewed on an annual basis in order to ensure they are kept up to date.
- 3.9.3 Any new activity or equipment will have its risks assessed before the activity or work with it commences. Any changes or modifications to activities or equipment likely to significantly alter its characteristics will be similarly assessed, before such changes are carried out. If an increased risk is likely (even though all possible controls are in place) the Head of Commercial and Operations and Internal Health and Safety Co-ordinator must authorise the new process, machine or equipment, seeking advice from the External Health and Safety Advisors.
- 3.9.4 The findings of the assessments will be integrated into the general safety training programme to ensure that employees are fully aware of hazards within the workplace, and the necessary control measures.
- 3.9.5 Specific Assessments

Where any further assessment is necessary, either due to specific areas of risk or legislative requirements, managers will arrange to carry out the necessary assessment, seeking further specialist advice from the External Health and Safety Advisors, the Head of Commercial and Operations or the Internal Health and Safety Co-ordinator. Following the assessment, the relevant findings will be forwarded to the Head of Commercial and Operations who will ensure that the necessary actions are implemented.

Examples of specific assessments such as:

- Manual Handling.
- Fire Safety.
- Machinery/equipment.
- Display Screen Equipment.
- Hazardous Substances.
- Lone Workers.
- Disability.
- Young Persons.
- Expectant Mothers

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3.10) MANUAL HANDLING

- 3.10.1 Lancashire Football Association will endeavour to avoid, as far as reasonably practicable, any manual handling activity which presents a significant risk of injury. Elimination of lifting, automation or mechanical aids will be considered wherever reasonably practicable.
- 3.10.2 An assessment will be carried out by the relevant manager for all remaining tasks which pose significant risk of injury. This will seek to reduce the risk of injury to the lowest reasonably practicable level by identifying suitable control measures. The assessments should be carried out in conjunction with the Head of Commercial and Operations or the Internal Health and Safety Co-ordinator if necessary.
- 3.10.3 A suitable level of information, instruction and training, supervision will be provided to all employees carrying out manual handling activities which cannot be eliminated.
- 3.10.4 Should an employee suffer an injury or report any ill health condition which may affect their capability to carry out tasks involving strenuous manual handling, the manager must inform the Head of Commercial and Operations or the Internal Health and Safety Co-ordinator who will seek further medical advice.
- 3.10.5 Specific Responsibilities

Employees will:

- 1) Ensure they are aware of the necessary precautions and control measures for all significant manual handling activities they undertake and comply with the measures necessary to minimise the risk of injury.

Senior Managers/Session Leaders will:

- 1) Ensure all significant manual handling activities have been identified, a risk assessment carried out and control measures put into effect.
- 2) Ensure that appropriate training or instruction is provided to all employees who may be at risk. This will include an awareness of the factors to consider in making a simple assessment of risk, and the need to avoid injury by adopting safe lifting and handling techniques. This will be carried out by the relevant Manager, the Internal Health and Safety Co-ordinator or the External Health and Safety Advisors where required.
- 3) Ensure the control measures identified in any assessment are implemented and monitored.
- 4) Ensure employees comply with the control measures identified.

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3.11) WORKING AT HEIGHT

Employees of Lancashire Football Association will only work at height where it is absolutely necessary to do so. Wherever possible, working methods will be planned so as to reduce the need for employees to work at height to an absolute minimum.

- 3.11.1 A specific risk assessment will be carried out by managers or supervisors for all tasks involving working at height. The assessment will consider the nature of the task, the correct access equipment to carry out the task safely, and the competency of the employees who will be carrying out the task. The assessment should be carried out in conjunction with or signed off by the Head of Commercial and Operations.
- 3.11.2 The only work at height likely to be undertaken will be by the Facilities Department. As such they will be suitably trained.
- 3.11.3 Employees are formally instructed that they are prohibited from using any access equipment unless they have received documented work at height training from Lancashire Football Association and have received written authorisation to do so.
- 3.11.4 All access equipment owned by Lancashire Football Association will be inspected on a weekly basis by a Facilities Department. Each item of equipment will be marked with a unique identification number and recorded in a designated equipment register. The results of each inspection will be recorded in the register, retained by the Facilities Department and inspected by the Head of Commercial and Operations.
- 3.11.5 When any access equipment is hired in, the Head of Commercial and Operations or other nominated employee/s is responsible for ensuring that the equipment is in good condition, including sight of the statutory test certificate and that the relevant information, instruction and training is provided by the hirer.

