

**Badminton Wales
Sport Wales National Centre
Sophia Gardens
Cardiff
CF11 9SW**

Health and Safety Policy

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Title: Head of Operations

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1.0 General Policy on Health and Safety

Badminton Wales is committed to achieving environmental, health and safety excellence. This is a responsibility of management and employees in all functions. BADMINTON WALES will strive to provide a safe and healthy working environment and to avoid adverse impact and injury to the environment and the communities in which we interact. Our arrangements must combine clear leadership by management together with the participation of all employees.

Requirements:

- Comply with applicable environmental, health and safety (EHS) laws and regulations.
- Take appropriate measures to prevent workplace injuries and illnesses, provide employees with a safe and healthy working environment.
- Assess EHS impacts before starting a new activity or project.
- Eliminate unreasonable risks from Badminton Wales facilities and activities.
- To the extent reasonably practicable, reduce the use and release of toxic and hazardous materials, prevent pollution, and conserve, recover and recycle materials.
- Continue to improve our EHS systems and performance as an integral part of Badminton Wales operational strategy.

Managers' Responsibilities:

- Implement effective programs, training and best practices for environmental, health and safety, review new and redesigned activities and services.
- Regularly assess operations and management. Establish measurements to ensure compliance with this policy and applicable laws and regulations.
- Promptly inform the Head of Operations of any significant accidents/ incidents with potential adverse EHS impacts
- Work cooperatively with Badminton Wales business partners to ensure that our relationships with them support this policy.
- Communicate responsibly with employees, communities, customers and government agencies regarding environmental, health and safety issues.

Employee Responsibilities:

- Follow this policy, applicable laws and regulations and the EHS policies, procedures, and rules to protect your own health and safety as well as that of other workers, the public and the environment.
- Know and support the EHS goals of the organization. EHS is everyone's responsibility.
- Promptly raise any concerns about possible unsafe conditions, activities or violations of this policy to your manager or other designated person. Your report may be written or oral, and it may be anonymous.
- The Head of Operations of Badminton Wales is responsible for ensuring that the Health and Safety requirements are implemented and for updating as necessary. Updating will include consultation annually, or as appropriate, with all Badminton Wales staff.

Signed: *Kelly Aston MBE*

Kelly Aston MBE
Head of Operations
Badminton Wales

2.0 General Arrangements for Environment, Health and Safety

As far as reasonably practicable, the policy of Badminton Wales is to:

- Provide safe and healthy working conditions, safe equipment and to maintain these conditions and equipment.
- Provide necessary information and training in order to avoid or minimise accidents and health disorders.
- Make sure that any hazards arising from the undertakings of Badminton Wales are identified and that the risks involved are assessed, rectified or controlled.
- To comply with legal responsibilities relating to other persons who may be affected by the activities of Badminton Wales (i.e. general public).
- Badminton Wales is a small organisation whose staff works from a number of different bases. Therefore,
 - ✓ Recording of accidents/incidents/near misses including driving on business.
 - ✓ Awareness of fire precautions and training.
 - ✓ First Aid – including who is the trained FA officer or contact in the building.
 - ✓ General safety inspections and evidence of inspections i.e. checklist will be necessary at every working place.

First Aid:

Managers shall:

1. Ensure that adequate first aid arrangements exist including the provision for health surveillance. At the Badminton Wales office, the Operations Coordinator will maintain the first aid equipment.
2. Appoint, where appropriate, a Competent Person (see Appendix 1).
3. Retain records of completed accident/incident/near miss books for the specified period.
4. Assess first aid provisions for their particular operations (see Appendix 2). The first aid box will be kept at all times, when not in use, in the cupboard outside the office door or aSWNC reception.
5. Appoint first aiders where appropriate,
6. Ensure that the first aid provisions are re-assessed within Organisational changes
7. Ensure that all employees are familiar with the first aid arrangements,
8. Ensure that notices are prominently displayed informing staff who and where the local first aiders are,
9. Ensure that the SWNC first aider is available at all times people are at work,
10. Ensure that sufficient first aiders are suitably trained to handle any specific first aid requirements,
11. Ensure that a suitably stocked first aid box is available at all times (see Appendix 3),
12. Ensure that a review of the contents of all first aid boxes is carried out on a monthly basis
(This includes discard of items beyond their expiry date using authorised disposal routes),
13. Ensure that first aid equipment under their responsibility is suitably maintained,
14. Ensure that all employees undertake responsibilities given in Appendix 3.

