

HEALTH AND SAFETY POLICY

ACTIVITEA CIC (T/A Art Ninja HQ and Ninja-Swim) Company Number 11644690. Director: (Jacqueline) Mia Monroe



01/01/2021

Activitea CIC acknowledge and accept their legal responsibilities for securing the health, safety and welfare of all employees and volunteers working on their behalf under the Health and Safety at Work Act 1974.

These responsibilities also extend to others affected by their activities such as Carers/friends/relatives attending and participating in their activities.

Activitea CIC will provide and maintain safe and healthy working conditions including:

- Adequate control of the Health and Safety risks arising from their activities.
- Ensuring that all staff and volunteers are competent to carry out their tasks and are given adequate information, instruction, training and supervision.
- Encouraging all staff and volunteers to be actively involved in maintaining safe working practices.

ORGANISATION AND RESPONSIBILITIES

Overall responsibility for health and safety rests with a nominated person from Activitea CIC who will:

- Ensure suitable financial provision is made for health and safety obligations.
- Provide a safe working environment at any work/meeting place/event location and ensure health and safety responsibilities are agreed when working with external suppliers (e.g venues).
- Ensure that the health and safety policy is effectively implemented throughout Activitea CIC.
- Provide appropriate training, information, supervision and instruction to staff and volunteers.
- Ensure activities are planned to take into account health and safety issues
- Provide adequate welfare facilities for staff and volunteers in accordance to the Workplace, (Health, Safety and Welfare) regulations 1992
- All staff and volunteers shall at all times take reasonable care of themselves and have due regard for the health and safety of others who may be affected by their activities.

ARRANGEMENTS

Health and safety is considered in all aspects of the activities of Activitea CIC.

The following, outlines the principal ways in which we implement health and safety:

Communication.

The contents of this policy are brought to the attention of all staff, volunteers and participants.

Training.

Training needs will be identified and staff and volunteers will be given training appropriate to their responsibilities.

Risk Assessments.

- We will make suitable and sufficient assessment of the risks to the health and safety of our staff, volunteers and participants working at any work/meeting place/event location, and to others affected by our activities.
- The objective is to examine all work areas and procedures to assess or determine if a risk or potential risks exist, categorise the severity of the risk with a view to elimination, substitution, reduction or control of the risk to help create a safe working environment.

Emergencies.

Staff and volunteers always familiarise themselves with local procedures and fire exits when first attending any work/meeting place/event location, and inform participants of fire exits and procedures.

Equipment.

All equipment is subject to routine maintenance, taking into account various factors, including: statutory testing, type of equipment, amount of use, consequences of failure.

First aid and accident reporting

- A basic first aid kit containing recommended minimum materials is available at every work/meeting place/event location.
- An appointed person is selected to maintain the contents of the first aid kit and to phone for assistance if required.
- All accidents should be recorded in an accident book and those defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) are reported to the appropriate enforcing authority via the HSE's website: <http://www.hse.gov.uk/riddor/report.htm>.

Manual handling.

We will so far as is reasonably practicable, avoid the need for our staff and volunteers to undertake any manual handling operations which involve a risk to their being injured at any work/meeting place/event location.

Review

This policy will be reviewed annually by Activitea CIC to ensure that these standards of health and safety are maintained.