



HEALTHY APPETITE AND ACTIVITIES HEALTH AND SAFETY POLICY

EMPLOYERS GENERAL STATEMENT

Healthy Appetite and Activities acknowledges and accepts its legal responsibilities under section 2 (3) of the Health and Safety at Work Act 1974, for securing, so far as is reasonably practicable the health, safety and welfare of all its employees, of participants on its programmes and activities of visiting members of the public, of contractors working on the premises over which it has control and of all others affected by its activities.

Healthy Appetite and Activities is committed to undertake to:

- (a) Identify the hazards to employees and third parties affected by the work and control the identified risks adequately.
- (b) Maintain healthy and safe working conditions, including provision of safe plant and equipment and PPE if required.
- (c) Work, through continuous improvement, to prevent accidents and work-related ill health.
- (d) Ensure that employees are competent to do their work and provide them with appropriate and adequate training.
- (e) Ensure safe transport, storage, handling and use of hazardous substances.
- (f) Consult with employees on health and safety issues affecting their wellbeing, giving them necessary information, instruction and supervision.

Healthy Appetite and Activities stresses the importance of co-operation from employees, and good communication at all levels within Healthy Appetite and Activities.

Other key legislation is:

- The Management of Health and Safety at Work 1999
- The Control of Substances Hazardous to Health Regulations 2002
- Health and Safety (Display Screen Equipment) Regulations 1992 and 2002 Provision and Use of Work Equipment Regulations 1998
- Manual Handling Operations Regulations 1992
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Health and Safety (First Aid) Regulations 1991.

The Organisation – Healthy Appetite and Activities

The following details the organisation structure for health and safety, the duties for all employees under the structure and the responsibilities at all levels within Healthy Appetite and Activities.

Roles and Responsibilities

Director – Matthew Zadel



The Director has overall responsibility for the effective planning and implementation of the health and safety policy, ensuring that, so far as reasonably practicable, adequate personnel and resources are made available to fulfil these responsibilities.

In particular, he is responsible for:

- a) Ensuring that adequate funds and personnel and resources are available to meet those requirements of the Healthy Appetite and Activities Health & Safety policy.
- b) Ensuring that health and safety is considered when planning and organising the work of Healthy Appetite and Activities.
- c) Implementing disciplinary measures against employees who fail to comply with Healthy Appetite and Activities Health and Safety Policy, procedures and standards.
- d) Reporting on the Health and Safety performance of Healthy Appetite and Activities.
- e) Setting and reviewing health and safety procedures and standards in light of the Healthy Appetite and Activities Health & safety Policy.
- f) Appoint relevant designated staff to be health and safety manager on Healthy Appetite and Activities provisions.

All programme managers will be responsible for the following:

- a) Ensure the health, safety and welfare of staff and volunteers delivering programmes of activity, including contractors.
- b) Ensure equipment and facilities provided for those at work are well maintained and suitable for the purpose intended.
- c) Maintain safe systems of work.
- d) Assist the director in bringing to the attention of employees the Health and Safety policy.
- e) Lead by example when delivering activities for Healthy Appetite and Activities.
- f) Assist in the conducting of Risk Assessments and develop safe systems of work if competent to do so.
- g) Co-operate with specialists appointed by Healthy Appetite and Activities.
- h) Bring to the attention any training requirements and needs for staff and volunteers.

Employees and Sessional Staff:

Healthy Appetite and Activities encourages all employees and sessional staff to be actively involved in maintaining safe operating conditions and practices. As an employee you should therefore:

- a) Read, understand and accept their responsibilities contained within the Health and Safety policy.
- b) Co-operate with the Director and managers when delivering programmes
- c) Deliver activities in such a manner that does not put you or others at risk through delivery.
- d) Bring to the attention any matters that result in a short fall in any approved safe system of working.
- e) Use any training given to deliver activities safely.
- f) Bring to the attention of management any training needs for relating to Health and Safety.
- g) Take care not to interfere with, or recklessly misuse, anything provided in the interest of health and safety.



Employment of Health and Safety specialist and consultants:

When required, Healthy Appetite and Activities will employ an external health and safety specialist/consultant to provide support, advice and assistance to Healthy Appetite and Activities.

The specialist/consultant will be required to do the following:

- a) Provide assistance in the development, promotion and maintenance of Health and Safety systems.
- b) Keep Healthy Appetite and Activities abreast of changing legislation, working practices and guidance information.
- c) Assist in the development and execution of monitoring systems for Health and Safety at work. This may include auditing of health and safety systems, reports and reviews.
- d) Assist in the Health and Safety training development for all staff.
- e) Promote and support the continuing development of a culture of Health and Safety awareness.

