



HEALTH, SAFETY AND ENVIRONMENTAL POLICY

Issue 01
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1.0 INTRODUCTION

1. Section 2(3) of the Health & Safety at Work etc, Act 1974 places a legal duty on every employer to prepare, regularly review and revise a written statement of general policy and to bring the statement and subsequent revisions to the notice of all employees.
2. t2 Fitness' health & safety programme consists of:
 - Section 2 this is a **Statement of Intent** regarding health, safety, and welfare at work, with consideration to our environment.
 - Section 3 describes our **Organisation** structure for health and safety within the company. It includes employees' responsibilities and duties for carrying out the Statement of Intent.
 - Section 4 describes the **Arrangements** for carrying out the Statement of Intent.
3. The Health & Safety Policy is to be kept under the control of the Director for employee reference. It is designed to be a working document for reference.

STATEMENT OF INTENT

It is the policy of t2 Fitness to comply with the terms of the Health and Safety at Work etc, Act 1974 and subsequent legislation and to provide and maintain a safe and healthy working environment.

It is our main health and safety objective to take all practical measures to ensure the health, safety and welfare of our employees whilst at work and our trainers and students whilst learning, thus minimising the number of occupational accidents and work related illnesses, this we know is essential for the efficient operation of t2 Fitness.

It is our general policy to:

- Provide adequate control of the health and safety risks arising from our work activities.
- Provide all employees and freelance trainers with the necessary equipment, information, instruction, and supervision to carry out their roles safely.
- Ensure all employees and freelance trainers are competent to do their tasks, and to give them adequate training.
- Provide and maintain safe plant and equipment.
- Ensure the safe handling and use of substances.
- Ensure individuals moving and handling loads receive adequate training.
- Recognise and accept our duty to protect the health and safety of all students, guests' contractors, temporary workers, and members of the public so far as reasonably practicable.
- Consult with employees and freelance trainers on matters affecting their health and safety.
- Review and revise this policy as necessary at regular intervals (or at least annually).

We understand that:

- While the management of t2 Fitness will do all that is within its powers to ensure the health and safety of all employees, it is recognised that health and safety at work is the responsibility of every individual associated with the Company. It is the duty of each employee to take reasonable care of their own and that of other people's welfare.

t2 Fitness is striving, so far as reasonably practicable, to be environmentally conscious. We are taking steps to minimise pollution and continually improve environmental performance as a company. Compliance with all relevant environmental legislation is illustrated within specific health and safety procedures.

This policy statement supersedes that previously issued.

Signed:

