



## Health and Safety Policy

*Reviewed May 2023*

The policy, read in line with the Company's health and safety policy statement, outlines the responsibilities in relation to health and safety.

Any accidents, however minor they may appear, should be recorded in the Company's accident book as soon as possible. Any such accidents should be reported to the Engage Community management team.

Employees are responsible for ensuring they are familiar with the Company's health and safety policies and procedures, including the consequences of breaching these.

If employees are attending the premises of a third party or service user, they are required to familiarise themselves with the applicable policies and procedures. Employees should ensure they handle any hazardous materials with care. Breaching any rules surrounding health and safety may lead to disciplinary action. A breach may be considered gross misconduct which can result in summary termination of employment.

### **Employer responsibilities:**

The Engage Community Ltd. have overall responsibility for ensuring our compliance with Health and Safety legislation. They will ensure that:

- Our Health and Safety policy documentation and Health and Safety Management System are 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, plant 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

**E:** [info@engagecommunity.co.uk](mailto:info@engagecommunity.co.uk) **w:** [www.engagecommunity.co.uk](http://www.engagecommunity.co.uk)



- 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.
- Health and safety objectives are set and their achievement is measured and reported in the annual report.
- 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.
- Health and safety objectives are set and their achievement is measured and reported in the annual report.

### **Management responsibilities:**

Managers will ensure that in their areas of control:

- They actively lead the implementation of our Health and Safety Policy and Health and Safety Management System.
- 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 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, plant 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.
- The monitoring and checking activities required by this system are completed.

### **Supervisor responsibilities:**

Supervisors will ensure that in their areas of control:

- They implement our Health and Safety Policy and Health and Safety Management System
- They supervise their staff to ensure that they work safely, providing increased supervision for new and young workers
- They communicate and consult with staff on health and safety issues.
- Health and safety rules are followed by all
- Health and safety checklists required by this system are completed at the designated frequencies
- The health and safety plan of continuous improvement is progressed, actions completed, and any problems are reported to a manager. Scheduled actions are completed on time and validated
- They encourage staff to report hazards and raise health and safety concerns.
- Issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff
- Any safety issues that cannot be dealt with are referred to a senior manager for action
- Safety training for staff is identified, undertaken and recorded to ensure they are competent to carry out their work in a safe manner
- Safe systems of work are developed and implemented
- Accidents, ill health and 'near miss' incidents at work are investigated, recorded and reported
- Personal protective equipment is readily available and maintained, and relevant staff are aware of the correct use of this and the procedures for replacement



## Engage Community

- Hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures.

### **Employee responsibilities:**

All employees are responsible for acting in a safe manner whilst at work. By understanding their responsibilities and following our safety rules, they will help the Company 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 set a good personal example in relation to health and safety.

### **First aid personnel have the responsibility to:**

- Administer First Aid in accordance with the current legislation and approved code of practice
- Record all accidents that are reported to them in the Accident Book
- Re-stock first aid boxes at regular intervals and when necessary.

Fire Marshals have the responsibility to carry out the duties for which they are trained when emergency evacuation of the workplace is required.

### **Responsibility for health and safety:**

The Engage Community management team is responsible for the health and safety in this organisation. However, everyone in the organisation has responsibilities in relation to health and safety, as set out in this policy.

### **Responsibilities of the employee:**

The employee is responsible for ensuring that his/her actions do not cause danger to themselves or to anyone else. The primary responsibilities of the employee include the following.



***Not to tamper with any equipment:***

Employees should not carry out any alterations to equipment which might compromise health and safety. Employees who do tamper with equipment are likely to face disciplinary action, which could include summary dismissal.

***Not to use any equipment without receiving appropriate training:***

No employee should use any equipment without having the appropriate training. The employee is responsible for attending any training that is arranged, and completing any assessments that are required.

***To take reasonable care of their own health and safety:***

Employees are expected to act responsibly and to take care of their own health and safety. This includes wearing any necessary protective clothing and not acting in a dangerous manner. All employees must take care that their actions do not endanger any other employees or visitors to the company.

***To use equipment appropriately:***

Employees should use equipment for the purpose for which it is provided, and no other purpose. If any equipment is damaged or unfit for purpose in any way the employee is required to inform the employer immediately.

***To follow appropriate systems of work:***

All employees should follow the systems of work that have been specified by the employer. There should be no deviation from these systems without prior permission from the employer.

***Personal protective equipment (PPE):***

The employer is responsible for supplying employees with any personal protective equipment (PPE) that is required. If an employee does not have the appropriate PPE for a specific task then the employee should inform the employer immediately and not perform that task until the PPE is available.

The employee is responsible for taking care of the PPE that has been issued. If any PPE is damaged the employer should be informed immediately. An employee is required to return all PPE that has been issued on leaving the organisation.



## Statement of Intent

To support our Health and Safety policy statement we are committed to the following duties:

- Undertake regular, recorded risk assessment of the club premises and all activities undertaken by the club.
- Create a safe environment by putting health and safety measures in place as identified by the assessment.
- Ensure that all members are given the appropriate level of training and competition by regularly assessing individual ability dependant on age, maturity and development.
- Ensure that all members are aware of, understand and follow the club's health and safety policy.
- Appoint a competent club member to assist with health and safety responsibilities.
- Ensure that normal operating procedures and emergency operating procedures are in place and known by all members.
- Provide access to adequate first aid facilities, telephone and qualified first aider at all times.
- Report any injuries or accidents sustained during any club activity or whilst on the club premises.
- Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness.

## Responsibility Structure

Matt Price - Founder  
Simon Price - Managing Director  
Chris Brannigan - Safeguarding Lead  
Chad Thorne - SENCO

## Chris Brannigan

*National Development Manager and Safeguarding Lead*

chris.brannigan@engagecommunity.co.uk 07733 109738

**E:** [info@engagecommunity.co.uk](mailto:info@engagecommunity.co.uk) **w:** [www.engagecommunity.co.uk](http://www.engagecommunity.co.uk)