Healthy Appetite and Activities Activities:

Healthy Appetite and Activities runs a number of different and diverse activities including:

- Football programmes including holiday courses and a schools-based programme.
- Multi Sport programmes
- Programmes delivering activities for disabled children and adults and those with mental health issues.
- Education programmes aimed at young people who are NEET Post 16 programmes
- Healthy living programmes for young people

Risk Profile:

There are a number of risks that Healthy Appetite and Activities encounters during its operations, these are:

- Equipment based including sports and delivery equipment some of which may be electrical.
- Activity based in terms of the nature of the activity i.e. climbing, cycling.
- Contact sport.
- Safeguarding including protecting children and Adults at Risk from harm.
- Attendees of activities such as those with criminal histories or mental health issues.

The above factors need to be considered in risk assessments developed for programmes and activities.

ARRANGEMENTS

Emergency Planning and Response:

Healthy Appetite and Activities must be able to respond to any major incident that occurs. To enable this Healthy Appetite and Activities has a Major Incident Management Plan.

Examples of a major incident include a major safeguarding disclosure, death of a member of staff or volunteer whilst carrying out Healthy Appetite and Activities activities or the loss of IT systems thus compromising the day to day running of Healthy Appetite and Activities and its activities. This Plan includes the following:

1. Background and Major Incident Definition



2. Major Incident Management Structure
3. Roles and Responsibilities in responding to a major incident
4. Major Incident Identification
5. Major Incident Escalation
6. Major Incident Communication
7. Major Incident Closure
8. Major Incident Flow Chart

This plan is reviewed on an annual basis, training will be provided at appropriate times.

Risk Assessment:

Every venue and or building used by Healthy Appetite and Activities must have a risk assessment carried out on it a minimum of once per year. This risk assessment must be sent to the Health and Safety Officer (Director) to be kept on file, and where applicable a copy left at the site.

All aspects of the site must be risk assessed including, building, the activity carried out, equipment, fire safety, safeguarding etc.

Healthy Appetite and Activities requires that a risk assessment must be carried out or reviewed prior to every session by the lead member of staff, blank risk assessments are readily available through the director and managers.

All staff should arrive at the venue at least fifteen minutes prior to the start of an activity session so the risk assessment can be reviewed. Copies of that sites and activity programme should also be sought. The latter can be done by the Health and Safety Officer (Director).

All staff must ensure they have the full address and postcode of every venue they coach at, in case this is needed for an emergency call, and the relevant emergency contact sheet.

Aspects that need to be risk assessed are the following

- Venue
- Activity (specific)
- Equipment
- Manual Handling activities
- IT equipment including DSE
- Fire Safety
- Safeguarding
- Transport
- Road Traffic in and round the site.
- Any other aspect that could be considered a risk.
- Venue 'lock down' in case of an emergency.
- COSHH risk assessment will need to be completed as appropriate.

Once completed Risk Assessments need to be shared with appropriate members of staff especially those involved in delivery and this needs to be recorded.



Control of Contactors/Service Providers:

In the eventuality that contractors have to attend Healthy Appetite and Activities events they will be required to sign in and complete a permit to work. Additionally, before attending they will be required to send Healthy Appetite and Activities the following:

- Risk Assessment for carrying out activities
- Method statements for the above.
- A copy of their public liability insurance.
- Copies of their employee's qualifications and competencies
- Letter of assurance if working with children or vulnerable adults

Contractors, visitors and service providers will be made aware of Healthy Appetite and Activities policies and procedures in place to safeguard the Health and Safety of themselves and others.

Monitoring, Checking and Audit:

Healthy Appetite and Activities will provide and maintain safe systems of work and ensure that the Health and Safety risk posed by its operations are controlled. In particular Healthy Appetite and Activities will ensure, so far as is reasonably practicable, that:

- a) Premises, plant and equipment are maintained and kept in a safe and clean condition in line with the manufacturer's recommendations. This includes all equipment including generators and inflatables and office-based equipment.
- b) Working systems, procedures and practices are safe. Weekly checks will be conducted, and more in-depth three-monthly H&S inspections will be completed by the director.
- c) Annual Inspections will be carried out by an independent H&S company, these are arranged by the director.

