

SPECIAL OLYMPICS GREAT BRITAIN

HEALTH AND SAFETY POLICY

Title	Health and Safety Policy
Version	1
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Where referred to, staff and staff member refers to employees, athletes, unified partners, coaches and volunteers.

The Health & Safety Executive (HSE)

Special Olympics Great Britain (SOGB) recognises the HSE as the independent body providing health and safety information and instruction to employers. The Health and Safety at Work etc. Act 1974 places a statutory duty on employers to ensure, so far as reasonably practicable, the health, welfare and safety of its entire staff and other people who may be affected by its activities, e.g. service users, visitors.

Responsibilities

As the employer, the Board of SOGB has overall and final responsibility for health, welfare and safety matters at SOGB and for ensuring health and safety legislation is complied with. The Board of SOGB are actively committed to providing a healthy and safe working environment. The Board of SOGB may delegate responsibility to a member of staff with experience in health and safety procedures at SOGB for day-to-day tasks in relation to health, welfare and safety.

The Board of SOGB has delegated day-to-day responsibility for health, welfare and safety tasks and for ensuring this policy is put into practice to:-

Colin Dyer (Delegated Health & Safety Officer)

The contact details of the Delegated Health & Safety Officer are:-

Email: colin.dyer@sogb.org.uk

Post:

**Special Olympics GB,
483 Green Lanes,
London,
N13 4BS**

All staff must:

- co-operate with instructions from the Delegated Health & Safety Officer, or other authorised persons, in relation to health, welfare and safety;
- familiarise themselves with SOGB's Health and Safety Policy and Procedures and comply with these at all times;
- take reasonable care of their own health, welfare and safety and that of others affected by their actions; and

report all near-misses (defined as an incident that could have caused damage, injury or death but was avoided), accidents and incidents to the appropriate person, e.g. their line manager or the Delegated Health & Safety Officer.

General Policy Statements

It is the policy of SOGB to provide and maintain safe and healthy working conditions, equipment and systems of work for all of its employees, and to provide such information, training and supervision as they need for this purpose. These obligations extend to volunteers, contractors, members of the public and shall include a requirement to:

- ensure its staff knows how to contact the Delegated Health & Safety Officer and are aware

of this Health and Safety Policy and their obligations hereunder;

- provide health and safety training/information to its staff, appropriate to their role and the activities being carried out;
- ensure any equipment used by SOGB is safe and appropriately maintained;
- conduct risk assessments of its services and activities, which are made available to relevant staff, in order to identify and manage any hazards, prevent near misses, accidents and incidents and avoid work-related ill-health on an on-going basis;
- ensure any near-misses accidents and incidents are recorded, investigated and reported to the Board; and
- ensure any reportable occurrences are reported to the HSE, as required.

Health, welfare and safety will be included as an agenda item at Staff Meetings from time to time, and the Delegated Health & Safety Officer will ensure that an update is provided at these meetings in relation to the status of health and safety training for staff, any near-misses, accidents, incidents or reportable occurrences.

General Premises Arrangements

SOGB will ensure the premises it uses for its services, activities and general business are kept clean, hygienic and safe.

In the case of premises which SOGB regularly hires for its services and activities, SOGB will put in place an agreement with the premises owner which shows the arrangements for the following:-

- safe access to the building;
- ensuring security of staff, service users and equipment;
- the whereabouts and management of any Asbestos;
- adequate heating, lighting (inside and outside, as appropriate) and ventilation;
- access to clean drinking water;
- toilet and washing facilities;
- managing cleaning and hygiene;
- waste disposal (including clinical waste);
- storage (for SOGB items and equipment);
- the fire safety policy;
- the owner's agreement to maintain their items and equipment for SOGB use; and
- risk management protocols for Covid-19.

Risk Assessments

Risk assessments will be conducted by a member of staff who is competent to carry out the task and recorded on the relevant SOGB risk assessment form.

Projects and charitable activities

Risk assessments will be carried out for each of SOGB's projects, programmes and competitions and for any additional relevant activities.

A copy of the risk assessment will be made available to the relevant staff involved with the project or activity and action will be taken to identify and eliminate hazards where reasonably practicable.

Individuals in SOGB's care

In cases where SOGB is responsible for the care needs of service users attending our activities, a basic assessment of need (including risk) will be carried out for each service user attending such event. This assessment may be informed by information obtained from the person, their parent or responsible carer, medical professional, school or other agency (with the appropriate permissions) and shall reflect the nature of the activity being carried out.

