

Health and Safety Policy

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Dallaglio RugbyWorks' Statement

Dallaglio RugbyWorks will provide, so far as is reasonably practicable, safe and healthy working conditions for its employees and volunteers and will ensure that its activities do not endanger the health and safety of members of the public. This policy is issued by Dallaglio RugbyWorks in accordance with its responsibilities under Section 1(2) of the Health and Safety at Work etc. Act 1974.

In particular, so far as is reasonably practicable, Dallaglio RugbyWorks will:

- Provide the necessary information, instruction, training and supervision to ensure the health and safety of its members of employees, volunteers and members of the public
- Provide and maintain equipment and the workplace in a condition that is safe and without risk to health
- Provide satisfactory financial resources and support needed to meet these objectives and the systems that are in place
- Identify substances that are potentially hazardous to health and make sure arrangements are made to control the risk they pose
- Make sure that effective arrangements are in place to deal with injuries and reduce the effects of any incidents that could result in injury, ill health or damage to the environment

The support of employees and others is necessary to achieve the objectives of the health and safety policy and Dallaglio RugbyWorks will make it clear that health and safety is a responsibility of equal importance to other responsibilities. Dallaglio RugbyWorks will strive to improve the health and safety culture throughout the organisation at all levels.

All employees, in accordance with Sections 7 and 8 of the Health and Safety at Work etc. Act 1974, must ensure that they:

- Comply with the health and safety policy, safety notices and safety instructions
- Conform with all measures taken to comply with statutory legislation
- Use properly the means and facilities provided to ensure health and safety at work
- Refrain from any action that might endanger themselves or others
- Refrain from wilful misuse of, or interference with, anything provided in the interests of health and safety

Failure by employees to observe these requirements can render them liable to prosecution by the enforcing authority and disciplinary action by Dallaglio RugbyWorks. Dallaglio RugbyWorks encourages employees to assist with implementing effective health and safety measures throughout its premises. Dallaglio RugbyWorks also encourages employees to report accidents, incidents and hazards so that these matters can be resolved as quickly as possible.

This policy will be reviewed on an annual basis and the safety instructions on the following pages will be amended and updated when required. Any alteration or amendment will be brought to the attention of all employees following appropriate consultation.

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Zenna Hopson

Chief Executive Officer

Organisational Duties, Roles and Responsibilities

The overall responsibility for health and safety for Dallaglio RugbyWorks lies with the Trustees. Day-to-day management of health and safety will be the responsibility of the Health and Safety Officer.

Management Organisation for Health and Safety:

- Dallaglio RugbyWorks has appointed First Aiders – a list of these can be found on the shared drive.
- The office has access to a First Aid box.
- All First Aiders hold the Accident Report Forms.
- Any employee who has an accident is responsible for completing an Accident Report Form, or asking the Health & Safety Officer to do so on their behalf.

Organisation's Responsibilities:

Dallaglio RugbyWorks has a duty to observe the requirements of the Health and Safety at Work etc. Act 1974 and all other relevant legislation, codes of practice, Health and Safety Executive (HSE) guidance notes and recommendations of HSE Inspectors and Environment Officers during visits.

As far as it is reasonably practicable, Dallaglio RugbyWorks shall:

- Ensure provision and maintenance of safe systems of work especially in relation to hazardous and sensitive site operations.
- Carry out and provide appropriate risk assessments as necessary, and in consequence, produce safe systems of work.
- Ensure provision of adequate information, instruction, training and supervision to ensure the health and safety of employees and any other person.
- Ensure provision of any necessary Personal Protective Equipment (PPE).
- Encourage discussion of safety matters within the organisation and consult with employees on matters relating to health and safety at work.
- Ensure provision of adequate welfare and first aid facilities including trained first aiders as required by the relevant statutory provisions.
- Prevent injury or damage to any person and adjacent property affected by their operations.
- Bring into effect proper procedures to comply with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR) and to include where appropriate the investigation and reporting of the same
- Ensure that all contractors comply with relevant statutory regulations.

- Co-operate with Local Authority and Fire Prevention recommendations and ensure that requirements under the Regulatory Reform (Fire Safety) Order 2005 and other relevant statutory provisions are met, including contingency plans/procedures for dealing with risks including the training of employees as necessary
- Ensure that the building owners have undertaken the provision of a fire risk assessment
- Ensure as far as is possible that it will not allow its employees, sub-contractors or volunteers to carry out work or operations, whilst under the influence of alcohol or controlled substances (drugs). Supervisors are required to report all cases of suspected alcohol or drug abuse, allergies or medication likely to affect the employee's health and safety
- Make arrangements for implementing any special requirements required by the client, the police and Local Authority whilst operating in hazardous or sensitive areas

Trustee Responsibilities:

Dallaglio RugbyWorks Trustees takes ultimate responsibility for health and safety for Dallaglio RugbyWorks employees and sites. Day-to-day responsibility for ensuring that this policy is put into practice is delegated to the Chief Executive Officer who in turn delegates responsibilities to the Health & Safety Officer and Line Managers. In order to protect the health and safety of employees and others affected by the organisation's operations, the Trustees responsibilities include:

- Ensuring reasonable steps are taken by the organisation to familiarise itself with the hazards and risks associated with its work and with the precautions which need to be taken to eliminate or control those risks.
- Ensuring employees and others receive sufficient information, training and advice so that they can carry out their duties safely and competently and that adequate funds and facilities are available for this purpose.
- Initiating the timing and review of the health and safety policy and ensuring it is promoted to all employees and any others working on behalf of the organisation.
- Ensuring that all employees successfully discharge the health and safety responsibilities allocated to them.
- Ensuring the availability of expert advice on health and safety matters; i.e. HSE, Approved Codes of Practice, Trade Associations, circulars.
- Ensuring that managers and supervisors are adequately trained to carry out their health and safety duties effectively.
- Ensuring that safety performance is monitored, taking action to remedy any identified deficiencies and establishing procedures to deal with office and site emergencies.
- Before entrusting work tasks to employees, taking into account their capabilities as regards to health and safety and ensuring that suitable risk assessments are carried out for any hazardous activity.

