

HEALTH AND SAFETY AT WORK POLICY AND ARRANGEMENTS

Health & Safety at Work Policy and Arrangements

Statement of Policy

Cycling UK is committed to providing for the health, safety and welfare of all employees and to maintaining standards at least equal to the best practice in the industry.

Cycling UK will observe the Health and Safety at Work Act 1974 and all the relevant regulations and codes of practice made under it from time to time. Cycling UK will consider any recommendations made by the Health and Safety Executive regarding health and safety issues and where appropriate will liaise with the Health and Safety Executive on particular health and safety issues which are of particular relevance to Cycling UK.

Cycling UK will conduct its undertaking in such a way as to ensure, so far as it is reasonably practicable, that persons not in its employment who may be affected are not exposed to risks to their health and safety. Where such risks exist, information will be provided and all reasonable steps will be taken to bring this to the attention of its employees.

The commitment to health and safety is a management responsibility equivalent to that of any other management function. It will be the duty of Cycling UK's Chief Executive to ensure that policy is upheld always and to provide systems of work that are safe and without risks to health, in so far as is reasonably practicable.

Employees also have a statutory duty to take care of themselves and others who may be affected by their acts or omissions, so should therefore take a proactive approach on health and safety and ensure any risks are reported to the Office Manager.

This Safety Statement/Policy will be kept under continuous review and re-issued when appropriate.



Signed:

(Paul Tuohy)

Date: January 2018

Responsibilities

The Chief Executive has overall and final responsibility for giving effect to this Health and Safety Policy.

The Chief Executive/Senior Management

The Chief Executive/Senior Management undertake so far as is reasonably practicable:

- to provide the necessary resources and seek the co-operation of all employees with a view to implementing the requirements of the Health and Safety at Work Act 1974 and all supportive and associated legislation concerning Health, Safety and Welfare.
- to maintain all places of work in a condition that is safe and without risk to health, including the means of access to and egress from such places of work.
- to provide and ensure that work equipment and systems of work are maintained to be safe and without risks to health.
- to provide and maintain a working environment for persons at work that is safe and without risks to health, with adequate arrangements for the welfare of such persons.
- to provide appropriate personal protective equipment where necessary.
- to ensure safety and the absence of risks to health and the general environment relating to the use, handling, storage, transport and disposal of articles and substances.
- to provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of all employees.
- to formulate, and where necessary practice, effective emergency procedures as required.
- to bring to the attention of all persons including managers, regular and temporary employees, visitors and contractors, at the place of work, their responsibilities with regards to their own safety and the safety of others who may be affected by their acts or omissions at work.
- to promote the co-operation of employees to ensure safe and healthy conditions and systems of work by discussion and effective consultation.
- to assess the risk to the health and safety of employees and others who may be affected and identifying what measures are needed to comply with its health and safety obligations.
- to keep abreast of legislation by ensuring adequate and appropriate advice through persons competent in health and safety matters.
- to record and investigate accidents and cases of occupational disease, ill-health and incidents of violence at work.
- to provide adequate first-aid cover.
- to monitor health and safety performance on a regular basis with regards to places of work.
- to bring this policy and relevant health and safety arrangements to the attention of all employees.
- to review this Health and Safety Policy and the arrangements for its implementation as often as may be necessary. All such revisions will be brought to the attention of employees.
- to follow the Working Time Regulations to not exceed 48 hours maximum working per week averaged over a 17 week period, a daily rest period of 11 consecutive hours and a weekly rest period of 24 hours will be rigorously applied. Employees wishing to opt out

of the 48 hour maximum rule must sign a detailed agreement to be drawn up by the Office Manager.

The Office Manager

The Office Manager will be responsible for monitoring and reviewing the Health & Safety Arrangements and ensuring there is consultation on health and safety matters with staff.

Line Managers

Line Managers are responsible for conducting risk assessments of the day to day work of their team; ensuring that staff are aware of risks and that they receive sufficient instruction on health and safety requirements.

