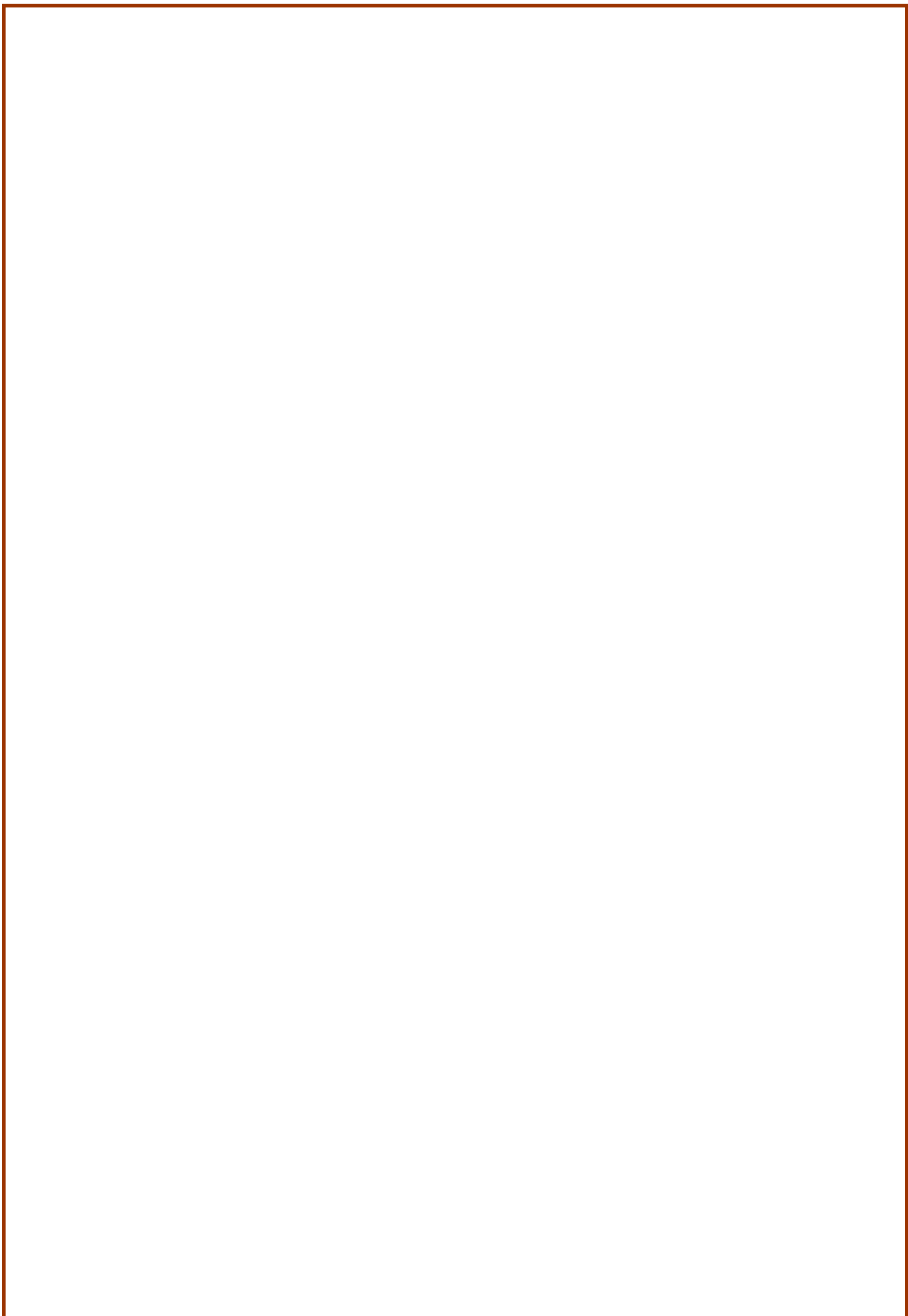




Health & Safety Policy Statement



Statement of General Policy

Active Inclusion is committed to creating and maintaining the safest possible environment for children and young people and staff.

We aim to do this by:

- providing adequate control of the Health & Safety Risks arising from our work activities;
- consulting with our employees on matters of Health& Safety;
- providing activities in accordance with Health and Safety regulations;
- providing and maintaining safe equipment;
- ensuring safe handling and use of substances;
- providing information, instruction and supervision for all employees;
- ensuring all employees are competent to do their tasks, and give them adequate training;
- preventing accidents and cases of work-related ill health;
- maintaining safe and healthy working conditions; and
- reviewing and revise this policy, as necessary at regular intervals.