- Having good knowledge of the broad requirements of the Health and Safety at Work Act 1974 and Health and Safety Regulations and the HSE Approved Codes of Practice.
- Ensuring that all necessary personal protective equipment (PPE) is provided to employees and encourage sub-contractors to obtain and wear PPE where appropriate.
- Ensuring that adequate provision is made for welfare facilities on site that meet the relevant regulations and that adequate first aid provisions are made.
- Setting a good example of health and safety awareness.

Chief Executive Officer Responsibilities:

The Chief Executive Officer is responsible to the Trustees for the day-to-day implementation of the organisation's health and safety policy, in particular:

- Day-to-day implementation of the Trustees responsibilities listed above.
- Ensuring that the necessary expert advice is sought and that recommendations are followed with regard to health and safety hazards.
- Appointing a suitably trained and competent person (the Health and Safety Officer) to assist in operational health and safety duties.
- Working with the Health and Safety Officer to ensure Dallaglio RugbyWorks health and safety obligations are met.
- Raising any important health and safety matters with the Trustees.
- At all times setting a personal example in health and safety awareness.

Health and Safety Officer's Responsibilities:

Responsible to the Chief Executive Officer, the Health and Safety Officer is responsible for the implementation and the day-to-day compliance of the policy, supported when necessary by any external Health and Safety Advisors. Responsibilities include:

- Ensuring the effective operation of this policy at all levels for which they are responsible and liaising with advisors to ensure all requirements are complied with.
- Ensuring all employees and others are capable of carrying out in a safe manner the work tasks allocated to them.
- Entrusting work tasks to sub-contractors taking into account their capabilities in regard to health and safety and ensuring that suitable risk assessments are carried out on any hazardous activity.
- Ensuring that PPE is only used when there are no other methods of reducing the risk. Ensure there is an adequate supply of PPE and that employees are trained in the safe storage and use of PPE.
- Ensuring that health and safety matters are regularly discussed with employees.
- Working with the appropriate First Aiders, ensuring sites that Dallaglio RugbyWorks operates in have adequate first aid provision and that injuries are notified where required by regulations and details entered into My Concern

- Confirming with the building owner that there are sufficient and appropriate fire extinguishers across all sites that Dallaglio RugbyWorks operates in and ensuring all employees are trained in their use.
- Working with the appropriate Fire Marshalls, ensuring that employees are aware of the fire evacuation and fire provisions at each site that Dallaglio RugbyWorks operates in.
- Liaising with line management and the Health and Safety Advisor when identifying training needs of personnel.
- Providing a balanced health and safety training programme for all Dallaglio RugbyWorks employees.
- Releasing designated personnel as necessary for safety training.
- Confirming with the building owner of the sites that Dallaglio RugbyWorks operates in, that the general risk and fire risk assessments are carried out and that risks are identified, adequately controlled and regularly reviewed.
- Ensuring that specific risk assessments covering pregnant women, young persons at work, Workplace (Health and Safety & Welfare) Regulations and Regulatory Reform (Fire Safety) Order 2005 are recorded.
- Ensuring that adequate assessments of workstations (Display Screen Equipment (DSE)) are carried out before they are brought into use or as soon as possible afterwards, and at regular intervals thereafter.
- Ensuring there are adequate welfare facilities provided and maintained.
- Working with First Aiders, establishing and maintaining adequate first aid and accident reporting system in compliance with current legislation.
- Ensuring that suitable tools and equipment are supplied to all employees and assessing the risk of the equipment ensuring the 'provision of protection' and implementing safe systems of work and training in their use.
- Liaising with the management team and Health and Safety Advisors during investigating and reporting accidents, incidents, fires and dangerous occurrences within their area of control.
- Maintaining a good working relationship with any appointed safety representative or safety team members.
- Initiating appropriate disciplinary action, where necessary, in the event of non-compliance with the policy.
- Accompanying any visiting Inspectors during their tour of inspection.
- At all times setting a personal example in health and safety awareness.

Health and Safety Advisor's Responsibilities:

In accordance with the Management of Health and Safety at Work Regulations 1992, Dallaglio RugbyWorks will use the services of a qualified registered safety practitioner as a Health and Safety Advisor, as and when necessary. The Health and Safety Advisor is responsible for:

- Providing information and support on health and safety legislation to the Health and Safety Officer and employees to assist them in maintaining compliance to this policy.
- Monitoring and assessing the suitability of health and safety training.

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- Analysis of accident report information with the aim of implementing corrective and preventative measures.
- Investigating and reporting on major accidents/incidents, injuries, notifiable and dangerous occurrences.
- Recommending health and safety policy updates.
- Carrying out and recording risk assessments of all sites that Dallaglio RugbyWorks operates in, covering all employee and volunteer tasks and duties undertaken in the performance progress of their job, the entire organisations equipment, and ensuring that they have been performed, reviewed and recorded.
- Carrying out and recording fire risk assessments in accordance with the Regulatory Reform (Fire Safety) Order 2005.
- Advising on assessments of workstations.
- Providing advice and assistance when requested concerning contractors' method statements and systems of work.
- Setting a personal example of health and safety awareness.

