

September 2025



# HEALTH AND SAFETY POLICY

Issue date: September 2025

Signed:

Review period: Annually

HEALTH AND SAFETY POLICY ISSUES AND UPDATES

PAGES	ISSUE	DATE
Annual review	1	23/06/2023
Update to DSE & Eyetests	2	19/04/2024
ALL	Review of whole policy	22/07/2024
Page 4	6.2 – contact update	22/07/2024
Page 4	2.5 Statement for Full-Time Employees and Fixed Term Contracted Staff	29/07/2024
Page 5	First Aid and Accidents Updates: Staff with qualifications, RIDDOR, Reporting	29/07/2024
ALL	Updated job titles and added reporting procedure flow chart	05/08/25

The following policy has been approved by the Senior Leadership Team and the Board of Trustees. The policy will be reviewed on an annual basis unless circumstances arise requiring the policy to be reviewed earlier.

Board signatory: Jon Drown

Planned review: July 2026

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## **HEALTH AND SAFETY POLICY**

### **1. ABOUT THIS POLICY**

1.1 This policy sets out our arrangements for ensuring we meet our health and safety obligations to staff, and anyone visiting our premises or affected by our work.

1.2 The CEO has overall responsibility for health and safety and the operation of this policy.

1.3 This policy does not form part of any employee's contract of employment, and we may amend it at any time. We will continue to review this policy to ensure it is achieving its aims.

### **2. YOUR RESPONSIBILITIES**

2.1 All staff share responsibility for achieving safe working conditions. You must take care of your own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.

2.2 You should report any health and safety concerns immediately to the CEO – Jordan Letts, Head of HR, L&D – Anna Kennedy or Head of Operations – Kristy Coates (NRFC Employee).

2.3 You must co-operate with managers on health and safety matters, including the investigation of any incident.

2.4 Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

#### **2.5 Full-Time Employees and Fixed Term Contracted Staff**

It is the full responsibility of staff to:

Read and comply with the H & S Policy, and the operating standards applicable to their role. In particular, they must ensure that they are familiar with and understand:

- Any necessary action concerned with fire and fire drills at their place of work
- The location of first aid facilities available at their place of work
- The accident reporting procedure
- Risk assessments relevant to their work activity together with control measures

### **3. INFORMATION AND CONSULATION**

3.1 We will inform and consult directly with all staff regarding health and safety matters.

3.2 A full detailed copy of our Health & Safety Policy is available from the CEO and posted on office notice boards. An updated policy will be emailed to all staff annually.

### **4. TRAINING**

4.1 We will ensure that you are given adequate training and supervision to perform your work competently and safely.

4.2 Staff will be given a health and safety induction, relevant to your role, and provided with appropriate safety training, including manual handling, control of substances hazardous to health (COSHH), working at height, gas safety, electrical safety and the use of personal protective equipment (PPE).

## **5. EQUIPMENT**

5.1 You must use equipment in accordance with any instructions given to you. Any equipment fault or damage must immediately be reported to your line manager. Do not attempt to repair equipment unless trained to do so.

## **6. FIRST AID AND ACCIDENTS**

6.1 Details of first aid facilities and the names of trained first aiders are displayed on the notice boards.

6.2 All accidents and injuries at work, however minor, should be reported to the CEO and recorded in an Accident Book and/or incident form which are found next to the first aid boxes in the main office or on SharePoint. Completed forms must be returned to the CEO.

### **6.3 First Aid at Work**

Northampton Saints Foundation competent first aiders to cover the level of delivery within our venues and sites. The charity will provide appropriately trained first aiders to provide cover for all charitable delivery. Individuals nominated to be a first aider will be selected and assessed as suitable prior to training and provided with the ongoing training needed to maintain competence.

The CEO will:

- Ensure that there are sufficient appointed first aiders who hold an in date certificate
- Maintain and update a list of first aiders
- Review the need for training/refresher training.