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3.12) DISPLAY SCREEN EQUIPMENT

- 3.12.1 Display screen equipment is used within Lancashire Football Association however, not all employees who use this equipment will be classified as a 'user' under the Health and Safety (Display Screen Equipment) Regulations 1992. Therefore the full extent of these Regulations may not apply in all cases.
- 3.12.2 In order to determine whether or not they fall into this category, all employees who use display screen equipment are required to complete an Employee Assessment which can then be returned to the Head of Commercial and Operations. From the information on the form, the Head of Commercial and Operations will identify all designated users within Lancashire Football Association.
- 3.12.3 All users will be required to carry out a self-assessment of their own workstation which is issued by the relevant Manager under the guidance of the SLT or External Health and Safety Consultant where necessary. The Head of Commercial and Operations will be responsible for ensuring that any control measures identified by the assessment are actioned as necessary.
- 3.12.4 All users are entitled under the Regulations to an eyesight test, to be carried out by a registered practitioner, at the organisation's expense. The results of all such tests will be collated by the Internal Health and Safety Co-ordinator. Tests should be carried out at regular intervals (as advised by the optician).
- 3.12.5 Where the results of the test shows that corrective appliances are necessary (specifically for DSE use only, in order to correct vision defects at the viewing distance of the screen from the user) these will be provided at the Company's expense, (as required by the Regulations) and employees are reimbursed any costs via their departmental manager.

3.13) INDUCTION TRAINING

3.13.1 The CEO, in conjunction with the SLT will ensure that every new employee receives initial induction training which must include:-

a) The location of:

- all fire exits, fire exit routes, and fire assembly point, the location of the first aid facilities and an introduction to the first aiders within their department
- the location of fire extinguishers and rules governing the appropriate use of the various types of extinguisher
- the location of toilet and washing facilities
- the location of the safety notice board.

b) An explanation of the:

- Lancashire Football Association's Health and Safety Policy and an outline of the arrangements for its implementation
- Company Rules regarding health and safety
- specific responsibilities regarding health and safety and their acknowledgement
- fire precautions
- the procedure to be observed in the event of an accident
- the disciplinary procedures which may result from breaches of health and safety rules.

c) Briefing on the Health and Safety Policy Manual and the opportunity to ask any questions regarding its contents. The employee must also be given the opportunity to read the document in detail if required.

d) Instruction in:

- safe handling of materials in the workplace
- use of protective safety or sensible clothing and equipment
- the importance of good housekeeping etc.

3.13.2 The relevant manager will ensure that the new employee does not commence their duties until the necessary induction training has been given and a training/instruction acknowledgement record completed. In exceptional circumstances this may not be practicable and under these circumstances basic essential information will be given by the relevant supervisor/manager. In all cases the formal induction process must occur within 7 days.

The relevant manager will ensure that new employees are provided with a staff handbook as part of their induction.

