

This is a model policy. Any organisation using this document should amend it to meet its own specific needs. The areas highlighted in teal need specific attention.

Health and Safety Policy

Name of Organisation	
Address	
Telephone	
Email address	
Date Policy Agreed	
Date of Next Review	
Signature	
Name and Contact of Organisation Health and Safety Officer (if applicable)	
First Aid Box is located	
Qualified First Aiders (if applicable)	
Emergency Contact	

Health and Safety Policy Statement

(Name or Organisation) recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its staff (paid and volunteer) and any other visitors to its activities, under the Health and Safety at Work Act 1974 and any other relevant legislation and common law duties of care including:

- The Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995
- Health and Safety First Aid Regulations, 1981
- Working Time Regulations 1998

Health and Safety Policy

To support our Health and Safety Policy Statement we are committed to the following duties:

- Provide adequate working/activity/session conditions with proper facilities to safeguard the health and safety of everyone involved and to ensure that any activity which is undertaken produces no unnecessary risk to health or safety.
- Take all reasonably practicable steps to safeguard the health, safety and welfare of all individuals on the premises.
- Appoint a competent organisation member (where appropriate) to assist with health and safety responsibilities, providing information and training as required.

- Undertake regular, recorded risk assessments of all activities undertaken, and premises and equipment used by the organisation, and create a safe environment by putting health and safety measures in place as identified by the assessment.
- Make specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen.
- Ensure that all members are aware of, understand and follow the organisations health and safety policy so as not to endanger themselves or others, including when using equipment and with regard to fire evacuation procedures.
- Ensure that all members know how and to whom they should report any concerns, hazards or incidents to.
- Ensure that normal operating procedures and emergency operating procedures are in place and known by all members.
- Where appropriate provide access to adequate first aid facilities, telephone and qualified first aider at all times.
- Maintain safe arrangements for the use, handling, storage and transport of equipment and substances.
- Developing policies and procedure in consultation with staff and volunteers and reviewing its risks and activities at regular intervals with them in regard to safe handling use and storage of substances which may be harmful to health.
- Ensure that all staff, volunteers and members are given the appropriate level of training and provided with necessary PPE for the activity that they are undertaking, this includes use of equipment and fire evacuation procedures.
- Ensure the provision and maintenance of equipment and systems of work that are safe.
- Report any injuries, accidents or near misses sustained during any organisation activity or whilst on the organisation's premises.
- Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness.

As a member of the organisation 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.
- Cooperate with the organisation on health and safety issues.
- Correctly use all equipment provided by the organisation.
- Not interfere with or misuse anything provided for your health, safety or welfare.
- Report at the earliest opportunity injuries, accidents or dangerous occurrences, including those involving the public and participants in activities organised by the organisation.
- Familiarise yourself with the fire procedures for any building that the organisation uses.

Accidents and Incidents - explained

A Near Miss is an unplanned event that does not cause injury but could have done so.

An Accident is an unplanned event that causes injury to persons, damage to property or both.

All accidents will be recorded in the Accident Book and reviewed regularly by the Health and Safety Officer and actions taken to address the incident and review of working systems to ensure that it does not re-occur.

RIDDOR

The reporting of injuries, disease and dangerous occurrence is governed by 2013 RIDDOR regulations and must be reported to the Health and Safety Executive as soon as possible and within 15 days as prescribed by law.

Those listed below must be reported by phone in the first instance and within 10 days have a completed online form with the HSE.

- Any death as a result of an accident at work.
- Any person at work who suffers a **specified** injury as a result of an accident in connection to work.
- Any person taken to hospital as a result of an accident at work for treatment.
- Any worker diagnosed with an occupational disease.

