



HEALTH AND SAFETY POLICY AND PROCEDURE

POLICY

1 Introduction

- 1.1 Formerly known as the Hailsham & District Sports Alliance, Hailsham Active (Community Interest Company, CIC) has been running since the early 1990s. Hailsham Active's objectives are to:
- Unite, and support the sports clubs and physical activity providers within the Hailsham and surrounding areas (its service users);
 - Promote and deliver a range of physical activities and sports to enable the local community to increase their levels of physical activity and well-being;
 - Develop, with partners, the local infrastructure to enable sport and physical activity to be accessed by local people;
 - Support wider local partnerships, helping to build stronger and healthier communities .

2 General Statement

2.1 This policy is based on the:

- Health and Safety Executive guidance on preparing a health and safety policy – <https://www.hse.gov.uk/simple-health-safety/policy/index.htm> ;
- Health and Safety Executive leaflet on health and safety law – <https://www.hse.gov.uk/pubns/lawleaflet.pdf> ;
- health and safety policy of Wealden District Council – <https://www.wealden.gov.uk/housing-health-and-advice/health/health-and-safety/> .

2.2 This policy aims to:

- provide healthy and safe working conditions, equipment and systems of work for Hailsham Active and its employees, volunteers and service users;
- keep Hailsham Active's equipment in a safe condition for all users;
- provide such advice and information as is necessary for Hailsham Active and its employees, volunteers and service users;
- comply with all relevant Health and Safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

2.3 This policy will:

- sit along-side and be operated in conjunction with the health and safety policies operated by the service users of Hailsham Active;
- be reviewed annually at the Annual Meeting of the Hailsham Active Directors, with reviews based on a full Risk Assessment using the benchmark documents listed at paragraph 2.1 above.

3 Responsibilities

Hailsham Active

- 3.1 Hailsham Active has day to day responsibility for health and safety in relation to its activities, events, operations and premises it may use. Hailsham Active will:
- carry out regular Risk Assessments to, so far as practical, eliminate or reduce potential hazards. The Risk Assessments will be carried out in accordance with Hailsham Active's **Risk Management policy** (see separate document);
 - require its employees, volunteers and service users to engage in the establishment and observance of safe working and other practices;
 - comply with all relevant statutory requirements for public health and safety;
 - seek guidance from qualified professionals when required;
 - keep records of health and safety issues, available for inspection on request;
 - ensure that employees, volunteers and service users are made aware appropriately of their own health and safety responsibilities and any requirements relating to specific uses or equipment;
 - discuss and report on Health and Safety issues at every Director's meeting;
 - ensure that there is a copy of the current Health and Safety Policy published on the Hailsham Active website;
- 3.2 Hailsham Active will also take preventative and protective measures to ensure:
- smoking is forbidden inside premises it may use for activities;
 - risk assessments are undertaken;
 - that premises it may use for activities has appropriate health and safety procedures in place.

3.3 The Directors(s)/person(s) delegated by Hailsham Active to have day-to-day responsibility for the implementation of this policy is/are:

Name	
Telephone number	
Address	
Name	
Telephone number	
Address	

3.4 The following Directors/persons have responsibility for specific items and tasks listed below.

Reporting of accidents	
Fire Precautions and checks	
Risk Assessment and inspections	
Information to contractors	
Insurance	

Service users

- 3.5 All service users must accept responsibility to:
- do everything they can to prevent injury to themselves or others;

- and to comply, wherever relevant, with:
 - the procedures set out below;
 - the safety requirements of Hailsham Active and any venues it may use for activities;

3.6 Service users will be required to:

- sign an acknowledgement of their responsibility as part of their membership of Hailsham Active;
- and indicate who will be responsible for the health and safety of the sports club activity/ group during their membership of Hailsham Active.

