



# Portsmouth Darts Academy

## Health and Safety Policy

Portsmouth Darts Academy has a legal and a moral obligation to safeguard anyone who may be affected by our undertaking. We fully accept our obligations and responsibilities and ensure, so far as is reasonably practicable, the health, safety and welfare of our members and volunteers and anyone who may be affected by the actions of the Academy.

To support our Health and Safety policy statement we are committed to the following duties:

- Undertake regular, recorded risk assessment of the academy premises and all activities undertaken by the academy.
- Create a safe environment by putting health and safety measures in place as identified by the assessment.
- Ensure that all members are given the appropriate level of training by regularly assessing individual ability dependant on age, maturity and development.
- Ensure that all members are aware of, understand and follow the academy's health and safety policy.
- Appoint a competent academy member to assist with health and safety responsibilities.
- Ensure that normal operating procedures and emergency operating procedures are in place and known by all members.
- Provide access to adequate first aid facilities, telephone and qualified first aider at all times.
- Report any injuries or accidents sustained during any academy activity or whilst on the academy premises.
- Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness.

**As an academy member, parent or guardian you have a duty to:**

- Take reasonable care for your own health and safety and that of others who may be affected by what you do or not do.
- Co-operate with the academy on health and safety issues.
- Correctly use all equipment provided by the academy.
- Not interfere with or misuse anything provided for your health, safety or welfare.

Guidance as to how this policy is to be implemented can be found in the following pages. The details of this safety policy are to be made available to all members and volunteers and are to be reviewed annually and updated as required.



## Organisation & Responsibilities for Health & Safety

### The Organisation for Health & Safety

The organisation within the Academy to organise health and safety is:

Academy Director

Health & Safety Officer

Fire Officer

First Aiders

### Academy Director's Responsibilities

- To have overall responsibility for health and safety within the Academy.
- To ensure that sufficient resources are made available to meet health and safety needs within the Academy.
- To ensure that competent Health & Safety Officers, Fire Officers and First Aiders (as required) are appointed.
- To ensure that Health & Safety Officers, Fire Officers and First Aiders receive adequate training to enable them to carry out their duties.
- To ensure that safe systems of work are in place for members under their control involved in hazardous tasks.

### Health & Safety Officers Responsibilities

- To display health and safety information for members and volunteers.
- To review the health and safety risk assessment and ensure that all observations are rectified.
- To regularly inspect the premises to ensure safe systems of work and safe access are in place.
- To act as a focal point for members and volunteers regarding health and safety matters.
- To ensure that each volunteer receives health and safety induction training.
- To advise on and arrange specialist health and safety training, as required.
- To ensure that accidents occurring on the property or to members/volunteers are investigated and controls implemented to prevent re-occurrence.
- To ensure that cleaning and waste removal contracts are satisfactorily in place.
- To ensure that all statutory inspections of equipment in the property take place and records are maintained.
- To ensure that the fixed electrical wiring is examined on a regular basis.
- To ensure that portable electrical appliances are regularly examined.
- To ensure that all safety records for the property are maintained and available for viewing by interested parties.

### Fire Officer's Responsibilities

Portsmouth Darts Academy  
portsmouthdartsacademy.co.uk  
Health and Safety Policy V4  
Reviewed 12<sup>th</sup> February 2025



- To ensure that a fire certificate or exemption certificate is held for the property (if required).
- To ensure that the fire alarm is tested and serviced regularly.
- To ensure that the emergency lighting is inspected and tested every 6 months.
- To ensure that the fire fighting equipment is in position and not misused.
- To ensure that fire fighting equipment is serviced annually.
- To ensure that fire safety signage is in place.
- To regularly inspect the means of escape and ensure no obstructions.
- To ensure that fire evacuation procedures are displayed.
- To ensure there are adequate trained volunteer to assist in evacuation.
- In an emergency, act as the Building Fire Co-ordinator.
- To maintain a Fire Safety Log Book to record all checks and servicing of fire equipment.

### **First Aider's Responsibilities**

- To provide first aid to members and volunteers, as trained.
- To ensure that the first aid kits are maintained.
- To maintain the accident book.
- To report serious accidents under RIDDOR.

The following section gives brief details of the arrangements for health and safety in the Academy's premises.

### **Management of Health & Safety**

#### **Review of the Health & Safety Policy**

The health and safety policy will be reviewed annually to ensure that it is effective.

The policy will be amended where required and members and volunteers informed of any amendment.

#### **Display of the Health & Safety Policy**

A copy of the health and safety policy will be available to all members and volunteers.