Department Managers are responsible for ensuring that first aid boxes are correctly stocked and are adequate for the numbers of trained staff within the hub location. Hub Managers and department leads are responsible for maintaining first aid boxes in communal areas across our delivery locations.

6.4 Northampton Saints Foundation will comply with the Reporting of Injuries Disease and Dangerous Occurrence Regulations 2013 (RIDDOR). Any accident/incident which resulted in or could have resulted in injury or damage to people or property whilst at Franklins Gardens shall be recorded on the Accident/Incident Form and sent to the Compliance Manager at Northampton Saints, who may carry out or recommend further investigation, in liaison with the Foundation CEO.

6.5 The accident/incident investigation process applies to all accidents and incidents, which result in or could have resulted in serious injury or damage to property whilst at Franklins Gardens or one of our delivery sites, as recommended by the Compliance Manager from Northampton Saints. Accident investigation enables Northampton Saints Foundation to understand the circumstances surrounding the accident and learn lessons to reduce the risk of a recurrence. This ensures that people and property are protected.

Northampton Saints Foundation will:

- Investigate all accidents and incidents as appropriate
- Determine the root cause of the incident
- Establish appropriate recommendations/ control measures in order to prevent reoccurrence
- Prepare a report where appropriate highlighting recommendations for the attention of the Northampton Saints Foundation Trustees

- Review and improve existing control measures when possible

6.6 Records will be kept for three years except in exceptional circumstances when they may be kept for longer. This is to enable Northampton Saints Foundation to comply with its statutory provisions whether civil or criminal.

Records to be kept will include:

- A copy of the Incident/Accident Report form
- Written note in the prescribed accident report book
- A report on every accident investigated to be kept on Northampton Rugby Football Club
- Accident Management System
- A copy of every report sent to the relevant local authority in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR)

## **7. FIRE SAFETY**

7.1 All staff should familiarise themselves with the fire safety instructions, which are displayed on notice boards and near fire exits in the workplace.

7.2 If you hear a fire alarm, leave the building immediately by the nearest fire exit and go to the nearest fire assembly point.

7.3 Fire drills will be held regularly and must be taken seriously. We also carry out regular fire risk assessments and regular checks of fire extinguishers, fire alarms, escape routes and emergency lighting.

## **8. RISK ASSESSMENTS AND MEASURES TO CONTROL RISK**

8.1 We carry out general workplace risk assessments periodically. The purpose is to assess the risks to health and safety of employees, visitors and other third parties as a result of our activities, and to identify any measures that need to be taken to control those risks.

## **9. COMPUTERS AND DISPLAY SCREEN EQUIPMENT**

9.1 If you use a computer screen or other display screen equipment (DSE) as a significant part of your work, you are entitled to a workstation assessment and regular eyesight tests by an optician at our expense. Regular refers to recommendation of one every 2 years unless advised differently by an optometrist.

9.2 You must request and obtain authorisation from your manager prior to arranging a DSE eyesight test. The cost of any eyesight test undertaken by the employee prior to obtaining management approval will not be covered by the Foundation.

9.2 On completion of an eye test the employee should submit the receipt via expenses on Breathe to recuperate the costs up to £25. If glasses are needed solely for VDU use, the company will make a contribution towards the cost of glasses up to £50. This must be agreed in advance of purchase.

## **10. TRANSPORT / COMPANY CARS & VEHICLES**

10.1 It is important that drivers employed by Northampton Saints Foundation, undertaking charity driving, demonstrate care when driving a company car/vehicle at all times. Before any person can drive a Northampton Saints Foundation van and or car they must present their driving license, a copy of which must be obtained and kept on file by the Foundation. Employees who drive as part of their job role must present their driving license annually.

10.2 Use of Mobile Phones

Whilst driving the Foundation will make it clear to employees that they are under no obligation to make or receive telephone calls while driving. Handheld mobile phones should never be used while driving.

#### APPENDIX – Flow Chart Reporting Procedure