Line Managers' Responsibilities:

Responsible to the Health and Safety Officer, Line Managers are responsible for the implementation and day-to-day compliance with the policy. These responsibilities include:

- Ensuring the effective operation of the policy at all levels for which they are responsible and liaising with the Health and Safety Officer on all aspects of the policy that they are responsible for.
- Identifying training needs of personnel in their teams and advising the Health and Safety Officer on those needs.
- Releasing designated personnel as necessary for safety training.
- Ensuring employees and sub-contractors are capable of carrying out in a safe manner the work tasks allocated to them. Before entrusting work tasks to sub-contractors, taking into accounts their capabilities as regards health and safety and ensuring that suitable risk assessments are carried out for any hazardous activities.
- Ensuring the provisions and arrangements set out in the specific risk assessments covering pregnant women, young persons at work, and that workplace (health, safety and welfare) regulations, fire precautions (workplace) regulations are suitably managed.
- Ensuring that suitable tools and equipment are supplied to all employees and assessing the risk of the equipment. Ensuring the 'provisions of protection' and implement safe systems of work and training in their use. Ensure that PPE is only used when there are no other methods of reducing the risk.
- Carrying out and recording specific risk assessments and safe systems of work covering expectant mothers, lone workers, young persons and volunteers, in liaison with the Health and Safety Officer.
- Encouraging good safety practices and discouraging indifferent management.
- Ensuring fire risk prevention has been performed within the areas of their responsibility.

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- Ensuring that injuries are noted and details entered in My Concern. Assisting in carrying out investigations and reporting all accidents, incidents, fires and dangerous occurrences within their area of control.
- Ensuring that all electronic equipment supplied is visually inspected before its use.
- Ensuring that health and safety matters are regularly discussed with employees within their areas of control.
- Liaising with the Health and Safety Officer and/or Health and Safety Advisors on any safety issues or matters that are not fully understood or require addressing.
- Taking appropriate disciplinary action, where necessary, in the event of non-compliance with the policy.
- At all times setting a personal example in health and safety awareness.

Employee and Volunteers' Responsibilities:

All employees and volunteers have responsibilities with regard to health and safety matters. Responsibilities include:

- Reading the H&S Summary for New Staff and Unaccompanied Visitors and carrying out work in accordance with its requirements. Risk assessments have been completed for all identified tasks and duties; relevant control measures have been identified and included within the assessments. Co-operate in the implementation of these at all times.
- Ensuring the effective operation of the policy at the levels for which they are responsible. Also reporting to their Line Manager on all aspects of the policy that affect the day-to-day working of the organisation.
- Observing at all times the health and safety regulations and local safety rules set by the Trustees, CEO, Health and Safety Officer and Line Managers.
- Taking reasonable care for their health and safety and that of others who may be affected by their acts or omissions and cooperating with others in the discharge and execution of their duties.
- Reporting all accidents or near miss incidents immediately to Line Managers. If injured or exposed to a hazardous substance, promptly seeking medical attention and informing their Line Manager as soon as possible.
- Reporting immediately any condition which appears unsafe, i.e. hazard spotting.
- Warning others, particularly new employees and young people, of known hazards, e.g. particularly all substances used and the correct use of tools.
- Maintaining and using all safety equipment (PPE – Personal Protective Equipment) necessary for the safe performance of the job.
- Verifying to the best of their ability that safety equipment is in good operating condition before use. Ensuring that all portable electronic equipment has undergone a visual inspection before using it.
- Not using any tools or equipment which is not intended for them or for which they are not trained to use.
- Always taking an ergonomic approach when manually lifting objects and always using the mechanical aids for lifting that are provided.
- Familiarising themselves with the Fire Evacuation Procedures and Fire Prevention Information Sheet for sites Dallaglio RugbyWorks operates in.

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- Liaising and discussing with their Line Manager any health and safety issues or matters that are not fully understood or require addressing.
- Always fully cooperating with any health and safety investigation that is conducted by an appropriate person, to prevent a reoccurrence.

This policy cannot operate without the full co-operation of all employees and volunteers. It places a high priority on good health and accident prevention. Management and employees must work together to identify, record and monitor those situations which could lead to personal injury or be a hazard to health of other employees, volunteers, contractors, visitors and members of the public.

It is criminal offence under the Health and Safety at Work Act 1974 to intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety or welfare in pursuance of any of the relevant statutory provisions.

Arrangements and Procedures

Safety Training:

Health and safety forms an integral part of induction and job training to ensure that all employees are aware of safety requirements. Specific safety training and information will be provided in order to prepare employees and volunteers to complete particular jobs.

It is Dallaglio RugbyWorks' policy that full and adequate health and safety training is given to all new employees as part of their overall induction and decisions relating to training and promotion of employees will be reviewed on a regular basis. The Health and Safety Advisor will be responsible for identifying safety training needs. The Health and Safety Officer will be responsible for arranging and keeping records of the training.

Accident Reporting: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) (RIDDOR)

Accidents, no matter how minor an injury may be, must be recorded in the Accident Book at the particular site where the accident occurred and raised on My Concern. A copy of the record must be given to the Health and Safety Officer.

The Health and Safety Officer will investigate the causes of any serious accident with the Health and Safety Advisor, if necessary, and make suitable recommendations to prevent a recurrence.

Any accidents, industrial disease or dangerous occurrence (RIDDOR) at work will be reported to the enforcing authority by the Health and Safety Officer where appropriate.