Specified injuries are:

1. Fracture other than fingers, thumb, or toes.
2. Amputation.
3. Injury leading to sight loss or reduction in sight permanent or temporary.
4. A crush injury to the head or torso, causing damage to the brain or internal organs.
5. Serious burns including scalding which cover more than 10% of the body or cause significant damage to eyes, respiratory system or vital organs.
6. Any scalping requiring hospital treatment.
7. Loss of consciousness caused by head injury or asphyxia.
8. Any injury from working in an enclosed space that leads to hypothermia or heat induced illness or resuscitation or admittance to hospital for more than 24 hours.

Over seven days incapacitation of a worker

Accidents must be reported where they result in an employee or self-employed person being away from work or unable to perform their normal work duties for more than seven consecutive days.

Non-fatal accidents to non-workers (e.g. members of the public)

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly to hospital, from the scene of the accident, for treatment to that injury.

There is no need to report incidents where people are taken to hospital as a precaution and no injury is apparent.

Occupational Injuries are listed as

- Severe cramp hand or forearm
- Occupational Asthma
- Hand – arm vibration syndrome
- Carpal Tunnel
- Occupational dermatitis
- Occupational cancer
- Disease as a result of exposure to a biological agent
- Tendonitis or tenosynovitis of the hand or forearm

Reporting the Incident

Any employee or volunteer must report to the Health and Safety Officer and complete the accident register entry in the book.

Injuries to children whilst playing – are to be reported when equipment is defective or sustained whilst under the supervision of a paid supervisor, parent or carer.

Minor falls whilst children are playing need not be reported unless there is a serious specified injury.

Prevention

To prevent re-occurrence there must be an investigation which requires consideration of nature of the incident and the injury sustained. The committee requires a report from the designated Health and Safety Officer and the completion of records and systems reviewed. If there are any supporting photographs, they should be sent to the Committee with a copy of the accident record report.

The Construction (Design and Management) [CDM] Regulations 2015

Under the CDM 2015 regulations (Name of organisation) will become the “Client”

On occasions where contractors are employed (Name of organisation) will ensure:

- That our H & S procedures are explained and advise of any hazards on site
- That we order supplies and work from competent experienced sources that hold their own health and safety policies and practices.
- We ask for a risk assessment to ensure that they have understood any hazards on site. If they are dealing with hazardous waste we ask for evidence that they have a suitable license
- That the contractors hold an appropriate level of insurance for public liability

Some small self-employed workers may be used for minor non-hazardous work and we appreciate that they may not have all the information required and we will make an informed judgement in those instances as to whether they should or should not be employed.

Asbestos

Asbestos is a hazardous airborne fibre material. People are not affected by it unless they disturb it, persons should consult with the Health and Safety Officer before carrying out work that might disturb asbestos in a building containing it. Buildings constructed since 2000 are unlikely to contain asbestos materials.

To comply with The Control of Asbestos Regulations 2012 (Name of organisation) will:

- Take reasonable steps to find out if there are asbestos-containing materials present and, if so, how much material, where it is, what type it is and what condition it is in.
- Make, and keep up to date, a record of the location and condition of the asbestos containing materials.
- Clearly identify any areas that have not been accessed/surveyed.
- Prepare a plan that sets out how the risks from these materials will be managed.
- Take the necessary steps to put the plan into action.
- Provide information on the location and condition of any asbestos-containing materials to anyone who is liable to work on or disturb them.

Should work need doing that might disturb asbestos an appropriately trained person will be required to safely remove it in accordance with the guidance issued by The Health and Safety Executive.

Control of Substances Hazardous to Health (COSHH)

Under COSHH (Name of organisation) is required to adequately control exposure to materials in the workplace that cause ill health.

Harmful substances can be present in anything from paints and cleaners to flour dust, blood or waste. To prevent or reduce workers exposure to hazardous substances (Name of organisation) will ensure:

- The maintenance of a record file containing the details of the products and their Hazard Data Sheets from the manufacturer or supplier.
- A risk assessment will be undertaken and completed to advise how to safely use these substances and any Personal Protective Equipment that should be used.
- Hazardous materials will be stored appropriately and in appropriate containers, clearly labelled and incompatible materials, for example acids and caustics will be separated.