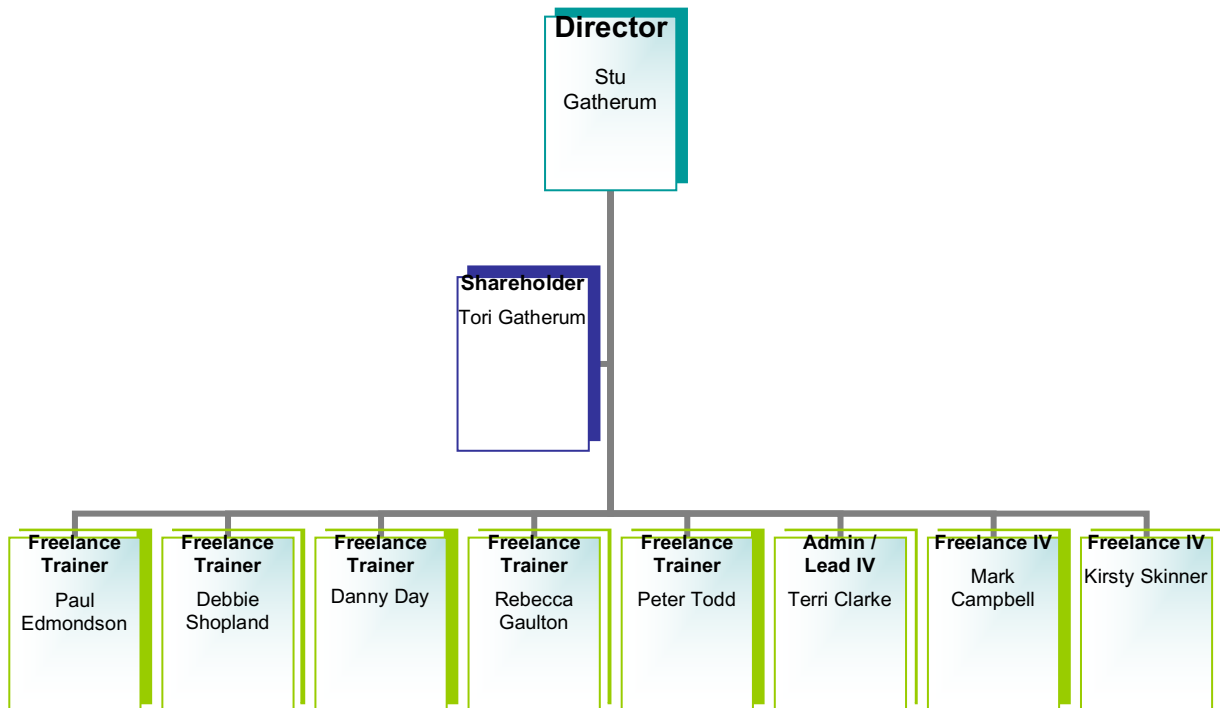
3.0 ORGANISATION

The overall and final responsibility for health and safety is that of the Director. Day to day responsibility for ensuring this policy is put into practice is managed by the Director.

To ensure health and safety standards are maintained and improved upon, the Freelance Trainer has the day to day responsibility for managing health and safety within the learning environment.

Specific health and safety roles can be delegated further, providing that adequate information, instruction and supervision is given.

3.1 COMPANY ORGANISATION CHART FOR HEALTH & SAFETY



3.2 RESPONSIBILITIES OF THE COMPANY

t2 Fitness has a legal duty, so far as is reasonably practicable, to ensure the:

- health, safety, and welfare at work of its employees.
- health and safety of persons who are not their employees so far as it may be affected by the activities of the Company's workforce.

This responsibility extends to providing that:

- The policy will be made available to any new employee or freelance trainer during their induction on their first day of employment.
- The policy will be reviewed regularly (at least annually) or if there are any changes to Company structure or procedures.
- The arrangements of the policy include consultation with employees.
- Workplaces, procedures, machinery, equipment, and materials used at work shall not (so far as reasonably practicable) constitute a risk to either the Company's employees or others.
- Financial and other resources, such as time, will be made available for health and safety.

3.3 RESPONSIBILITIES OF THE DIRECTOR

The Director will ensure the effectiveness of the Company's policy for health, safety and welfare and will in particular:

- Instigate a positive health and safety culture throughout the Company by encouragement and example.
- Ensuring all freelance trainers follow the safe learner concept – through the management of the learning environment and the quality of the learning experience.
- Review annually and at such other times as may be necessary, the Company's health and safety facilities and performance and ensure the development of a programme to maintain and improve arrangements.
- Ensure liaison with employees and freelance trainers on health and safety matters.
- Ensure risks to employees, freelance trainers and non-employees arising from the Company's activities are evaluated and minimised as far as reasonably practicable. In particular, where such risks may result in personal injury or harm.
- Ensure the undertaking of health and safety audits, the investigation of specific health and safety problems and the investigation of accidents, as necessary.
- Monitor progress on health and safety matters.
- Ensure that reports of legally notifiable accidents are reported promptly to the appropriate authorities within the designated timeframes.
- Review annually, details of the estimated costs for health and safety in respect of the forthcoming year and their interpretation into the budget process.
- Ensure the Company health & safety policy is read and understood by all employees and freelance trainers.
- Take all necessary action to ensure that health and safety regulations are known and understood and are implemented in all working environments.
- Ensure that supervision is given to all employees and freelance trainers where necessary and that no unnecessary risks are taken by employees and non-employees.

- Ensure risk assessments are undertaken and recorded as necessary and all remedial action undertaken.
- Ensure first aid arrangements including trained personnel are in place and first aid facilities are maintained in good order and first aiders are aware of the procedure during course delivery.
- Provide health & safety training to employees and freelance trainers and record such training.
- Be aware of additional risks to which new/expectant mothers, young persons (under 18), lone workers and disabled persons are exposed to and ensure their needs are met.
- The Director must ensure all health and safety records are made and kept on file for a minimum of three years.

