



## **HEALTH AND SAFETY POLICY**

### **Policy Statement**

The Change Foundation will take all reasonable and practical steps to provide and maintain a safe and healthy environment on its premises for all its employees, volunteers, participants and visitors. For staff and volunteers who undertake activity away from the office, The Change Foundation will implement Health and Safety policy and the relevant procedures and ensure that staff and volunteers are aware of their responsibilities.

### **The Change Foundation statement of general policy is:**

- to provide adequate control of the health and safety risks arising out of its work activities
- to consult with employees on matters affecting their health and safety
- to provide and maintain safe equipment
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for employees
- to ensure all employees are competent to do their tasks, and to give them adequate training
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions
- to review and revise this policy as necessary at regular intervals

### **Responsibilities**

The Chair of The Change Foundation is responsible for ensuring appropriate arrangements are made to comply with all statutory requirements. This will include making sure there is

- A fit for purpose and up to date Health and Safety Policy in place. (implicit in this is a requirement for review and feedback of lessons learnt)
- He/she liaises with Chief Executive to ensure the effective management of Health and Safety.
- The Board and Programming Sub Committee receive as part of reports from Senior Management regular information on how health and safety risks are managed

The Chief Executive is responsible and accountable to the Trustee Board for ensuring that:



- A safe and healthy workplace is provided, with safe systems of work and appropriately trained employees.
- A fit for purpose and up to date Health and Safety Policy is produced and brought to the attention of all employees
- He liaises with the Trustee Board to ensure continuing improvement in health and safety performance
- Managers are held to account for health and safety performance within their teams
- Staff receive appropriate regular training on health and safety and risk assessment
- Appropriate resources are available to ensure compliance with all statutory obligations and the requirements of this policy.
- Monitoring and reviewing health and safety incidents and accidents and taking corrective action where necessary

Each Manager i.e. anyone who supervises staff, is responsible for ensuring that

- They ensure that all the staff under their line management supervision receive such information, instruction and training as necessary to understand and comply with this policy and their statutory duties as it affects health and safety and welfare at work. They also ensure that staff are equipped to risk assess their own work and they discuss this regularly in supervision.
- All accidents/incidents are appropriately reported using an accident book.
- All staff have first aid kits, accident books and take these with them
- They get advice where necessary from the Training Manager, or their Manager.
- Action is taken to deal with any deficiencies identified in work place practice related to health and safety having regard to the level of risk involved.
- They monitor in supervision carefully for any signs of stress, anxiety or other mental health issues in their staff and report any concerns to their manager.

The Training Manager is responsible for:

- Arranging regular first aid and child protection training for all coaches
- Providing training in risk assessment for the team and individuals so that everyone who needs to can risk assess their own working situation.
- Encouraging and promoting discussion and review of health and safety at team meetings and team training weeks.



The Centre Maintenance Manager is responsible for:

- Updating the risk assessment for the Cricket Centre, Plough Lane and ensuring it is followed and actions carried out
- For carrying out health and safety checks.
- For maintaining all equipment so it is safe
- For carrying out regular fire alarm tests and fire evacuation drills.
- For ensuring all contractors understand the need to work safely and do so. Requiring a statement of safe working if necessary for any risky work e.g. involving heights.

**All employees must:**

- undertake their work in a safe manner having due regards for their own health and safety and that of others whom may be affected by their work
- bring to the attention of their manager or management team any work situation which represents serious or imminent danger or any shortcomings in safe working
- bring to the attention of their manager a disability, or change in disability that may affect their health and safety so that an assessment can be undertaken to identify any necessary modifications or additional protective measure.
- cooperate with The Change Foundation and follow health and safety procedures and risk assess situations themselves when lone working. and familiarise themselves and comply with the charity's procedures on health and safety
- work to the highest possible standards of safety with regard to participants
- report all accidents or injury in the work place in their own accident or if accident takes place at the Cricket centre in the Centre Accident book. It is VITAL that all serious accidents are reported to The Director of Operations immediately as we must tell our insurers within 14 days of an accident occurring or we are not insured for that accident.
- carry a mobile phone on their person so they can summon assistance at any time if working alone at Plough Lane or elsewhere.
- If they are driving in the course of their employment have car insurance that covers work related driving
- report to their line manager if they are unsure how to perform a task safely

A breach of the Health and Safety policy or procedures could result in disciplinary action being taken.



### **Consultation with employees**

Employees will be consulted on health and safety matters from time to time, by their line manager and during staff meetings.

### **Cricket Centre Plough Lane**

A written risk assessment is produced and updated regularly which covers the operation of the Cricket Centre at Plough Lane. Staff working at the Centre will be sent the document from time to time as it is updated. All staff who work at or from the Centre should familiarise themselves with it. Copies are displayed in the office and are available from the office. Any suggested changes/improvements are welcome and should be sent to Centre Maintenance Manager.

A first aid box is located in the general office at Plough Lane. Coaching staff have all been given their own first aid kits.

The Chief Executive has responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 and reporting such incidents to the Health and Safety Executive.

### **Monitoring health and safety**

Accidents will be investigated by the Chief Executive and the safety systems will be reviewed to try and prevent a recurrence. Sick leave will be reviewed by the Director of Programmes who will investigate any work-related absences. The risk assessment for Plough Lane will be reviewed regularly. Regular health and Safety inspections and testing of equipment will be carried out by the Centre Manager.

### **Review**

The Health and Safety policy and procedures will be reviewed every three years or when risk assessments indicate policy and procedures should be amended, whichever is the soonest.

### **Useful Contacts**

Further advice on Health and Safety can be obtained from the Health and Safety Executive on 0845 345 0055 or email [hse.infoline@connaught.plc.uk](mailto:hse.infoline@connaught.plc.uk)