Information, Training and Competence:

To develop and maintain informed and competent staff and volunteers Healthy Appetite and Activities will ensure that:

- a) Staff and volunteers receive adequate and sufficient information, instruction, training and supervision on how to carry out their work with regard for their own and others' safety.
- b) In addition to the above training shall be organised to ensure that the members of staff are competent in carrying out their tasks and activities. This will be identified in relation to the tasks and activities being delivered, through the specific requirements of the delivery taking note of any specific legislation, consultation with staff and volunteers.
- c) Such training will include risk assessment training, manual handling, First Aid, working at heights (if necessary) and others when deemed appropriate. Some of this training will be included in the sports specific and delivery specific training courses that are put on.
- d) A Health and Safety Induction will be given to all new employees by the Health and Safety Officer.
- e) All Health and Safety Training will be recorded.



DSE Equipment:

In line with the Health and Safety (Display Screen Equipment) Regulations 1992 and 2002 Healthy Appetite and Activities ensure that:

- a) Staff and volunteers' workstations will be risk assessed to eliminate or reduce any risks including electrical supply height of VDU etc.
- b) Healthy Appetite and Activities will ensure that staff and volunteers will have regular breaks built in regarding the use of DSE.
- c) Training will be provided on the use of the DSE and related aspects such as the use and adjustment of chairs and correct posture.

Use of Electrical Equipment:

Healthy Appetite and Activities will maintain all electrical equipment and its use should be noted on all Risk Assessments.

- a) All portable electrical equipment will be subject to annual PAT Testing.
- b) All non Healthy Appetite and Activities electrical equipment used on Healthy Appetite and Activities programmes and activities will need to be PAT tested as well.
- c) All equipment deemed to be faulty will either be discarded or repaired, and the latter will be carried out by a qualified electrician.
- d) Hard wire tests will be conducted by every 5 years, but visual inspections will be completed on a three-monthly basis in line with the H&S checks carried out on all facilities.

Planned Preventative Maintenance:

Most of the equipment and systems that Healthy Appetite and Activities uses is subject to maintenance processes by other organisations.

Healthy Appetite and Activities are responsible for the following:

- a) Weekly H&S checks on the equipment and facilities utilised.
- b) Maintenance of the electrical and petrol generators used for events including PAT testing and annual service.
- c) Maintenance of the inflatable equipment used for events.
- d) Maintenance of small equipment such as goals and activity related equipment.
- e) All the above checks are recorded by Healthy Appetite and Activities.

Manual Handling:

- a) Manual Handling procedures will be part of all risk assessments and will be eliminated as much as is practically possible. The movement of equipment, furniture etc must be done in accordance with good manual handling technique and the manufacturer's guidance and instructions Training will be given by Healthy Appetite and Activities on the latter.
- b) Equipment will be provided for certain tasks and these will include trolleys and the use of barrows to transport items such as equipment.
- c) Manual Handling also will be part of the Healthy Appetite and Activities Induction process.



Working at Height:

It is not envisaged that there will be much working at height in normal Healthy Appetite and Activities operations. However, where this does happen the activity will be risk assessed and appropriate working at height training provided before the commencement of the activity.

Travel/Transportation:

For the purposes of safeguarding children and adults at risk must never be transported alone in a car or minibus. There should always be two members of staff present for safeguarding purposes.

Any journey that involves passengers must complete a seating plan for the identification of passengers in the event of a road traffic accident.

If the journey involves the transportation of children or adults at risk unless there is a member of staff present from that school, centre etc then a Healthy Appetite and Activities member of staff will need to sit in the main part of the minibus as a chaperone.

Staff who use their personal vehicles for the Healthy Appetite and Activities business must have their vehicle insured for business use.

Healthy Appetite and Activities may hire in minibuses from external companies however these will be required to go through the Control of Contractors/Service Providers.

Drugs and Alcohol:

Healthy Appetite and Activities prohibits the drinking of alcohol by employees and contractors in the workplace or on business other than reasonable drinking of alcohol in connection with approved social functions.

Alcohol:

Healthy Appetite and Activities regards drinking to an 'unreasonable level' as any of the following situations:

The individual is over the legal limit stipulated for driving (i.e. 35mcg/100ml of breath alcohol concentration).

- In the opinion of director, the individual's performance is impaired this may be at less than the legal limit stipulated for driving.
- In the opinion of director, the individual's behaviour may cause embarrassment, distress or offence to others.
- The individual continues to drink when instructed to stop by a Manager/director.

Healthy Appetite and Activities will take all reasonable steps to prevent employees and contractors carrying out work-related activities if they are considered to be unfit/unsafe to undertake the work as a result of alcohol consumption or substance abuse.



Drugs:

Healthy Appetite and Activities expressly prohibits the use of any illegal drugs or any prescription drugs that have not been prescribed for the user. It is a criminal offence to be in possession of, use or distribute an illicit substance. If any such incidents take place on Healthy Appetite and Activities provisions or function, they will be regarded as serious, will be investigated by the director and may lead to disciplinary action and possible reporting to the Police.