#### **Health & Safety Risk Assessments**

Risk assessments are to include:

General health and safety risk assessment.  
Fire risk assessment

A copy of the risk assessment report will be available.  
Hazards will be eliminated, or the risk at least reduced to the minimum level practicable by implementing control measures and safe systems of work.



## Safe Systems

Where a risk assessment identifies a hazard that cannot, so far as is reasonably practicable, be eliminated, a Safe System will be ensured. Where a hazard cannot be eliminated a hazard warning sign will be displayed warning of the hazard.

## Volunteer Consultation & Safety Information

All relevant safety information will be provided where site volunteers are employed. This is to include:

- H & S Policy
- Fire safety instructions
- Names of Fire Officers & First Aiders

## Safety Instruction & Training

All new volunteers will be given safety induction training to include:

- Fire precautions and safety procedures
- First aid and accident reporting arrangements
- Known hazards and control measures in place

Any volunteer required to use equipment provided by the Academy will receive adequate instruction and training on that equipment to include all safety aspects.

Records of training provided will be maintained.

## Fire Safety

### Fire Risk Assessment

The responsibility for Fire risk assessments sits with The Gaiety Southsea.

Records of all inspections of fire fighting equipment will be maintained in the fire log book on site.

## Site Safety

### Volunteer Welfare

Suitable and sufficient welfare facilities will be available to volunteers including:

- Toilet facilities.
- Washing facilities
- Drinking water

### Volunteer Safety

Each area of the Academy will:

- Have adequate ventilation

Portsmouth Darts Academy  
portsmouthdartsacademy.co.uk  
Health and Safety Policy V4  
Reviewed 12<sup>th</sup> February 2025



- Provide a comfortable temperature
- Be adequately illuminated
- Be kept in a clean condition
- Have adequate workspace for the activity

Safe access and egress will be maintained in each workplace, including for the disabled where possible.

Provisions will be made to prevent slips, trips, falls and falling objects.

All storage racking will be sound and regularly inspected.

Where high level storage takes place, adequate safety steps will be provided.

### **First Aid, Accident Reporting**

Adequate first aid equipment will be provided, to include:

- First aid kits

A volunteer will be nominated to maintain the first aid equipment.

An adequate number of trained first aiders will be available. Names of the trained first aiders will be displayed.

All accidents will be recorded in a site accident book that is Data Protection compatible. The page containing the accident report is to be removed from the accident book and held separately by the health and safety officer.

Serious accidents will be investigated, and controls implemented to prevent re-occurrence. This will be the responsibility of the Health & Safety Officer.

### **Manual Handling**

Manual handling tasks by volunteers will, where practicable, be eliminated or reduced to a minimum.

Where manual handling tasks are necessary, an assessment of the risks will take place and any required control measures implemented. These may include:

- Provision of mechanical aids (trolleys, etc.)
- Provision of PPE
- Provision of manual handling training
- Provision of manual handling information. (Posters, etc.)
- Posters giving guidance in lifting technique should be displayed in offices

### **Safety Signs**

Where a hazard cannot be eliminated, the hazard will be indicated by a safety sign.

Portsmouth Darts Academy  
portsmouthdartsacademy.co.uk  
Health and Safety Policy V4  
Reviewed 12<sup>th</sup> February 2025



Safety signs are to conform to the Safety Signs & Signals Regulations 1996

### **Water Hygiene**

The responsibility for water hygiene assessments sits with the venue.

### **Control of Substances Hazardous to Health (Coshh)**

The responsibility for COSHH care and assessments sits with the venue.

### **Food Hygiene**

The responsibility for Food hygiene assessments sits with the venue.

### **Waste Management**

The responsibility for waste management sits with the venue.

### **Equipment Safety**

#### **Maintenance of Equipment**

All equipment provided for use in the Academy will be subject to a system of maintenance as recommended by the equipment manufacturer or competent engineer.

Records of the equipment maintenance will be maintained. These may be produced by the relevant contractor.

#### **Inspections of Equipment**

All equipment in use in the Academy will be subject to the required statutory and routine examination/inspections. Records of the examination/inspections will be maintained for viewing by interested parties.

#### **Electrical Safety**

##### **Electrical Safety Procedures**

Only qualified electrical engineers will be permitted to carry out electrical repairs on the Academy's equipment.

##### **Fixed Wiring Examination**

The fixed electrical wiring in the Academy venue will be examined in line with the IEE Regulations. The responsibility of this sits with the venue.

##### **Portable Electrical Appliances**

All portable electrical appliances issued for the Academy's use will be regularly inspected and where required, PAT tested, as advised in HSE IND(G)236L.

The current test date will be displayed on each portable appliance.



Privately owned electrical appliances will not be used by the Academy unless confirmed as electrically safe.