Signed:.....

Date:..... *Review Date:*.....

Responsibilities

1. Overall and final responsibility for health and safety is that of Joseph Weaver.
2. Day-to-day responsibility for ensuring this policy is put into practice is delegated to Steven Breakwell and Joe Weaver.
3. Joseph Weaver and Steven Breakwell are responsible for ensuring health and safety standards are maintained or improved wherever possible.
4. All Active Inclusion employees must
 - Co-operate with supervisors and managers on health and safety matters;
 - Not interfere with anything to provided to safeguard their health and safety;
 - Take reasonable care of their own health and safety; and
 - Report all health and safety concerns to Joseph Weaver or Steven Breakwell.

Health and Safety risks arising from our work activities

Joseph Weaver and Steven Breakwell will

1. undertake Active Inclusion's risk assessments;
2. report the findings of risk assessments to all Active Inclusion staff;
3. approve action required to remove or control risks;
4. be responsible for ensuring the action required is implemented;
5. check that implemented actions have removed or reduced the risks;
6. review assessments every six months or when work activity changes, which ever is sooner.

Activities

All employees are responsible for

- ensuring necessary PPE is worn by all participants when required;
- ensuring all external activity providers comply to health and safety standards;
- reporting any concerns, incidents and accidents to supervisors;
- recognising any activity which has no valid Active Inclusion risk assessment and seeking advice prior to commencement.

Joseph Weaver and Steven Breakwell will be responsible for

- ensuring all employees adhere to Health and Safety with regard to activities;
- undertaking regular health and safety spot checks;
- detailing any incident in the Active Inclusion accident report book;
- ensuring all activities that Active Inclusion offer have an up-to-date risk assessment;
- complete risk assessments for new activities prior to their commencement.

Consultation with employees

Joseph Weaver and Steven Breakwell are responsible for consultation with employees.

Safe equipment

Joseph Weaver and Steven Breakwell are responsible for

1. identifying all equipment in need of maintenance;
2. ensuring effective maintenance procedures are drawn up;
3. ensuring all identified maintenance is implemented;
4. checking new equipment meets Health and Safety standards before it is purchased.

Any problems with equipment should be reported to Joseph Weaver or Steven Breakwell.

Safe handling and use of substances

Joseph Weaver and Steven Breakwell are responsible for

1. identifying all substances which need a COSHH assessment;
2. undertaking COSHH assessments;
3. ensuring that all actions identified in the assessments are implemented;
4. ensuring that all relevant employees are informed about the COSHH assessments;
5. checking that new substances can be used safely before they are purchased;
6. review assessments every six months or whenever the work activity changes, whichever is sooner.

Information, instruction and supervision

Joseph Weaver and Steven Breakwell will

1. issue Health and Safety Law leaflets;
2. give advice on Health and Safety matters;
3. responsible for ensuring that employees working at locations under the control of other employers, are given relevant health and safety information.

Competency for tasks and training

Joseph Weaver and Steven Breakwell will

1. provide induction training for all employees;
2. provide job specific training when required;
3. assess each case and appoint the most suitable staff member;
4. only participate in activities they are trained or suitably competent in;
5. keep training records at Active Inclusion offices, Chelsea Road, Bristol;
6. identify, arrange and monitor training;

Accidents, first aid and work-related ill health

Joseph Weaver and Steven Breakwell are responsible for

1. arranging health surveillance checks;
2. keeping health surveillance records at Active Inclusion offices, Chelsea Road, Bristol;
3. keeping the first box at Active Inclusion offices;
4. reporting accidents, diseases and dangerous occurrences to the enforcing authority.

The appointed first aiders are Steven Breakwell and Joe Weaver.

All accidents and cases of work related ill health are to be recorded in the accident book.

The accident book is kept at the Active Inclusion offices, Chelsea Road, Bristol.

