



COUNTY IN THE
COMMUNITY

Providing Opportunities: Enhancing Lives

Health & Safety Policy

	NAME	DESIGNATION	DATE	SIGNATURE
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Index

Policy	
1.	Introduction
2.	Definitions
3.	Policy Statement
4.	Policy Review
5.	Responsibility for Policy Implementation
Roles and Responsibilities	
6.	Responsibilities of the Board of Trustees
CitC's Working Procedures	
7.1	Risk Assessment
7.2	First Aid
7.3	Accidents/RIDDOR
7.4	Fire
7.5	Violence in the workplace
7.6	Manual Handling
7.7	Working the Sun
7.8	Display Screen Equipment
7.9	COSHH
7.10	Portable Appliance Testing
Appendices and Additional Policies/Procedure	
App1	Risk Assessments <ul style="list-style-type: none">• Head Office• Events (templates)• Schools Covid-19
App 2	Hazard Information and who is at risk
App 3	Workplace Inspection Checklist
App 4	Child Protection Incident Report Form
App 5	COSHH Assessment Template
App 6	Working in the Sun – exposure to Solar Radiation
App 7	Action Plan 2019-20
App 8	

Health and Safety at Work

Policy

1. Introduction

- 1.1 This Statement sets out the policy of County in the Community (CitC) in respect of any employee, self-employed person and contractor under our control whose health and safety may be affected by our activities. The Policy's intention is to assist in protecting all CitC's personnel whilst 'at work' and to assist the CitC in fulfilling its legal and moral obligations.
- 1.2 In addition to the groups of persons mentioned above, this Policy is also intended to assist in ensuring that all persons who may come into contact with CitC or its premises or its activities (whether or not work-related) are not adversely affected with regard to their health and safety.
- 1.3 Provided that persons referred to in 1.1 above adhere to the provisions and precautions contained within this policy, they will normally be able to work safely and without undue risk to their health. They will also be considered to have demonstrated compliance with their conditions of employment or contract insofar as they refer to health and safety at work.
- 1.4 All persons referred to in 1.1 above are to be made aware of the contents of this Policy and become familiar with the conditions and precautions set out by CitC.

2. Definitions

- 2.1 In this Policy, the expression "at work" means whenever and wherever CitC related work takes place.
- 2.2 The term "legal obligations" refers to the statutory duties laid down principally in The Health & Safety at Work etc. Act 1974, but also in supporting legislation brought under the Act from time to time.
- 2.3 A full list of definitions of harm Hazards and Risk in Appendix 3.

3. Policy Statement

- 3.1 CitC recognises that its employees are its most valuable resource in delivering high quality services to the community and will take all practical steps to ensure the health and safety of its employees, contractors, visitors to and users of CitC premises.
- 3.2 CitC Trustees, Staff and Volunteers are committed to deliver the safest environment possible for all (Trustees, Staff, Volunteers & Participants).

- 3.3 CitC will take all reasonable measures to ensure that all duty holders and any other affected person(s) are made aware of the contents of this Policy, the possible effects upon their personal health & safety and the possible consequences in the event of any breach of this Policy.
- 3.4 CitC recognises its's obligations under The Health and Safety at Work etc. Act 1974 (HASAWA) and the various duties and obligations under The Management of Health and Safety at Work Regulations 1999 and associated legislation and will take all reasonable measures to prevent, so far as is reasonably practicable, any breach of duty placed upon CitC by legislation and/or this Policy.
- 3.5 CitC duty holders will at all times exercise diligence in ensuring that this policy is adhered to.
- 3.6 As per Section 2 of HASAWA, we will undertake, so far as is reasonably practicable, the following:-
- a). The provision and maintenance of equipment and systems of work that are safe and without risks to health.
 - b). Arrangements for ensuring safety and absence of risks to health in connection with the supply, use, handling, storage and transporting of articles and substances.
 - c). The maintenance of premises and places of work which are safe and without risks to health, and safe access to and egress from such places.
 - d). The provision and maintenance of a working environment for employees without risks to health and adequate as regards facilities and arrangements for their welfare at work.
 - e). The provision of such information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees.
 - f). Adequate arrangements to ensure that employees are given every facility for consulting with management in promoting and developing measures to ensure the health and safety at work of all employees.
 - g). Systems and procedures which will ensure that all operations and activities are executed at all times in such a manner that persons not in our employment who may be affected by such operations are not exposed to risks to their health and safety.

