

SPRING SERVICE PROVISION HEALTH & SAFETY POLICY

20th February 2020

OBJECTIVE

To provide a process to maintain the highest Health, Safety and Fire (HS&F) standards when delivering Company services using training venues.

CONTEXT & RESPONSIBILITIES

The Company does not have its own training facilities; therefore, given the nature of the Company's business i.e. training and coaching, the primary HS&F responsibility to meet the Health and Safety Legislative Framework rests with the venues where our services take place. On all occasions training and other services take place in the Client's premises, a hired venue such as an hotel or a neutral place such as a coffee shop. Business-related activity must not take place at the house of any Director or Representative of Spring.

RISK ASSESSMENT OBLIGATION

The responsibility rests with Spring Representatives to satisfy themselves on the adequacy of HS&F provision at every location where we conduct our business. Therefore, whilst managing *any* event to include training events, workshops and meetings on company premises like store rooms, staff rooms and so on, the lead Spring Representative **must** carry out an H&S risk assessment to a degree commensurate with the nature of the event and location. The use of the H&S Checklist can be appropriate to the situation and the extent of its application is left to the judgment of the Company Representative in charge.

With regard to potential emergencies during the event such as fire, it is the responsibility of the client organisation to know how many delegates are present and who they are.

PROCESS

Delivering Training and Workshops at Venues

Target to achieve: **before the start** of every event the Representative must:

1. Obtain the venue's Fire Evacuation Procedure for the building and Assembly Points applicable to the facilities used for the work
2. Familiarise yourself with the evacuation routes to the Assembly Point from the training room(s).
3. Check all room and training equipment for correct and safe functioning as far as is practicable.
4. Review the training methods to be used and ensure no method carries a risk of injury to participants.
5. For every event a record of a Fire, Health & Safety check must be completed (see H&S Checklist Feb 2018.)

Target to achieve: **at the start** of an event and using the **Spring Workshop Opening Statement and The H&S Checklist** as a guide, the Representative **must**:

6. Explain Fire Exits and Fire Drills to delegates at the earliest opportunity.
7. Repeat 7. above if a delegate misses the briefing for any reason.
8. Explain where Toilet Facilities are and how Refreshment will take place.



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9. Explain the planned timing of the day and method of delivery, and establish any concerns delegates may have and seek to resolve them by making changes as necessary.
10. Draw the attention of delegates to potential risks associated with stepping on (slippery) laminated charts and/or any other materials like flip chart paper, which are on the floor due to the risk of losing their footing. Likewise, while moving around the room to take care not to fall over chairs or other items in the room.
11. Make it clear that if any delegate anticipates or finds an activity to be too challenging for whatever reason, they are to bring their concern to the attention of the trainer who must take all reasonable steps to alleviate the concern.

COMPLIANCE – what you must do

To provide evidence of compliance with this policy, at every event please ensure you have a list of workshop attendees, tick the names of those present noting any additions or no-shows. Then write a statement on the document as follows: *“I have completed a visual HS&F check of the premises being used for the workshop and that I have briefed the Emergency Procedures to all attendees”*. Sign the document, take a picture with your phone and keep the picture safely in your own files that relate to the workshop.

AWARENESS & TRAINING

To enable Representatives to satisfy themselves effectively on the adequacy of HS&F systems at venues and client premises, the Company must:

1. Provide instruction on HS&F legal requirements applicable to facilities used for training.
2. Provide and explain this Policy and the Spring Workshop Introduction Policy to any new person on induction to the Company
3. Re-acquaint all members of the Company annually with this Policy, HS&F legal requirements, the Workshop Introduction Policy and the Personal Development Phone Calls Policy, all of which form part of the Company’s approach to safe delivery of its services.
4. Ensure knowledge of the documentation process for target and achievement monitoring by the Senior Company person responsible for Health and Safety.

EVENT REPORTING & MONITORING

The lead Company Representative of any training event must:

1. Secure and maintain a Register of Delegates attending training and record any significant HS&F events, accidents or near misses. A copy of this Record must be retained for 10 years at the Company’s Registered Office.
2. Secure completion of the safety check for every event and submit them to the Senior Company person responsible for Health and Safety at least every 6 months.
3. In the event of an accident or near miss, immediately notify the Client Contact relevant to the work or at the earliest opportunity if immediate contact is not possible.
4. In the event of an accident or near miss, the Company Representative must notify a Company Director at the earliest opportunity and always within 24 hours.
5. A Company Director must review this Policy annually and always following a breach or accident/near miss. Changes to this Policy must be communicated and appropriate training carried out within 6 months.



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6. If necessary, the Company must inform the relevant external authority.



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SPRING REPRESENTATIVE'S SERVICE PROVISION HEALTH & SAFETY POLICY UNDERTAKING

1. I confirm that I have read the February 2018 **Service Provision Health and Safety Policy** dated 21.02.18 and will conform with the requirements and responsibilities therein.
2. I undertake to remain aware at all times of my own conduct and that of others in the course of doing business on behalf of Spring CCR Ltd. in relation to fire and health and safety risks.

Signed by:

Date

Print Name:

In the capacity of: Director, Associate, Employee, Contractor (delete as appropriate)

PLEASE SIGN & RETURN THIS FORM BY *EMAIL TO: luke@spring.uk.com

***Form Emailing Options: insert signature eg .jpg and email; print, sign, scan and email; print, sign and take photo with phone and then email.**

If emailing cannot be done please print, sign and return to Luke Thomas, Director, Spring CCR Ltd., The Old Smithy, Broadway, Chilton Polden, Somerset, TA7 9DN

End. **Service Provision Health and Safety Policy Undertaking** form 210218



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