Monitoring

In order to check our working conditions, and ensure our safe working practices are being followed, we will

- carry out health and safety spot checks;
- investigate any accidents;
- investigate any ill health cases;

Joseph Weaver and Steven Breakwell are responsible for

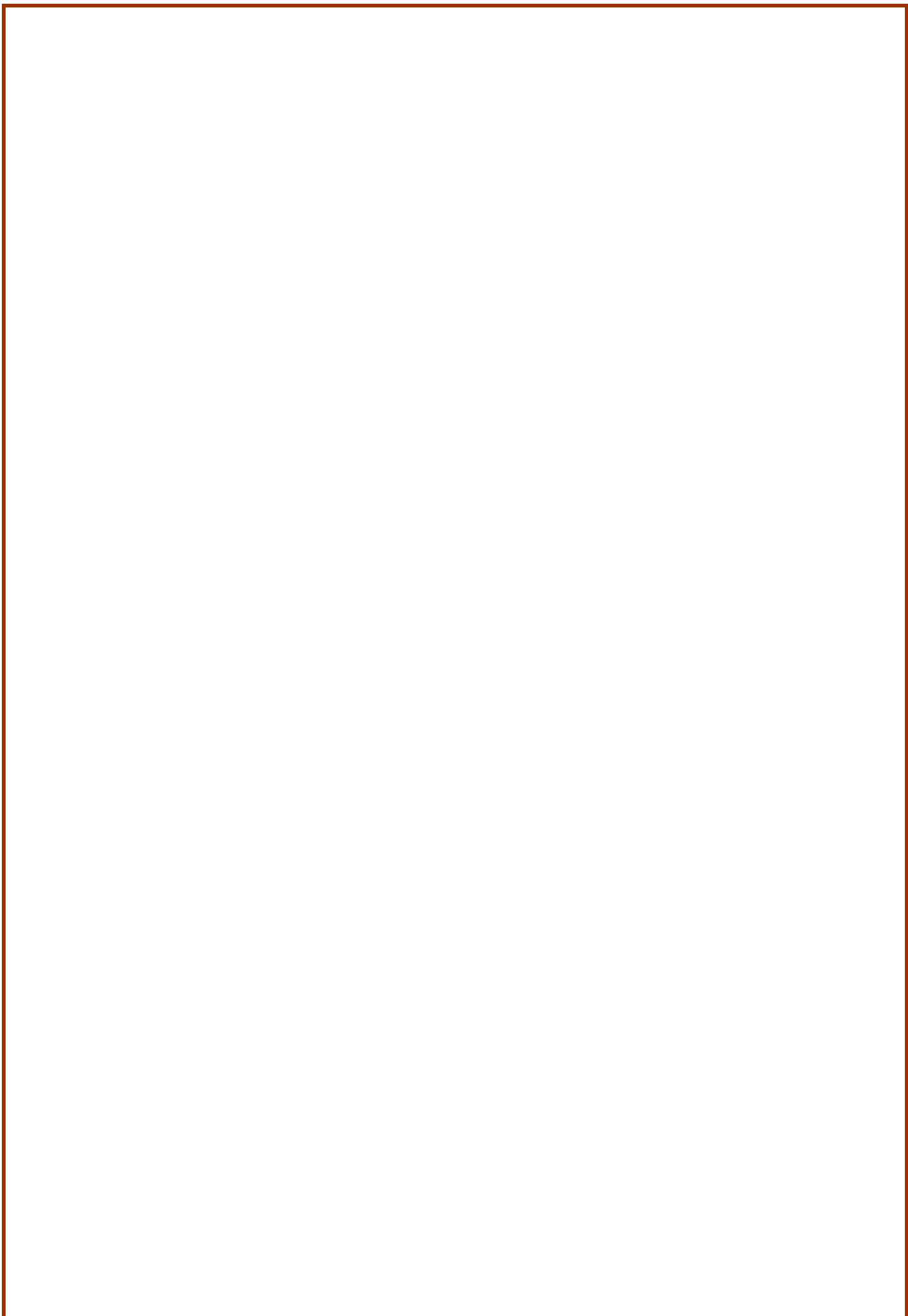
1. investigating accidents;
2. investigating work related causes of sickness absences;
3. acting on investigation findings to prevent a recurrence

Emergency procedures fire and evacuation

East Bristol Enterprise* are responsible for

1. ensuring the fire risk assessment is undertaken and implemented;
2. checking escape routes every fortnight;
3. fire extinguishers being maintained regularly and checked for damage fortnightly;
4. testing emergency evacuation every month.

*Fire alarms are tested by East Bristol Enterprise whom own and manage the Active Inclusion office.





"Assisting people to identify and achieve their full potential. Respecting people as individuals and using a diverse approach to promote personal development and social inclusion"

Contact Information

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