4. Policy Review

- 4.1 This Policy and its associated documentation will be reviewed as follows:
- a). Changes in legislation
 - b). Changes in the structure of the Charity
 - c). In the light of additional knowledge or information becoming available
 - d). If there is a serious Health and Safety issue at CitC.
 - e). In any event, at least annually.

5. Responsibility for Policy Implementation

- 5.1 The overall responsibility for the implementation of this policy is vested in Trustees and in particular, the Chair of the Board, Haydn Ames.

Signed	Date
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6. Roles and Responsibilities

Board of Trustees

The Board of Trustees have overall responsibility for the company's Health, Safety and Environmental strategy and will carry out the following:

6.1 Organisation and Responsibilities

The Chair of the Board of Trustees, Haydn Ames, has ultimate responsibility for CitC's Health, Safety and Welfare.

- He will be supported in his role by The Board of Trustees, the Chief Executive Officer (Norman Parselle) and Mike Pratt (Health & Safety Officer).

Haydn Ames

Chair of Trustees – Lead for Health & Safety

Contact Number-07966 640462 - haydn.ames@countyinthecommunity.co.uk

Norman Parselle

Chief Executive Officer – Appointed First Aider

Contact Number – 07468 723636 – community@newport-county.co.uk

Michael Pratt

Health & Safety Officer

Contact Number – 07952 319812 – mike.pratt@newport-county.co.uk

6.2 General

- Issue clear guidelines concerning safety to all staff, P/T coaches and volunteers.
- Support staff, P/T coaches and volunteers in the assessment of potential safety risks in the workplace and at any other locations visited by staff and volunteers.
- Provide staff, P/T coaches and volunteers with reference material and sources of information on safety matters;
- Identify who is primarily responsible for ensuring the safety of clients in various environments.
- Provide appropriate insurance cover.
- Ensure that all safety guidelines are fully explained.
- Comply with all safety laws and other appropriate legislation that is implemented from time to time.

- Review any accidents that have occurred in the previous year and seek advice on prevention of incidents in the future.

N.B Care and special measures will be put in place when working with Children, Vulnerable Adults and Older People - refer to CitC's Safeguarding Policies.

6.3 Leadership

- Lead all Duty Holders in carrying out their roles and responsibilities with regard to health and safety.

6.4 Keep up to date with health and safety information

- Arrange frequent health and safety review meetings to discuss current health and safety information.

6.5 Resources

- Ensure adequate resources are available to maintain compliance with health and safety legislation.

6.6 Setting a Personal Example

- Set a personal example on all matters of health and safety and encourage the same from all other staff.

6.7 Implementing the Health and Safety Policy

- Approve CitC's Health and Safety Policy and Procedures.
- Conduct an annual review and arrange for updates to be made where necessary.
- Consider new/revised legislation, new/revised working practices, and feedback from accidents, incidents or near misses and take appropriate action as required.
- Oversee the distribution and implementation of the policies and procedures.

6.8 Effective Communication

- Provide and maintain effective communication routes through CitC, so that all affected persons are fully aware of the company's Health and Safety Policy and all supporting Procedures.

6.9 Planning and Management of CitC's work

- Plan and manage CitC's work, ensuring that it is carried out to an acceptable standard. In particular:
- That the company health and safety policy and all relevant procedures are being adhered to;
- The risk to employees, participants, members of the public and any other persons, equipment and materials is minimised.

6.10 Monitoring

- Monitor the effectiveness of CitC's Policies and Procedures.

6.11 Statutory Inspections

- Carry out statutory inspections of premises and work equipment and record the results of each of the inspections in CitC's report forms.

6.12 Training

- Oversee the development of the CitC's training programme.

6.13 Risk Assessments

- Oversee the development and maintenance of CitC's company's risk assessments and ensure that event risk assessments are prepared in advance of outings and one-off events.
- Review the content of the risk assessments and ensure that briefings have been provided to those carrying out/overseeing the work via staff meetings.
- Ensure that any updates are provided to the responsible persons.
- Review the risk assessments annually and as and when new procedures or equipment is introduced to the workplace.