### **Gas Safety**

Gas Safety (Installation & Use) Regulations 1998

### **Competence**

Only qualified gas fitters are to work on gas installations in the Academy.

### **In the Event of a Gas Leak or Suspected Leak**

- Turn off gas supply.
- If gas supply cannot be turned off or if a leak is suspected, evacuate area.
- Notify gas supplier
- Do not operate electrical equipment in the area.
- Cease all activities that may expose a spark or naked flame.
- Do not re-enter the area until cleared by the gas supply engineer.



## Environmental Policy Statement

Portsmouth Darts Academy is committed to the improvement of our operations in order to help safeguard the environment. As a consumer of resources, we recognise our responsibility to conduct our operations in an environmentally sustainable manner and strive to avoid or minimise any negative impacts on the environment wherever practicable.

To accomplish this, we are committed to the implementation and the continual improvement of our environmental policy, via the following initiatives:

- To continually review and improve our environmental policy and management systems.
- To comply with or exceed all relevant regulatory requirements and codes of practice.
- To ensure that all members and volunteers are fully aware of our environmental policy and our commitment to improve environmental awareness by understanding the importance of integrating environmental considerations into daily activities.

Where possible, the use of environmentally responsible contractors and business associates will be employed, to further our environmental approach.

We will minimise waste through reusing, recycling and the elimination of unnecessary wasteful practices, in particular we will move towards:

- Using energy efficient and pollution preventing equipment, where available.
- Reviewing the energy saving features of the Academy.

We will minimise energy consumption through efficient use of electrical appliances, air conditioning systems and hot water systems and encourage the use of renewable energy sources.

The Academy will make every effort to recycle where possible glass/cans/paper/cardboard.

This Policy forms the basis of improving management of the environmental issues surrounding the Academy and the services we provide. Its effectiveness will come from the individuals and combined efforts of all members and volunteers to ensure its success. The Policy is reviewed as and when appropriate.





## Smoking Policy

The harmful effects of passive smoking are now established beyond reasonable dispute. Major studies establish that passive smoking can cause heart disease and cancer and aggravate respiratory conditions such as asthma and bronchitis.

For many non-smokers, smoking is considered an infringement of what they consider to be a reasonable right not to have to breathe other peoples' tobacco smoke.

## Policy

Due to the acknowledged hazards arising from exposure to passive tobacco smoke, it shall be Portsmouth Darts Academy's policy to provide an environment as smoke free as possible for all members and volunteers and visitors to the Academy house.



## **Drink and Drug Policy**

Acceptance of this policy is required from all members, prospective members and parents of Mini players before annual membership status can be conferred, and from Academy volunteers before support is confirmed.

The dangers posed by the availability and use of illegal drugs and the excessive drinking of alcohol are well known, and the tendency for this to occur in social and sports Academy's, especially amongst teenagers is increasingly common. Portsmouth Darts Academy takes its duty of care very seriously and it is therefore essential we should have in place a strict policy for dealing with any such occurrences, whether on Academy premises or elsewhere under the auspices of the Academy.

The Academy is committed to ensuring that equity is incorporated across all aspects of its development. In doing Portsmouth Darts Academy acknowledge and adopt the following drugs & drinking policy.

### **Policy**

Any person found in possession of drugs, or using them, either on Academy premises or whilst representing Portsmouth Darts Academy, shall be expelled from the Academy and their membership immediately suspended pending a full investigation by Portsmouth Darts Academy's Disciplinary Committee.

Any person found supplying or inciting the use of drugs or being in possession of the same with the intent to supply, on Academy premises or whilst representing Portsmouth Darts Academy, will be expelled from the Academy and their membership immediately suspended pending a full investigation by Portsmouth Darts Academy's Disciplinary Committee. If deemed necessary in serious drugs related offences the Police will be informed.

Excessive, anti-social, drinking will also be viewed in a similar light. Any student player whom acts in a manner contrary to that deemed "normal behaviour" on Academy premises or whilst representing Portsmouth Darts Academy, such as at a tournament, due to excessive drinking will be banned from representing Portsmouth Darts Academy and be expelled from the Academy. Any adult spectator, or guest, whom is acting irrationally or anti-socially on Academy premises due to excessive consumption of alcohol will be asked to leave the Academy's premises instantly, and may, in extreme cases, have their child's membership suspended or be expelled from the Academy.

This policy is fully supported by the Academy Director for Portsmouth Darts Academy whom, in the event of first instance of any dispute, shall act as sole arbiter. It reflects a clear recognition that drugs and alcohol are widely available and while the implementation of the policy will be based on trust and understanding, it is also meant to act as a positive and effective deterrent.