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3.14) SPECIFIC TRAINING AND COMPETENCY EVALUATION

- 3.14.1 In addition to the induction training provided to each new employee, the relevant manager will identify any specific training needs which the new employee may have.
- 3.14.2 Having identified such training needs, the Head of Commercial and Operations with the CEO will make the necessary arrangements for training to be provided by a competent and experienced person or organisation. The External Health and Safety Advisors will provide this training or recommend a suitable organisation to do so if necessary.
- 3.14.3 Following the identification of specific training needs, this information will be entered into a training matrix held by the Head of Commercial and Operations which will record the employees name, job title, and the specific training required.
- 3.14.4 Having entered the specific training requirements onto the matrix, the CEO / SLT will then arrange for suitable dates to carry out the training. These dates will then be entered on to the matrix. Once the training has been carried out, this will then be entered on the matrix as 'completed'.
- 3.14.5 Managers, in conjunction with the CEO will likewise identify the specific training needs of existing employees and make the similar necessary arrangements.
- 3.14.6 The relevant managers will be responsible for monitoring the performance of employees and contractors and for identifying any need for further, refresher, or alternative training.
- 3.14.7 The Head of Commercial and Operations will ensure that appropriate training records are kept and that the records contain such details as employee's name, type of training provided, name of trainer, date of training (and of any subsequent or refresher training) and any other pertinent matters.



### 3.15) WORKPLACE INSPECTIONS

Regular inspections will help to maintain standards of housekeeping and welfare arrangements within the workplace and will help to ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and the various regulations made under it.

3.15.1 The Head of Commercial and Operations in conjunction with the Internal Health and Safety Co-ordinator are responsible for ensuring that regular inspections are carried out as identified within Risk Assessments. These could be on a daily, weekly, or monthly basis.

3.15.2 The Head of Commercial and Operations or the Internal Health and Safety Co-ordinator will keep a written record of all such inspections and is responsible for ensuring that any remedial action identified as a result of the inspection is actioned.

### 3.16) RISKS SPECIFIC TO YOUNG PERSONS

Because of their possible lack of awareness, inexperience or immaturity, young people under 18 years old are considered to be particularly at risk in matters affecting their health and safety at work and as such Lancashire Football Association does not employ any persons under the age of 18

3.16.1 Lancashire Football Association has a large membership of young persons who are supervised by designated members of staff at all times. The SLT has overall responsibility for designating staff and arranging staff to young person's ratios. This will be influenced by factors such as the age of the young persons, abilities and special needs of the young persons and the activities being undertaken by staff and young persons. The SLT must ensure that any specific risk assessments involving young persons are completed.

3.16.2 Safeguarding policies – Please refer to the FA Safeguarding Operating Standards, (SOS).

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3.17) DRIVING AT WORK POLICY

- 3.17.1 Prior to being authorised to drive on company business, the driver is required to submit their licence to the SLT. A copy of the licence will be taken and held on the employee's personal file.
- 3.17.2 It is the responsibility of the driver to ensure that the relevant insurance cover for business use is in place. An up to date copy of the insurance certificate must also be submitted to the SLT for inspection and kept on file with the copy of the employee's driving licence.
- 3.17.3 Employee's driving licences and where applicable relevant insurance documents are subject to an annual check by the CEO. All company drivers must submit the required documentation upon request from the SLT or nominated employee(s).
- 3.17.4 It is the responsibility of all drivers to ensure that they are medically fit, and do not have any health issues which may affect their ability to drive safely. If this is the case, or where there is any doubt as to their fitness to drive, they must declare it immediately to their Line Manager and in turn, the CEO. Likewise, the employee must also disclose if they are taking any medication, prescribed or otherwise, which may affect their driving ability.
- 3.17.5 Drivers must also ensure that their eyesight meets the required Department of Transport standard, and drivers should be aware that it is an offence to drive a vehicle on the road with inadequate vision.
- 3.17.6 Drivers must immediately inform the SLT if they have any convictions for a road traffic offence, pending prosecutions, or have committed any violations under the Road Traffic Act or associated legislation.
- 3.17.7 Lancashire Football Association prohibits the consumption of alcohol or drugs whilst employees are engaged in any driving activities on behalf of the company, or during any breaks from driving. All employees are reminded that alcohol or drug abuse whilst at work will be treated as gross misconduct, and that the company reserves the right to carry out checks where there may be a suspicion of abuse.
- 3.17.8 It is the responsibility of the driver to ensure that the vehicle is roadworthy and meets all relevant legal requirements prior to driving. These include the following:-
- MOT test certificate where relevant (for example; where the vehicle is over three years old).
  - Sufficient tread on tyres (i.e. legal minimum of 1.6mm/recommended minimum of 3mm of tread across width of tyre), no cuts or distortion of the tyre wall.
  - All lights, brake lights and indicators working.
  - Horn and seat belts working correctly.
  - Brakes and handbrake working correctly.
- 3.17.9 Journeys should not be undertaken unless absolutely necessary where poor weather conditions may affect the safety of the driver or other road users. Where there is any doubt a Manager, Head of Commercial and Operations or Internal Health and Safety Co-ordinator must be consulted.
- 3.17.10 It is also the responsibility of the driver to ensure that they do not drive whilst feeling tired i.e. long journeys or residential. It is strongly recommended that regular breaks are considered when planning long journeys. As a general guide it is recommended that at least a ten minute break away from the vehicle is taken every two hours of continuous driving.