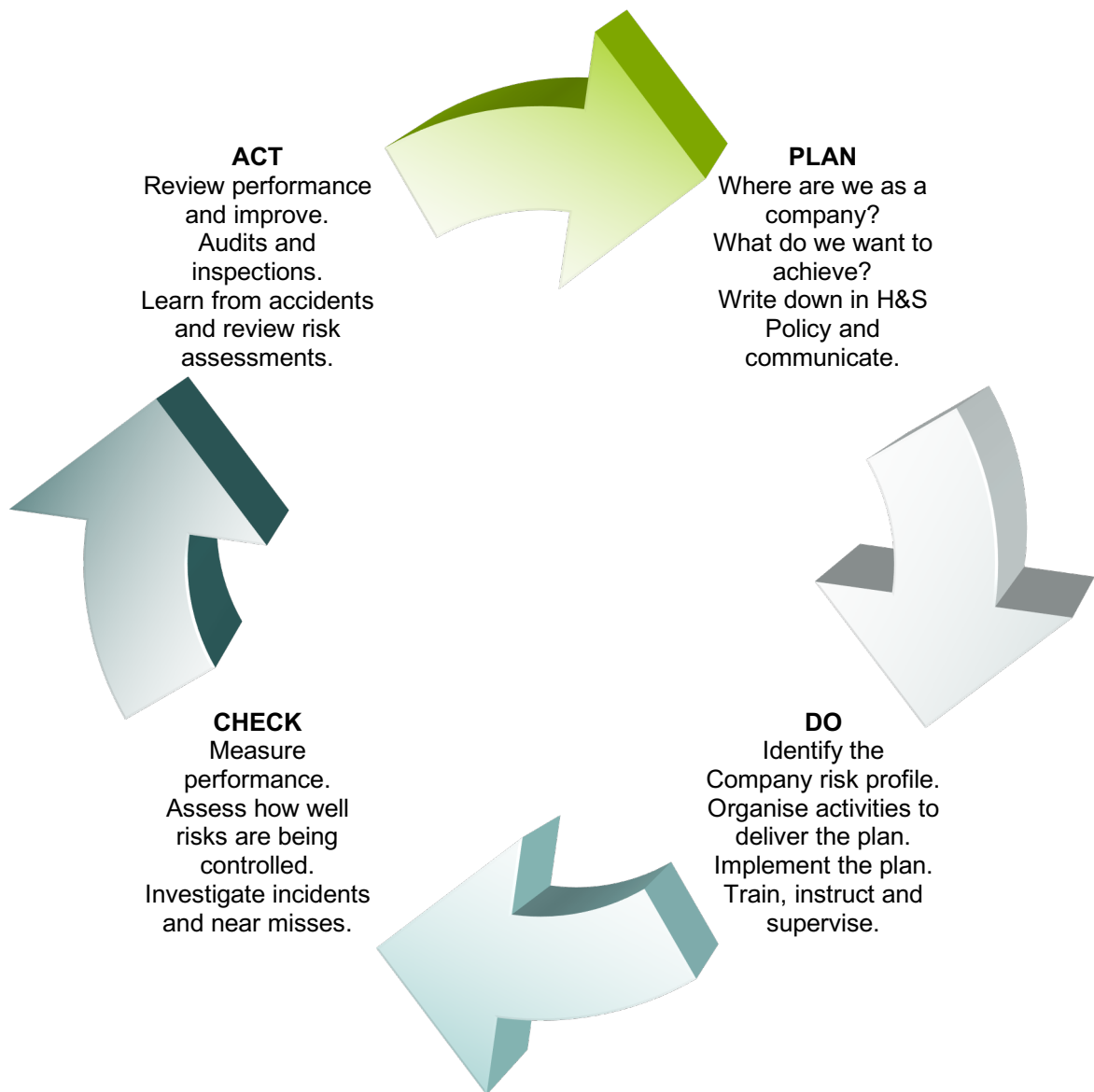
3.4 RESPONSIBILITIES OF EVERY EMPLOYEE and FREELANCE TRAINER

Under the Health and Safety at Work, etc Act 1974, every employee irrespective of their level has a legal duty to:

- Take reasonable care for the health and safety of her/ him self and others whilst at work.
- Co-operate with the Company to the extent that is necessary for them to fulfill their legal health & safety duties.
- Not interfere with or misuse anything which is provided for reasons of health and safety.
- Use any machinery, equipment, dangerous substance, or safety device, only in accordance with any training or instructions given and in compliance with the relevant statutory provisions.
- Inform the Director of any work situation which they consider represents a danger to health and safety; and any matter that they consider represents a shortcoming in the Company's protection arrangements for health and safety.
- Report all accidents or dangerous occurrences to the Director and Venue Manager immediately and complete the venues accident report book.
- Not participate in 'horse play'.

4.0 ARRANGEMENTS

t2 Fitness uses the Plan, Do, Check, Act approach recommended by the HSE in Managing Health & Safety. It achieves a balance between the systems and behavioural aspects of management. It also treats health and safety management as an integral part of good management generally, rather than as a stand-alone system.



4.1 CONSULTATION WITH EMPLOYEES

t2 Fitness will pro-actively involve its employees and freelance trainers in all issues relating to health and safety in the learning environment.

We will consult on decisions affecting or involving:

- Any change which may substantially affect the health and safety at work of employees, for example changes in procedures, equipment or working methods.

