



Herts Disability Sports Foundation

Charity Number 1156034

HEALTH & SAFETY POLICY

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Date for next review – June 2025

Approved

A handwritten signature in black ink that reads "Nigel Kippax". The signature is written in a cursive style with a large initial "N".

Date 21 June 2022

(Nigel Kippax- Chair of Trustees)

1. Policy statement

Herts Disability Sports Foundation (HDSF) accepts its duty under section 2(3) of the Health & Safety at Work etc. Act 1974 and in fulfilling its obligations to employees, volunteers and members of the public has produced this Health and Safety Policy. The policy also recognises any responsibility we have under The Regulatory Reform (Fire Safety) Order 2005 in relation to all premises that we manage now, or in the future.

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 safety of all our service users.

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

- Provide sufficient resources to meet the requirements of 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 any corrective actions required to reduce any 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.
- Ensure that responsibilities for Health and Safety are allocated, understood, monitored and fulfilled.
- Access competent advice and assistance if needed to ensure we are aware of changes to legislation and good practice.

Roles and Responsibilities

The Trustees have overall responsibility for the implementation of HDSF's Health & Safety Policy. The Charity Operations Manager has day to day responsibility for ensuring the policy is put into practice in all aspects of our service delivery.

It is the duty of all employees and volunteers when working at HDSF to take reasonable care of their own safety and the safety of others. This requires co-operation and adherence to any safety procedures put in place. Ensure that any instruction given is followed and that safety equipment provided is used as directed. Any health or safety concern should be reported to a safety officer.

Detailed responsibilities and procedures and further guidelines can be found in sections 2 and 3 below.

2. Health & Safety Procedures and Responsibilities

Safety Officers

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 HDSF's Health & Safety Policy and its application;
- identifying, monitoring and reporting on any corrective action required to keep HDSF staff, volunteers, service users and members of the public coming into contact with us safe;
- the identification of health and safety training needs;
- the implementation of any identified training.

The Trustees are the formal link with Health and Safety Executive, Environment Health Departments and other external agencies, but may provide instructions to the Safety Officers to act on their behalf.

Risk Assessments

The Lead Instructor for any activity will complete a risk assessment and organise any actions required to mitigate risk as necessary, prior to the commencement of the activity.

Risk assessments should follow 5 steps as follows:

1. Identify the hazards, including the need for any personal emergency evacuation plan (PEEP).
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

A copy of our risk assessments will be made available to those with connection to an activity upon request.

HDSF will comply with any health and safety conditions imposed and PEEP arrangements in force at the venues at which it operates. The Lead Instructor will be responsible for briefing team members.

Any HDSF policies or assessments will be reviewed and amended as appropriate if circumstances or conditions change.

HDSF has a risk register which is regularly reviewed by Trustees. This will reflect any specific health & safety concerns which need to be addressed.

Training

A Health and Safety induction will be provided to all new employees and volunteers. Any training needs identified will be delivered as soon as practically possible.

Protective or safety equipment is provided to staff, volunteers and service users as required.

Where employees are required to work alone, the Safety Officer Charity Operations Manager will make sure suitable arrangements are in place to ensure their safety. This principle applies equally to the safety of the Operations Manager, who will use her discretion for the arrangements needed for her when she is working alone.

Record Keeping and Monitoring

Records will be maintained of any accidents or incidents that occur. These will be reviewed at subsequent quarterly Trustee meeting (unless urgent attention of the trustees is required). Where remedial actions are required as part of the review, these will be added to the risk register until complete.

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, rests with the Trustees. Accidents or incidents of this nature should be reported to Trustees immediately. Reporting of such accident/incident to the Health & Safety Executive is delegated to the relevant Safety Officer, but the Trustees must be advised immediately.

Provision of occupational health service

The Trustees will authorise access to independent Occupational Health advice when required. Such services can include but are not limited to, counselling on health and associated matters, investigation of hazards and accidents, environment studies, health interviews and employment medicals.

3. Health, Safety and Welfare Guidelines

It shall be the responsibility of the Safety Officers to bring to the attention of staff, volunteers and service users the provisions of the following guidelines, and to ensure that these guidelines are regularly reviewed and updated.

First Aid

The Charity Operations Manager at HDSF will ensure compliance with the First Aid Regulations (1981). The Charity Operations Manager Safety Officer is responsible for ensuring that First Aid training is provided in accordance with the 1981 Regulations and that adequate and appropriate first aid equipment is always available. A designated First Aider will be available for all activities where staff, volunteers or service users are present. First Aiders must ensure that employees, volunteers and service users receive immediate attention if they are injured or taken ill at an activity.