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3.17.11 Drivers are reminded that it is a criminal offence to use a hand held mobile telephone or similar device whilst driving or in control of a vehicle. It is also a criminal offence for the driver to be distracted whilst carrying out an 'avoidable activity' whilst driving. This could include for example, the following activities:-

- Eating and drinking at the wheel.
- Adjusting a satellite navigation device.
- Making or answering a call from a handsfree kit/telephone.
- Any other avoidable activity e.g. reading, apply make-up etc.

All these activities are strongly discouraged by Lancashire Football Association. Should an accident occur whilst the driver is carrying out any such activity, the driver could be prosecuted and disciplinary action may be taken by the company.

3.17.12 Drivers are reminded that they must obey any relevant road traffic legislation or guidance whilst driving on company business and that failure to do so may be treated as a disciplinary matter. Drivers are also required to treat all company vehicles with respect and drive in a manner which reflects the good name and reputation of Lancashire Football Association.

### 3.18) CONTROL OF CONTRACTORS

It is the policy of Lancashire Football Association to ensure the health and safety not only of our employees and visitors, but also the health and safety of the contractors we employ.

In order to implement this policy the Head of Commercial and Operations will:

- 3.18.1 Request information where appropriate from the contractor on their health and safety policy and procedures, their director responsible for safety and their safety arrangements.
- 3.18.2 Request copies of their insurance cover certificates in respect of employers' liability and third party risks.
- 3.18.3 The Head of Commercial and Operations will maintain the Approved List of contractors provided by their insurer, authorised to carry out work on Lancashire Football Association's behalf. This Approved List will be shared on the shared G:Drive.
- 3.18.4 No contractor must be used unless they have been assessed and approved by the company and are included in the company's Approved List of contractors.
- 3.18.5 Establish rules and guidelines for their activities whilst on Lancashire Football Association's premises.
- 3.18.6 Provide information as necessary on risks which may be encountered in carrying out approved work on Lancashire Football Association's behalf, and identify activities and actions which must be avoided.
- 3.18.7 Supervise their activities to ensure that they are not creating any risks or hazards to themselves or to Lancashire Football Association's employees.
- 3.18.8 Define respective responsibilities for managing health and safety.
- 3.18.9 Agree and define the areas in which the work is to be carried out, the approved access routes to and from the work areas and any areas which are out of bounds to the contractors.

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3.19) LEGIONELLA

- 3.19.1 Lancashire Football Association are aware of their responsibilities in managing water systems under their control and maintain full registers for all sites.
- 3.19.2 The Head of Commercial and Operations will ensure that an appropriate risk assessment has been completed.
- 3.19.3 The risk assessment will be reviewed regularly (at least every two years) and wherever there is reason to suspect it is no longer valid.
- 3.19.4 Where a water control scheme is required, the Head of Commercial and Operations will ensure that an appropriate scheme is implemented and that the necessary control procedures are carried out to the required standard.
- 3.19.5 Water Management Log Books will be kept readily available at each location concerned.