- Equipment and procedures will be provided to ensure spillages can be cleared up quickly and safely.

Personal protective equipment (PPE)

- Protective Personal Equipment (PPE) will be provided where appropriate and training given on how to use it properly. A record of training will be kept for those persons who are likely to be using hazardous substances.
- PPE should be regularly visually inspected to ensure that it is still fit for purpose and replaced when needed.

Electrical Equipment and Wiring

(Name of organisation) will ensure that:

- Fixed electrics will only be installed, inspected, and repaired by a suitably qualified electrician.
- Installations will be inspected every 5 years to ensure that they are still safe for use.

Portable Electrical Equipment

(Name of organisation) will:

- Maintain a register of equipment and ensure that it has been tested and bears a sticker on it dating the inspection and the initials of the inspector.
- Ensure that the testing is carried out by a suitably qualified person.

Requirement of testing varies between 3 months and 3 years depending on the risk. Some may be just a visual inspection to ensure that there are no exposed wires or connections.

Fire

(Name of person or position) shall act on behalf of (Name of organisation) as Fire Marshall and ensure that:

- All firefighting equipment is up to date and regularly inspected by a competent person.
- All Fire doors, exits and passageways are left free and clear and fully operational.
- All persons are aware of the building fire exits and they are appropriately signed.
- Fire alarms and bells will be regularly checked.
- Fire prevention and Fire Fighting practices will be part of the induction process for staff and volunteers.
- All buildings will contain clear maps and signage for fire exits and Muster Points.
- Fire drills will be conducted regularly to ensure that people know the exits and the Muster Points which will be clearly marked onsite.
- A record will be kept of fire drills and the evacuation time and checked against the register of personnel on site via the signing in book.

The preservation of life must always come first, and Fire should only be tackled if it is safe to do so.

In the absence for the Designated Fire Marshall a person will be appointed to carry out their duties at the beginning of the operational day.

In all cases leave the building calmly and dial 999.

Safe Systems of Work

The Health and Safety Officer will conduct risk assessments and work with suppliers, staff, and volunteers to create safe working practices.

These practices must be followed and strictly adhered to for the safety of all. Record of Health and Safety will be kept and are not to be destroyed after a period time. Those not following agreed safe systems will be referred to their manager or the committee for further action.

To assess risk the following 7 steps, need to be taken and will include consideration of the task, the load, the competence of the person and the requirement of PPE:

1. Identify the hazard.
2. Assess the risk.
3. Eliminate, prevent, or control the risk.
4. Maintain and monitor those controls.
5. Monitor health of workforce.
6. Ensure assessments and controls are updated.
7. Inform and train workforce.

Lone Working

We recognise that from time-to-time people may need to work alone and at such times the individual will inform his/her manager that they are working alone and for what period they expect it to be. Regular checks to ensure they are safe and well by phone will be carried out.

Information and Training

All necessary training will be provided, or experience evidenced in the recruitment process for new staff, volunteers and members who are carrying out work duties. Information on matters of health and safety will be available, clear, and easily accessible. Persons are required to confirm that they have read and understood policies and procedures which minimise and mitigate risk.

Inspections for Safety

All areas will be regularly inspected, and any defects actioned swiftly and as soon as is reasonably practical:

- Playparks and associated equipment – annual ROSPA inspection and regular daily/weekly/monthly inspections as is determined necessary by the number of users and regularity of use.
- Fire checks on premises.
- Equipment for firefighting.
- Any other equipment where this is a statutory duty to inspect.
- Pre-use of equipment checks both visual and informal.

This is an example risk assessment template for your information and does not need to be completed for the grants process

Risk Assessment Template

Name of Organisation	
Assessment Carried Out By	
Date Assessment Carried Out	
Date of Next Review	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done (Date)

More information on managing risk is available at: www.hse.gov.uk/simple-health-safety/risk/