



**ACTIVE
HUMBER**

HEALTH AND SAFETY POLICY

December 2017

Registered Office address: Unit 2, Bilton Grange Health Annex, Diadem Grove, Hull, HU9 4AL

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Registered as a company limited by guarantee in England and Wales:

Registered charity in England and Wales:

Agreed by the Active Humber Board Approved December 2017



ACTIVE HUMBER

1. POLICY STATEMENT

Active Humber is committed to ensuring so far as reasonably practicable the health, safety and wellbeing of all its employees and other persons who may be affected by its activities.

Active Humber recognises that continual improvements in health and safety performance are achieved primarily through the identification, assessment and management of risk and that this not only reduces accidents and ill-health at work but also contributes to the health and wellbeing of everyone involved as well as the protection of the environment.

It is our policy to ensure so far as reasonably practicable:

- The provision of adequate resources to meet the objectives of this policy
- Adequate arrangements for the safe use and handling, storage and transport of articles and substances
- The provision of appropriate health and safety information, instruction, training and supervision
- The provision and maintenance of a safe working environment, including safe access and egress as well as adequate arrangements for welfare.

Active Humber is committed to promoting a positive health and safety culture, which aims to produce high standards of health and safety. We believe that achieving these high standards will positively contribute to the overall quality of the services provided.

Active Humber recognises that for this policy to work it must have the full support and co-operation of all employees in making the workplace a safer place for all. Active Humber expects and encourages similar support from contractors, partners and volunteers and co-operation from clients, service users and visitors who use our services, facilities or premises.

Active Humber will regularly monitor and review the effectiveness of this policy including undertaking an annual documented audit of the Company's safety procedures to ensure that they are in compliance with the Policy. The review will ensure that

1. The responsibilities outlined in the Policy are understood and are being performed;
2. The procedures in the Policy are complied with and remain effective;
3. Records, as required by the Policy, are completed and retained;
4. Reports are prepared and forwarded to the relevant persons within the Company and the Enforcing Authorities.

The Review will also evaluate:

1. Management and employee attitudes to health and safety;
2. The effectiveness of the training carried out and the requirements for further training;
3. The effectiveness of the Policy to reduce workplace accidents, near misses, dangerous occurrences and ill health in the workplace.

Following the Review or audits a report will be prepared for the Board making recommendations to rectify any non-compliance and outlining the timescales for completion.

Signed: David Gent

Signed: Richard Smith

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**ACTIVE
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Date: 8th December 2017

Chief Executive Officer

Date: 8th December 2017

Chair of Active Humber Board



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1. OBJECTIVES

Active Humber's objectives are:

- 1 To ensure as far as is reasonably practicable the health, safety and welfare of employees, volunteers and other persons affected by our activities.
- 2 To ensure all employees are informed of their health and safety responsibilities for ensuring their own safety and that of others.
- 3 To make available appropriate occupational health surveillance and support to employees who require it.
- 4 To strive to continually reduce work related accidents, work related and non-work related ill health and the dangers posed by threats of violence at work.
- 5 To consult with all employees and employees' representatives on matters affecting health and safety.
- 6 To ensure all partners appointed have adequate health and safety management arrangements in place.
- 7 To decide for effective co-ordination and co-operation with others where Active Humber employees share premises and facilities in multi-occupied buildings.
- 8 To provide adequate resources to implement this policy.
- 9 To identify an officer to be the company representative for health and safety and risk management issues.
- 10 To ensure health and safety has equal ranking with other management responsibilities and is a core management function and considered in business decisions.
- 11 To monitor and report on the Active Humber's health and safety to the Board.

2. ORGANISATION – PEOPLE AND RESPONSIBILITIES

To ensure that this Policy is effectively implemented within Active Humber, the overall health and safety responsibilities of management, employees and the Board are specified in this section.

2.1 Chief Executive Officer

The Chief Executive Officer has ultimate responsibility for health and safety throughout Active Humber and leads in setting policy and strategic direction.