All of the above will include any specific risk assessment or procedures required as a consequence of Covid-19.

Fire Procedures and Drills

Procedures for managing fire will be recorded on a separate risk assessment provided by the shared office and/or facility management company. This plan will include details of the location of fire exits and the whereabouts of fire safety equipment (e.g. break glass points and fire extinguishers) and assembly points. This information will be made available to all relevant staff and service users.

SOGB will maintain records of fire drills conducted at its services and activities, which are also recorded within the plan.

All staff will comply with the relevant fire procedures relating to the service or activity they are working on.

The plan will also include details of which party is responsible for ensuring fire safety equipment (e.g. fire extinguishers, fire alarms) are maintained and are safe to use. In cases where SOGB hire premises to run a project for people with a learning disability, the responsibilities for maintaining fire safety equipment will also be made clear within the premises hire agreement.

2. Control of Substances Hazardous to Health (COSHH)

In accordance with the 2002 COSHH Regulations (Control of Substances Hazardous to Health), SOGB recognises its duty to conduct risk assessments related to hazardous substances, e.g. cleaning chemicals.

Following a COSHH risk assessment, the following action will be taken:

- in the first instance, action is taken to remove the need for the hazardous substance;
- if this is not possible, action is taken to find a replacement for the hazardous substance, with a substance which does not have any hazardous properties; and
- if this is not possible, a further risk assessment of the hazardous substance will show instructions for safe use and storage, and any personal protective equipment (PPE) required (e.g. safety spectacles, gloves) which SOGB will provide.

Safe Use of Equipment & Portable Appliance Testing (PAT)

All staff must comply with all relevant instructions on the use of any items or equipment in relation to any of SOGB's services and activities.

SOGB will ensure all portable electrical items owned by them and used during its services and

activities undergo Portable Appliance Testing (PAT). SOGB will maintain records to show PAT has been carried out for electrical items owned by the charity. In the case of electrical items not owned by the charity, PAT testing will be carried out when necessary and appropriate.

Adequate supervision will also be provided to service users accessing equipment (see risk assessment for each project/event).

Staff should promptly report any problems found with items or equipment to the relevant person, e.g. the Owner, Project/Event Manager or Delegated Health & Safety Officer.

Staff Ratios

Staff ratios will be maintained that are appropriate to the situation and services as determined by an event and/or activity based risk assessment, but will never be less than 1:4 (one staff to four service users).

First Aid

SOGB will ensure that at least one member of staff working on and/or attending its projects, events or activities has received first aid training – more than one where possible and practicable. A first aid box will be provided at all premise-based projects, events and activities. For projects, events and activities which are community-based, a portable first aid box is provided. The contents of first aid boxes should be checked regularly and maintained by staff.

Accidents, Incidents and Reportable Occurrences

Any incident or accident relating to health and safety occurring in relation to any activity of SOGB and any action taken in respect of it will be recorded on an Incident/Accident Report Form relating to that activity, and a copy of it must be passed as soon as practicable to the relevant person, e.g. the Project/Event Manager or Delegated Health & Safety Officer.

The Project/Event Manager will review the incident or accident record as appropriate to determine if follow-up action is necessary to reduce or minimize any risk of recurrence.

The Delegated Health & Safety Officer is responsible for reporting relevant matters under the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013 (RIDDOR). RIDDOR covers the following accidents/incidents:

- work related accidents which cause death;
- work related serious/major injuries;
- dangerous occurrences;
- injuries to members of the public;
- accidents/injuries causing 7 days or more incapacity from work; and
- certain work-related diseases.

Records of all accidents/incidents are maintained by the Delegated Health & Safety Officer.

Audit

Health and safety practice, as reflected in the risk assessments, will be checked through ad-hoc audits. The Delegated Health & Safety Officer is responsible for ensuring audits are completed and actions undertaken. Audit findings will be reported and reviewed by the Board of SOGB. Health & safety audits of projects, events and/or activities will take place regularly and in line with the audit guidance set out below.