Contractors

3.7 Contractors need to:

- be competent to carry out the work (eg: have appropriate qualifications, references, experience) and have adequate public liability insurance cover;
- have seen the health and safety file and are aware of any hazards which might arise (eg: electricity cables or gas pipes);
- have their own health and safety policy for their employees;
- know which Hailsham Active Director is responsible for overseeing their work, and signing-off that their completed work is to a satisfactory standard;
- ensure that any alterations or additions to the electrical installations or equipment must conform to the current regulations, or the Institute of Electrical Engineers Code of Practice;
- where appropriate, ensure they are issued with any necessary permits.

PROCEDURES

4 General Procedures and Requirements

Smoking

4.1 Smoking is not permitted anywhere during Hailsham Active indoor activities at any time.

Dangerous activities

4.2 Activities involving danger to the public are not permitted - eg:

- No fire hazards are allowed with Hailsham Active activities and events;
- No unauthorised heating appliances are to be used;
- No hazardous substances (as regulated by COSHH) are to be used or stored in Hailsham Active premises;
- No internal decorations of a combustible nature (eg: polystyrene, cotton etc) shall be undertaken or erected without the permission of Hailsham Active.

First aid

Service users must assess their own potential needs and, if necessary, provide additional facilities.

Equipment

4.4 Service users are responsible for the safe operation of all equipment they use when working with Hailsham Active - eg:

- electrical equipment must be used in a safe manner in accordance with the Electricity at Work Regulations 1989;
- if it is necessary to trail cables across the floor care must be taken not to create tripping hazards;

- any electrical equipment they store must be clearly marked to avoid the possibility of mistaken use.

4.5 The following must be adhered to:

- electrical appliances must not be left unsupervised when in operation;
- plug sockets must not be overloaded;
- if service users want to use electrical appliances with Hailsham Active activities and events, they must make the Director/person named at para 3.3 above aware of this in advance. Service users are responsible for ensuring that their appliances meet safety standards;
- electrical equipment showing signs of damage, exposure of components, water damage etc, must not be touched or operated;
- service users have a responsibility to ensure that its electrical appliances are shut off and where possible unplugged;
- trailing wires or cables are a trip hazard and should be taped down with appropriate high visibility “hazard” tape.

5 Accidents and Emergencies

Emergency Services

5.1 If any of the 999 (or 112) emergency services are required, they should be called directly on a mobile phone. The nearest hospital Accident and Emergency department is at Eastbourne District General Hospital
Kings Dr, Eastbourne BN21 2UD
Telephone: 0300 131 4500.

Accident reporting

5.2 Hailsham Active and service users involved with Hailsham Active activities and events must report all accidents involving injury to the public to the Director/person named at para 3.3 above as soon as possible and make their own accident report.

5.4 Any failure of equipment belonging to Hailsham Active, or brought in by the service user involved with Hailsham Active activities and events, must also be reported as soon as possible. Hailsham Active will report any incidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2012 (RIDDOR).

Fire Procedures

5.5 At the Hailsham Active premises, the Responsible Person who is in charge at the time of the fire drill (real or test) should:

- record the name of each person with Hailsham Active at that time, for any potential Roll call;
- ensure that - in the event of a fire, however small - the premises are evacuated immediately, and the Fire Services called on 999 or 112.

5.6 Employees, volunteers and service users in the premises should acquaint themselves with all exits (normal and emergency). Both internal and external exits must be kept clear at all times. All fire doors are marked as such and must not be wedged open under any circumstances.

5.7 In the event of any fire, the Responsible Person must:

- instruct all persons to leave the building using the nearest available Emergency Exit and to gather together as soon as possible at the agreed assembly point and take a Roll call;
- only attempt to extinguish the outbreak of the fire with the fire-fighting equipment within the premises IF it is considered safe to do so;
- ensure that once the premises are vacated, no-one re-enters the building under any circumstances;
- only after the above steps have been taken, inform the Director/person named at para 3.3 above;
- on the arrival of the Fire Services, inform the Officer in Charge that a Roll call has been taken, and all persons are safe or if there are missing persons.

6 Insurance

6.1 A copy of Hailsham Active's certificate of Public Liability Insurance is available through the Treasurer when required.