6.14 Accidents, Incidents, Near Misses

- Should an accident, incident or near miss occur, oversee the initial investigation with the Chair of the Board of Trustees.
- If applicable, ensure compliance with RIDDOR, i.e. 7-day reporting threshold, major injuries, reportable incidents etc.
- Ensure that any recommendations from reports are considered and implemented as necessary.

6.15 Maintaining an orderly place of work

- Oversee the maintenance of CitC's work areas, ensuring that obstructions are minimised and that, where necessary, clear pedestrian and vehicular traffic routes have been provided.

6.16 Provision and Use of Work Equipment

- Oversee the use of CitC's work equipment, and check that 'users' have:
 - Considered use of the correct equipment for the intended purpose.
 - Carried out appropriate checks (or ensure appropriate checks are carried out by a competent person), to confirm all work equipment (plant, equipment and tools) are safe.
 - Where required, ensure that tests and examinations of work equipment at the appropriate periods are carried out by a competent person.

6.17 Personal Protective Equipment (PPE)

- Oversee the implementation of the CitC's PPE rules and that they are being rigidly enforced.

- Review supplies and issue of PPE/RPE. (PPE requirements are as per CitC's risk assessments).

6.18 Staff Training

- Obtain and review CitC's training plan and arrange for necessary training to be carried out.

6.19 Welfare

- Ensure that the CitC's workplaces have suitable and sufficient welfare facilities.
- Periodically review the facilities, to ensure that they are suitable and sufficient for the number of users and that they are maintained in good order.

6.20 First Aid

- Review First Aid requirements for all CitC's events and ensure suitable and sufficient trained First Aid personnel and adequate First Aid Boxes are present.

6.21 Fire

- Ensure that a suitable and sufficient fire risk assessment has been carried out for the CitC offices or any other location for which CitC has responsibility.

7. CitC's Working Procedures

7.1 Risk Assessment

The Management of Health and Safety at Work Regulations 1999 require that a suitable and sufficient assessment is carried out of all work activities, so as to establish the risks to the health and safety of employees and others.

Control measures will be devised and introduced so as to remove the risk or otherwise reduce it to a known and acceptable level.

- A **hazard** is defined as something with the potential to cause harm.
- **Risk** is defined as the probability of that harm being realised.

CitC's risk assessments may be generic or specific in nature. Generic assessments will be used for repetitive tasks which are not frequently subject to major change. Specific assessments will be carried out for new or constantly changing activities and in advance of outings and one-off events.

Risk assessments will be generally recorded CitC's standard forms – refer to Appendix 1.

Generic risk assessments have been carried out for many day-to-day tasks and activities and these will be reviewed before commencing a particular task. Where circumstances are only slightly different to those described in the generic assessment, this may be modified and used as a specific assessment, only provided that all eventualities are covered.

The Health and Safety Executive (HSE) has published a hierarchal list of general principles of prevention as follows:-

- avoiding risks;
- evaluating the risks which cannot be avoided;
- combating the risks at source;
- adapting the work to the individual, the choice of work equipment and methods, so as to prevent monotonous work;
- adapting to technical progress;
- replacing the dangerous by the non-dangerous or the less dangerous;
- developing a coherent overall prevention policy;
- giving collective protective measures priority over individual protective measures;
- giving appropriate instructions to employees and the self-employed or other persons, as appropriate.

When carrying out an assessment, the following will be considered:-

Identifying Hazards:

All significant hazards should be recorded on the CitC risk assessment proforma and the risk associated with that hazard assessed. This is usually expressed as High, Medium or Low, based upon a calculation of the likelihood and potential severity of harm.

Persons at Risk:

All persons who may be affected by the activity or task must be considered. This must include employees, customers, members of the public, etc.

Control Measures:

The nature of the control measure(s) will depend on the nature of the hazard.

Examples of where existing control measures will be found include; elsewhere within this document.

Significant and specific risks may require:-

- Additional training and instruction
- Special driver/operator selection criteria
- Detailed operational procedures

The statutory requirement to provide information, instruction, training and supervision will be remembered when devising control measures.

Review:

The contents of the risk assessment will require review in the event of a change in circumstances or if additional information is made available. Periodic review will be carried out by CitC, at least annually.