This will be achieved by:



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- Ensuring that the objectives of the health and safety policy are achieved as far as is reasonably practicable and ensuring adequate financial and management resources are made available to implement this policy
- Ensuring health and safety is an integral part and a key objective within the overall management culture
- Ensuring health and safety risks are minimised as far as is reasonably practicable and managed by the use of effective policies, together with the organisation, planning, implementation, monitoring and review of health and safety performance
- Ensuring Active Humber Board Members are aware of their responsibilities in this health and safety policy
- Appointing competent external sources when deemed appropriate to assist Active Humber in meeting its health and safety responsibilities
- Developing and promoting a safety culture by encouraging the participation and involvement of all employees in health and safety matters
- Ensuring that risk assessments relevant to the significant risks within Active Humber have been undertaken identifying adequate control measures and that these are recorded and reviewed as necessary
- Occupational health surveillance and support is available to employees where necessary including counselling for victims of incidents or threats of work-related violence

2.2 Finance and Office Manager

The responsibility for the day to day management of health and safety is devolved to the Finance and Office Manager (FOM).

The FOM shall:

- Ensure that the objectives of the Health and Safety Policy are achieved, as far as is reasonably practicable
- Ensure appropriate attention is given to health and safety when Active Humber policies are being formulated
- Ensure appropriate arrangements are in place to enable the effectiveness of this policy to be monitored on an on-going basis
- Develop and implement action plans in order to achieve Active Humber's health and safety objectives contained in this policy and address deficiencies identified in audit and performance monitoring reports
- Secure competence, by ensuring employees are provided with the necessary health and safety information, instruction, training and supervision. This will include systems which will identify health and safety training needs arising from recruitment, staff changes or changes in procedures, systems of work, introduction of new equipment or legislation etc.
- Ensure arrangements are in place where work locations may be in shared occupation or where services are delivered in partnership to ensure both the co-operation in and co-ordination of matters relating to the management of health, safety and welfare
- Ensure that all employees know the importance of reporting incidents of any nature occurring due to work activities and/or any hazardous situations or sub-standard conditions

2.3 Active Humber Board Members



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Active Humber Board Members are collectively and individually responsible for providing health and safety leadership and making sure their actions and decisions reflect the commitment set out in the policy statement and achieve the objectives outlined in this policy.

They will:

- Support the Chief Executive Officer on health and safety risk management issues
- Monitor Active Humber's corporate health and safety performance and endorse corporate health and safety strategies and action plans where appropriate
- Ensure Active Humber has adequate health and safety management arrangements in place that will achieve the objectives of this policy
- Ensure steps are taken to improve standards in areas of low performance
- Ensure adequate financial and management resources are made available to implement the policy
- Ensure that health, safety and welfare responsibilities are clearly and logically delegated to successive levels of management who are sufficiently senior and competent to discharge them.

2.4 Line Managers

Employees who line-manage others are responsible for the health, safety and welfare of employees and other people affected by the activities over which they have day to day supervision.

Line Managers shall ensure that Safety policies, guidance and procedures are effectively implemented by the employee/s under their supervision.

- Conduct risk assessments for activities under their control and ensure that the required control measures are implemented and maintained
- All employees under their control are competent i.e. have adequate skills and experience to undertake their tasks and are provided with adequate health and safety training, instruction, information and supervision. This will include ensuring health and safety training is considered as part of the annual employee development review process.
- Any equipment provided is suitable for the purpose and is maintained in a safe and serviceable condition meeting statutory provisions where required.
- All employees under their supervision are aware of and fully understand health and safety policies, procedures and guidance relating to their work activity and working environment, and emergency procedures wherever they may be working.
- All work related accidents/incidents that cause or have the potential to cause injury or illness are reported and investigated in line with Active Humber Incident investigation procedures, and take any necessary steps to prevent a recurrence. This also applies to acts or threats of physical violence or verbal abuse.