Competent Person (First Aider) shall:

1. Provide regulatory advice to others as required,

2. Ensure that first aiders have undertaken and passed the Health and Safety Executive approved course, hold a current first aid certificate and attend a Health and Safety Executive approved refresher course before their certificates expire (if a certificate expires, the individual will have to undertake a full course of training to be re-established as a first aider),
3. Provide advice on treatment in cases of illness or injury,
4. Provide advice on the provision and maintenance of stocks of equipment and material suitable for treatment of work-related illness or injury.
5. Ensure that managers and first aiders are aware of the requirement for first aid boxes to be identifiable with a white cross on green background and that arrangements are made for the provision of appropriate stock for replenishment of first aid boxes,
6. Carry out quarterly inventory checks on stocked medications and materials and replace those which have expired,

First Aider () shall:

1. Hold a valid certificate of competence in first aid, issued by an organisation whose training and qualifications are Health and Safety Executive approved,
2. Shall administer first aid when someone is injured or falls ill,
3. Ensure that an ambulance is called if required,
4. Record the actions taken with an injured or ill person and respect his/her confidentiality.

SUPPORTING INFORMATION

Main statutes applying: Health and Safety (First Aid) Regulations 1981

References / further reading: First Aid at Work- HSE Approved Code of Practice and Guidance L74-1997- ISBN 0 7176 1050 0

APPENDIX 1

Managers may need to justify on what grounds the level of first aid provision has been set. Although there is no requirement for the assessment of first aid needs to be formal or written, it may be useful for employers to record the results.

In assessing needs the following should be considered:

- workplace hazards and risks
- the size of the organisation/department
- number of staff
- the organisation's/department's history of accidents
- the nature and distribution of the workforce
- the remoteness of the site from emergency medical services
- the needs of travelling, remote and lone workers
- employees working on shared or multi-occupied sites
- annual leave and other absences of first aiders
- Suggested numbers of first aid personnel to be available at all times people are at work, based on assessments of risk and numbers of workers are given below.

Where there are special circumstances, such as remoteness from emergency medical services, shift work, or sites with several separate buildings, there may need to be more first aid personnel than set out below. Increased provision will be necessary to cover for absences.

Category of risk

Numbers employed at any location

Suggested number of first aid personnel

Fewer than 50 > At least one appointed person

50 – 100 At least one first aider

Lower risk

e.g. offices, libraries

More than 100 One additional first aider for every 100 employed

Where there are hazards for which additional first aid skills are necessary. In addition, at least one first aider trained in the specific emergency action

APPENDIX 2

Being aware of the need for confidentiality in relation to illness. Notes taken by first aiders in relation to illness should not be entered in accident books, but should be kept confidential to themselves, or with the consent of the individual, passed to occupational health for inclusion in confidential medical record. Information on illnesses should only be shared with others with the consent of the individual.

APPENDIX 3

Responsibilities of Employees

1. Ensure that all accidents/incidents requiring first aid treatment are recorded in line with local accident/incident/near miss procedures. However, it is not compulsory to record illness (as opposed to injury).

Accident/Incident/Near Miss Reporting:

Managers shall:

1. Make arrangements for the reporting of accidents, incidents and near misses by their staff,
2. Ensure that any necessary first aid is administered in the event of personal injury,
3. Ensure that remedial actions are taken to contain the occurrence and to make safe without putting staff or others at risk of injury,
4. Ensure that, once made safe, the scene of the occurrence remains undisturbed pending any investigation,
5. Ensure that in the event of a serious incident occurring outside of normal working hours the Head of Operations is notified,
6. In the event of an injury, ensure that an entry is made in the local Accident Book or equivalent record,
7. Complete an Accident/Incident Report and forward to the Board in accordance with procedures,
8. Initiate an investigation within 24 hours of notification of an accident/incident where necessary,
9. Prepare a report to include the following:
 - the sequence of events leading to accident/incident/near miss,
 - the identification of the root cause,
 - the actions taken subsequent to the event and confirmation that the actions were both adequate and appropriate,
 - the identification of actions to minimise the risk of a recurrence,
 - the identification of any documentation and/or procedures requiring revisions,
10. Ensure that recommendations arising from the investigation are actioned in a timely manner,
11. Ensure that any actions taken, training or instruction given as a result of the investigation are documented and communicated to staff,
12. Ensure that appropriate staff within their area of responsibility are trained in investigation techniques and all staff receive awareness training/orientation on the investigation process.

