



# Herts Disability Sports Foundation

**Charity Number 1156034**

## **HEALTH & SAFETY POLICY**

Version control : 1.2

Date of version 1.1 of Policy – October 2014

Date of this review – April 2021

Date for next review – May 2022

Approved

A handwritten signature in blue ink, appearing to read 'L. Pappas', written over a dotted line.

Date

5-5-21

(Signature of Chair)

## General Policy

HDSF fully accepts the obligations placed upon it by the various Acts of Parliament covering health and safety. The Charity requires its Trustees and Safety Officers to ensure that the following policy is implemented and to report annually on its effectiveness.

## HDSF Health & Safety policy statement

All Trustees and staff at HDSF actively promote an open attitude to health and safety issues, encouraging our employees and volunteers to identify and report hazards so that we can all contribute to creating and maintaining a safe environment in which to volunteer/work and ensure the personal safety of all our service users.

As an employer we will take a number of actions to ensure standards of good practice in health & safety policy are met, as follows:

- Provide sufficient resources to meet the requirements of current health & safety legislation and to achieve standards of good practice applicable to our activities.
- Communicate and consult with our staff and volunteers on all issues affecting their health & safety and, in doing so, bring this policy to their attention
- Provide adequate training for our staff and volunteers to enable them to work/volunteer safely and effectively.
- Carry out and regularly review risk assessments to identify hazards. Plan, and complete any corrective actions required to reduce risk to an acceptable level.
- Maintain our premises and equipment to a standard that ensures risks are effectively managed.
- Co-operate with other organisations to ensure that they are aware of any risks to their staff or volunteers and any service users taking part in our activities.

## Organisation of responsibilities

The Trustees have overall responsibility for the implementation of HDSF's Health & Safety Policy. The Charity Operations Manager is accountable to the Board of Trustees for the implementation and monitoring of the policy within the area of her specified responsibility.

The Administration Manager and Charity Operations Manager have collective responsibility as Safety Officer's for HDSF and are responsible for co-ordinating effective health and safety policies and controls. Together the Safety Officers are responsible for:

- the production and maintenance of the Company's Health & Safety Policy;
- its application;
- monitoring and reporting on the effectiveness of the policy;
- the provision of general advice about the implication of the law – if necessary by seeking professional advice;

- the identification of health and safety training needs. The Safety Officers also act on behalf of the Trustees, as the formal link with Health and Safety Executive, Environment Health Departments and other external agencies;
- the production and maintenance of any health and safety documents or codes of practice as necessary for any relevant area of the Company services where this is required.

## Health & Safety Management Process

The provision of the Health and Safety at Work etc Act, associated Codes of Practice and other relevant Directives will be adopted as required standards within HDSF. Responsibility for health and safety matters shall be explicitly stated in management job descriptions for all relevant contracts issues from the date of this policy.

The Safety Officers and Trustees are expected to approach health and safety in a systematic way, by identifying hazards and problems, planning improvements and taking action so that the majority of health and safety needs will be met as part of day-to-day management. Although many health and safety problems can be rectified at little additional cost for major additional expenditure, cases of need will be submitted by either of Safety Officers to the Trustees.

## Training

The necessity for Health and Safety training shall be reviewed on an annual basis. Health and Safety training needs will, therefore, be identified and planned for in the same manner as other training needs.

Four areas of need shall be given special priority:

- training for Safety Officers, to equip them with an understanding of their responsibilities under this policy;
- training for senior instructors safety representatives to enable them to discharge their responsibilities;
- induction and in-service training for staff and volunteers at all levels to acquaint them fully with new requirements and hazards.

## Records, Statistics and monitoring

HDSF is a small charity and it's approach to monitoring will reflect this. None the less, records will be maintained in the main office of any accidents, hazard situations and untoward occurrences and reviewed at each quarterly Trustee meeting.

## Reports to the Health & Safety Executive

The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR) to the Health and Safety Executive, shall rest with the Trustees as delegated to the Safety Officers.

## Specialist Advisory Bodies

Certain bodies and the individual members of those bodies have always had a Health and Safety role, most notably, the Health & Safety executive, or local Environmental Health Departments. If further specialist advice is required, this may be obtained by the Trustees or Safety Officers from expert individuals or bodies outside the Company.

## Provision of occupational health service

If necessary, the Trustees will authorise access to independent Occupational Health advice when required. Such services can include counselling on health and associated matters, investigation of hazards and accidents, environment studies, health interviews and employment medicals.