- If the injured person is absent from work for more than seven days, excluding the day of the accident, but including Saturdays and Sundays, the Health and Safety

Officer will inform the Environmental Health Officer using the prescribed accident form¹ within fifteen days of the accident occurring.

- If the accident results in a major injury occurring such as a broken bone (except in the hand or foot), any amputation, or one which results in the injured person being admitted to hospital for more than 24 hours, the Health and Safety Officer will immediately contact the Environmental Health Officer by telephone and submit the accident form within ten days of the accident occurring.
- If a member of the public is injured and taken to hospital by whatever means, the Health and Safety Officer will contact the Environmental Health Officer immediately and send a copy of the details of the accident on an accident form, with as much information as possible, within ten days.

All accidents and incidents (including near-miss incidents) must be reported in line with our Standard Operating Procedure to a manager and logged in the accident book so this can be assessed to prevent reoccurrence.

It is the responsibility of all employees to provide complete and accurate information to enable management to find out what went wrong, learn lessons, and take action to prevent or reduce such accidents/incidents in the future.

Absences resulting from accidents at work are treated as sickness absence and the Charity's normal rules will apply to such absences.

Arrangements for Consultation with Employees: (Health and Safety (Consultation with Employees) Regulations 1996)

This regulation requires organisations to consult with its employees on matters relating to health and safety and to supply you with the information which is deemed necessary; such information is contained in this policy, the HSE poster displayed in your workplace, safety posters, and verbal safety information. Dallaglio RugbyWorks encourages employees to take part in the spirit of the regulations by actively taking part in discussions with Line Managers. It is the responsibility of all Managers to ensure that the consultation takes place.

Risk Assessments: (Management of Health and Safety at Work Regulations 1999, Regulation 3)

This regulation concerns the examination of work activities where there is thought to be a hazard, followed by systematic assessment of the hazard in order to determine the degree of risk. Upon the establishment of the risk, preventative measures are identified which are then introduced, maintained and periodically revised within Dallaglio RugbyWorks safe systems of work. It is the duty of the Health and Safety Officer supported by the Health and Safety Advisor to ensure risk assessments are carried out and reviewed periodically.

¹ Details of this process can be found here: <http://www.hse.gov.uk/riddor/report.htm>
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Risk assessments are conducted following HSE guidance. This process ensures controls are evaluated for suitability and that any additional measures required or findings are recorded and reviewed as appropriate. The Health and Safety Officer is responsible for ensuring that suitable fire risk assessments are carried out to meet the requirements of current legislation and copies of all risk assessments will be kept for five years.

Risk assessments will be carried out for workstations and any activity that presents a significant risk of injury to employees or members of the public. In addition, the Health and Safety Officer will carry out specific risk assessments for expectant mothers and young persons under the age of 18 years of age. When a woman informs Dallaglio RugbyWorks that she is expecting a child, a risk assessment of all her work activities will be carried out and a copy of the results given to her.

Whilst it is not the policy of Dallaglio RugbyWorks to employ young persons under 18, it is accepted that Work Experience Students (WES) may be taken on for short periods. Where the WES is under 16, a copy of the risk assessment of the activities that will or may be undertaken will be forwarded to either the parent or guardian of the young person, or to the school/educational establishment prior to commencement of the placement.

First Aiders: (Health and Safety (First Aid) Regulations 1981)

In accordance with the Health and Safety (First Aid) Regulations 1981, Dallaglio RugbyWorks (delegated to the Health and Safety Officer) will appoint qualified First Aiders² and will ensure all qualified persons receive regular retraining at the prescribed intervals.

The First Aider will be responsible for ensuring that the first aid box kept in the office is suitably and correctly stocked and that employees requiring first aid as a result of an accident records their accident in My Concern and gives a copy to the Health and Safety Officer.

The Provision of Use of Work Equipment Regulations: (P.U.W.E.R) 1998 and Lifting Operations and Lifting Equipment Regulations (L.O.L.E.R.) 1998

It is the Line Manager's responsibility to ensure that Dallaglio RugbyWorks provides suitable equipment and completes an assessment of risk, provision of protection and preventative measures and ensure that all users of equipment are trained in their use.

Workplace (Health, Safety and Welfare) Regulations 1999

The Workplace (Health, Safety and Welfare) Regulation 1999 covers a wide range of basic health and safety issues. Dallaglio RugbyWorks will ensure that workplaces meet the health, safety and welfare needs of all employees, contractors, the general public and people with disabilities.

² 1 per region.

Line Managers in conjunction with the Health and Safety Officer will liaise with the building owners of the sites Dallaglio RugbyWorks operates in, concerning the provision of adequate ventilation, working temperature and lighting for employees and visitors if there are concerns.

With respect to the London Office, Dallaglio RugbyWorks will ensure that the premises are regularly cleaned by authorised contractors who will be required to use safe systems of work. Dallaglio RugbyWorks will ensure suitable and sufficient lighting is provided to meet the types of work undertaken using as far as possible natural light from windows, which will be fitted with blinds or curtains where appropriate to minimise glare. Suitable toilet and washing facilities will be provided for all employees and these will be kept in a clean and hygienic state.

Regular maintenance will be carried out to ensure the workplace is kept in a good condition and free from risks to health and safety. This is the responsibility of the building owner but will be coordinated by the Health and Safety Officer as and when necessary.

Health and Safety (Display Screen Equipment) Regulation 1992

The Health and Safety Advisor and the Health and Safety Officer with support from Line Managers are responsible for ensuring risk assessments are carried out for persons using display screen equipment (DSE). During the assessments, the assessor will identify what requirements are necessary and take into account the factors such as working environment, the amount of time a person uses a display screen and associated workstation.

