



## Health and Safety Policy

### General Statement of Policy

It is the policy of Creating Space For You CIC to comply with the terms of the Health and Safety at Work Act 1974 and subsequent legislation, to provide and maintain safe and healthy working conditions, equipment and systems of work for all our coaches and to provide information, training and supervision for this purpose. Creating Space For You CIC also recognises and accepts its responsibility to protect the health and safety of all visitors to the workplace (including contractors, temporary staff and any members of the public) who might be affected by our activities. Creating Space For You CIC will also ensure that our projects located elsewhere develop appropriate risk assessments.

A copy of this policy will be issued to each coach. The policy will be reviewed each year along with an annual risk assessment. The specific arrangements for the implementation of the policy and the personnel responsible are set out within.

### Responsibilities and Arrangements for Health & Safety Management

#### The Director

The Health and Safety at Work Act 1974 places a statutory duty on all employers to ensure, so far as is reasonably practicable, the safety, health and welfare of all its employees at work and other people who may be affected by their activities, e.g. users, volunteers, members of the public. The Director has overall and final responsibility for health and safety matters at Creating Space For You CIC and for ensuring that health and safety legislation is complied with.

The Director will review the operation of this health and safety policy annually. Health and Safety will also form a standing item on all Directors' meeting agendas.

#### The Administrator

The Administrator has overall responsibility for ensuring that the Health and Safety Policy is put into practice at Creating Space For You CIC premises. In particular the Administrator will ensure that:

- coaches receive sufficient information, training and supervision on health and safety matters which is recorded.
- coaches are aware of their responsibilities to clients



- risk assessments covering fire risk, safer systems of work, personal safety and assessments of hazardous substances are undertaken as appropriate and the results written up and made available to all coaches
- accidents are investigated and reported to the Director.
- there are arrangements in place to monitor the maintenance of any equipment
- that Creating Space For You CIC explains responsibilities for the health and safety of its coaches based at other locations.
- ensure that those responsible for Health and Safety issues have the resources to carry out their work effectively.

### **Competent Persons**

The Director will take on the role of "competent person" as defined in the Management of Health and Safety at Work Regulations 1993. The competent person will assist in assessing the health and safety risks to Creating Space For You CIC coaches and clients, devising and applying measures to improve health and safety. The Director will ensure that any other nominated competent persons have adequate time, information, training and resources to undertake their task.

The competent person at the time of issuing this policy statement is Charlie Mitchell, who is responsible for health and safety matters for Creating Space For You CIC.

Competent persons should routinely carry out basic safety checks and record these on an inspection sheet.

All coaches and contractors have the responsibility to co-operate with the Director to achieve a safe and healthy workplace and to take reasonable care of themselves and others.

Coaches must not intentionally or recklessly interfere with anything provided for their health, safety and welfare. Serious breaches of the Health and Safety Policy and rules (e.g. misusing equipment, deliberately putting someone else's safety in danger) will be dealt with through Creating Space For You CIC Disciplinary Procedure.

Whenever a coach notices a health or safety problem which they are unable to put right, they must immediately inform the Administrator.

Health, safety and welfare matters may be raised by any coach at meetings or directly with the Director at any time.

### **Risk Assessment**



Creating Space For You CIC Administrator will ensure that a competent person carries out risk assessment in accordance with the 1992 Management of Health and Safety at Work Regulations and the Approved Code of Practice (ACOP). This risk assessments will be written up, stored centrally and be made available to all coaches.

The written risk assessment will be reviewed and updated annually to ensure it covers all coaches, clients and other users against all risks, and to ensure that any action identified as needed in the risk assessment has been carried out. The risk assessment will also be updated every time that there is a major change in working practices. The risk assessment will cover all Creating Space For You CIC coaches and contractors, wherever they may be based, and will cover all aspects of their work.