All Staff

All staff are required to:

- Comply with any safety instructions and directions issued by Cycling UK
- Take reasonable care for their health and safety and the health and safety of other persons (e.g. other employees, contractors, customers, workmen etc.) who may be affected by your acts or omissions at work, be observing safety rules which are applicable to you.
- Co-operate with Cycling UK management to ensure that the aims of the Health and Safety Policy Statement are achieved and any duty or requirement imposed on Cycling UK by or under any of the relevant statutory provisions are complied with.
- Report and co-operate in the investigation of all accidents or incidents that have led to or may lead to injury.
- Report any potential risk or hazard or malfunction of equipment to the appropriate authority.
- Not to intentionally or wilfully interfere with or misuse anything provided in the interests of health and safety at work.

Any failure to comply with any aspect of Cycling UK's health and safety procedures, rules or duties specifically assigned to the employee regarding health and safety will be regarded by Cycling UK as misconduct which will be dealt with under the terms of Cycling UK's Disciplinary Procedure.

Arrangements

Accidents and Accident Reporting

If you suffer an accident on Cycling UK's premises or when travelling on business you (or someone on your behalf) must report that fact to your manager as soon as is practicable after the event. All accidents should be reported however trivial and the accident must be recorded in Cycling UK's Accident Book. Any visitor or contractor who has an accident must also report it. The employee responsible for the visitor or contractor must ensure the accident book is filled in correctly.

The Accident Book is kept with the main First Aid in the National Office. Field staff are required to email their Line Manager with the information set out in **Appendix 1**.

The Chief Executive will inform the HSE of any reportable accidents, and will investigate all accidents and ill-health to determine the cause and will be responsible to put matters right.

Insurance

A copy of the Insurance Certificate of Employee Liability is hanging on the wall in the Main Staff Entrance at the National Office. This gives details of the insurer and cover.

Vehicle Insurance

All Staff who use their own motor vehicle for work purposes such as driving to work related meetings are required to check that their motor insurance covers them for business use. New Staff are asked to confirm that they are covered and all Staff are asked to confirm this every October with the Office Manager. Staff who do not provide such confirmation will be instructed to stop using their vehicle for work purposes.

Acts and Regulations Applicable

Health and Safety at Work Act 1974	The Management of Health and Safety at Work Regulations 1992
The Workplace (Health, Safety and Welfare) Regulations 1992	The Provision and Use of Work Equipment Regulations 1992
The Manual Handling Operations Regulations 1992	The Personal Protective Equipment at Work Regulations 1992
The Health and Safety (Display Screen Equipment) Regulations 1992	Control of Substances Hazardous to Health Regulations 1994 (COSHH)
Electricity at Work Regulations 1989	

COSHH – Control of Substances Hazardous to Health

A review of the substances held in the office has been carried out. There are no substances bearing hazard signs in the office. A sufficient precaution will be to include in the Health and Safety Briefing to Staff a reminder that if using any substances, they should check the container for any specific warnings.

First Aid

First Aid boxes are located in kitchen areas and are equipped in accordance with official guidance, but do not contain analgesics. Users of a first-aid box must make an entry in the accident book which is kept with the First Aid Box. In the event of an accident one of the qualified first aiders will take charge and arrange for medical treatment if required. The list of first aiders is kept above the First Aid Box.

Employees should not take it upon themselves to render first-aid and must always seek the support of the first-aiders.

Each member of staff should fill in a Personal Record so that the Office Manager has a note of next of kin, home telephone number etc.

Electricity

The Electricity at Work Regulations stipulates that no employee may be involved in work with electricity unless they are competent to do so. There is no requirement for employees to work with electricity i.e. re-cabling, moving sockets etc. as this sort of work must be undertaken by a qualified electrician. The changing of light bulbs, fuses, plugging in computers etc. is acceptable provided the person is competent to do so. All electrical equipment (this includes computers, photocopiers, printers, kettles, microwaves etc) will be maintained by Cycling UK and this will include an annual inspection where deemed necessary.

Any defects or damage to electrical equipment must be reported immediately by staff to the Office Manager. Anyone suffering from an electrical shock must always report it as an accident.

Emergency Evacuation

All employees must familiarise themselves with routes to escape from the premises, Cycling UK Fire Emergency Procedure, also the position of fire alarm call points and fire extinguishers.