Information for Employees/Other

It is essential that the contents of risk assessments are conveyed to all persons concerned. Particular attention must be given to unusual activities and/or those that may have specific needs, e.g. children or disabled persons.

The method of conveying the information may, in certain “Low Risk” circumstances, be verbal. However, it is good practice to provide written information for higher risk activities and to record who has received the information in all cases.

7.2 First Aid

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be administered if there are injuries or accidents.

CitC staff undertake Emergency First Aid as part of their training.

All CitC events are provided with adequate First Aiders and First Aid kits. First Aid Kits to be checked regularly and contents replaced as required

7.3 Accidents/RIDDOR

CitC have a duty to report any injury or accidents sustained during delivery of activities.

In the event of an accident resulting in injury, a report will be drawn detailing:

- The circumstances of the accident including diagrams and photographs where possible
- The nature and severity of the injury sustained
- The identity of any eye witnesses
- The time, date and location of the incident
- The date of the report

The completed report will then be submitted to and analysed by CitC Board of Trustees, who will attempt to discover why the accident occurred and what action should be taken to avoid recurrence of the problem

7.4 Fire

The fire risk has been identified as “low risk” with safety implications for participants and spectators.

In the event of any fire, CitC staff will ensure that all persons exit the area safely.

The fire service will be called immediately.

Responsibility for contacting the fire service rests with the responsible person(s), which will be identified on the event risk assessment.

7.5 Violence in the Workplace

If a situation arises involving unruly participant/spectator behaviour, CitC staff will attempt to resolve the situation.

If the situation cannot be resolved, CitC staff will call the Police immediately via 999.

7.6 Manual Handling

The Manual Handling Operations Regulations require that every employer shall, so far as is reasonably practicable, avoid the need for employees to undertake any manual handling operations which involve a risk of their being injured.

Only if this cannot be achieved may manual handling be considered, subject to a suitable and sufficient assessment being carried out.

Where there is a foreseeable risk of any injury to staff or any other persons from carrying out manual handling activities, the CitC will carry out a Manual Handling Assessment.

MAC - Manual Handling Assessment Charts

HSE, in conjunction with the Health & Safety Laboratory, have devised the "MAC" system to assist health and safety inspectors to assess the most common risk factors in lifting and lowering, carrying and team handling operations. Employers may also find the MAC useful to identify high-risk manual handling operations and help them complete their risk assessments.

The MAC is not appropriate for some manual handling operations, such as those involving pushing and pulling. Although its use does not comprise a full manual handling risk assessment, it can be a valuable aid.

Copies of the MAC booklet (INDG383) can be obtained from HSE's website. Link: <http://www.hse.gov.uk/pubns/indg383.pdf>

Staff involved in the manual handling operation will be informed of the risk and of the control measures required to be taken by them.

The following precautions should be taken when lifting:-

- Stand firmly, close to load, feet about 304mm (12") apart, one foot slightly ahead of the other.
- With back straight, bend the knees. Keep chin tucked in.
- Obtain a firm, diagonal grip.
- Keep load close to body.
- Lift up by straightening legs and move off.
- When lowering load, keep the back straight, bend legs.
- Avoid trapping fingers by placing the load askew on suitable packing.

7.7 Working in the Sun – exposure to Solar Radiation

Refer to Appendix 6 for CitC's procedures and awareness information.

7.8 Display Screen Equipment

Display screen equipment (DSE) and visual display units (VDUs) are one and the same thing - a display screen, usually forming part of a computer and showing text, numbers or graphics.

The most common complaints from VDU users are tiredness, eyestrain or irritation of the eyes and difficulty in focusing. These symptoms are often no different from those experienced in any demanding clerical task. Such complaints can often be overcome by better seating and display lighting.

During spells of concentrated work, the blink rate may decrease which may lead to discomfort, particularly if the user is wearing contact lenses.

The Health and Safety (Display Screen Equipment) Regulations 1992 apply to all work

With such equipment. They require employers to:-

- Identify users of DSE
- Assess workstations
- Reduce risks
- Arrange eye and eyesight tests
- Provide information

VDU Users

A VDU user is identified as someone who uses the equipment:-

- On most working days
- Usually for continuous periods of more than one hour
- In a manner which involves the transfer of information to and from the screen

Workstation Assessments

The easiest way to assess a workstation is by using a checklist.

