

Northern Premier League Health and Safety Policy

Updated April 2025

General Statement of Intent

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and volunteers, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements, which we will make to implement the policy, are set out below. The policy will be kept up to date, particularly as The Northern Premier League changes in nature and size to ensure our responsibilities are met in relation to:

- Health and Safety at Work Act (1974)
- Management Regulations (1999)
- Other relevant current legislation.

To ensure this, the policy and the way in which it has operated will be reviewed every year.

Responsibilities

Overall and final responsibility for health and safety in the company is that of the Trustees of The Northern Premier League .

The Project Manager of The Northern Premier League is responsible for this policy being carried out at all The Northern Premier League offices and premises and for ensuring the preparation, implementation and review of risk assessments and safe work practices. The trustees of The Northern Premier League hold ultimate responsibility and accountability for the implementation of this policy.

Trustees are responsible for taking the appropriate action to remedy any deficiencies in safety arrangements.

All employees and volunteers have the responsibility to co-operate with Management and Trustees to achieve high standards of safety within the work area and to take reasonable care of themselves and others. Deficiencies or defects in current arrangements must be reported to the line manager.

Consultation between Trustees, employees and volunteers is provided by:

- staff meetings
- team meetings
- staff supervision
- appraisal

Accidents

All accidents are reported to the **First Aider** and recorded in the Northern Premier League Accident Book.

Reportable accidents will be recorded and reported via HSE online reporting form <https://www.hse.gov.uk/forms/incident/index.htm> and brought to the attention of the Trustees for notification to the Local Authority.

Unusual or unexpected incidents are also reported to Trustees and recorded in the accident book for review of current arrangements. The Accident Book is located at each The Northern Premier League operating premises and completed forms are kept on file with the Secretary to the Trustees.

First Aid

A First Aid Box is located within a designated location at each The Northern Premier League premises. Staff and volunteers should appraise themselves of the exact location at each site upon commencing work at that site. The Community Development Officer is the appointed person responsible for the First Aid Box.

The Northern Premier League operates a no smoking policy in all its working environments. All staff and volunteers will be advised of the fire action procedure, location of fire alarms and fire exits at the locations they will be working in at their induction.

The 'Evacuation Procedure' is on display in all offices and meeting rooms where The Northern Premier League operates. All employees must abide by the Fire Safety Policies and evacuation procedures followed by the host organisation at the location they are working at.

Fire evacuation drills will be organised by the Health and Safety Officer at the host location and must be followed by all The Northern Premier League staff and volunteers.

Housekeeping and Premises

All Staff will monitor that:

- safe stacking and storage methods are followed
- standards of cleanliness and hygiene are maintained in kitchen areas
- waste is disposed of safely in appropriate containers
- corridors and exits are kept clear and free of obstruction
- equipment in your work area is in good working order

Employees and volunteers will ensure that they co-operate with all reasonable requests from the Trustees or their representative to ensure the above standards are maintained.

Electrical Equipment

Electrical equipment is inspected annually by the Health and Safety Officer and the Health and Safety Representative and PAT tested annually by an external company.

The Health and Safety Officer (reporting to the trustees) will ensure a risk assessment is prepared and safe work practices are in place to ensure trailing wires are covered and fastened down, portable equipment is placed in a safe position, regular visual checks of equipment are made, equipment faults are reported and corrected.

defects or faults to their line manager. Equipment for hire or use by visitors will be inspected visually prior to the event for loose connections and faults to plugs or cables. Equipment with known faults will not be used.

Display Screen Equipment

Trustees will involve their employees and volunteers in assessing their workstation and ensuring it meets their individual needs. Information in adjusting their workstation and good work practices will be available from the line manager.

Manual Handling

Manual handling will be reduced as far as possible by monitor and review of all work tasks. The Health and Safety Officer (reporting to Trustees) will ensure a risk assessment is prepared of manual handling tasks and agree with employees and volunteers safe work practices. These work practices will be reviewed to meet individual needs particularly where changes in health indicate they are not appropriate e.g., pregnancy, known back complaints. Employees and volunteers must bring to the attention of their line manager any health problems that may be affected by handling activities.

Training

All staff and volunteers will complete an induction programme with information about Health and Safety arrangements within the organisation. Any updates or changes to these arrangements will be discussed at staff meetings and supervision sessions. Staff and volunteers will be offered further Health and Safety training to support their identified needs appropriate to their work tasks.

Outreach Offices

Staff and volunteers working in outreach offices should make themselves fully aware of any health and safety issues affecting their premises. They should each have their own fire evacuation procedure.

Contractors

Organisations or contractors working at any locations where The Northern Premier League are delivering services will be informed that they must comply with the

trainers, trainees and volunteers are made aware of their own duties and liabilities under the Act. Information will be made available to contractors of known hazards on the host premises and of The Northern Premier League emergency procedures.

Advice and Consultancy

Information and advice on Health and Safety arrangements should first be sought from the Trustees.