2.5 Employees (This includes trainees, volunteers, work placements etc)

All employees have health and safety responsibilities. These are:

- To take reasonable care of their own health and safety at all times whilst at work.
- To consider the health, safety and welfare of other persons who may be affected by their acts or omissions at work.
- Conduct risk assessments for activities under their control and ensure that the required control measures are implemented and maintained

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- To work in accordance with the information, instruction and training provided and use any equipment in accordance with training or instructions given.
- To follow control measures identified in the risk assessments provided on their work activities as these will reduce the risk of injury and/or work-related ill health.
- To refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons.
- To use personal protective equipment supplied as required by statute, policy or risk assessment.
- To promptly report any hazardous defects in equipment, any hazardous situations or substandard conditions or any shortcoming in the existing safety arrangements to a responsible person, i.e. line manager, without delay.
- To report all incidents to management and seek first aid treatment for any injury sustained at work. This means accidents resulting in injury, those that could have resulted in injury and violent incidents, either physical or verbal.
- To co-operate in joint consultations on health and safety matters including either conducting Incident Investigations or being involved in these processes.
- To cease any work activity where it is believed there may be serious or imminent danger to themselves or others.
- To be aware of all policies, procedures and guidance relating to their work activity and working environment and emergency procedures wherever they may be working.
- To co-operate, so far as is necessary, to enable Active Humber to fulfil any duty or comply with any requirements of current or future legislation.

It is vitally important that employees' contributions to health and safety are recognised and acted upon where it is reasonably practicable to do so. Employees are actively encouraged to participate in the risk assessment process.

2.6 External Advice

The Finance and Office Manager will ensure the provision of specialist advice and guidance is available where deemed appropriate on all health and safety matters.

External advice shall be sought to:

- Advise on the interpretation of current and proposed legal requirements concerning health, safety and welfare.
- Assist managers to investigate accidents where a RIDDOR reportable injury, condition has been sustained and/or a reportable dangerous occurrence has occurred.
- Assist managers in investigating incidents after accidents or near-misses
- Keep up to date with health and safety legislation and maintain best practice knowledge.
- Provide health care advice to meet the occupational needs of employees

2.7 Partners and Members of the Public

Partners and members of the public are requested to co-operate with all health and safety arrangements to protect themselves and Active Humber employees.

2.8 Representatives of Employee Safety (ROES)

The function of Representatives of Employee Safety at Active Humber is to:

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- Make representations to the company on potential hazards and dangerous occurrences at the workplace which affect, or could affect the represented employees
- Make representations to the company on general matters of health and safety
- Attend meetings of the health and safety group related to matters affecting employees they represent
- Review the company's health and safety systems, monitoring practices and accident figures and trends, and ensure a uniform approach to health and safety.
- Consider reports, correspondence or relevant issues from H&S representatives, members of staff, outside agencies and enforcing authorities.
- Receive relevant feedback from other sources (i.e. Managers and other internal meetings) to ensure effective information sharing.

3 ARRANGEMENTS (for managing health and safety)

This section outlines the management policy for specific health and safety activities. Each activity is expanded into a separate policy or risk assessment within Active Humber.

3.1 Risk Assessments

The purpose of risk assessment is to identify the risks to health and safety to employees as well as others affected by our activities in order that measures can be taken to either remove the risk or reduce the risks to as low a level as is reasonably practicable.

In order to comply with legislation the company will require that written risk assessments be compiled by designated competent personnel covering the relevant risks and control measures to reduce the risks involved.

These assessments will be held on the central drive and it should be recorded on the risk assessment who these risk assessments have been circulated to. Risk assessments should be reviewed regularly (usually every 2 years) and/or if there has been a significant change in the work processes or if there has been an accident or incident.

Risk assessment training will be provided to any employees who needs to either write or review risk assessments.

3.2 Accident, incident and near miss reporting and investigation

An accident can be defined as an unplanned, unwanted, unscheduled event or occurrence which may result in injury or damage or both and includes acts of physical violence done to a person at work.

It is the policy that all accidents, whether they result in injury or not, or whether they are investigated or not, **MUST** be reported and the details collected in the company's accident book.



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A new miss is defined as an unplanned event which does not cause injury or damage but could do so. It is the policy of the company that these events must be reported, recorded and action taken as necessary to prevent future occurrence.

The RIDDOR Regulations stipulate the circumstances under which the HSE must be notified either without delay or within 15 days by the responsible person either by telephone or online form at www.hse.gov.uk/riddor

Records of accidents and injuries will be kept for 10 years from the date it was made.