All Persons shall:

1. Report immediately all accidents, incidents or near misses to their line Manager (where visitors are concerned the reporting will be done through their respective host) in accordance with local arrangements.

Motor Vehicle Safety

Managers shall:

1. Assess the risks to all employees who are required to drive on company business,

2. Check employee's documentary evidence of their entitlement to legally use their vehicle(s) on company business with their first mileage claim at the start of each financial year (e.g. driving licence, vehicle insurance policy including **business** use and valid MOT certificate if applicable),
3. Ensure that employees are given adequate time to travel to their destinations and conduct their business without exceeding driving times guidance (see Appendix 3.1),
4. Ensure that work equipment or packages to be transported are adequately secured in a suitable vehicle,
5. Ensure that employees who drive on company business meet the requirements detailed in Appendix 3.2,
6. Make arrangements within their area of responsibility for the reporting of accidents and incidents by their staff

Appendix 3.1– Guidance on Driving Times

These web pages link to the advice to comply with Tachograph rules for the UK and Europe.

<http://www.roads.dft.gov.uk/roadsafety/tachograph/psv375/03.htm>

<http://www.roads.dft.gov.uk/roadsafety/tachograph/psv/02.htm>

Appendix 3.2– Responsibilities of Employees Who Drive on Company Business

Employees must: -

1. Hold a full, current driving licence for the class of vehicle used.
2. Meet the minimum eyesight standard required for driving, i.e. read a standard height number plate at 20.5 metres, with glasses, if needed (if glasses are needed, they must be worn for driving).
3. Wear a seatbelt in all vehicles when travelling on company business.
4. Not drive under the influence of drugs (illegal or prescription) that may cause drowsiness or in excess of the legal limit for alcohol (80mg/100 ml in blood).
5. Not use a mobile phone unless it is hands-free.
6. Use a suitable and roadworthy vehicle for the task.
7. Have the correct, legally required documentation for the vehicle used (i.e. valid MOT certificate, valid **business insurance** certificate, valid road tax and valid driving licence).
8. Settle any fines imposed as a result of any infringements of the Road Traffic Regulations.
9. Notify their line manager of any endorsement, pending prosecution or change in medical condition which may be added to their driving licence or affect their ability to drive, or they do not meet with the minimum requirements for driving on company business.
10. Maintain complete control of their vehicles at all times (as far as it is reasonably practicable).
11. Take regular breaks to reduce driver fatigue.
12. Report accidents that they are involved in whilst on company business whether in a company, leased, private or hired vehicle (see [SHEA 108.001](#)).
13. When driving outside of the UK, ensure that they have:
 - Appropriate documentation on the vehicle (i.e. valid insurance certificate and where required an international driving licence).
 - The following essential equipment in their cars: -
 - First aid kit as provided by RAC/AA or equivalent organisation
 - Fire extinguisher
 - Warning triangle
 - Spare bulbs
 - Spare bulbs for towed trailers



- Headlamp adjustment if not part of the light mechanism
- GB sticker on GB registered cars – where this is marked in the number plate the sticker is no longer required.

Housekeeping Inspections:

At all times the workplace, including:

- The staircase
- Floors
- Ways in and out
- Washrooms and storage areas must be maintained in a safe and clean condition.
- Inspection frequency should be specified and checklists completed accordingly.

OFFICE SAFETY INSPECTION CHECKLIST
Badminton Wales, Sport Wales National Centre, Cardiff. CF119SW.

