

This is the statement of general policy and arrangements for:

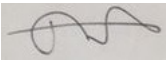
Overall and final responsibility for health and safety is that of:

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Performance Plus Sport UK
Performance Plus Sport UK
PPS: James Feaver

Statement of general policy	Responsibility of	Action / Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	James Feaver	<ul style="list-style-type: none"> • Provide and maintain equipment at work. • Provide a health & safety policy statement when employing 5 or more people. • Maintain safe and healthy workplaces with the necessary facilities.
To provide adequate training to ensure employees are competent to do their work	James Feaver	<ul style="list-style-type: none"> • Provide information, instructions, training and supervision.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	James Feave	<ul style="list-style-type: none"> • Employees co-operate with their employer. • Employees take care of their own health & safety at work. • Employees take care of the health & safety of others.
To implement emergency procedures - evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: (See note 1 below)	James Feaver	<ul style="list-style-type: none"> • Evacuation procedure that staff will follow when visiting different sites for delivery of qualification.

Health and safety law poster is displayed:	
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below)	<ul style="list-style-type: none"> • First aid box is located at the front of house/ reception. • Incidents will be recorded in detail and given to the relevant member of staff to take the enquiry further.

Signed:		Date:	13/12/2020	
Subject to review, monitoring and revision by:	James Feaver	Every:	12	months or sooner if work activity changes

Organisation name: Performance Plus Sport UK

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages	We carry out general good housekeeping. All areas are well lit including stairs. There are no trailing leads or cables. Staff keep work areas clear, e.g no boxes left in walkways, deliveries stored immediately, offices cleaned each evening	Better housekeeping is needed in staff kitchen, e.g on spills	All staff, supervisor to monitor	30/11/2020	30/11/2020
Violent and aggressive behaviour from clients	Staff may be harmed from aggressive behaviour and may feel intimidated.	Discussing with staff techniques on how to remain calm and to avoid confrontation. Member of staff should write a log of incident and refer to appropriate member of staff.	Appropriate member of staff will take the necessary steps in investigating the incident.	Supervisor	30/11/2020	30/11/2020
Hygiene	Clients and members of staff may be at risk of infection.	Staff are cleaning the machines on a daily basis.	Members of staff and cleaners need to regularly clean the gym.	All staff	30/11/2020	30/11/2020
Security	The company could be at risk against fraudulent applicants.	Staff are collating various proof of I.D from all clients.	Create a spreadsheet detailing type of identification produced by client.	Administrator and teacher	30/11/2020	30/11/2020
Special needs and disabilities	The client's, needs are not met throughout the duration of the course.	We have a special needs and disability section on the enrolment form for clients to fill in.	Ensure relevant teaching staff are aware of any client's special needs.	All staff	30/11/2020	30/11/2020
Gym visits	Teachers, staff and students may be harmed due to various hazards in the gym environment. E.g. a fire drill.	A risk assessment is created before a visit to the gym.	Keep records of risk assessments for other members of staff.	All staff	30/11/2020	30/11/2020
Covid 19	Teachers, students, staff members and clients	Keeping class sizes smaller to allow for social distancing regulations. Opening windows and doors for ventilation	Plan to initiate temperature checks for staff and learners prior to commencing learning	All staff	30/11/2020	30/11/2020