

IN2HEALTH & WELLBEING CIC

Health and Safety Policy

IN2HEALTH & WELLBEING CIC is dedicated to providing a safe environment for all its employees, volunteers, members and people who may come into contact with us. In order to achieve a good standard of health and safety in our workplace and during our activities all employees must take reasonable care for the health and safety of themselves, of colleagues and of members.

IN2HEALTH & WELLBEING CIC is also highly committed to encouraging our members to take part in various activities, however the well-being and safety of each person is always our first concern. We will only allow our members to train and play at a level which is appropriate for them, dependent on their age and ability.

The health and safety levels in IN2HEALTH & WELLBEING CIC can be promoted most effectively if its principles are shared by everyone. It is important that the whole organisation takes a positive interest in health and safety and exercises a common duty of care to others.

All employees should be alert and keep a watch out for any hazards, which could be a threat to members, employees, volunteers and any other people who come into contact with the organisation. It is the responsibility of all managers to communicate and promote all aspects of this policy.

Policy principles

IN2HEALTH & WELLBEING CIC is dedicated to the following:

1. following all legislation listed within this policy
2. integrating health and safety into all core activities
3. to maintain an effective and well-resourced health and safety system
4. to define the health and safety responsibilities of all employees and volunteers
5. to make certain that staff and volunteers receive the appropriate training in health and safety, so that they are capable of dealing with all situations
6. to undertake regular, recorded risk assessments of all activities undertaken by the organisation
7. to create a safe environment by putting health and safety control measures in place, as identified by the risk assessment
8. ensure that all members are aware of, understand and follow this health and safety policy
9. ensure all members receive the appropriate training for their age and ability
10. ensure that normal operating procedures and emergency operating procedures are in place and known by all members

11. provide access to adequate first aid facilities, a telephone and a qualified first aider at all times
12. report any injuries or accidents sustained during any club activity or whilst on the organisation premises
13. ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness
14. information about health and safety at will be displayed on the premises for all employees, volunteers and members to view at any time
15. to provide and maintain a safe building and equipment
16. try at all times to prevent accidents and cases of work-related ill health
17. carrying out regular observations and checks to ensure that the general condition of the premises, equipment and other parts of the work environment are up to standard at all times.

Responsibilities of IN2HEALTH & WELLBEING CIC

Whilst it is our responsibility to ensure that all principles mentioned within this policy are followed properly, the attitudes and compliance of our staff, members and volunteers is also crucial to the successful operation of this policy. All people involved with IN2HEALTH & WELLBEING CIC should:

1. work together with the organisation on all health and safety matters
2. take sensible care for your own health and safety and that of others who may be affected by your actions
3. not mess with or misuse anything provided for your health, safety or welfare
4. properly use all equipment provided by the organisation
5. ensure you are fully aware of all possible dangers and are familiar with the organisation's risk assessments.

Government guidance and legislation

IN2HEALTH & WELLBEING CIC Health and Safety policy is based upon and adheres to various pieces of legislation. Below is an overview of the relevant acts. We all have a legal and moral obligation and responsibility to contribute to making IN2HEALTH & WELLBEING CIC a safe and healthy place to be.

IN2HEALTH & WELLBEING CIC recognises its legal obligations under the following legislation:

1. The Health and Safety at Work Act etc. 1974 (HASWA)
2. Management of Health and Safety at Work Regulations 1999
3. Workplace (Health, Safety and Welfare) Regulations 1992
4. Health and Safety (Display Screen Equipment) Regulations 1992 18
5. Personal Protective Equipment at Work Regulations 1992
6. Provision and Use of Work Equipment Regulations 1998
7. Manual Handling Operations Regulations 1992

8. Health and Safety (First Aid) Regulations 1981
9. The Health and Safety Information for Employees Regulations 1989
10. Noise at Work Regulations 1989 and The Control of Noise at Work Regulations 2005
11. Electricity at Work Regulations 1989 12. Control of Substances Hazardous to Health Regulations 2002 (COSHH)

Health and safety training

IN2HEALTH & WELLBEING CIC is required to provide all information, training and instruction that is needed to ensure the health and safety of our employees, volunteers and members. Health and Safety training is particularly important when people start at when there are new risks and when current skills may need updating. New recruits or members will receive basic training in how to work and behave safely, including all arrangements for first aid, fire and emergencies.

Our training will be carried out by one of our qualified members of staff or by someone from outside the organisation. In some circumstances it may be a combination of both. The main aim however of these training sessions is that our employees, volunteers and members become competent in health and safety, thus avoiding any distress that accidents could potentially cause.

This training will help everyone involved in IN2HEALTH & WELLBEING CIC learn how to use health and safety properly and be aware of what is the right and wrong thing to do. These sessions can involve all levels of people e.g. supervisors, members, employees, etc. Supervisors and managers will likely have extended sessions, so that they can learn further about how to manage health and safety and deal with any incidents that may occur.

IN2HEALTH & WELLBEING CIC has a health and safety officer who is chiefly responsible for any health and safety issues. We will also have other trained first aiders on site. There may be occasions where new employees will need first aid training if they are in a high position. These courses will be arranged by the organisation if needed. During induction, employees and members will learn who the health and safety officer is and which employees are trained in first aid.

If for some reason the health and safety officer is not present and you need any advice then it would be best to contact the Directors

Health and safety equipment

IN2HEALTH & WELLBEING CIC will have all required health and safety equipment on site. First Aid kits and other tools will be kept in a place which can be accessed by supervisors in the case of any accidents. All necessary fire safety equipment, such as extinguishers and fire blankets will be accessible to everyone. During activities, employees and members will be shown where all these things are kept and how to use them.