Some workers may experience fatigue, eye strain, upper limb problems and backache from overuse or improper use of DSE. These problems can also be experienced from poorly designed workstations or work environments. The causes may not always be obvious and can be due to a combination of factors. If an employee has any concerns or experiences any particular difficulty, they should contact the Health and Safety Officer. Further advice can be found in section 5 of this policy.

Personal Protective Equipment at Work Regulations (P.P.E) 1992:

Dallaglio RugbyWorks recognises that this regulation clearly states that Personal Protective Equipment (PPE) should only be used when risks cannot be avoided or sufficiently reduced by other preventative measures or through work re-organisation. Line Managers will ensure that there is a sufficient supply of PPE when required and all employees are suitably trained in the safe storage and use of PPE. All PPE issued must be stored as per the manufacturer's specification. It is the employees and sub-contractor's duty to not misuse or interfere with any health and safety equipment including PPE supplied for their safety.

Prevention of Violence to Employees:

Dallaglio RugbyWorks recognises its responsibilities towards the prevention of violence to its employees both in its offices and during outreach activities. Line Managers will be responsible for the prevention of foreseeable violence and to undertake this role they will receive suitable training, as necessary. A professional counsellor will be appointed, if appropriate, to counsel employees who have been involved in violence.

Taking money to the bank is a high-risk activity, and staff involved in this should be aware of the risks involved and precautions necessary for their safety. Best practice is to always go in groups of at least two people, carry large amounts of money in shopping bags or trolley, vary the time and day when taking the money, and, if possible, vary the route and/or bank used. This will minimise the risk of being targeted for robbery. Should any person threaten you with violence it is Dallaglio RugbyWorks' policy that you do not put your life or health at risk.

Hours of Work:

Dallaglio RugbyWorks will ensure that the provisions of the legislation concerning hours of work for employees are met in all its premises. When employees are required to work regularly in excess of 48 hours per week, written agreement will be sought from those concerned. Employees are not obliged to work more than 48 hours per week except where they have consented to an increased work pattern.

Sub-Contractors:

Sub-contractors will comply with Dallaglio RugbyWorks approval system and sign a declaration that they understand the organisation's health and safety policy and are conversant with the Health and Safety at Work Act 1974 and the appropriate statutory regulations governing their regulations. This policy will be reviewed annually or when there is a change in circumstances in work practices or the introduction of new legislation.

The Environmental Policy:

The Environmental Policy ensures so far as is reasonably practicable that Dallaglio RugbyWorks operations will be carried out with a commitment to protecting and enhancing the environment. Dallaglio RugbyWorks aims to establish high standards of environmental performance where these are practicable and appropriate. Employees have a legal and moral obligation to carry out their duties with concern for the environment.

In the event of an environmental accident or incident at work, it is a requirement that the details are promptly and properly reported to the Health and Safety Officer who will investigate and take prompt action to make good and avoid recurrence.

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In accordance with the Environmental Policy, Dallaglio RugbyWorks have produced the following guidelines as an introduction to practices to implement the policy.

- Compliance with Government legislation and Local Government Regulations.
- Swift response to accidents or incidents that have a potential to threaten the environment.
- Disposal of any waste products in ways that show concern for the environment.
- To encourage the developments of products, processes and equipment with concern for the future of the environment.
- To communicate freely on environmental matters with government officials, employees, customers and members of the public.
- The provision of training for all employees as appropriate to enable them to carry out their job functions in a manner that shows care for the environment.
- To promote environmental principles by sharing experience with regulatory bodies, other companies, employees and members of the public.
- In implementing this formal Environmental Policy, Dallaglio RugbyWorks will focus on action to conserve resources and energy, to minimise emission to air, water and land and increase recycling rates.

Safety Guidelines For Employees During Frontline Delivery and Home/ Office Working

Locations:

Dallaglio RugbyWorks delivers in the following locations:

- Mainstream Schools
- Community Sites e.g. (but not limited to) rugby clubs and sports pitches and BMX tracks
- Alternate Provisions e.g. (but not limited to) Pupil Referral Units
- Youth Clubs
- Public Places e.g. parks and beaches
- Street Work e.g. local estates
- Employment Partners' Offices
- Youth Offenders Institutes
- Secure Training Centres

Staff Attendance at Sessions

There must always be 2 members of Dallaglio RugbyWorks staff at a standard session irrespective of the number of participant attending this is to protect DRW's staff at all times from, including but not limited to, false accusations.

As the number of participants increases (for example: at a tournament) the number of staff in attendance should increase also as follows:

- 1 – 20 = 2 members of Dallaglio RugbyWorks staff
- 21 – 30 = 2 members of Dallaglio RugbyWorks staff

- 31 – 40 = 3 members of Dallaglio RugbyWorks staff
- 41 – 50 = 4 members of Dallaglio RugbyWorks staff
- 50+ = 5 members of Dallaglio RugbyWorks staff

If the situation arises whereby only 1 member of staff will be attendance to a session the following processes must be followed.

When the delivery is in the locations Mainstream School, Alternate Provisions and Employment Partner's Offices:

1. Every effort should be made to find another member of staff or a coach to attend even if they are from a different region.
2. Should another member of staff not be able to attend then the Programme Manager must communicate with the school and request that an additional staff member join the session to help support.
3. If the session goes ahead with only one Dallaglio RugbyWorks staff member in attendance then:
 - a. The Programme Manager and The Designated Safeguarding Lead must be informed prior to the session.
 - b. It must be logged in My Concern.
 - c. Pre-agree intervals of regular contact with the Programme Manager. This is in case you become unwell and to make sure that you remain safe.
 - d. You must be contactable at all times via a working phone.
4. If the member of staff who is delivering by themselves is not happy to do so, then the session must be cancelled and the school communicated with.