Users should carry out their own assessment and pass the completed form to the health and safety department where it will be checked and any problems noted, investigated and resolved. Follow up assessments and checks will also be made.

An assessment will cover:-

- The whole workstation, including equipment, furniture and the working environment
- The job being done
- Any special needs of individual users

Risk Reduction

Risks can be effectively reduced in many ways, such as ensuring good seating, heating, ventilation etc. The need for such changes will be made evident by the assessment. Planning the work correctly will also have major benefits. The working day should be structured so as to introduce frequent breaks and activity changes.

Additional items may be used to help with risk reduction. Footstools may be required for shorter persons, glare reducing filters for others.

Eyesight Tests

There is no evidence that using DSE causes eye damage but because of the demanding visual task, poor vision becomes more apparent. Those persons wearing spectacles should experience no particular problems and the use of tinted lenses is not considered necessary. Complaints of glare can usually be resolved by improving lighting conditions.

The majority of bifocal wearers can operate DSE but repeated tilting of the head backwards to bring the screen into the appropriate field of view can cause discomfort.

The possibility of eye damage, such as the forming of cataracts, has not been borne out by experience. The minimal radiation emitted by DSE is insufficient to cause any damage. The colour of the DSE display also appears to be irrelevant in determining symptoms.

Users may request an eye and eyesight test. If the test indicates a need for glasses specifically for their VDU work, then they must be supplied. The employer is required to meet all such costs, although the employer need not pay for special frames or lenses.

Information to Users

Users must be provided with information about:-

- Health and safety relating to their workstations
- Risk assessment and steps taken to reduce risks
- Breaks and changes of activity
- Eye and eyesight tests

This information is best provided by issuing each user with a handbook or leaflet, such as HSE publication INDG36 (rev 1) and by providing feedback from submitted assessment checklists.

7.9 COSHH

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) require that any substances likely to create a hazard to health to be assessed to determine the degree of hazard, and the precautions which must be taken to prevent health risks established and implemented.

Employers must make suitable and sufficient assessments of the risks from work with hazardous substances. To this end, all substances have to be identified so far as is reasonably practicable, to establish the degree of risk associated with their use or manipulation.

Manufacturers and suppliers are legally required to supply information to recipients and users of hazardous substances provided. Where a hazard assessment identifies the need for health surveillance, it will require records to be kept of such surveillance for a period of 40 years.

For the majority of most substances used in connection with our activities, it is possible to produce an assessment from the manufacturer's product data sheets. If there is any doubt about the potential hazard from any substance brought into the workplace, assistance should be sought from a reliable source such as the health and safety adviser.

A COSHH Assessment proforma (copy provided in this Policy) can be used. It is likely that the CitC Health and Safety Advisor will prepare the COSHH Assessments for the substances that we use.

7.10 Portable Appliance Testing

The Electricity at Work Regulations 1989 imposes explicit duties for employers to carry out regular inspections and testing of portable electrical equipment.

The term 'portable' is used in its broadest sense and encompasses equipment, apparatus and appliances which are essentially movable or transportable and which are connected to an electrical supply by way of a flexible cable. Examples of such equipment are:

Pre-use visual inspections should be carried out by a competent person as follows:-

- Visually check the equipment for signs of damage to the appliance, its connecting lead and the plug (including the security of the cable cord grip).
- If the check reveals damage or inadequate temporary repairs to the lead or plug, the equipment must be taken out of use until repaired by a competent person.

A full inspection and test must be carried out by an electrically skilled, trained and competent person with a knowledge of the function and safety requirements of the article under inspection. It is normal practice for specialist contractor to carry out this service.

All portable electrical appliances must be identified, marked and logged in a register. The log should contain information of the appliance characteristics (name, model, date of purchase, serial no. etc.), inspection and test results, details of repairs and date of next inspection and test.

A test label may then be applied with a date for next inspection and test.

Appendix 1. Risk Matrix

Likelihood-Taking into account the controls in place and their adequacy, how likely is it that such an incident could occur? Apply a score according to the following scale:

Level	Descriptor	Description
5	Almost Certain	Likely to occur on many occasions, a persistent issue (will occur on a daily basis).
4	Likely	Will probably occur but it is not a persistent issue (will occur on a monthly basis).
3	Possible	May occur occasionally (possibly on an annual basis).
2	Unlikely	Do not expect it to happen but it is possible (unlikely to occur over a shorter time scale 1-2 years, possibly over longer time scales).
1	Rare	Doubtful if it will ever occur (unlikely to occur even over a longer time scale).