NAMES OF INSPECTION TEAM

DATE OF INSPECTION

**1. 2. ITEMS TO BE CHECKED
HOUSEKEEPING**

	Yes/No/NA	COMMENTS
Are passageways, doorways, fire exits, steps and stairs kept free of obstruction?		
Are surfaces non slippery?		
Are floor surfaces in good condition?		
Is the office free from tripping hazards? (ie cords across walkways, ripped carpets, loose mats etc)		
Is work area free from waste build up? I.e. all cardboard, paper, general waste removed on a regular basis?		

STORAGE

	Yes/No/NA	COMMENTS
Are there adequate storage facilities? (i.e. drawers, shelves & archives)		
Are items stored below head height?		

FIRE CONTROL EQUIPMENT

	Yes/No/NA	COMMENTS
Are all extinguishers in the correct location and affixed to backing or wall?		
Are all safety pins and trigger seals intact on extinguishers, and are all fire appliances signposted?		
Have all fire hoses and extinguishers been serviced during the past six months?		
Is the emergency lighting in the emergency stairwell fully operational?		
Is fire equipment clear of all obstacles?		

MANUAL HANDLING

	Yes/No/NA	COMMENTS
Have all work tasks that involve manual handling been assessed to reduce the risk involved?		
Are adjustable trolleys used for carrying equipment and computers		

SAFETY REQUIREMENTS FOR EMPLOYEES & CONTRACTORS

	Yes/No/NA	COMMENTS
Are employees & contractors aware of first aider access / procedures		
Are employees & contractors aware of location and use of Register of Injuries		
Are employees & contractors aware of emergency procedures		
Does the first aid box contain the appropriate equipment; is all the equipment in date?		

LIGHTING

	Yes/No/NA	COMMENTS
Is lighting adequate?		
Are lights or tubes in good conditions? (i.e. Clear of obstruction or dirt, replaced if broken etc.)		

NOISE

	Yes/No/NA	COMMENTS
Is noise kept to a minimum? (i.e. It is not difficult to hear a phone conversation or a normal voice within a 1 metre distance)		

INDOOR AIR QUALITY / CLIMATE

	Yes/No/NA	COMMENTS
Is air quality / climate adequate? (i.e.: there are no complaints about temperature, draughts, odours or lack of fresh air)		

RADIATION

	Yes/No/NA	COMMENTS
Have old or deteriorated VDUs been disposed of?		
Are photocopiers and printers located away from workstations?		

ELECTRICAL SAFETY

	Yes/No/NA	COMMENTS
Are there sufficient power points to avoid piggy back plugs?		
Are power board or electrical cords away from wet areas? (Away from sink)		
Frequently used electrical equipment is regularly inspected & tagged, by a qualified electrician		
Are electrical cords in good condition? (i.e. not frayed or damaged)		

COMPUTER WORKSTATION SET UP

	Yes/No/NA	COMMENTS
Are fully adjustable office chairs with 5 castors available?		

Are all chairs adjusted correctly to support the lower back of the user?		
Are computer screens adjusted to the head height of the user?		
Are keyboards positioned close to the users' body?		
Are documents holders available for employees that frequently refer to documents placed flat on the desk?		

HAZARDOUS SUBSTANCES

	Yes/No/NA	COMMENTS
Is there a list of all hazardous substances stored on site? (Include kitchen & cleaner's storage area)		
Are Material Safety Data Sheets (MSDS) maintained & readily accessible for those substances which may pose a health risk?		
Are all hazardous substances containers in good condition and clearly labelled?		
Are all hazardous materials within the usable shelf life		
Has a COSHH assessment been completed and up to date?		

STAIRS

	Yes/No/NA	COMMENTS
Are the step treads in good condition and free from small trip hazards? (ie. fraying carpet, difference in height where the carpet meets the nonslip treads on the edge of the each steps etc.)		
Are the handrails secured well enough to support forceful pushing and pulling?		
Is emergency lighting present and operational when the power is cut for all internal and emergency exit stairwells?		

ACTIONS

PERSONS RESPONSIBLE:	
EXPECTED DATE OF COMPLETION:	
COMMENTS	

We agree that the Office Safety Inspection Checklist comments as listed above are our evaluation of the inspection.

DATE OF INSPECTION:			
Signed		Signed	
Print		Print	
Title		Title	

Electrical Equipment

Electrical items e.g. computer equipment, photocopier, laminator, FAX, refrigerator, franking machine etc. should be stored and used in a safe manner at all times.

