**Health and Safety policy 2024/2025**

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# GENERAL STATEMENT

**This is the Health and Safety Policy Statement of:**

**CrossFit Shropshire Alternative Provision**

Health and Safety at Work etc Act 1974

Our statement of general policy is:

* To provide adequate control of the health and safety risks arising from our work activities
* To consult with our 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.

Date: May 2024

Review date:

# 2. RESPONSIBILITIES AND ARRANGEMENTS FOR HEALTH &

#  SAFETY MANAGEMENT

**2.1 The Management Committee – Graham, Alex and Paul**

1. The Health and Safety at Work Act 1974 places a statutory duty on all employers to ensure, so far as is reasonably practicable, the safety, health and welfare of all its employees at work and other people who may be affected by their activities, e.g. users, volunteers, members of the public.
2. The Management Committee as the employer has overall and final responsibility for health and safety matters at CrossFit Shropshire Alternative Provision and for ensuring that health and safety legislation is complied with.
3. The Management Committee will periodically review the operation of its health and safety policy. And will ensure:
* Employees and volunteers as appropriate receive sufficient information, training and supervision on health and safety matters.
* A risk assessment is undertaken and the results written up and made available to all employees
* Accidents are investigated and reported to the Management Committee
* There are arrangements in place to monitor the maintenance of the premises and equipment
* There are adequate arrangements to liaise and co-operate on health and safety matters with other employers at the premises of CrossFit Shropshire Alternative Provision.
	+ 1. Day-to-day responsibility for ensuring this policy is put into practice is delegated to Alex Mansell

**2.2 All Employees**

2.2.1 All employees must:

* Co-operate with supervisors and managers 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
* Report all health and safety concerns to an appropriate person (as detailed in this policy statement).

**2.3 Fire Officer**

* + 1. The Management Committee will appoint a Fire Officer who shall receive appropriate training. At the time of review of this policy this is Kate Thomas.

2.3.2 The responsibilities of the Fire Officer are to:

* Be instructed on potential fire hazards and the use of Fire fighting equipment
* Ensure that Stuart Fergusonarranges the testing of fire alarms and fire drills
* Assist with the efficient evacuation of staff and visitors
* Liaise with the Fire Brigade at the assembly point
* Ensure staff and volunteers at CrossFit Shropshire Alternative Provision are aware of the fire alarm and fire drill.

FOR DETAILED FIRE SAFETY ARRANGEMENTS SEE SECTION 9.

**2.4 First Aid Person**

2.4.1 At the time of reviewing this policy, Alex Mansell and Kate Thomashas undertaken a recognised training course approved by the Health and Safety Executive (HSE) and is the first aid person for CrossFit Shropshire Alternative Provision. All coaches are first and emergency aid trained.

2.4.2 The trained first aid person named above will ensure that the first aid box is kept in the correct place, containing the items laid down in the Code of Practice and Guidance Notes published by the HSE and is regularly checked and restocked.

FOR DETAILED FIRST AID AND ACCIDENT ARRANGEMENTS SEE SECTION 11.

**2.5 Risk Assessment**

2.5.1 The Management Committee will ensure that a risk assessment will be carried out by a competent person in accordance with the 1992 Management of Health and Safety at Work Regulations and the Approved Code of Practice (ACOP). This risk assessment will be written up, and be made available to all staff.

2.5.2 The written risk assessment will be reviewed and updated annually to ensure it covers all employees against all risks, and to ensure that any action identified as needed in the risk assessment has been carried out. The risk assessment will also be updated every time that there is a major change in working practices. The risk assessment will cover all employees of CrossFit Shropshire Alternative Provision, wherever they may be based, and will cover all aspects of their work.

# 3. BUILDINGS

3.1 CrossFit Shropshire Alternative Provision has a responsibility to provide a safe and healthy environment for staff and volunteers.

3.2 All the staff of CrossFit Shropshire Alternative Provision is responsible for spotting hazards or potential hazards. If a hazard is seen, it should be removed or dealt with as soon as possible, or if not, reports to the Competent Person.

# 4. WELFARE ARRANGEMENTS

4.1 Toilet and Washing Facilities

 CrossFit Shropshire Alternative Provision will ensure that suitable and sufficient toilets and washing facilities are provided for all staff in accordance with the minimum requirements of Health & Safety legislation.

* The toilet will be in a separate, lockable room
* Washing facilities will include a supply of clean hot and cold water, soap and suitable means of drying.