The company would undertake an incident investigation to identify the immediate, underlying and root causes of an accident, incident or near-miss in order to prevent a recurrence. There are also several legal reasons why accidents and incidents need to be investigated. These are:

- To ensure Active Humber is operating within the law;
- The Management of Health and Safety at Work Regulations 1999, Regulation 5, requires employers to plan, organise, control, monitor and review their health and safety arrangements. Health and safety investigations form an essential part of this process;
- In the event of a civil action, the Company will be expected to make full disclosure of the circumstances of an accident to the injured parties considering legal action. A thorough investigation of an accident and remedial action to prevent further accidents would demonstrate to a court that the Company has a positive attitude to health and safety. The investigation findings will also provide essential information for the Company insurers in the event of a claim;

The Company's investigation procedure including the form to record this is kept on the central drive.

3.3 Consultation

The Health and Safety (Consultation with Employees) Regulations 1996 require the company to consult employees in good time on matters of Health and Safety in the workplace. It is our policy that all employees will be regularly informed in good time regarding the introduction of any substantial measures which can affect health and safety at the workplace, including:

- The appointing or nominating of persons to co-ordinate emergency procedures and health and safety assistance
- Planning and organising of required Health and Safety training for employees and Health and Safety information;
- Any Health and Safety information the Company is required to provide to employees by or under any relevant statutory provisions;
- The Health and Safety consequences for employees of the introduction of new technologies into the workplace

3.4 Information, Instruction and Training

Active Humber recognises the importance of having well informed competent employees in achieving a healthy and safe working environment. All employees will receive health and safety awareness training as part of the induction programme on taking up employment and certain additional training courses or instruction will be provided to employees depending on their role requirements.

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The safety training needs of all employees will be regularly assessed by their line manager in performance reviews and where appropriate additional information, instruction and training will be provided.

3.5

External Contractors (including all those we fund) and Partners

Active Humber will set standards and monitor the activities of contractors and partners to minimise the risk presented to employees and other persons affected by the work activity or area of service delivery.

Active Humber should ensure that the contractors' competency to undertake the appointed task has been checked. Where contractors are appointed by or on behalf of Active Humber, appropriate arrangements must be in place to assess their health and safety management arrangements before work commences.

On-Site Communication

Contract work involving occupied premises carries a dual responsibility. Employees organising such work should ensure there is effective liaison between the contractor and the Building Manager or their nominated on-site representative of any workplaces affected. All parties involved should understand their responsibilities in relation to health and safety and adequate arrangements must be in place to protect the occupants and others who may be affected by the activities being undertaken.

Project Manager Responsibilities

Project Managers must ensure that contractors are informed of any known health and safety risks which they may encounter during the course of the work, along with any arrangements in place to reduce the risks, e.g. fire procedures for the building, location of asbestos etc.

3.6 Protection of the Public including participants of sporting activities and events

The protection of the public is as important a function as the protection of any other person working with or for us. The possibility of injury or ill health occurring to a member of the public as a consequence of the Company's activities is to be identified in the risk assessment procedure and the control measures required to prevent such injury or ill health implemented as part of the risk assessment procedure.

We acknowledge that although we operate predominantly as a sports development organisation that on occasions we provide sports opportunities for the general public, children and young people and people with special needs. Due to the additional risks in event management we will ensure that we have suitable and sufficient risk assessments of every event and that specific risks are noted and action taken to reduce and manage these risks

3.7 Fire and Emergency Arrangements

Fire and Emergency procedures are in place within premises occupied by Active Humber. Responsible persons have been nominated and are responsible for managing the operational procedures within Active Humber occupied premises which includes all arrangements managed through shared premises agreements. All means of escape, fire detection/alarm systems, and fire equipment will be fully maintained.

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The Finance and Office Manager will ensure regular periodic evacuation drills (at least once a year) are carried out in all premises that the Company has responsibility for. All persons with disabilities who use the building must be specifically catered for in relation to their evacuation procedures. All such evacuation drills are to be recorded in the building's Fire Log Book.

3.8 Procedures for dealing with Health and Safety Concerns

Any employee with a concern about health and safety should initially refer the matter to the Staff Safety Rep or immediate line manager who should provide a direct response to the employee. If the matter cannot be resolved at this level or the employee is dissatisfied with the outcome, then the matter may be raised with the Chief Executive Officer or the Active Humber Board, preferably in that order.

3.9 Trainees, Work experience/placements and other regular employees

Active Humber recognises its responsibilities both as sponsor and managing agent to all of the above workers. Therefore these workers will be afforded the same level of commitment to health and safety as any employee.

It is important to clarify and agree at the start of any contract or work experience, the practical arrangements for day to day supervision, direction and control of work. Risk assessments should consider where these groups of workers are at greater risk by virtue of their lack of knowledge and inexperience.

3.10 Visitors

Active Humber will conduct its undertakings in such a way as to ensure, so far as is reasonably practicable, that visitors to Active Humber's premises are not endangered by work carried out by its employees.

All reasonable action will be taken to ensure that visitors are accompanied in areas where risks are known to exist, or that visitors are made aware of such risks.

3.11 Work Equipment

It is our policy that all work equipment used in the course of Company activities, whether provided by the Company, on lease or loan to or from another Company, or belonging to individuals, should be safe for use, suitable for the task and properly maintained in accordance with the manufacturers/suppliers instructions and at intervals set out in advance.

Work Equipment means any machinery, appliance, apparatus or tool and any assembly of components which, to achieve a common end, are arranged and controlled so that they function as a whole.

All personnel who use work equipment, and those who supervise them, will have available to them adequate health and safety information and, where appropriate, written instructions in the safe use of that equipment.



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All personnel who use work equipment, and those who supervise them, will receive adequate training for purposes of health and safety, including training in the methods which may be adopted when using the work equipment, any risk which may be generated by that use and the precautions to be taken.

Where there is a specific risk associated with the use, repair, modification, maintenance or servicing of any equipment, only those personnel specifically trained and authorised will be permitted to carry out such operations.

3.12 Hazardous substances

Hazardous substances encompasses all those substances – liquid, solid, gaseous or biological which may pose a hazard to health.

It is our policy that any substances used by our employees or affecting our employees, will be assessed with regard to the health risks imposed on the employee and others. Where possible, hazardous substances will be eliminated or substituted by another, less harmful substance. We will also take due regard to the storage and transport of hazardous substances.

Assessments made under the Regulations for controlling hazardous substances will be recorded, and retained for future reference by employees and the hazard data sheets for these products are saved in the central drive under health and safety COSHH hazard data sheets.

All employees are responsible for immediately alerting their Line Manager or the Finance and Office Manager if any new hazardous substances are introduced into the workplace.

3.13 Display Screen equipment

The Health and Safety (Display Screen Equipment) Regulations, 1992, require an employer to perform a suitable and sufficient analysis of workstations within the company for those employees deemed to be “users” (including those provided for use at home) for the purpose of assessing the health and safety risks to which those persons using them are exposed in consequence of that use. It is the policy that a competent person will assess all workstations so as to ensure compliance with legislation, which in turn will ensure that employees are protected from potential harm. These assessments will be the subject of periodic review. The following definitions apply:

- “Display screen equipment” is defined as any alphanumeric or graphic display screen, regardless of the display process.
- “User” means an employee who uses display screen equipment as a significant part of their work, or is likely to do so.
- “Workstation” means an assembly comprising display screen equipment (plus ancillaries), desk, chair, work surface and the immediate surrounding area, together with any other equipment used at the place of work, e.g. telephone, printers, etc.

This Company has put in place procedures for completing assessments and these are only to be completed by nominated trained employees.

3.14 Travelling and transport (including public transport)



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The Company has a legal and moral duty of care towards staff and visitors in relation to work-related road safety and workplace transport safety and the risk assessment travelling and transport (including public transport) provides guidance to all employees who drive at work and how to reduce the risks of travelling to or at work.

The risk assessment covers staff who drive occasionally or for short distances for work and employees who use their own vehicles for business use and young and experienced drivers.

