

City Football Leadership Institute Health and Safety Policy Statement

Statement of Intent

City Football Leadership Institute (the Institute) is committed to the health, safety and wellbeing of our students and staff and others affected by our undertaking. This policy statement sets out how the Institute will meet that commitment.

The Institute will ensure that the health and safety objectives set forth in this policy statement are effectively implemented and that they are communicated to Institute staff through induction training at the outset of each Institute programme. These objectives will be monitored and regularly reviewed in consultation with Institute employees. This policy statement is supported by the Institute's health and safety policies and procedures, which set out in detail the arrangements and processes in place to achieve the stated objectives.

Health and Safety Objectives

City Football Leadership Institute's health and safety objectives are as follows:

- Assess and control so far as reasonably practicable the risk to health, safety and wellbeing arising from Institute activities
- Aim to prevent accidents and programme-related health concerns
- Provide adequate health and safety training, information and instruction to all Institute staff to ensure that they understand their responsibilities under health and safety policies and procedures and are competent to carry them out
- Ensure that any work equipment is safe to use and in good working order
- Establish emergency procedures and protocols in case of fire or other significant incident
- Regularly review the Institute's health and safety risk assessments, policies and procedures
- Assess compliance with health and safety policies and procedures
- Investigate where things go wrong to learn and prevent future incidents

Responsibility for Health and Safety

The Director of the Institute, Jenny Morris, has overall and final responsibility for health and safety and for ensuring implementation of this policy.

Head of Operations and Student Services Sergio Sanchez has responsibility for ensuring the objectives set out in this policy are met, implementing the provisions of this policy on an operational level, and providing student health and safety updates to the Director.

All Institute staff have a duty of reasonable care for the health and safety of their colleagues and of all Institute students. Staff are required to:

- Comply with the Institute's health and safety policies and procedures and any training or instruction they are given in connection with their duties
- Perform their duties without creating undue risk for other Institute staff and students
- Cooperate with Institute management in promoting health and safety objectives

- Report health and safety incidents to Institute management in a timely manner according to established protocols
- Communicate to Institute management about identified risks to the health and safety of students and/or staff

Arrangements for Health and Safety

Institute staff members are individually and collectively responsible for the development, implementation, and review of health and safety policies and procedures intended to secure the objectives set out in this policy statement. The arrangements to be provided for by the policies and procedures shall include but not be limited to:

- Arrangements for the completion and review of relevant risk assessments
- Arrangements for accident reporting
- Ensuring the provision of adequate resources to support the Institute's health and safety objectives
- Ensuring the provision of work equipment and personal protective equipment
- Considering health and safety objectives when making strategic business decisions
- Engaging and consulting with Institute staff on health and safety conditions
- Ensuring adequate health and safety expertise and experience within the organisation through the provision of appropriate training, information, and supervision, and by sourcing external support where required
- Investigating accidents and incidents to establish underlying causes and aim to prevent recurrences
- Regularly reviewing, and amending as necessary, the Institute's health and safety policies and processes to ensure that health and safety risks are adequately controlled
- Implementation of a system for monitoring health and safety compliance and for reporting to the Director on health and safety

Last reviewed: 26 April 2023