- The Company's arrangements for nominating competent persons to help satisfy health & safety laws.
- Information that employees must be given on the likely risks and dangers arising from their work, measures to reduce or eliminate these risks and what they should do if they have to deal with a risk or danger.
- The health and safety consequences of introducing new technology.

At t2 Fitness we will consult with employees and freelance trainers through either of the following ways:

- 'open door' discussion on an individual basis
- e-mail
- telephone or text messaging
- social media platforms

4.2 LINES OF COMMUNICATION

Employees may refer health, safety and welfare matters to their Director.

Wherever possible, the Director will rectify unsatisfactory conditions, eliminate hazards, or otherwise resolve problems referred to them by employees or freelance trainers.

In all instances, employees and freelance trainers must be informed of the action taken in respect of the matters they raise and if no action is to be taken, they must be informed of this, together with the reasons. Where necessary action will involve some delay, the employee or freelance trainer should be given the details and kept informed of progress.

All employees, freelance trainers and learner are encouraged to submit suggestions for better health and safety to the Director.

4.3 RISK ASSESSMENTS

The Management of Health & Safety at Work Regulations 1999 places a responsibility on t2 Fitness to provide a comprehensive system of health and safety risk assessments to be carried out by competent persons in the workplace. The duty on the Company to carry out those assessments of risk extends beyond the health and safety of our employees to any other person who may be affected by our business (e.g. learners, contractors, guests, members of the public). Refer to Appendix 5.1 Risk Assessment Strategy.

Risk assessments will be undertaken by the Director and then reviewed at least annually, or when work activity, equipment, personnel changes in the learning environment or in the event of an accident / incident.

It is the responsibility of the Director to ensure any action required from the risk assessment is implemented within the designated timeframe. Refer to Appendix 5.2 for a copy of the risk assessment form.

4.4 FIRST AID

It is first aid policy of t2 Fitness to ensure all freelance trainers are in possession of a current Emergency First Aid at Work qualification.

The location of first aid facilities will be made known to all freelance trainers and will be kept at the Venue Reception area.

First aid equipment must be maintained, and first aid boxes checked quarterly for number of items and time expired items (then recorded using the checklist detailed in the health and safety procedures manual) and replenished, as necessary. Freelance trainers must notify the Director should an incident occur which requires use of the first aid provisions.

4.5 INCIDENT REPORTING

All injuries, however small, sustained by a person at work must be reported using the Incident Record form. The forms must be kept at the venue reception, in a location known to all freelance trainers. The Director is responsible for following up all accidents by telephone within 24 hours and recording the outcome on the report.

The Director is responsible for reporting incidents, diseases, and dangerous occurrences (RIDDOR 2013) to the RIDDOR Centre within the designated timeframe.

All incidents and near misses must be recorded using the Incident report form kept at the Venue Reception. (Refer to Appendix 5.3)

Accident and incident reports are crucial to effective monitoring of our policy and therefore must be accurate and comprehensive – clearly stating the fact of the event, no opinion.

Accident/incident investigation forms must be used by the Director to follow up major/serious accidents/incidents within the learning environment; risk assessments must then be reviewed and acted upon where necessary.

4.6 EMERGENCY PROCEDURES - FIRE AND EVACUATION

The Director is responsible for ensuring all fire and emergency procedures and legislation is planned, communicated, and adhered to by the Venue prior to it being used as a learning environment for t2 learners. Such information will be communicated to the freelance trainers before course delivery and confirmation of understanding received.

4.7 INFORMATION, INSTRUCTION AND SUPERVISION

The Health and Safety Law poster must be displayed on the t2 Fitness health and safety notice board at the head office and kept up to date.

Health and safety advice is available from a competent Health and Safety Advisor on a telephone /email service for the Director of t2 Fitness as required.

The Director must arrange and supervise all work carried out by young persons (16 – 18 years).

4.8 COMPETENCY FOR TASKS AND TRAINING

Recruitment and Induction training of all freelance trainers will be carried out by the Director who will check references and keep copies of all relevant certifications and qualifications to confirm competency for their roles before delivery of any courses. Personal development plans are encouraged by t2 Fitness for all freelance trainers.

Training records and certificates are kept by the Director. Any health and safety training, such as first aid renewals will be identified, arranged, and monitored by the Director.

4.9 MONITORING

As a company, t2 Fitness must be able to show that we are monitoring health and safety. This can be done actively, e.g. doing spot check visits, or reactively, e.g. investigating any accidents or ill health.

To check our learning environments, and ensure our safe working practices are being followed, in house checks are carried out regularly by the Director or the Health and Safety Advisor. (Refer to Appendix 5.4)

The Director will carry out internal accident/incident investigations on all serious and major events within the workplace.