When the delivery location is in the locations Community Sites, Youth Clubs, Street Work, YOIs or STCs:

1. Every effort should be made to find another member of staff or a coach to attend even if they are from a different region
2. Should another member of staff not be able to attend then the Programme Manager must communicate with the school and request that an additional staff member join the session to help support
3. If neither another member of staff nor a member of staff from the educational institute can attend the session and there is still only one Dallaglio RugbyWorks staff member in attendance, then the session must be cancelled and the educational institute/ the participants must be communicated with.

Identified Lone Working Risks:

For lone working in Dallaglio RugbyWorks, two main 'at risk' categories have been identified:

1. Meetings with young people:
 - To reduce the risks of incidents arising with vulnerable young people, at least two employees must be present at all times.
 - Dallaglio RugbyWorks employees should be aware of the potential risks which may arise from meeting with individual young people in private and this should

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be avoided where possible. However, it is recognised that there will be occasions when confidential interviews must take place or times where it is not practical for two members of staff to be present with a young person.

- In these circumstances, meeting must be conducted in a public room or area which is likely to be frequented by other people, or in a room with visual access or with the door open. If the meeting cannot be held in a public and visible location, the details of these meetings, including location, must be recorded in My Concern and the employee must ensure that their Line Manager has their correct phone number.

2. Health Issues:

- You must ensure you do not work alone if you have any health issues that could put you in a vulnerable position. You must inform your line manager and/or the Health and Safety Officer if you fall under this category who will work with you to ensure this is achievable.

For circumstances that do not fall into the above categories, each case must be taken on its own merit.

Lone working will be reviewed with you during your maternity risk assessment if you inform us that you are pregnant.

Health and Safety Per Location:

1. Mainstream Schools:

- Ensure that the Fire Safety Procedures and Protocols for the school are in place and Dallaglio RugbyWorks staff members are fully briefed
- That there are First Aiders in attendance
- Make sure that effective arrangements are in place to deal with injuries and reduce the effects of any incidents that could result in injury, ill health or damage to the environment
- That all young people remain in the designated location for the session
- A dynamic risk assessment must be done before the session for the location

2. Community Sites:

- Ensure that the Fire Safety Procedures and Protocols for the location are in place and Dallaglio RugbyWorks staff members and participants are fully briefed
- That specific health and safety risks have been communicated at the beginning of the session, e.g. a hole in the ground
- That there are First Aiders in attendance
- Make sure that effective arrangements are in place to deal with injuries and reduce the effects of any incidents that could result in injury, ill health or damage to the environment
- That all young people remain in the designated location for the session

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- That no members of the public who are not meant to be there attend the session or walk in/ through or speak to participants
 - That young people's bags are put safely to the side of the session where they cannot be accessed during the session in case there is anything in them that could cause harm to other participants or Dallaglio RugbyWorks staff
 - All Dallaglio RugbyWorks members of staff conducting a session outside of an Educational Provision site should carry a knife tube. Should a participant bring a knife to a session and they willingly give it to Dallaglio RugbyWorks staff, it must be placed in a knife tube using gloves and reported to the police
 - 999 must be called if at any point a Dallaglio RugbyWorks member of staff feels there is a risk of harm to a participant, a member of the public or any members of staff in the session
 - A dynamic risk assessment must be done before the session for the location
3. Alternate Provisions:
- Ensure that the Fire Safety Procedures and Protocols for the school are in place and Dallaglio RugbyWorks staff members are fully briefed
 - That there are First Aiders in attendance
 - Make sure that effective arrangements are in place to deal with injuries and reduce the effects of any incidents that could result in injury, ill health or damage to the environment
 - That all young people remain in the designated location for the session
 - A dynamic risk assessment must be done before the session for the location
4. Youth Clubs:
- Ensure that the Fire Safety Procedures and Protocols for the location are in place and Dallaglio RugbyWorks staff members and participants are fully briefed
 - That specific health and safety risks have been communicated at the beginning of the session, e.g. a hole in the ground
 - That there are First Aiders in attendance
 - Make sure that effective arrangements are in place to deal with injuries and reduce the effects of any incidents that could result in injury, ill health or damage to the environment
 - That all young people remain in the designated location for the session
 - That no members of the public who are not meant to be there attend the session or walk in/ through or speak to participants
 - That young people's bags are put safely to the side of the session where they cannot be accessed during the session in case there is anything in them that could cause harm to other participants or Dallaglio RugbyWorks staff
 - All Dallaglio RugbyWorks members of staff conducting a session outside of an Educational Provision site should carry a knife tube. Should a participant bring a knife to a session and they willingly give it to Dallaglio RugbyWorks staff, it must be placed in a knife tube using gloves and reported to the police

- 999 must be called if at any point a Dallaglio RugbyWorks member of staff feels there is a risk of harm to a participant, a member of the public or any members of staff in the session
- A dynamic risk assessment must be done before the session for the location