Creating Space For You CIC will conduct an individual risk assessment for:

- any coach between the ages of 18 and 25. This assessment will specifically take into account the young person's possible lack of awareness of existing or potential risks.
- lone workers, which take account of personal safety.
- Any coach who is pregnant
- Creating Space For You CIC will offer individual risk assessments to any coach who show or report symptoms of stress.

Creating Space For You CIC will ensure that new coaches and contractors receive information on health and safety as part of their induction, and included in their induction pack.

We will organise training for coaches on health and safety matters, including: annual general health and safety training and annual fire safety training for all coaches, and other training as appropriate on first aid, manual handling, and risk assessment.

Creating Space For You CIC will also organise training for appropriate use of equipment and any special training needed to ensure safe systems of work.

If coaches and contractors consider they have health and safety training needs they should inform the Director.

### **Venues**

Creating Space For You CIC has a responsibility to provide a safe and healthy environment for coaches. This includes ensuring that all venues that are used by coaches are appropriate.

Attention will be paid to:

- Emergency exits and fire call plans
- Toilets
- Ventilation



- Temperature
- Lighting
- Noise
- Office atmospheric pollutants
- Equipment

Creating Space For You CIC shall ensure all portable electrical appliances and equipment provided is periodically inspected and tested for compliance with *The Electricity at Work Regulations (Health and Safety Act 1974)*

Please also see the Classroom Checklist and Display Screen Workstation Checklist.

### **Welfare Arrangements**

#### **Toilet & Washing Facilities**

Creating Space For You CIC will seek to ensure that suitable and sufficient toilets and washing facilities are available for all coaches in accordance with the minimum requirements of Health and Safety legislation. Each toilet will be in a separate, lockable room. Washing facilities will include a supply of clean hot and cold water, soap and suitable means of drying.

#### **Drinking Water**

An adequate supply of drinking water will be provided for all coaches.

#### **Rest Area**

Creating Space For You CIC will discuss with all coaches about appropriate seating in a rest area, where they may rest during normal work breaks. Suitable rest facilities will be discussed for pregnant coaches.

#### **Hours of Work**

Creating Space For You CIC coaches should not work excessively long hours, and should take adequate breaks for meals and rest, in line with the law: <https://www.gov.uk/rest-breaks-work>

#### **Personal Safety**

Because of the nature of Creating Space For You CIC work, coaches may, on occasions, find themselves in difficult situations whilst on Creating Space For You CIC business. The following section of the policy is concerned to minimise the risk to people working for Creating Space For You CIC.



Please also see the Lone Working Policy

### **Away From Normal Workplace**

Coaches who are going to be away on Creating Space For You CIC business should make it clear to staff where they will be, how long for and how they can be contacted, if possible. If in the course of a trip away from the office plans change significantly, this should be communicated back to the relevant staff. Coaches should make clear who they wish to be informed (outside of work) in the event of an emergency and how they can normally be contacted and inform the Administrator when details change.

### **Use of Private Cars**

All staff who use their private car in connection with official Creating Space For You CIC business are required to ensure that:

- they have a valid driving licence
- their vehicles are maintained in a safe condition, i.e. MOT Certificate, where appropriate
- seat-belts are used by all passengers
- an appropriate insurance policy is in force which covers business use, evidence of which must be produced on request of Creating Space For You CIC
- mobile phones are never to be used whilst driving
- coaches must not smoke whilst driving on Creating Space For You CIC business.

### **Reporting and Recording**

All incidents (or threats) of aggression or violence towards a coach, or their family/friends, should be reported to the Director and recorded. Organisations have a responsibility to provide a safe working environment. Coaches should report any current or potential situation at work which is a threat to personal safety. Talking about fear and other problems related to aggression or harassment are not marks of failure but good practice. A serious incident, even if it results in no physical harm, may cause feelings of fear, panic or despair, which can carry on long afterwards. The Director of Creating Space For You CIC recognises this and will endeavor to provide whatever support, counselling or time off work if this seems appropriate.

### **First Aid and Accident Reporting**

All new coaches will be told as part of their induction about first aid procedures and accident reporting.