Severity-Taking into account the controls in place and their adequacy, how severe would the consequences be of such an incident? Apply a score according to the following scale.

Level	Descriptor	Actual or Potential Impact on Individual(s)	Actual or Potential Impact on Authority
5	Catastrophic	Death or Permanent damage	HSE Investigation Litigation expected/certain
4	Major	Permanent injury or illness e.g. RIDDOR reportable injury/ill health retirement/redeployment	RIDDOR reportable Long term sickness Litigation expected/certain
3	Moderate	Semi-permanent injury/damage or illness e.g. injury that takes up to 6-12 months to resolve or requires Occupational Health involvement/rehabilitation	RIDDOR reportable, Long term sickness, Litigation possible but not certain, High potential for complaint
2	Minor	Short-term injury/damage or illness e.g. injury or illness that has been resolved within one month	Minimal risk to the CitC, Short term sickness,Litigation unlikely, Complaint possible
1	Insignificant	No injury or adverse outcome	No risk to the CitC, Unlikely to cause complaint, Litigation risk remote

Risk Score/Action to be taken

	SEVERITY					ACTION
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic	
1 – Rare	1	2	3	4	5	No immediate
2 – Unlikely	2	4	6	8	10	Action within 3-6 months
3 – Possible	3	6	9	12	15	Urgent action
4 – Likely	4	8	12	16	20	
5 – Almost Certain		10	15	20	25	

Appendix 1 – Risk Assessment Form and examples of assessments carried out in 2018

FIRE RISK ASSESSMENT FORM – HEAD OFFICE		 COUNTY IN THE COMMUNITY
FIRE RISK ASSESSMENT FOR: CitC Office, Church Road, NP19 7EJ	ASSESSMENT UNDERTAKEN BY: Norman Parselle	
DATE OF ASSESSMENT: 07/05/19	REVIEW DATE: 07/05/20	

Please use this form to assess generic or specific tasks, work activities or equipment. The person undertaking the assessment must be competent to do so.

HAZARDS	WHO COULD BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	WHAT FURTHER ACTION IS NECESSARY?	BY WHOM & RISK RATING	BY WHEN	COMPLETED (DATE)
Computers/Laptops	Staff, Trustees, Volunteers & Visitors	PAT Test all electrical appliances over 12 months old.	All IT equipment used appropriately. Correct Firefighting measures & equipment are in place (extinguishers, blankets renewed 4/6/18).	Norman Parselle (4)	01/02/19	Steven Tadman & Mike Pratt
Kettle, Microwave, Toaster	Staff, Trustees, Volunteers & Visitors	PAT Test all electrical appliances over 12 months old. Smoke alarm fitted in kitchen.	All appliances used appropriately. Correct Firefighting measures & equipment are in place (extinguishers, blankets renewed 4/6/18).	Norman Parselle (6)	01/02/19	Steven Tadman & Mike Pratt
Electric Portable Heaters	Staff, Trustees, Volunteers & Visitors	PAT Test all electrical appliances. Fire doors fitted in all rooms.	All appliances used appropriately. Correct Firefighting measures & equipment are in place (extinguishers, blankets renewed 4/6/18).	Norman Parselle (4)	01/02/19	Steven Tadman & Mike Pratt

Electric Compressor	Staff, Trustees, Volunteers & Visitors	PAT Test all electrical appliances	All appliances used appropriately.	Norman Parselle (2)	01/02/19	Steven Tadman & Mike Pratt
Electrical circuit (Lighting, sockets etc)	Staff, Trustees, Volunteers & Visitors	Test all electrical works approved		Payne Lettings (8)	14/06/19	
Store Room Sports equipment etc Samba goals blocking windows when coaches trying to open them coaches tripping over sports equipment.	Staff, Trustees Volunteers & Visitors	Room is left tidy with sports equipment stacked and stored correctly	On-going always put sports equipment away correctly	CITC sports coaches volunteers Norman Parselle (4)	01/02/19	