Emergency procedures

It is important that employees know what to do if any serious and imminent dangers at work arise. IN2HEALTH & WELLBEING CIC risk assessments should be able to identify many foreseeable events however in some cases injuries and emergencies cannot be helped and in these cases it is important that there are set procedures in place so that employees, volunteers and members all know what to do. During training all this will be covered.

First aid

IN2HEALTH & WELLBEING CIC will ensure that there is adequate first aid provision for employees, volunteers and members who may become ill or are injured while on the premises. First Aid will be used when a person needs medical treatment until further help arrives. It will also be used for the treatment of minor injuries. At IN2HEALTH & WELLBEING CIC there will be a qualified first aider always at hand in case any such occurrences should arise. It is extremely important that any accident involving personal injury or near-miss should be reported immediately, so that it can be recorded for future reference.

Fire

Employees must take various precautions to help prevent any fires starting. Before any electrical appliances are used, make sure that they are quickly checked over to make sure that the cables and plugs are not damaged. It is extremely important that this equipment is not used if it shows any signs of damage, even if it appears to be very minor.

Report any faults found immediately and find something else to use instead. It is also important to ensure that all rubbish is disposed of correctly in the bins provided; ensure that these bins are not overfilled. If you discover a fire you must immediately raise the alarm, at the nearest alarm call point. If you cannot find one close enough then shout to let other people know. Call the fire brigade at the earliest and safest time possible. Do not attempt to tackle the fire by yourself, unless you are appropriately trained.

When the fire alarm goes off, it is important to stop what you are doing and walk to the nearest available fire exit. These can be recognised by the white arrow on a green background and sometimes have the words FIRE EXIT on them too and a picture of a running person. The direction of the arrow will pinpoint where the nearest fire exit is located.

If this fire exit is obstructed then use another route. IN2HEALTH & WELLBEING CIC will ensure that all employees, volunteers and members know of all the fire exits and routes in the premises. It is vital that you follow all instruction of the designated fire warden. Do not use the lift to leave the building, use the stairs instead as they are much safer. Make your way to the appropriate assembly point, which you will be informed about when you first start at IN2HEALTH & WELLBEING CIC. Once at the assembly point you should stay there so that your designated fire warden can account for everyone present. Do not leave this point or attempt to

re-enter the building under any circumstance. Your manager or designated fire warden will instruct you of what to do next.

How to carry out a Risk Assessment

A risk assessment should be done for every activity carried out in the work place. It is best to look at each action within an activity and consider whether it can potentially be hazardous to the people who undertake it and also to anyone who comes into contact with it.

Definitions

- A hazard can be described as anything that has the potential to cause harm
- Risk management is the identification, assessment, and prioritisation of risks followed by application of resources to minimise, monitor, and control the probability and/or impact of that risk

Top tips

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the risks and decide on precautions
4. Record your findings and implement them

There are many things that should be considered that can be possibly dangerous. For example physical risks such as electrical appliances or any broken furniture, chemical risks like harmful cleaning products and psychological dangers of becoming stressed or bored, etc.

The best way to identify hazards is primarily by observation of the activities and the conditions during them. You could also ask the people who are involved in the activities, to see what they feel may be potentially dangerous. Finally you can also look at any records of incidents to see if there is anything which needs to be improved.

Severity

When carrying out a risk assessment it is very important to look at the severity of the outcome of the hazard. This will help you to prioritise what risks need dealing with immediately. The severity should be evaluated numerically using the following scale:

1. Trivial Injury e.g. bumping your arm
2. Minor Injury e.g. paper cut or bruise
3. Fairly bad Injury e.g. severe cut or sprain
4. Major Injury e.g. any broken bones
5. Death

If a hazard could potentially result in various levels of injury then the worst case scenario should always be assessed.

Probability

It is then important to look at the probability of the injury happening. This should also be evaluated numerically using the following scale:

1. unlikely
2. possible
3. likely
4. highly likely
5. certain

Risk Rating

Once both the severity and probability of the hazard occurring has been determined, the risk level of a hazard can be calculated. This is done by multiplying the probability and the severity, thus resulting in a figure that takes into account both factors.

Control Measures

The control measures are the actions performed to reduce either the probability of the accident happening or the severity of the outcome, and where possible both. It is also important to look at what control measures are already in place. Once this is known you are then able to look at alternative measures to make the hazard even safer.

Control measures should be realistic, easy to understand and appropriate to the hazard. They should make it possible to reduce the risk to suitable levels that are acceptable to the workforce and easy to operate.

Once any new control measures have been put in place it is important that staff are trained to understand why they have been used and what they have to do to ensure that the measure stays effective. It is a legal requirement for staff to use any control measures put in place. However, that does not mean that they aren't allowed to question them.

Prioritise

Finally it is extremely important to prioritise the hazards. This can be done by looking at the overall risk rating, as you will want to deal with the most severe and likely to occur hazards first. As a result the hazard with the highest risk rating will primarily need attention.

Overview

The whole risk assessment should be reviewed at least once a year to ensure that it is up to date. The control measures should also be monitored to ensure that they are doing their job. Also get other people to check your risk assessment, as it lessens the chances of you missing any hazards.

Make sure that as accidents occur, you record them, also record any near-misses as this is a useful thing to do as it will make future assessments easier.

This policy was last reviewed on 15/06/2021

Signed  Benjamin Gibson

Signed  Andrew Weston