## Health, Safety and Welfare Guidelines

It shall be the responsibility of the Safety Officer to bring to the attention of all members staff, the provisions of the following guidelines, and to ensure that these guidelines are regularly reviewed and updated.

In addition to carrying out reviews of safety, it is the responsibility of the Charity Operations Manager to have checked, at least quarterly, all portable equipment, including electrical appliances, and to ensure that all problems are immediately dealt with.

## Safe working environment

Senior Instructors have a continual responsibility for maintaining a safe working environment and will be expected to carry out regular risk assessments in line with the Health and Safety Executive Guidelines. These reviews should be carried out before any new activity or site, or with any new group that HDSF works with. The following 5 steps should be followed:

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the Risks and decide on precautions
4. Record the findings and implement the precautions
5. Review the assessment and update when necessary

## First Aid

It is the policy of the Company to make provision for First Aid and the training of 'First Aiders' in accordance with the First Aid Regulations (1982). The Safety Officer is responsible for ensuring the Regulations are implemented and for identifying training needs.

## Fire

The Safety Officer is responsible for ensuring that the staff receive adequate fire training in relation to any property owned or rented by HDSF. In relation to our operations offsite, the senior instructor present is responsible for ensuring that all staff and volunteers are made aware about the local arrangements in the event of a fire.

## Condemnation & disposal of equipment

Procedures for the, condemnation and disposal of equipment are determined by the Charity Operations Manager. New equipment should have appropriate mechanical /electrical safety tests by someone qualified to attest to the suitability and safety of the item concerned.

## Food Hygiene

No food is provided to service users by HDSF. Staff and volunteers who bring their own food on site are responsible for its safe storage, processing and serving. Any suspected outbreak of food poisoning or other unexplained and possibly food related incidents must be reported to the Safety Officer.

## Lifting and handling

Senior Instructors are responsible for informing staff and volunteers of safe lifting techniques. The Safety Officer should be advised of any specific training needs and ensure training in lifting and handling is provided to staff who require it.

## Non-smoking policy

HDSF's policy is that there will be no smoking at work, whether in a building or outside. The overall aim is to reduce smoking and so save life, reduce risk of fire, prevent unnecessary illness and chronic disability. These rules also extend to e-cigarettes / vaping.

## Substances

The Control of Substances Hazardous to Health Regulations (COSHH) require HDSF to identify those substances which are in use and which are hazardous to health (as legally defined) and to assess the risk of those substances. HDSF must also provide and use controls to prevent exposure to substances hazardous to health; maintain controls by monitoring exposure, or by health surveillance of employees; and provide information, instruction and training for employees on all these matters. The Safety Officer is responsible for implementing these Regulations.

## Computer and other electrical equipment

All new computer installations must adhere to the British Standard Specifications and comply with the Health and Safety (Display Screen Equipment) Regulations 1992. All

new employees operating such equipment are expected to read the Health and Safety Executive guidance entitled 'Working with Display Screen Equipment'.

### Control of working time

HDSF's is committed to the principles of the Working Time Regulations. No member of staff is expected to work more than 48 hours per week (including overtime) unless there are exceptional circumstances. Similarly, all other requirements of the regulations e.g., in relation to breaks, night workers etc. will be complied with.

### Health & safety and the individual employee

The Health and Safety at Work Act requires each employee 'to take reasonable care for the Health and Safety of himself and of other persons who may be affected by their acts and omissions' and co-operate with management to enable management to carry out their responsibilities under the Act. Employees have equal responsibility with the Company for Health and Safety at Work.

The refusal of any employee to meet their obligations will be regarded as a matter to be dealt with under the Disciplinary Procedure. In normal circumstances counselling of the employee should be sufficient. With a continuing problem, or where an employee leaves themselves or other employees open to risk or injury, it may be necessary to implement the formal stages of the Disciplinary Procedure.

### Working offsite

Persons working away from HDSF's premises should conduct a risk assessment prior to the commencement of the activity. Staff, volunteers and service users are expected to follow Health and Safety Policies of the site they are working at, with regard to their own safety and that of other parties, (including the general public if appropriate).

If an HDSF employee is to be working offsite alone, they should advise another member of HDSF staff by telephone both when they arrive and leave the location, to ensure that their whereabouts is known at all times.

### Visitors or members of the Public

Any member of staff or a volunteer who notices persons acting in a way which would endanger other staff, volunteers or service users should give warning, call for assistance or give aid as necessary. It is equally important not to over-react to a situation.