HEALTH AND SAFETY RISK ASSESSMENT FORM - EVENTS



COUNTY IN THE
COMMUNITY

RISK ASSESSMENT FOR:

ASSESSMENT UNDERTAKEN BY:

DATE OF ASSESSMENT:

REVIEW DATE:

LOCATION OF DEFIBRILLATOR :

LOCATION OF FIRST AID KIT :

Please use this form to assess generic or specific tasks, work activities or equipment. The person undertaking the assessment must be competent to do so

HAZARDS	WHO COULD BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	WHAT FURTHER ACTION IS NECESSARY?	BY WHOM & RISK RATING	BY WHEN	COMPLETED (DATE)
Participants and Coaches in danger of causing Injury when replacing the small 5v5 goals with the Futsal goals.	Participants & Coaches	Goalpost should be checked before sessions. A minimum of 2 people must move the goals.	Communicate with school caretakers to ensure the goals are checked regularly and maintained correctly to prevent any accidents happening.	David Lewis Mike Pratt Participants (Minor 4)	26/3/18	28/3/18
Goal posts collapsing causing injury If they are not secured correctly.	Participants & Coaches	Goals to be secured with weights supporting the nets and also velcroed to the wall behind.	Goals to be checked by the coaches present once they are set up and secured.	David Lewis Mike Pratt (Moderate 9)	26/3/18	28/3/18
General State of the Sports Hall Hazards Glass, Stones, Litter, goal posts	Participants & Coaches	Sports Hall to be checked before any sessions takes place.	Speak to school caretaker if anything harmful to the participants or coaches is found in the Sports Hall and ensure its removed or repaired before session takes place. Ensure participants put empty bottles in the bin after every session.	David Lewis Mike Pratt (Minor 4)	26/3/18	28/3/18
Inappropriate footwear for the Sports Hall	Participants & Coaches	Coaches are responsible for ensuring that the players have the correct footwear Only Astro Turf or running trainers allowed	If players don't have correct footwear they will not be able to participate in the session.	David Lewis Mike Pratt (Minor 4)	26/3/18	28/3/18

Injury that maybe caused whilst using the Sports Hall	Participants	Coaches have first aid qualifications and first aid bags at every session.	First aid kit on site at Llanwern High School (First Aid room next to school office) Any injuries to be treated by qualified first aider. If an injury was to this is to be outlined in the accident report book at the school.	David Lewis Mike Pratt (Minor 4)	26/3/18	28/3/18
Balls to hard/flat Damaged(ripped/peeling) leather	Participants	Balls to be checked prior to every session	Balls pumped up to the right pressure. Balls are thrown away when leather peels off.	David Lewis Mike Pratt (Minor 2)	26/3/18	28/3/18
Potential risk of participants making contact with the walls in the Sports Hall causing injury.	Participants	Coaches must ensure that when setting up their session that it's in a safe distance away from the fencing to prevent any accidents happening	Make participants aware of the potential risk.	David Lewis Mike Pratt Participants (Minor 4)	26/3/18	28/3/18
Benches causing injury when left on the side of the Sports Hall when training or playing in competitive games.	Participants	Coaches must make sure that the benches are put inside the lock up prior to the session taking place. Benches only to be used when playing head Tennis.	Matches are not to be played unless benches are moved from the Sports Hall.	David Lewis Mike Pratt Participants (Minor 2)	26/3/18	28/3/18

HEALTH AND SAFETY RISK ASSESSMENT FORM - EVENTS



COUNTY IN THE
COMMUNITY

RISK ASSESSMENT FOR: Melin Homes Health Event

ASSESSMENT UNDERTAKEN BY: Norman Parselle

DATE OF ASSESSMENT:

REVIEW DATE:

Please use this form to assess generic or specific tasks, work activities or equipment. The person undertaking the assessment must be competent to do so.