4.2 Drinking Water

 An adequate supply of drinking water will be provided for all stafff

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# 5. VISUAL DISPLAY EQUIPMENT

5.1 General

It is the policy of CrossFit Shropshire Alternative Provision to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations 1992.

The Managing Comittee will conduct health and safety assessments of all workstations staffed by employees who use VDU screens as part of their usual work. All workstations must meet the requirements set out in the Schedule to the Regulations.

# 6. FIRE SAFETY

General

6.1.1 It is not only the responsibility of the Fire Officer, but of all staff and members working at CrossFit Shropshire Alternative Provision premises to be aware of fire hazards, to know the location of fire exists and the assembly point. Everyone must know the fire drill instructions, and these will be part of the induction process for all new staff and volunteers.

* + 1. Access to escape doors, extinguishers and other firefighting equipment must not be obstructed and the Fire Officer will be instructed on their use.
	1. Fire Drills

9.2.1 CrossFit Shropshire Alternative Provision Fire Officer is responsible for carrying out fire drills and will arrange these to take place at regular intervals, reviewing the success or otherwise of the evacuation and making recommendations for improved practices. He/she is responsible for ensuring that staff and volunteers are aware of the evacuation procedures and has the power to remove obstructions from fire exists.

* + 1. The fire alarms shall be tested at regular intervals by the club’s Fire Officer and staff will be notified of any testing taking place during office hours.
		2. Visitors and all staff, including volunteers, must be made fully familiar with the escape routes and the club’s assembly point.

**9.3 Fire Drill Procedure**

If the Fire Alarm Sounds

* Evacuate the building immediately by the nearest exit
* Ensure any visitors leave the building
* Do not put yourself at risk
* Assemble in front of the building
* Do not re-enter the building for any reason until the Fire Officer or fire brigade confirm that it is safe to do so.

If You Discover a Fire

* Raise the alarm by operating the break glass switch at the nearest fire alarm call point. These are located in the main gym and upstairs.
* Evacuate the building immediately as above.

# 10. FIRST AID AND ACCIDENT REPORTING

First Aid provision will be available at all times in an appropriate and accessible First Aid Box.

The First Aid Box is kept in the gym area. At least one employee will receive appropriate first aid training. All new employees will be told as part of their induction of the location of first aid equipment and the employee who has received first aid training.

 A record of all first aid cases treated will be kept in the Accident Book, which will be kept with the First Aid Box.

11.2 Accidents and Emergencies

1. All employees must report all incidents which resulted or nearly resulted in personal injury to themselves or others, to the Health & Safety Officer and make sure the accident is recorded in the Accident Book.
2. It is the responsibility of the Health & Safety Officer to ensure that any necessary follow-up action is taken to reduce the risk of the accident or near accident recurring.
3. The Health & Safety Officer is responsible for reporting incidents which come within the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR), to the London Borough of Islington Environmental Health Department. RIDDOR covers the following incidents:
4. Fatal accidents
5. Major injury accidents/conditions
6. Dangerous occurrences
7. Accidents causing more than 7 days incapacity from work
8. Certain work-related diseases.

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# 12. HAZARDOUS SUBSTANCES (COSHH)

12.1 General Statement

1. Under the 1992 COSHH (Control of Substances Hazardous to Health) Regulations employers have a duty to make an assessment of the risks related to hazardous substances e.g. chemicals, noxious fumes etc. In accordance with the Approved Code of Practice this assessment will be carried out and written down by a nominated competent person.
2. The person responsible for carrying out this assessment will be the Business Director.
3. Following this assessment, in accordance with the Approved Code of Practice (ACOP) The Business Director will:
* In the first instance take action to remove any hazardous substances
* If this is not possible, action shall be taken to find a substitute for the hazardous substance
* If this is not possible, such substances shall be enclosed within a safe environment
* If none of the above is possible, protective equipment will be issued to ensure the safety of staff.

# 13. RISK ASSESSMENT

1. What is a Risk Assessment?

Risk assessment helps you protect your workers and everyone using your organisation. It helps you focus on the risks that really matter, the ones with potential to cause harm. A risk assessment is, as the Health and Safety Executive (HSE) describe: "a careful examination of what, in your work, could cause harm to people.... the aim is to make sure that no one gets hurt or becomes ill".

2. Carrying out a Risk Assessment:

Carrying out a risk assessment is a relatively straightforward process, simply a careful examination of what could cause harm to people, and what precautions need to be taken.

The HSE proscribes a ‘Five Step’ process: