



HEALTH AND SAFETY POLICY

November 2023

Registered as a company limited by guarantee in England and Wales: 08759196
Registered charity in England and Wales: 1155928



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 our safety procedures to ensure that they are in compliance with the policy. The review will ensure that:

- the responsibilities outlined in the policy are understood and are being performed;
- the procedures in the policy are complied with and remain effective;
- records, as required by the policy, are completed and retained;
- reports are prepared and forwarded to the relevant persons within Active Humber and the enforcing authorities.

The Review will also evaluate:

- management and employee attitudes to health and safety;
- the effectiveness of the training carried out and the requirements for further training;
- 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.

This policy recognises that Active Humber operate an agile working environment, and the main place of work for employees is their home address. Active Humber also leases office space at the Aura Innovation Centre.

Active Humber recognises its responsibilities to all workers. This policy covers employees, agency staff, contractors, volunteers and work experience workers when they are working on behalf of Active Humber.

Signed: David Gent

Chief Executive Officer

Date: November 2023

Signed: Richard Smith

Chair of Active Humber Board

Date: November 2023



2. 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 Active Humber 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.



3. 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.

Employer responsibilities

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. This responsibility has been delegated to the Governance and Standards Committee. 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.

The Chief Executive Officer, is the designated person with overall responsibility for ensuring our compliance with Health and Safety legislation. They will ensure that:

- the Health and Safety policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required;
- a health and safety plan of continuous improvement is created and progress monitored;
- staff understand the allocated responsibilities for health and safety defined in this policy;
- suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements;
- adequate insurance cover is provided and renewed;
- competent persons are appointed to provide health and safety assistance and advice;
- an adequate system of maintenance exists and operates to keep premises, and work equipment in a safe condition;
- they communicate and consult with staff on health and safety issues;
- an effective training programme is established to ensure staff are competent to carry out their work in a safe manner;
- the monitoring activities required by this system are undertaken;



- effective contingency plans are in place with a designated competent person in charge of the planning and control measures for situations involving imminent danger;
- adequate training, information, instruction and supervision is provided to ensure that work is conducted safely;
- health and safety objectives are set and their achievement is measured and reported in the annual report.

Management responsibilities

Line Managers will ensure that in their areas of control:

- they actively lead the implementation of this policy;
- they supervise their staff to ensure that they work safely, providing increased supervision for new and young workers;
- safe systems of work are developed and implemented;
- risk assessments are completed, recorded and regularly reviewed covering all processes and activities where a risk to health and safety exists. The significant findings of these assessments are brought to the attention of staff, contractors, visitors and members of the public who may be affected;
- adequate resources are allocated to implement the safety policy and meet all safety requirements;
- the health and safety plan of continuous improvement is progressed and scheduled actions are completed on time and validated;
- accidents, ill health and 'near miss' incidents at work are investigated, recorded and reported;
- they communicate and consult with staff on health and safety issues;
- they encourage staff to report hazards and raise health and safety concerns;
- safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner;
- issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff;
- welfare facilities are provided and maintained in a satisfactory state;
- premises and work equipment are maintained in a safe condition;
- statutory examinations are planned, completed and recorded;
- any safety issues that cannot be dealt with are referred to a senior manager for action;
- health and safety rules are followed by all;
- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures;
- the monitoring and checking activities required by this system are completed.



Employee responsibilities

All employees (including apprentices, volunteers and work placements) are responsible for acting in a safe manner whilst at work. By understanding their responsibilities and following our safety rules, they will help Active Humber comply with their legal duties and contributing to the safe running of our workplace.

All employees have the responsibility:

- to take reasonable care of our own safety;
- to take reasonable care of the safety of others affected by what we do or fail to do;
- not to interfere with or misuse, intentionally or recklessly, anything provided in the interests of safety;
- to co-operate so that we as individuals and our organisation can fulfil our legal duties e.g. comply with our safety rules;
- to report any hazardous defects in equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay;
- to set a good personal example in relation to health and safety.

External Advice

The CEO 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.

Employee representatives

Due to the size of the organisation there is no formally appointed employee H&S representative(s). A standing agenda item on team meetings will be health and safety matters. An employee can raise health and safety concerns or questions at a team meeting or to their Line Manager via usual 1:2:1 meetings. Examples of issues or concerns that could be raised:

- raise concerns about potential hazards which affect, or could affect employees;
- request to review health and safety systems, monitoring practices and accident figures and trends, and ensure a uniform approach to health and safety;



- request Active Humber consider reports, correspondence or relevant issues from H&S representatives, members of staff, outside agencies and enforcing authorities.

Health and Safety Committee

The Health and Safety Committee will meet at least annually to formally review Health and Safety matters. This includes reviewing health and safety requirements in relation to external events as well as health and safety for employees. Actions will be recorded and reported to the Governance and Standards Committee. Health and safety training will be reviewed by the Committee.

Consultation

The Health and Safety (Consultation with Employees) Regulations 1996 require the employer 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:

- information, including the appointment of persons in relation to First Aid and emergency procedures;
- planning and organising of required Health and Safety training for employees and Health and Safety information;
- any Health and Safety information we are 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 or work practices into the workplace.



4. Arrangements for managing health and safety for our work/in our workplace

This section outlines the management policy for specific health and safety activities. Some of these activities are expanded into a separate policy or risk assessment within Active Humber.

Risk Assessments

The purpose of a 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 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 shared 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.

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 recorded in the accident book.

A near-miss is defined as an unplanned event which does not cause injury or damage but could do so. It is the policy of Active Humber 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.



Accidents that happen at home, or in another location must be reported.

We 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, we 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 we have a positive attitude to health and safety. The investigation findings will also provide essential information for our insurers in the event of a claim.

Our investigation procedure, including the form to record this, is kept on the shared drive.

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 shared premises agreements. All employees must familiarise themselves with Fire Evacuation procedures in the building they are working in.

First Aid

It is our policy to provide, or arrange to be provided, 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. As Active Humber use leased workspace, the designated person will ensure that First Aid provision is available in premises occupied by Active Humber.

Employees will be informed of the arrangements concerning First Aid, including the location of the equipment, facilities and personnel. All employees must familiarise themselves with First Aid procedures in the building they are working in.

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.

Active Humber will provide First Aid training to identified employees, as required for their role. First Aid training records will be held on Breathe.



Homeworking/Agile working

Active Humber employees work from their home address. In accordance with the Health and Safety at Work Act 1974 and other subsequent safety regulations, we have an obligation to ensure that an employee's health and safety is safeguarded whether any work is done in work premises or at home.

We have in place a detailed Agile Working Policy and Agile Working Agreement which covers the health and safety responsibilities for this way of working. This is available on the shared drive.

Line Managers must ensure that employees working from home undertake a general home and workstation self-assessment. (Forms available via the Agile Working Policy). Once completed, managers should assess these 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. See also Display Screen Equipment.

Display Screen equipment

The Health and Safety (Display Screen Equipment) Regulations, 1992, require an employer to perform a suitable and sufficient analysis of workstations 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.

Active Humber employees are predominantly home working. DSE assessments will be completed initially by the employee, in line with HSE guidance. Where concerns are raised external advice will be sought to undertake an assessment.

Lone working



Active Humber seeks to protect all employee's health, safety and welfare at all times. This includes when our employees are working alone.

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 we 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. Further information is available in the Lone Working policy.

Work Equipment

It is our policy that all work equipment used in the course of our activities, whether provided by us, 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.

The main work equipment provided is laptops, mobile phones etc. This equipment will be tested (PAT) annually. Employees are required to provide their equipment for testing on request.

Travelling and transport (including public transport)

Active Humber 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. See the Driving for Work policy and risk assessment.

Stress at work

Active Humber recognises that workplace stress is a health and safety issue and acknowledges the importance of identifying and alleviating workplace stress. We will take all reasonable steps to reduce health and safety risks from stress in the workplace to as low a level as reasonably practicable. Please refer to the Stress at Work policy.

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.

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.

New or expectant mothers

There are additional risks for women 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 their Line Manager of their pregnancy at the earliest opportunity in order that risks can be identified and managed. See also our Maternity Policy.

Manual handling operations

All employees who are involved in any lifting or carrying must attend training in relation to manual handling. This training must be renewed every two years. The line manager is



responsible for ensuring that all employees requiring this training attend the training course at the appropriate time.

Our office based roles do not require employees to be involved in manual handling and assistance should be sought if an employee is intending to lift, move or transport large or heavy items.

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

Hazardous substances

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

All chemicals and other substances that are hazardous to health must be stored and used in accordance with the manufacturers' instructions. Such materials will have a COSHH (Control of Substances Hazardous to Health Regulations 2002) label on them, and the guidance on this label must be followed in full. On our premises we have no requirement to store or use chemicals, other than those that are used in general, or domestic use.

Risk assessments

All line managers are required to carry out regular risk assessments of the area and activities under their management. These risk assessments should be carried out annually at least, and some risk assessments will require more regular completion. The risk assessments should be recorded in writing, with an agreed target date for any actions that have been identified.

If there are any risks that cannot be eliminated all employees working in that area must be made aware.

Our Lone Working and Agile Working policies refer to specific Risk Assessments.

Employees or volunteers who are disabled

There could be additional risks for employees or volunteers who are disabled. In order to protect the health and safety of these employees or volunteers we will risk assess each individual, in line with their role, their health condition and any reasonable adjustments that we can make.

We will review 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 their Line Manager of any health condition, disability and/or any changed circumstances in order that risks can be identified and managed in the workplace.

Employing young people and work experience

Under Health and Safety law, as an employer, we must ensure, so far as reasonably practicable, the health and safety of all your employees, of any age. As part of this, there are certain considerations that should be made for young people.

A young person is anyone under 18 and a child is anyone who has not yet reached the official minimum school leaving age (MSLA). We will refer to the Health and Safety Executive website for advice on managing the risks in this situation and producing an accurate risk assessment.

For those who undertake work experience with us (any age), it is important to clarify and agree at the start of any 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.

Occupational Health

Active Humber will access an Occupational Health provider to support the management of health, safety and wellbeing. This will be discussed with the individual on a case by case basis.

Procedures for dealing with Health and Safety concerns

Any employee with a concern about health and safety should initially refer the matter to their 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.



5. Arrangements for managing health and safety (external providers)

External events

Active Humber is a sports development charity. 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.

Responsibility for Health and Safety matters in relation to external events has been delegated to the Head of Development. The event organiser is responsible for ensuring risk assessments are in place. 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
- 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.

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

Risk assessments for these types of events will be undertaken with the relevant partner organisation.

External contractors 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.

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.

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 our 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.



6. Monitoring and auditing

Monitoring Health and Safety

Monitoring is a key part of the Health and Safety management function and will form part of the responsibilities of the CEO. 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.

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.

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.

Review

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