Staff must inform their line manager regarding any prescribed medication that may influence their ability to carry out their work safely and must follow any instructions subsequently given, drugs that cause drowsiness must not be used whilst at work.

Food Safety:

Any activity that includes the use of food needs to be risk assessed and the staff or contractors must have the relevant Food Safety Certificates. Food hygiene standards should be adhered too (i.e. prevention of cross contamination from foods) and use by and best before dates need to be adhered to.

Personal food is allowed on site for consumption but use by and best before dates must be adhered to if using company fridges and storage. Any food stuff out of date will be removed and thrown away as per the manufacturer's instructions.

Accidents, Incidents and Near Miss Reporting:

All the following must be recorded and reported:

- (a) Accidents
- (b) Incidents
- (c) Near Misses

All staff must report the above using an accident/incident form which are kept at the Healthy Appetite and Activities office and on site at all venues of delivery. These are then be transferred into the accident/incident book located at the Healthy Appetite and Activities Office.

Serious and major accidents or incidents must be reported to the Health and Safety Officer (Director).

Where accidents fall under RIDDOR (Reporting of Injuries Diseases Dangerous Occurrences Regulations) they will be reported to the external independent Health & Safety Executive by the Health and Safety Office (director).

If the incident is a major incident, then the Healthy Appetite and Activities Major Incident Management Plan will be implemented.

Safeguarding:

Healthy Appetite and Activities takes its responsibilities around Safeguarding seriously and has the following policies in place

- Safeguarding Policy (Children and Young People)
- Safeguarding Adults Policy
- Anti-bullying Policy



- Code of Conduct for staff and volunteers.
 - Whistleblowing Policy
- (a) All staff and volunteers will be subject to safer recruitment procedures including the completion on an application form, interview, DBS check and references. Healthy Appetite and Activities will ensure that Safeguarding and First Aid training is up to date.
- (b) All DBS checks are renewed every three years.
- (c) Staff will report all concerns over children, young people and Adults at Risk to the programme manager and or the Safeguarding Officer.
- (d) All staff and volunteers will work in teams or at least in pairs and should never be in a situation where they are alone with a child or young person under the age of 18 in a closed environment. There is no contact outside of the programme of delivery.
- (e) Physical contact situations will be kept appropriate to the delivery of the sport or activity.
- (f) Staff report issues where they have been made to feel uncomfortable by a service user.
- (g) Staff or volunteers do not engage with any young person via the use of social media including Facebook, Twitter etc. Staff and volunteers are required that if child or young person does try to make contact with them that they make the approach known to the programme manager or Safeguarding Officer.
- (h) All staff and volunteers do not to use mobile phones to contact children or young people by voice call or text or use such devices to capture images whether that be a photo or video.
- (i) All staff know what to do if a young person or adult at Risk becomes lost. All risk assessments where appropriate will have a safeguarding section.
- (j) All activities will be fully supervised by Healthy Appetite and Activities staff with the security arrangements detailed in the risk assessments. This will include the use of CCTV and lock down arrangements if needed.
- (k) Healthy Appetite and Activities has a responsibility for the safety and welfare of both staff and clients when attending Healthy Appetite and Activities activities. To ensure this happens Healthy Appetite and Activities will:
- Risk assess all venues and activities and receive risk assessments and method statements of third-party deliverers. Ensure that the correct staff ratios are in place.
 - Take note of any medical, disability and safeguarding issues and plan accordingly.
 - Ensure consent is in place where appropriate for the clients and staff taking part in activities.
 - Inform the relevant people when groups are on site etc such as security.
 - Ensure that all staff and volunteers are appropriately qualified and trained to deliver Healthy Appetite and Activities activities and ensure that the same is in place for third party delivers and evidence of membership of national schemes or quality marks.
 - Have appropriate signing and signing out procedures for Healthy Appetite and Activities events.
 - Have registers in place to record the presence or not of clients.
 - Have appropriate escort procedures in place on Healthy Appetite and Activities provisions.
 - Work with parents, carers and partners to ensure the safety requirements are provided such as the use of equipment etc.



Aggressive Behaviour and Weapons:

- Aggressive behaviour by staff, volunteers and attendees will not be tolerated at any time.
- Staff could be subject to disciplinary procedures if the latter is seen to manifest.
- Attendees will be asked to leave activities or arrangements will be made if they are a young person or adult at risk for them to be picked up.
- If the aggressive behaviour turns violent then the police will be informed.
- Any weapon carrier (i.e. knives) must be reported to the police to ensure the safety of staff, volunteers and attendees at Healthy Appetite and Activities activities.
- All incidents of aggressive and violent behaviour must be reported to the Health and Safety Officer (Director).