Fire

Currently our only permanent building is our office base at Knights Templar School, Baldock on which a fire risk assessment is conducted by the school. At all sites that we operate and, in the office, all HDSF staff and volunteers should ensure at all times that the following basic safety measures are adhered to:

- Keep sources of ignition and flammable substances apart
- Avoid accidental fires, e.g. make sure heaters cannot be knocked over
- Ensure good housekeeping at all times, e.g., avoid build-up of rubbish that could burn

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, including any PEEP arrangements that are, or need to be, in force for anyone working with us or for any service user on site.

Safety of equipment

New equipment should have appropriate mechanical safety tests by someone qualified to attest to the suitability and safety of the item concerned.

It is the responsibility of the Charity Operations Manager to have checked, at least annually, all sport equipment, such as bicycles and wheelchairs and to ensure that all problems are immediately dealt with.

Procedures for the condemnation and disposal of equipment are determined by the Charity Operations Manager.

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

It is the responsibility of the Charity Operations Manager to keep a record of all electrical equipment owned by HDSF (wherever it is kept), to ensure that an annual PAT testing by a qualified electrician is carried out on all such appliances, and to ensure that all problems are immediately dealt with. It is recognised that items

provided for our use by Knights Templar School will have regular PAT testing by the school.

Food Hygiene

No food is provided to staff, volunteers or 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.

Manual handling

HDSF will comply with the Manual Handling Operations Regulations 1992, as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002. This requires employers to avoid, assess and reduce the risk of injury from manual handling.

The Safety Officer will ensure that training in manual lifting and handling is provided to staff who require it. Senior Instructors are responsible for ensuring staff and volunteers maintain safe lifting techniques during day-to-day operations.

Smoking Policy

Smoke-free legislation was introduced in England in 2007. HDSF's policy is that there will be no smoking of cigarettes, e-cigarettes or vapes whilst at work regardless of whether staff and volunteers are in a building, shared vehicle or outside.

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 do not routinely use substances hazardous to health. However, the Safety Officers are responsible for identifying any such risks and implementing relevant controls to monitor exposure and/or the health of employees; and to provide information, instruction, and training for employees on all these matters.

Working with Display Screen Equipment (DSE)

The Health and Safety (Display Screen Equipment) Regulations 1992 apply to workers who regularly use DSE, for continuous periods of an hour or more and as a significant part of their normal work. Currently only the Administration Manager is a 'DSE user'. However, any DSE user who works for, or volunteers with HDSF will be required to have a workstation assessment and to read the DSE guidelines for working [at home](#) or in the office as appropriate.

All new employees who regularly use a PC or laptop and will be affected by the Display Screen Equipment Regulations, will be requested to set up their workstation using guidance from DSE as follows:

- Follow DSE advice on setting up your workstation wherever you work and Complete a DSE [risk assessment](#)
- This should be completed every 12 months.
- Take regular breaks when working. For example, 5 to 10 minutes every hour is better than 20 minutes every 2 hours. Within the constraints of service delivery, users are able to choose when to take breaks.
- HDSF will provide at least annually, on request, an appropriate eye and eyesight test, any such test to be carried out by a competent person.

Working Time Regulations

HDSF is committed to the principles of the Working Time Regulations (1998) and Working Time (Amendment) Regulations, 2003. No member of staff is expected to work more than 48 hours per week (including overtime) unless there are exceptional circumstances. Staff under age 18, will not work more than 8 hours a day or 40 hours a week.

All other requirements of the Working Time Regulations (1998) e.g., in relation to breaks, night workers etc. will be complied with. An employee is entitled to an uninterrupted break of 20 minutes when daily working time is more than six hours. It should be a break in working time and should not be taken either at the start, or at the end, of a working day.

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

The permanent base of HDSF is at Knights Templar School, Baldock. When working away from this office, the Senior instructor or Safety Officer should always conduct a risk assessment prior to the commencement of the activity. Where we regularly use the same site, such as Stanborough, the site risk assessment only needs to be updated as required. 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 employee is to be working offsite alone, if the premises they are at has sign in/out procedures, these will be followed. In all other cases of lone working, an HDSF member of staff will advise another member of staff by message when they arrive, advising of when they expect to leave the location. They should then message the same person to advise when they leave the location, to ensure that their whereabouts is always known. If a member of staff does not report that they are leaving the site at the expected time, then their 'safety buddy' should make attempts to contact them and if necessary, raise the alarm with one of the safety officers/Charity Operations Manager and/or the police.

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 and where possible contact the First Aider and/or Lead Instructor first.