Audit Guidance:

- Do staff know who the designated Delegated Health & Safety Officer is for SOGB, who they can raise concerns with?
- Check to see if all staff have received adequate health & safety training as required?
- Are Incident/Accident Report Forms available on site? Check the project/event file on-site. Check that blank Incident/Accident Report Forms are in the file and that staff know they are there.
- Do staff know the procedure to record any near misses, accidents and incidents?
- Incident/Accident Report Forms are being completed accurately and passed to the relevant Project/Event Manager and any follow up requirements are completed.
- Risk Assessment Form is in the file at the project/event, has been read and is being followed by staff, coaches and volunteers – check their knowledge of it.
- Fire Evacuation Procedure is in place and a copy is available at the project/event.
- Ask Staff what they would do in the event of fire and that this is in accordance with the Fire Evacuation Procedure.
- Check that where required, fire drills are being carried out regularly (and at least once a year).
- Check that the staffing ratios (as referenced in section 9, above) are being complied with.
- Check that there is a First Aider on duty and that their training is up to date.
- Check that service users know about health and safety procedures (e.g. fire evacuation point) and that they are aware of the Health & Safety Policy

Regular Review and Assessment

Health, welfare and safety should feature as an agenda item as part of the overall risk management plan at all SOGB Board Meetings.

Communicating Matters of Health and Safety to Service Users

SOGB will ensure relevant matters of health, welfare and safety are communicated to all service users, including those people with an Intellectual Disability (ID) in an accessible way.

Concerns About Health, Safety and Welfare

If any staff member has any concerns about any aspect of health, welfare and safety in relation to any of SOGB's activities they should report it immediately to the Delegated Health & Safety Officer.

Principles

It is our policy to carry on our business in the safest practical manner consistent with good practice. Your health, welfare and safety whilst at work and that of others likely to be affected by our business is our responsibility, and it is our duty to do everything reasonably possible to prevent injury and ill health, and to comply with health and safety law.

It is also your duty to exercise personal responsibility for your own health, welfare and safety and that of others.

In the event of conflict between the demands of our business and staff health, welfare and safety, you will receive our support if you reasonably choose the health, welfare and safety of employees, clients or other third parties as the priority.

Structure

The Delegated Health and Safety Officer and other nominated members of staff have day-to-day responsibility for health, welfare and safety.

Responsibilities of Health and Safety Staff Personnel and Other Members of Staff

These responsibilities include:

- administer, monitor and review the effectiveness of SOGB's Health and Safety Policy;
- understand and oversee the application of health and safety laws and regulations relevant to our business;
- arrange for resources to be allocated to satisfy the requirements of the Health and Safety Policy;
- promote the safe conduct of SOGB's work generally;
- nominated members of staff to report to the person responsible for overseeing health and safety within SOGB, all matters affecting the health, welfare and safety of members of SOGB's staff which they are unable to resolve having regard to the Health and Safety Policy;
- ensure that members of staff and others whilst on SOGB premises and undertaking their duties consistently exercise their health and safety responsibilities responsibly;
- ensure adequate training in health, welfare and safety matters is given to members of staff on joining and as required;
- ensure that any accidents and/or incidents are reported to the HSE when required by law;
- ensure all accidents to members of staff and others which result in death, a major injury or in absence from work for more than seven days, are reported to the Delegated Health & Safety Officer within twenty-four hours of becoming aware of them;
- ensure that all necessary details are entered immediately in the accident book however trivial that accident may appear to be;
- make arrangements for the maintenance and retention of all documentation relating to the Health and Safety Policy;
- appoint, train and liaise with any nominated members of staff; and
- review potential health, welfare and safety hazards and specific rules with new members of staff before they start work and with members of staff when changing jobs or working with new technology.

3. First Aid Officers

First Aid Officers (including those trained in Mental Health First Aid) will:

- take charge of the equipment and facilities and report missing or any defective items;
- administer appropriate first aid when necessary;
- undertake any training as required; and
- ensure that all near misses, accidents and incidents regardless of seriousness are reported to the Delegated Health & Safety Officer.

Other Members of Staff

You are required by law and as a term of your employment/accreditation with us to co-operate with us in creating and maintaining safe and healthy working conditions through safe working practices, using a safe system of working and reporting to the appropriate person above, all near misses, accidents and incidents that have led, or may lead, to injury.

You must read and comply with the instructions contained in the Health and Safety Policy, and where possible, be proactive in suggesting ways to improve health and safety at work.

Training

You will be offered advice on health, welfare and safety training needs.

Health, welfare and safety training will be given to you as necessary, both on joining us and before working at any place where special hazards may be present and which are notified to us by other members of staff, clients or sub-contractors.

At least one member of the SOGB National Office team will undertake Mental Health First Aid Training.

Health and Safety Policy Review

We are required to monitor the effectiveness of the Health and Safety Policy in terms of its use by members of staff and to ensure that it reflects any changes within health and safety legislation.

We will review the policy at intervals of not more than 12 months and where appropriate indicate ways in which our safety performance can be improved.

If you have any queries about this policy please contact the Delegated Health & Safety Officer.