



## HEALTH AND SAFETY POLICY

### 1. Policy Statement

1.1 Great Britain Wheelchair Rugby (GBWR) attached great importance to safeguarding the health, safety and welfare of its employees, contractors, partners and volunteers and will take all reasonable and practical steps to provide and maintain a safe and healthy environment for all to operate. To achieve this, requires the full co-operation of all who are engaged in GBWR activities. All GBWR activity takes place in premises not owned by GBWR and as such it is important that when operating from such premises, all personnel are made aware of the Health and Safety procedures particular to such premises.

1.2 GBWR 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, contractor, partners and volunteers 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, contractors, partners and volunteers
- to ensure all employees, contractors, partners and volunteers are competent to do their tasks, and to ensure they have received 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

### 2. Responsibilities

2.1 The Board of Trustees has overall responsibility for all aspects of health and safety at GBWR and for ensuring appropriate arrangements are made to comply with all statutory requirements.

2.2 The Chief Executive is responsible for ensuring that the policy is implemented.

2.3 All employees, contractors, partners and volunteers must:

- co-operate with managers and partners on health and safety matters
- not interfere with anything provided to safeguard their health and safety
- take reasonable care of their own health and safety and that of other people who may be affected by their acts or omissions at work
- familiarise themselves and comply with the charity's procedures on health and safety and with any local arrangements relating to the premises in which GBWR activity is taking place
- report all health and safety concerns to the lead GBWR officer,
- report all accidents or injury that are caused by the working environment are reported to the lead GBWR officer
- report to the lead GBWR officer if they are unsure how to perform a task safely, believe it would be dangerous to perform a specific job or use specific equipment



- 2.4 A breach of the Health and Safety policy or procedures could result in disciplinary action being taken.
- 2.5 GBWR will ensure
- The provision and maintenance of a working environment for its employees, contractors, partners and volunteers, that is safe, without risks to health and with adequate facilities
  - The provision and maintenance of equipment and systems of work that are safe and without undue risks to health
  - Safety in the use, handling, storage and transport of articles and substances
  - The provision of information, instruction, training and supervision necessary to ensure the health and safety of its employees, volunteers and service users.
- 3. Consultation with employees**
- 3.1 Employees, contractors, partners and volunteers will be consulted on health and safety matters during staff meetings. GBWR will act on any legitimate concerns expressed by any interested party.
- 4. Reporting**
- 4.1 All hazards and potential hazards should be reported to the lead GBWR officer at the time. Once notified, action should be taken to clear the hazard. All accidents whilst at work must be recorded in the Accident book and the CEO notified by the lead GBWR officer at the time.
- 4.2 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.
- 4.3 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 Chief Executive who will investigate any work-related absences.
- 5. Review**
- 5.1 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.

Appendix 1 - Procedures

Appendix 2 - Risk Assessment template



## APPENDIX 1 - Procedures

### 1. Accidents, first aid and work-related ill-health

1.1 When operating in premises owned by other parties it is the responsibility of the lead GBWR officer at the time to ensure he is fully familiar with the health and safety procedures of the host organisation and that he communicates the key points to those in his charge. This should include but not be confined to:

- Location of First Aid boxes
- Location of Emergency telephone
- Location of Fire exits
- Location of Fire fighting appliances
- Emergency evacuation procedure

1.2 The Chief Executive is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority (see Reporting section).

### 2. Alcohol, Drugs or Substance misuse

2.1 Employees, contractors, partners and volunteers thought to be under the influence of alcohol or drugs will be subject to a disciplinary investigation as per the disciplinary procedure.

### 3. Display screen equipment

3.1 Employees, contractors, partners and volunteers at GBWR who regularly use computers and display screen equipment must undertake an assessment, which is part of the workplace assessment, see Appendix 3.

3.2 In accordance with legislation, employees who regularly use a display screen are entitled to:

- Regular eye tests paid by the employer
- Free corrective eye appliance (cost of NHS lenses) if necessary to use a computer

3.3 If the employee is entitled to the eye test it is their responsibility to arrange the appointment and to submit a request for payment.