3.15 First Aid

It is our policy to provide, or arrange to be provided in shared premises, equipment and facilities which are adequate and appropriate for rendering of First Aid to employees taking into account the specific risks that an employee may encounter in the course of his daily tasks. The risk assessment process will be used to determine specific risks as necessary.

First Aid provision for company organised events and sporting activities will be assessed and suitable provision provided depending upon factors such as attendees, activities, venue provision etc.

Employees will be informed of the arrangements concerning First Aid, including the location of the equipment, facilities and personnel. The location of First Aid boxes/equipment and the names of First Aiders will be indicated by signage.

Employees are instructed to record all accidents (to employees and non-employees), including injuries requiring First Aid only, in the accident book provided for this purpose. All accidents not requiring First Aid attention should be reported in the accident book.

3.16 Manual handling operations

Manual Handling means any transporting or supporting of a load including lifting, putting down, pushing, pulling, carrying or moving by hand or by bodily force.

We acknowledge that although we operate predominantly as a sports development organisation that on occasions we provide direct sporting opportunities at events. Due to the additional risks in organising and preparing equipment for these events that we will ensure that we have provided training for all employees involved on how to move loads safely and effectively.

In accordance with the Regulations for Manual Handling, we will endeavour to avoid the need for employees to undertake manual handling operations that involve a risk of injury. If this is not reasonably practicable then we will make a suitable and sufficient assessment of the task and reduce the risk to the lowest level that is reasonably practicable. This will include, where possible, the provision of information and general indications on the weight of each load and the heaviest side of any load whose centre of gravity is not positioned centrally.

Employees and others will be encouraged to report any health issues that may affect their personal capacity.

3.17 Employees undertaking home visits or working alone in either company or other premises



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The Company seeks to protect all employee's health, safety and welfare whilst working on our premises. We also recognise that there may be occasions when our employees may have to undertake home visits and/or work alone in our premises or other premises. The range of risks involved in these activities are varied and numerous (and very specific to the circumstances involved).

However, in order to provide guidance to employees we have produced separate risk assessments which outline a range of various procedures to be followed to ensure that the company can continue to protect employee's health, safety and welfare whilst undertaking these activities and reduce the risk of harm to our employees.

All employees are responsible for reading the risk assessments, identifying the most appropriate control measures for the particular circumstances they are involved with and liaising with their colleagues, managers and families to ensure that their itinerary and whereabouts are always known by another party.

Training and instruction about lone working including how to deal with inappropriate and aggressive behaviour will be provided to all employees.

3.18 Employees or volunteers who are new or expectant mothers

There are additional risks for company employees or volunteers who are new or expectant mothers. In order to protect the health and safety of these employees or volunteers a risk assessment has been produced with guidance about how to manage the following hazards of;

- Manual handling
- Posture whilst using DSE or slips and trips in the office
- Stress
- Mental and physical fatigue
- Working alone
- Driving and travelling

All employees are responsible for informing the Company of their pregnancy at the earliest opportunity in order that risks can be identified and managed.

3.19 Employees or volunteers who are disabled

There are additional risks for Company employees or volunteers who are disabled. In order to protect the health and safety of these employees or volunteers a risk assessment has been produced with guidance about how to manage the following hazards of;

- Manual handling
- Posture whilst using DSE or slips and trips in the office
- Stress
- Mental and physical fatigue
- Working alone
- Driving and travelling



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All employees are responsible for informing the Company of any disability and/or any changed circumstances in order that risks can be identified and managed in the workplace.

3.20 Stress at work

The Company recognises that workplace stress is a health and safety issue and acknowledges the importance of identifying and alleviating workplace stress. The Company will take all reasonable steps to reduce health and safety risks from stress in the workplace to as low a level as reasonably practicable.

A risk assessment has been produced which identifies causes of stress such as:

- The demands of the role
- The employees lack of control over the work
- The level of support provided in the workplace
- Poor quality relationships
- Ambiguity in role requirements
- Organisational change

The Company has a number of mechanisms in place to reduce the risks of stress such as;

- Training for skill development and acceptable standards of behaviour in the workplace
- Personal reviews
- Staff Opinion Surveys
- Staff Reps group
- Health and Safety Reps group

All employees are encouraged to speak to their Line Manager in confidence to raise any issues of workplace stress.