Examination of the equipment for defects must take place at six monthly intervals and in line with maintenance contracts as appropriate, with remedial action taken when necessary.

Manual handling

Avoid where reasonably practicable the need to handle heavy articles. If you are unsure of the load then do not attempt to move it or ask for help. Staff are to have awareness training in manual handling activities.

In particular, the need to carry Badmintons (this a moving unpredictable load) and kit up or down stairs. The risk of injury must be minimised do not carrying too many items at once, make more than one trip to transport the goods if necessary.

Hazardous Substances - COSHH

Storage and use of cleaning materials and replacement of toner in the photocopier are both potentially hazardous activities, which must always be carried out exactly as stated in the manufacturer's recommendations. Hazardous substances should be stored in a separate cupboard – if flammable in a metal cabinet. An inventory of materials kept and a check on the condition of contents undertaken regularly. Orders for replacements should be minimum quantities only. Hazardous materials must be disposed of by authorised disposal routes.

Repetitive Injuries

Upper limb disorders including repetitive strain injury can occur in office based jobs as well as manual jobs. They can happen if people have to adopt awkward body positions because of poorly designed workstations and as a result of repetitive or fast movements. (A separate self-administered VDU users checklist is available please use this checklist to assess your computer workstation setup every time you change your desk or computer or every 2 years as a minimum.) If you work at home you can also use the checklist to assess your set-up.

BADMINTON WALES staff should avoid, where reasonably practicable, the need adopt awkward body positions when carrying out their duties. Avoid working on laptops for any length of time. See appendix attached.

Computer workstation - CHECKLIST

- ✓ Take 2-5 minute break from computer use every hour
- ✓ Stretch frequently
- ✓ Vary work tasks
- ✓ Sitting upright and relaxed is recommended but change postures frequently to remain comfortable
- ✓ Keep frequently used items within easy reach (e.g., phone, binder, paper)
- ✓ Learn all features on your chair and make appropriate adjustments to fit your needs
- ✓ Use whole arm to move mouse, not with just the wrist
- ✓ Use document holder if documents are referred to extensively
- ✓ Use phone headset for prolonged phone usage
- ✓ Use glare screen if glare conditions cannot be resolved otherwise
- ✓ Use lumbar pillow if you need additional back support
- ✓ Use footrest if feet are dangling
- ✓ If using a keyboard tray, it needs to be wide enough to accommodate both keyboard and mouse
- ✓ Wear computer glasses if medically necessary
- ✓ Avoid contact stress with sharp edge and hard surfaces
- ✓ Keep keyboard tray flat or at a negative tilt (i.e., front is higher than back)
- ✓ Apply good ergonomics workstation setup practice both at work and at home
- ✓ Use cable extension cords if necessary to allow proper equipment set up
- ✓ If you are multi-focal eyewear user, top of monitor should be lower than eye- level
- ✓ Ensure keyboard and monitor are directly in front of you

CHECKLIST

Health and Safety Executive Advice

BADMINTON WALES needs;-

a written health and safety policy to record the risk assessment of work activities regular consultation with employees health and safety training where appropriate to ensure that controls and processes set in place are easily transferable to new employees and good practices not lost when staff leave.

Accidents at Work

Is your electrical equipment in good working order?

Poor electrical installations and faulty electrical appliances can lead to fires which can also result in death or injury to others.

Do you have the minimum first aid provision at your workplace?

This is a suitably stocked first aid box and a person appointed to take charge of first aid arrangements.

COSHH – the Control of Substances Hazardous to Health - do you have any?

There is a requirement for every employer to assess risks associated with hazardous substances and to take steps to eliminate or control those risks, particular examples of these are cleaning chemicals and toner for photocopiers.

Which accidents and ill health cases need to be reported ?

The Welsh Badminton Union trading as Badminton Wales

Booklet HSE 31 gives all the answers.

Assessing Risks

What risks are involved in your job?

Employees can help by identifying what problems there are and how best they can be solved.

Risk assessments should be carried out at regular intervals, at least annually and any remedial action needed implemented. Risk Assessment must be carried out by a "competent person" and must be documented.