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3.20) LONE WORKING PROCEDURES

- 3.20.1 All persons who may undertake lone working practices must ensure that, in their opinion, they are in good health and medically fit to work alone. Should any employee have any condition or be suffering from any form of ill-health which may affect their ability or safety whilst working alone they must inform their Line Manager.
- 3.20.2 Where possible all routine work activities should be planned so as to avoid the need to work alone without proper supervision. Activities necessitating the need to work alone should only be carried out where there is no reasonable alternative.
- 3.20.3 Prior to commencing working alone, all employees must ensure that they have adequate means of communication (i.e. mobile phones) and this must be kept on their person throughout the duration of the activity. It is the employee's responsibility to ensure that:-
- The battery is fully charged and will remain charged for the duration of the activity.
  - The signal reception in the area is sufficient to make and receive calls.
- 3.20.4 All lone working employees must take care to ensure their safety and the security of the premises at all times. Ensure that all entrance gates and barriers are closed after use. At the end of the activity, care must be taken that all premises are locked and secured, and all alarm systems are activated where appropriate.
- 3.20.5 Under no circumstances must any activity be commenced unless a suitable and sufficient risk assessment has been carried out beforehand.
- 3.20.6 Lone working will not be permitted under the following circumstances:-
- If the planned activity is a specified 'high risk' operation such as:-
- Working under temporary structures etc.
  - Work which may involve contact with live electrical equipment.
  - Any activity where significant hazards were identified by risk assessment.
  - Other activities may be included in this list at the discretion of the Chief Executive.
- 3.20.7 Under no circumstances whilst working alone must any employees operate or attempt to operate any vehicle, plant, machine or process unless they have been trained, authorised and deemed competent to do so.

PLEASE NOTE THAT FAILURE TO COMPLY WITH ANY OF THE ABOVE REQUIREMENTS MAY COMPROMISE  
YOUR PERSONAL SAFETY AND WILL BE TREATED AS SERIOUS MISCONDUCT BY THE LANCASHIRE  
FOOTBALL ASSOCIATION.

### 3.21) HOME WORKING

We support homeworking in appropriate circumstances either:

- Occasionally to respond to specific circumstances or
- To complete particular tasks; or
- Due to the current COVID-19 (Coronavirus) situation to enable staff to work from home in accordance with the Government guidelines and to comply with health and safety obligations; and in some cases on a regular (full or part-time basis).

Any employees who work from home (even if this is just 1 day a year) need to carry out an annual Home Risk Assessment and DSE Risk Assessment.

This does not form part of any employee's contract of employment and we may amend it at any time.

3.21.1 Lancashire Football Association will provide any equipment that we consider employees reasonably require to work from home safely which will remain our property. We will make all necessary arrangements for and bear the cost of installing and removing equipment from employees' homes. Where equipment is provided employees must:

- Use it only for the purposes for which we have provided it;
- Take reasonable care of it and use it only in accordance with any operating instructions and our policies and procedures; and
- Carry out regular visual inspections of said equipment and report any faults to us immediately (If any damage or faults are found please stop using the equipment immediately). Homeworkers must report any concerns to their Line Manager and take the equipment out of use. Homeworkers should never undertake any repairs to electrical equipment themselves.

3.21.2 When working at home employees have the same health and safety duties as when they are working in any other work environments. Homeworkers must take reasonable care of their own health and safety and that of anyone else who might be affected by their actions and omissions.

3.21.3 Employees must ensure that their working patterns and levels of work both over time and during shorter periods are not detrimental to their health and wellbeing.

3.21.4 Homeworkers must use their knowledge, experience and training to identify and report any health and safety concerns to their line manager.

3.21.5 Training on the ergonomic positioning of IT equipment will be provided during the implementation of the homeworking arrangement, together with best practice guidance on breaks. The Company will provide a DSE self-assessment for homeworkers which will need to be completed and returned to their Line Manager. This assessment will be reviewed and if required action will be taken to ensure employees have the right equipment and training to work safely.

3.21.6 Any employee who suffers an accident or injury whilst working at home and which is in connection with their work, must report it to their Line Manager as soon as practicable.