3.21 Managing events

The Company is a sports development charity although we recognise that on occasions we provide sports opportunities (sometimes with partners) for the general public, children and young people and people with special needs. Due to the additional risks in event management (and particularly sports activities) we will ensure that we have suitable and sufficient risk assessments of each event and that specific risks are noted and action taken to reduce and manage these risks.

All employees responsible for either writing these risk assessments or making sure that partners/venues have suitable risk assessments in place will receive training in how to do this.

There is a generic event risk assessment available to all staff on the central drive which specifies the generic risks and control measures involved in running a sporting event such as:

- Manual handling during set up or dismantling of event
- Vehicle collision
- Sports injuries
- Adverse weather

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- Safeguarding
- Use of electrical equipment
- Movement of people

However all employees have a responsibility for ensuring that events under their control have a separate written risk assessment which covers the specific risks of the actual event being undertaken.

3.22 Homeworkers

In accordance with the Health and Safety at Work Act 1974 and other subsequent safety regulations, the Company has an obligation to ensure that an employee's health and safety is safeguarded whether any work is done in work premises or at home.

Line Managers must ensure that employees working from home on an ad hoc undertake an initial general home and workstation self-assessment utilising the general risk assessment and home working workstation assessment forms. Following completion of these, managers should assess them and if necessary make arrangements for, a full risk assessment, including the identification of any hazards and whether enough steps have been taken to prevent harm to the employee or anyone else who may be affected by that work before home working commences.

General hazards involved in working at home include but are not limited to;

- Risk Assessment of Workplace/Workstation
- Maintenance of Workplace and Work Equipment
- Fire Safety/Emergency Response
- Health and Safety Training
- Manual Handling
- Accident Reporting/First Aid
- Working Time Regulations
- Personal Safety

A homeworking policy which covers the health and safety aspects of homeworking is available on the central drive.

4 MONITORING AND AUDITING

4.1 Monitoring Health and Safety

Performance monitoring is a key part of the health and safety management function and will form part of the responsibilities of Company appointed safety representatives. The primary aim of monitoring health and safety is to ensure that the standards achieved in the workplace conform to the objectives of our Safety Policies and procedures etc.

Active Humber will continually monitor health and safety performance by having clearly defined arrangements for collecting and evaluating accident statistics and investigation reports, carrying out workplace inspections and health surveillance (where appropriate).

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An annual health and safety performance management report is prepared and submitted to the Chief Executive Officer and if appropriate the Active Humber Board. Health and Safety will be a standard item on the quarterly board meetings.

4.2 Health and Safety Auditing

In addition to routine monitoring of health and safety performance, there is a need for a periodic audit to enable a deeper and more critical appraisal of all elements of health and safety management systems.

At different times and for different reasons, there will be a need to carry out an audit to

- Determine whether health and safety management systems are capable of achieving the required standards of health and safety performance.
- Determine whether Active Humber is fulfilling all its obligations about health and safety.
- Identify the strengths and weaknesses of the health and safety management systems.
- Identify if Active Humber is carrying out and achieving what it claims to do.

Active Humber recognises that auditing is an essential element of a health and safety management system. For health and safety auditing to be of value, management should be fully committed to the concept of auditing and to its effective implementation. This includes a commitment not to reject audit findings and recommendations without good reason and to take appropriate action within a reasonable time.

5 REVIEW

This Policy will be reviewed, added to or modified as required from time to time but at least on an annual basis. The review shall consider the findings of audits and identify any action necessary to remedy any deficiencies.

The periodic review shall also provide an opportunity to take a forward look to:

- Impending new or revised legislation and approved codes of practice etc
- Improving Active Humber's pro-active approach to minimising risk
Anticipating organisational or operational changes such as the introduction of new technology, through appropriate changes to management systems and training etc
- Reviewing potential cost effective changes to minimise risk to people and improve business performance.