Staff Welfare:

Healthy Appetite and Activities takes the welfare of its staff seriously, this includes:

- Staff undertaking work with vulnerable children and adults and safeguarding concerns receiving the appropriate levels of supervision.
- Staff working in environments that are conducive to a healthy working environment such as appropriate light, ventilation and sanitation.
- Access will be made available in terms of food preparation, storage and fresh drinking water.
- Information and advice can be obtained via the director.

First Aid and the Provision of First Aiders:

- All Healthy Appetite and Activities staff will be trained in Emergency First Aid. These are valid for 3 years and must be updated before the qualification expires.
- Names and contact details of first aiders at Healthy Appetite and Activities provisions will be displayed.
- All staff will be issued with a First Aid kit which they must carry with them at all times when engaged in Healthy Appetite and Activities activities.
- It is the responsibility of the individual to keep their First Aid kit fully stocked and to replace items when used.
- Stock is available from Healthy Appetite and Activities director.

The First Aid kit should include as a minimum:

- Sterile wipes to clean wounds
- Tape to hold dressings in place
- Small / Medium and Large sterile dressings
- Gloves
- Mouth to Mouth shield
- Bottled Water
- Triangular bandages
- Safety Pins



Fire Safety:

Healthy Appetite and Activities will request at all venues the procedures for Fire Safety, this will include the following:

- The fire alarm system
- Emergency lighting
- Routes of escape
- Fire safety equipment

All employees must ensure that they are familiar with the testing and evacuation procedures for their place of work or if they are visiting other premises.

Revision of the Health and Safety Policy:

Healthy Appetite and Activities will revise the policy statement in the light of experience, because of new hazards or organisational changes. Revision may be necessary if:

- a) The nature of the work changes.
- b) New hazards are introduced into the workplace.
- c) Changes to personnel or duties are made.
- d) New regulations, codes of practice or of official guidance are published relevant to Healthy Appetite and Activities Activities.
- e) This Policy will be reviewed on an annual basis and will be subjected to continual review throughout that year.

Communication of the Health and Safety Policy:

Healthy Appetite and Activities will ensure, so far as reasonably practicable, that the policy document is distributed in a manner that brings the policy to the notice of all employees.

This will be achieved through:

- A copy of the Health and Safety Statement being placed on staff notice board (coaches packs at each venue)
- Bring issues to the member of staff or volunteer at their induction.
- CPD events
- Staff will be provided with full copy of the policy and placed on Healthy Appetite and Activities website.

Monitoring of the Health and Safety Policy:

Healthy Appetite and Activities will check the effectiveness of the policy to ensure the policy is being adhered to at all levels within Healthy Appetite and Activities. Monitoring, inspections, audits, and spot checks will ensure:

- (a) Responsibilities are being discharged properly.
- (b) Employees are in keeping within health and safety rules.
- (c) Employees are safety conscious.
- (d) Accident and incident rates are recorded and discussed.
- (e) Work related illness and sickness is studied and acted upon.
- (f) Trends, patterns and frequency of accidents and incidents are discussed



Failing to Comply with the Policy:

Failure to comply with the Health and Safety Policy may lead to disciplinary action being taken under the disciplinary procedures set out by Healthy Appetite and Activities.

Any damage to plant, equipment, buildings or loss of productivity relating to neglect of health and safety requirements will also be a disciplinary matter and dealt with accordingly.

Information, Advice and Help:

Any employee who requires further information, advice or help with any matter relating to health and safety can contact the Health and Safety Officer (director).

Competent Person:

The competent person and Health and Safety Officer for Healthy Appetite and Activities is Matthew Zadel who can be contacted on 07971 527 146. The Health and Safety Officer is responsible for:

- The production and review of the Health and Safety policy for Healthy Appetite and Activities in line with current legislation and production and review of related policies.
- Conducting and / or reviewing Health and Safety checks, method statement and safe systems of work for CACT provisions, systems and equipment.
- Conducting and reviewing Risk Assessments.
- Provision of Health and Safety Training
- Providing information, advice and guidance for all Health and Safety enquiries from staff.
- Liaison with Third Party Contractors when used regarding Risk Assessments etc.

Review and Updates:

Policy Updated Nov' 2023

Policy Approved by Director: Nov' 2023

Next review: June 2024 or before if there are changes in Healthy Appetite and Activities operations or legislation

Health and Safety Officer (Director)

A handwritten signature in black ink that reads 'Matthew Zadel'.

Signed:

Matthew Zadel – Healthy Appetite and Activities

Date: 16th November 2023