Employees must not interfere with any fire safety arrangements, keep fire routes and exits clear and abide by the notices explaining fire arrangements. The purpose of the fire extinguishers is to fight fire only if this can be done without personal risk.

Housekeeping

Poor standards of housekeeping are a common cause of fires in the workplace. Staff are therefore required to maintain the highest standards of housekeeping, by ensuring that waste and redundant material is not allowed to accumulate.

Manual Handling

It is the duty of all employers to keep manual handling to a minimum, and where it is unavoidable, to try to introduce mechanical aids to eliminate or reduce manual involvement wherever possible. Staff should follow safe lifting procedures e.g. bend from the knees and keep weight evenly distributed, and not move any load which they think may cause them an injury.

Risk Assessment – (On and Off Site)

Risk Assessments should be carried out by a 'Competent Person'. Anything that can cause harm is noted, evaluated and action taken if necessary. Reviews should be held on an annual basis or earlier if significant changes in legislation take place.

It is the responsibility of the Chief Executive to ensure that all Line Managers fully understand their responsibilities and that all policy and guidance complies with latest legislation.

New Starters should be briefed on their health and safety responsibilities and control measures based on the current risk assessments applicable for the office in which they work.

In respect of off-site 'Events', a Risk Assessment form should be completed when the initial meeting takes place relating to the booking to assess if the area is suitable to hold the event.

Working from Home

Home Workers will be asked to complete a 'Risk Assessment' form before they commence working from home to assess if their working area is suitable.

Smoking

Smoking (including e-cigarettes or vaping) is not permitted within Cycling UK National Office.

Display Screen Equipment (DSE)

All DSE users will be offered an eye and sight test which will be paid for by Cycling UK.

All workstations will be assessed and the assessment recorded as part of the general risk assessment. Control measures will be put in place as necessary to reduce the risk from the use of DSE.

Employees are required to organise their own work in such a way that permits them to have regular short breaks (e.g. 5 minutes every hour) from use of DSE. Breaks include any work which does not require using the DSE for a short period of time e.g. filing, meetings with colleagues, tidying workstations etc. Employees will be shown how to use DSE properly and how to adjust the workstation to suit themselves. Any other relevant information and training will be provided.

Lone Working

Whenever a member of staff works alone in an office or is out of the office, travelling alone to meet with a stakeholder, they must follow the local procedures for lone working.

These should include:

- a risk assessment (which might be a generic or specific risk assessment).
- arrangements for arranging safe travel.
- arrangements for notifying arrival and departure times.

Fire Evacuation

In the event of a fire the procedure below should be followed:

- If you discover a fire the Fire Alarm should be activated by pushing the button indicated on one of the four fire alarm points around the building. These can be found by each entrance door downstairs and each entrance door upstairs
- If there is a fire the Fire Alarm will sound
- Leave the building immediately by the nearest exit
- The exits are via the two entrance doors or by the windows that open on the ground floor. Open the window and press the 'press' buttons on each side of the window frame. This will fully extend the window to enable you to climb out
- The assembly point is at the side of the Nuffield Sports building you can see from our building
- **DO NOT** try to put the fire out
- Cycling UK Fire Marshalls are Sue Cherry, Cherry Allan and Matt Yeoman
- Once the Fire Alarm is sounded the fire alarm company will ring the phone downstairs by the Staff entrance to check if this is a false alarm. If no one answers the phone the Fire Service are automatically called
- The Fire Marshalls would meet the Fire Service to notify them of any special risks.

Appendix 1: Information to be Entered in the Accident Book

About the person who had the accident

- Name
- Address
- Occupation

About the person filing in the record (if you are not the person who had the accident)

- Name
- Address
- Occupation

About the accident

- Date the accident happened
- Time the accident happened
- Location – where the accident happened
- Account of how the accident happened, giving the cause of the accident where possible
- If the person who had the accident suffered an injury, describe the injury
- Provide full recommendations/remedial action to avoid similar accidents in the future

Where the accident is reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995)

- How the accident was reported
- When the accident was reported
- Who reported the injury to the Health and Safety Executive (HSE)