### 4. Electricity

4.1 Staff, contractors, partners and volunteers must ensure that they use electricity in the safest possible way:

- Never** tamper with electrical equipment or electrically powered equipment,
- Do not** attempt to repair it or to remedy an electrical problem.
- Do not** overload sockets
- Do not** use taped joints to connect cables
- Do not** ignore obvious telltale signs such as faulty switching



- Do not** adjust, move or otherwise tamper with any electrical equipment or machinery in a manner not within the scope of their job duties
- Do not** handle electrical appliances, plugs and flexes with wet hands
- Do** switch off equipment before unplugging and cleaning
- Do** report electrical equipment to the lead GBWR officer which is not working properly
- Do** ensure they are aware of safety precautions

## **5. Employees at Special Risk**

- 5.1 GBWR recognises that some workers may from time to time be at increased risk of injury or ill-health resulting from work activities. All employees, contractors, partners and volunteers must advise the GBWR lead officer if they become aware of any change in their personal circumstances which could result in their being at increased risk. This could include medical conditions, permanent or temporary disability, taking medication and pregnancy.
- 5.2 As an equal opportunities employer GBWR will ensure that it makes reasonable adjustments to the employment arrangements in order not to place disabled people at a substantial disadvantage compared with non-disabled people.
- 5.3 GBWR will make special arrangements for the supervision of young workers and volunteers in accordance with good practice guidelines.

## **6. Equipment**

- 6.1 All employees, contractors, partners and volunteers will be instructed in the safe use of work equipment in their induction programme and as part of any Health and Safety training. Employees, contractors, partners and volunteers should report any equipment failure to the GBWR lead officer who is to inform the Chief Executive.
- 6.2 GBWR machinery, tools and equipment are only to be used by qualified and authorised personnel. It is the responsibility of all employees, contractors, partners and volunteers to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment which are defective must be reported to the lead GBWR officer at the time who is to report immediately to the Chief Executive. In addition, new or second-hand equipment must be checked to ensure that it meets health and safety standards before it is purchased.
- 6.3 No tool should be used outside of the manufacturer's guidance. Employees, contractors, partners and volunteers are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose. Approved personal protective equipment must be properly used where appropriate. Persons using machine tools must not wear clothing, jewellery or long hair in such a way as might pose a risk to their own or anyone else's safety. All tools must be properly and safely stored when not in use.
- 6.4 The Senior Management Team is responsible for identifying all equipment in their areas of operation that requires testing. It is the responsibility of the SMT lead to ensure that appropriate servicing/maintenance of equipment is carried out, to record the maintenance checks and inform the Chief Executive of the findings.



## **7. Fire**

- 7.1 All employees, contractors, partners and volunteers have a duty to conduct their operations in such a way as to minimise the risk of fire and they are under a duty to report immediately any fire, smoke or potential fire hazards, such as faulty electric cable or loose connections. Employees, contractors, partners and volunteers should never attempt to repair or interfere with electrical equipment or wiring themselves.
- 7.2 Employees, contractors, partners and volunteers are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous, the employee should activate the fire alarm and evacuate the building immediately.

## **8. Infectious Diseases**

- 8.1 For these guidelines an infectious disease is defined as one which could be transmitted either deliberately or unknowingly to another person / persons.
- All employees, contractors, partners and volunteers who may have contact with bodily fluids should seek guidance from their GP regarding vaccinations and should wear the appropriate protective clothing i.e. gloves / aprons / masks.
  - The GBWR Chief Medical Officer or Head of Support must be advised if any employee, contractor, partner or volunteer is suspected of or diagnosed as having a contagious disease which may be passed to others in everyday occurrences. They must then inform the Chief Executive. The individual should not attend the GBWR venue until medical advice has been sought. This does not contravene our equal opportunities policies and procedures including staff declarations of HIV and Aids status.
  - Once the individual has sought medical advice they should inform the lead GBWR officer of the circumstances, who will discuss the implications with them.
  - Confidentiality and dignity of the individual will be respected at all times and details of their condition will not be revealed to any third party without their agreement unless there is a significant risk to a third party
  - GBWR shall take appropriate care to prevent cross infection or contamination
- 8.2 Further health and safety advice is available from the Health and Safety Executive helpline.
- 8.3 Supervision of young workers or trainees will be arranged by the relevant member of staff to whom they are working
- 8.4 The SMT is responsible for ensuring that employees, contractors, partners and volunteers working at locations under the control of other employers, are given relevant health and safety information.