5. Public Places:

- Ensure that the Fire Evacuation Plan has been created and communicated to Dallaglio RugbyWorks staff members and participants at the beginning of the session
- That specific health and safety risks have been communicated at the beginning of the session, e.g. a hole in the ground
- That there are First Aiders in attendance
- Make sure that effective arrangements are in place to deal with injuries and reduce the effects of any incidents that could result in injury, ill health or damage to the environment
- That all young people remain in the designated location for the session
- That no members of the public who are not meant to be there attend the session or walk in/ through or speak to participants
- That young people's bags are put safely to the side of the session where they cannot be accessed during the session in case there is anything in them that could cause harm to other participants or Dallaglio RugbyWorks staff
- All Dallaglio RugbyWorks members of staff conducting a session outside of an Educational Provision site should carry a knife tube. Should a participant bring a knife to a session and they willingly give it to Dallaglio RugbyWorks staff, it must be placed in a knife tube using gloves and reported to the police
- 999 must be called if at any point a Dallaglio RugbyWorks member of staff feels there is a risk of harm to a participant, a member of the public or any members of staff in the session
- A dynamic risk assessment must be done before the session for the location which extra consideration given to the fact that Dallaglio RugbyWorks staff and participants are more vulnerable because these sites are not regulated and are freely open to members of the public

6. Street Work (e.g. Estates):

- Ensure that the Fire Evacuation Plan has been created and communicated to Dallaglio RugbyWorks staff members and participants at the beginning of the session
- That specific health and safety risks have been communicated at the beginning of the session, e.g. a hole in the ground
- That there are First Aiders in attendance
- Make sure that effective arrangements are in place to deal with injuries and reduce the effects of any incidents that could result in injury, ill health or damage to the environment
- That all young people remain in the designated location for the session
- That no members of the public who are not meant to be there attend the session or walk in/ through or speak to participants

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- That young people's bags are put safely to the side of the session where they cannot be accessed during the session in case there is anything in them that could cause harm to other participants or Dallaglio RugbyWorks staff
- All Dallaglio RugbyWorks members of staff conducting a session outside of an Educational Provision site should carry a knife tube. Should a participant bring a knife to a session and they willingly give it to Dallaglio RugbyWorks staff, it must be placed in a knife tube using gloves and reported to the police
- 999 must be called if at any point a Dallaglio RugbyWorks member of staff feels there is a risk of harm to a participant, a member of the public or any members of staff in the session
- A dynamic risk assessment must be done before the session for the location which extra consideration given to the fact that Dallaglio RugbyWorks staff and participants are more vulnerable because these sites are not regulated and are freely open to members of the public

7. Employment Partners' Offices:

- Ensure that the Fire Safety Procedures and Protocols for the office are in place and Dallaglio RugbyWorks staff members are fully briefed
- That there are First Aiders in attendance
- Make sure that effective arrangements are in place to deal with injuries and reduce the effects of any incidents that could result in injury, ill health or damage to the environment
- That all young people remain in the designated location for the session
- That young people are briefed on toilets locations and are accompanied by a member of the school's staff should they wish to use the facilities
- All bags of the members of staff as well as young people are searched on arrival to the office
- A dynamic risk assessment must be done before the session for the location

8. Youth Offenders Institutes and Secure Training Centres:

- Ensure that the Fire Safety Procedures and Protocols for the school are in place and Dallaglio RugbyWorks staff members are fully briefed
- That there are First Aiders in attendance
- Make sure that effective arrangements are in place to deal with injuries and reduce the effects of any incidents that could result in injury, ill health or damage to the environment
- Dallaglio RugbyWorks staff do not take anything into the session
- Dallaglio RugbyWorks staff must let the staff of the YOI or STC resolve any issues that arise and follow safety procedures and protocols of the provision
- A dynamic risk assessment must be done before the session for the location

9. London Office or Home Office Locations:

- When moving around the office and in workshop space, always walk – never run
- Never block fire exits or fire escape routes either inside or outside the building
- Never leave filing cabinet drawers open after use

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- Ensure that equipment and boxes are neatly stored and do not overhang edges of desks or shelves
- Metal bands and plastic straps must be tied up and placed in rubbish bins once they have been cut and removed from cartons and boxes
- Always keep your work area clean and tidy. Use the containers provided for rubbish
- Ensure no computer cables from your desk become tripping hazards
- Learn the location of all fire extinguishers in your area. Training will be given to all employees on the correct extinguishers to use. Remember, water extinguishers should never be used on electrical fires.
- When moving and carrying heavy loads, work in accordance with the Manual Handling training and use a trolley or get assistance when necessary. Avoid carrying heavy loads down stairs - use lifts where possible.
- No person while under the influence of alcohol, drugs or narcotics will be permitted to enter the premises.
- When at a computer, ensure you are working comfortably with an adjustable chair. Take frequent short breaks from looking at the computer screen and ensure it is positioned so as to minimise glare.

Display Screen Equipment:

The risks from DSEs can be controlled using the following straightforward controls.

1. Getting Comfortable:
 - Forearms should be approximately horizontal and the user's eyes should be the same height as the top of the screen.
 - Make sure there is enough work-space to accommodate all documents or other equipment. A document holder may help avoid awkward neck and eye movements.
 - Arrange the desk and screen to avoid glare, or bright reflections. This is often easiest if the screen is not directly facing windows or bright lights.
 - Adjust curtains or blinds to prevent intrusive light.
 - Make sure there is space under the desk to move legs.
 - Avoid excess pressure from the edge of seats on the backs of legs and knees. A footrest may be helpful, particularly for smaller users.
2. Keyboards and Typing:
 - A space in front of the keyboard can help you rest your hands and wrists when not keying.
 - Try to keep wrists straight when typing.
 - Good keyboard technique is important - you can do this by keeping a soft touch on the keys and not overstretching the fingers.
3. Using a Mouse:
 - Position the mouse within easy reach, so it can be used with a straight wrist.