All first aid incidents will be noted in the accident book held by Creating Space For You CIC Administrator. These records will then be filed separately in accordance with HSE guidelines.#



All coaches must report incidents, which resulted or nearly resulted in personal injury to themselves or others, to the Director and the Administrator and make sure the accident is recorded in the Accident Book.

It is the responsibility of the Administrator to ensure that any necessary follow up action is taken to reduce the risk of the accident or near accident reoccurring.

The Director is responsible for reporting incidents which come within the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR), to the appropriate place.

### **Control of Substances Hazardous to Health**

Under the 1992 COSHH (Control of Substances Hazardous to Health) Regulations companies chemicals, noxious fumes etc. In accordance with the Approved Code of Practice this assessment will be carried out and written down by a nominated competent person appointed by the Creating Space For You CIC. Appropriate training will be arranged for the nominated person to enable them to carry out this duty. Following this assessment, in accordance with the Approved Code of Practice (ACOP) Creating Space For You CIC will:

1. In the first instance take action to remove any hazardous substances
2. If this is not possible then action shall be taken to find a substitute for the hazardous substance
3. If this is not possible such substances shall be enclosed within a safe environment
4. If none of the above are possible then protective equipment will be issued to ensure the safety of staff.

### **Safeguarding**

It is vital to consider the health and safety of any vulnerable adults and children, and to take appropriate action if there is any concerns with regard to safeguarding. Please refer to the Safeguarding Policy for further information.

### **Monitoring**

If a risk is identified, levels of risk will be monitored, and steps will be taken to minimise risk. Risk will be reviewed regularly by the Director and steps taken to minimise risks over time.

### **Manual Handling**

Creating Space For You CIC coaches should avoid manual lifting where at all possible. However, coaches may occasionally be required to manually lift and handle loads. Correct manual lifting and handling reduces the effort required and prevents strain and risk of injury.



All coaches should use aids, which are available to reduce the risk of injury, e.g. sack trolley, lifts. Coaches should not put themselves at risk by attempting to lift heavy loads which could be divided into smaller quantities. The assistance of other coaches should always be sought for moving large quantities or for lifting heavy and awkward loads. When lifting in a team take instructions from one person only. Any coach feeling a strain should stop immediately and record the incident in the Accident Book. To continue may result in more serious injury.

Manual Handling training will be made available to coaches as required.

### **Stress Management**

Creating Space For You CIC recognises that stress at work is a serious issue and will do all it can to eradicate problems relating to stress at work. In particular Creating Space For You CIC will

1. Ensure close coach involvement, particularly during periods of change.
2. Give opportunities for coaches to contribute to the planning and organisation of their own work.
3. Ensure coaches have work targets that are challenging, but reasonable.
4. Implement effective policies and procedures for dealing with bullying and any form of harassment
5. Encourage good communications between coaches and management.
6. Promote the maintenance of a supportive culture in the workplace.
7. Where appropriate, take into consideration a coach's personal problems/problems at home.
8. Ensure coaches avoid working long and unsocial hours, and that working hours and breaks comply with the requirements of the Working Time Regulations 1998.

Creating Space For You CIC will ensure that all policies, working practices, conditions of employment etc. do not contradict with the above statement. Coaches should become aware of the causes of stress, and ensure that they do not work in a way which could cause them to suffer an increase in stress, nor cause an increase in stress on others. Coaches must respect other members of the organisation, and ensure that interpersonal conflicts are avoided or dealt with sensibly. Coaches must not make unrealistic demands of others, by imposing impossible deadlines and/or increasing others' workloads to a level they cannot cope with.

Coaches should participate with the Creating Space For You CIC intention to maintain a co-operative, supportive workplace environment. If a coach is suffering from stress at work, they should discuss this with the Director at the first opportunity. Where practicable and reasonable, Creating Space For You CIC will seek to provide assistance to the coach.

### **Further Information**

**Contact:**



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