## **9. Insurance**

- 9.1 The Chief Executive is responsible for insuring that GBWR has the appropriate Employers' Liability Insurance.



## **10. Manual Handling**

10.1 In all cases where GBWR employees, contractors, partners and volunteers have to regularly carry, lift, push or pull items as part of their duties, a risk assessment should be undertaken and recorded. This is especially the case for manual handling of people. The assessment should identify any unnecessary operations. Lifting and moving should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand. The route over which the load is to be lifted should be inspected to ensure it is free of obstructions.

10.2 Manual handling operations which involve the risk of injury should be avoided. Employees, contractors, partners and volunteers should not attempt to lift or move a load which is too heavy to manage comfortably. Assistance should be sought if there is any danger of strain. Training in lifting techniques will be provided for those staff required to undertake the task.

## **11. Mobile phones**

11.1 The use of mobile phones, with or without a hands-free adaptor, is prohibited whilst driving on GBWR business. A mobile phone should only be used after the vehicle has stopped safely and the engine turned off. The use of a mobile phone whilst driving is not only a legal offence but will also be seen as a disciplinary offence.

## **12. Risk assessments**

12.1 It is a requirement of the Management of Health and Safety at Work Regulations 1999 that GBWR undertakes and records risk assessments (see appendix 2 for a risk assessment template). The SMT is responsible for ensuring a risk assessment is undertaken in all areas where their teams operate and where new activities are introduced. Risk assessments will be reviewed on an annual basis. Where the assessor is unable to minimise the risk to an acceptable level, the findings of the risk assessment will be reported to the Chief Executive.

12.2 The action required to remove or control risks will be approved by the Chief Executive. The SMT lead will be responsible for ensuring the action required is implemented and will check that the implemented actions have removed or reduced the risks.

12.3 Although risk assessments are undertaken prior to the activity being carried out, all employees, contractors, partners and volunteers have a responsibility for not undertaking activity if they consider that the risks to themselves or others is significant.

## **13. Smoking**

13.1 Smoking is not permitted during GBWR activities.

## **14. Training**

14.1 All employees, contractors, partners and volunteers will receive health and safety training as part of their induction on joining the organisation. Training will include instruction on the safe use of any equipment provided and other information which is relevant to their



specific role and responsibilities. Specific training sessions will be arranged if there is a change to health and safety procedures. Any training and development needs should be reported to the Chief Executive.

## **15. Violence against staff**

15.1 GBWR will provide training and support to staff and volunteers who may be at risk from threats or violence from their client group.

15.2 GBWR as an employer will:

- Undertake a systematic general examination of all their work activities (including the threat of violence to staff), record the significant findings of their assessment and implement all appropriate actions to prevent incidents.
- Provide appropriate training to employees on dealing with difficult individuals, should it be required or requested.
- Report all violent incidents which lead to a major injury, or to three days' absence from work, or if the person assaulted or involved in the incident is unable to do their normal work for three days as a result of the incident.

15.3 Any member of staff or volunteer who feels that they may be at risk from verbal abuse, threats or actual violence should report this to the Chief Executive immediately.

## **16. Health, Safety and Welfare**

16.1 GBWR aims to protect its employees, contractors, partners and volunteers from injury or long term illness; ensuring their safety by affording protection from immediate danger and their welfare by providing facilities for personal comfort at work. In particular:

- Protective clothing should be provided for all staff as required when handling bodily fluids and/or chemicals.
- Individuals should have access to drinking water.
- Under the management of Health & Safety at Work Regulations 1999, GBWR as an employer will make a suitable and sufficient assessment of the risks to the health and safety of their employees to which they are exposed whilst at work. This is now recognised by the courts as including excessive stress levels whether it is caused by difficult time pressures, bullying by co-workers, violence from within or outside the organisation or any other employee reported source of unacceptable stresses. Line managers will assess risks to employees and volunteers.



**APPENDIX 2 - Risk Assessment Template**

What are the hazards?	Who might be harmed?	What are we already doing?	Risk Rating	What further action is necessary?	Who will action ?	By when?	Date completed