- Sit upright and close to the desk to reduce working with the mouse arm stretched.
 - Move the keyboard out of the way if it is not being used.
 - Support the forearm on the desk, and don't grip the mouse too tightly.
 - Rest fingers lightly on the buttons and do not press them hard.
4. Reading the Screen:
- Make sure individual characters on the screen are sharp, in focus and don't flicker or move. If they do, the Visual display unit (VDU) may need servicing or adjustment.
 - Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
 - Make sure the screen surface is clean.
 - When setting up software, choose text that is large enough to read easily on the screen when sitting in a normal comfortable working position.
 - Select colours that are easy on the eye (e.g. avoid red text on a blue background, or vice versa).
5. Changes in Activity:
- Breaking up long spells of VDU work helps prevent fatigue, eye strain, upper limb problems and backache.
 - As the employer, you need to plan so that users can interrupt prolonged use of DSE with changes of activity.
 - Organised or scheduled rest breaks may sometimes be a solution.
 - The following may help users:
 - Stretch and change position.
 - Look into the distance from time to time, and blink often.
 - Change activity before users get tired, rather than to recover.
 - Short, frequent breaks are better than longer, infrequent ones.

Timing and length of changes in activity or breaks for VDU use is not set down in law and arrangements will vary depending on a particular situation. Employers are not responsible for providing breaks for the self-employed.

Portable Computers:

These above controls will also reduce the DSE risks associated with portable computers. However, the following may also help reduce manual handling, fatigue and postural problems:

- Consider potential risks from manual handling if users have to carry heavy equipment and papers.
- Whenever possible, users should be encouraged to use a docking station or firm surface and a full-sized keyboard and mouse.
- The height and position of the portable's screen should be angled so that the user is sitting comfortably and reflection is minimised (raiser blocks are commonly used to help with screen height).

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- More changes in activity may be needed if the user cannot minimise the risks of prolonged use and awkward postures to suitable levels.

Drugs and Alcohol:

At Dallaglio RugbyWorks, alcohol and work are not compatible. At Dallaglio RugbyWorks, if anyone is suspected of being intoxicated by alcohol, or under the influence of drugs, it is a condition of employment that they will not be permitted to work and may face disciplinary action.

Please remember that after heavy drinking at night you could still be unfit to drive to work the following morning.

More information can be found in the Staff Handbook.

Fires:

The Charity has undertaken risk assessments to identify any potential fire hazards in order to assess and put in place measures to ensure a safe place and system of work. Fire safety information, including fire exit signs and fire extinguishers are located throughout the Charity's premises and all employees should ensure they are familiar with such.

You should review our Standard Operating Procedure. All employees should seek to always ensure good standards of housekeeping. A clean and tidy workplace is less likely to be a source of fire. If you have concerns regarding a risk of fire you should contact your manager immediately who will investigate this further.

In the event of a fire, the Charity has designated fire assembly points where staff should congregate in the event the fire alarm sounds. You will be made aware of fire exits and where the fire assembly points are located. The Charity may undertake fire drills at relevant times to ensure the Charity's fire procedures are effective and to ensure all staff are familiar with them. These drills are important and must be taken seriously.

Remember on discovering a fire:

Operate the nearest fire alarm:

- Alert other people within your immediate vicinity
- Do not attempt to tackle the fire unless you have been trained or you feel competent to do so. Under no circumstances should staff put themselves or others at risk in a fire situation.

On hearing the fire alarm:

- Do not delay - evacuate the premises immediately
- Do not stop to collect personal possessions;
- Remain calm and proceed to evacuate in an orderly manner;

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- Do not re-enter the premises or site until instructed to do so by the relevant and appropriately trained fire marshal.

Signs You May Encounter

			
Compressed Gas	Fire Exit	First Aid	Eye Wash
			
Avoid spillage and leakage	Avoid skin contact or ingestion	High Voltage	Eye protection must be worn
			
Avoid inhalation use in a well-ventilated area	Ear protection must be worn	Laser beam	Explosive – Avoid shock, friction or fire
			
No Smoking	Corrosive avoid contact with skin	Radiation	Avoid source of ignition
			
Avoid spillage and incorrect mixing	Hard Hat and High Visibility Vest Area	Permit to work area	Assembly Point

Regulation References

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- Health and Safety at Work etc. Act 1974
- Reporting of Injuries, Disease or Dangerous Occurrence Regulations (RIDDOR) 2013
- Confined Space Regulations 1997
- Construction (Design & Management) Regulations 2015 (CDM)
- Control of Asbestos Regulations 2012
- Control of Lead at Work Regulations 1998
- Control of Noise at Work Regulations 2005
- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- Dangerous Substances and Explosive Atmospheres Regulations 2002
- Electricity at Work Regulations 1989
- Health and Safety (Consultation with Employees) Regulations 1996
- Health and Safety (Display Screen Equipment) Regulation 2002
- Health and Safety (First Aid) Regulation 1981
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Lifting Operation and Lifting Equipment Regulations (LOLER) 1998
- Management of Health and Safety at Work Regulations 1999
- Risk Assessments (Management of Health and Safety at Work Regulations 1999, Regulation 3)
- Manual Handling Operation Regulations 1992
- Personal Protective Equipment (PPE) at Work Regulations 1992
- Provision and Use of Works Equipment Regulations (PUWER) 1998
- Regulatory Reform (Fire Safety) Order 2005
- Working at Height Regulations 2007
- Workplace (Health and Safety and Welfare) Regulations 1992