HAZARDS	WHO COULD BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	WHAT FURTHER ACTION IS NECESSARY?	BY WHOM & RISK RATING	BY WHEN	COMPLETED (DATE)
Portable Goals & Rebound Net in Danger of collapsing and causing Injury	Participants, Staff & Coaches	Goalpost & Rebound Net should be checked before all sessions.	We follow FAW and FA guidelines when purchasing & using of goals within activities.	Norman Parselle (Minor 4)	27/2/17	28/2/17
Weather Extremes Thunder/lightning Hale & Heavy Snow Working in the Sun – Exposure to Solar Radiation	Participants, Staff & Coaches	Checking weather forecasts.	Organisers or CitC Staff/Coaches can cancel in extreme weather conditions. Refer to CitC Safety Policy Appendix 6	Norman Parselle (Catastrophic 5)	28/2/17	28/2/17

General State of area holes, divots, glass & stones plus uneven ground and Presence of foreign objects	Participants, Staff & Coaches	Allocated areas to be checked before participants arrive.	Event organiser to check the area before and during the day. CitC Coaches/Staff to check and maintain.	Norman Parselle (Minor 4)	27/2/17	28/2/17
Footwear Inappropriate footwear for conditions (dangers of slipping and causing injury)	Participants, Staff & Coaches	Adults/Participants responsible for checking that they have is correct footwear	Coaches/Staff to advise participant's if footwear is inappropriate before participating.	Norman Parselle (Minor 4)	28/2/17	28/2/17
Injuries Wounds from playing Muscular injuries	Participants, Staff & Coaches	Explain the drill to Participants.	First aid kit on site (Melin Homes Office). CitC Coaches/Staff have first aid qualifications and first aid bags on site.	On Site First Aiders Melin Homes & CitC Coaches/Staff (Minor 4)	28/2/17	28/2/17
Balls to hard Damaged(ripped/peeling) leather	Participants, Staff & Coaches	Use soft Footballs (Sponge & Plastic).	Balls pumped up to the right pressure.	CitC Coaches & Staff (Minor 2)	28/2/17	28/2/17
Windows	Participants, Staff & Coaches	Using soft Footballs (Sponge & Plastic).	Highlight to participants of surroundings if necessary.	Melin Homes & CitC Staff (Minor 4)	28/2/17	28/2/17

Primary School Risk Assessment

Organisation: County in the Community					Date of Initial Assessment:				
Delivery Type: School delivery (Name of school)					Staff: County in the Community				
WHAT IS THE HAZARD	What is the Potential Harm	Who is at Risk	LIKELIHOOD	Severity	Risk Rating	Controls In Place	LIKELIHOOD	Severity	Risk Rating
General behaviour and conduct	Injury/Contact/Contamination	Pupils and staff	2	3	6	<ul style="list-style-type: none"> Pupils to be advised of expected standards of behaviour Pupils to be supervised at all times School behaviour management policy in place Staff to follow School behaviour management plan and policy Coaches are competent and experienced in dealing with challenging behaviour 	1	3	3
Lack of planning and understanding of delivery role	Injury/Contact/Contamination	Pupils and staff	2	4	8	<ul style="list-style-type: none"> Lesson/session plans to be developed prior to delivery in conjunction with school needs Plans take into consideration government guidance, pupils age, ability, working environment and health and safety of pupils and staff Planned lesson/session should be non-contact Staff to be aware of government and CitC guidance and plan lessons/session in appliance to them 	1	4	4
Slips, trips, falls	Injury/Contact/Contamination	Pupils and staff	3	3	9	<ul style="list-style-type: none"> Inspection and assessment of learning areas prior to lesson/session and dynamic assessment undertaken during delivery Any issues must be reported to school and the school procedures put in place. 	1	3	6

WHAT IS THE HAZARD	What is the Potential Harm	Who is at Risk	LIKELIHOOD	Severity	Risk Rating	Controls In Place	LIKELIHOOD	Severity	Risk Rating
Children's use of Equipment and potentially sharing kit	Injury/Contact/Contamination	Pupils and staff	3	4	12	<ul style="list-style-type: none"> • Planning of lesson/session in place to minimise the amount of equipment in use • Little or no equipment to be used • Staff to use school equipment at first preference • Equipment to be checked prior to use • CitC staff are required to clean any equipment pre and post lessons / sessions • Equipment not to be shared amongst pupils during lesson/session • Staff to ensure all equipment used is packed away once cleaned 	1	4	4
Children to engage in socialising and crowding	Injury/Contact/Contamination	Pupils and staff	3	4	12	<ul style="list-style-type: none"> • Lesson/sessions to be delivered in adequate space respective to Government guidance • Staff to work within the Government guidance at time of delivery. Currently no more than 15 pupils per group • Staff to utilise outside workspaces • Participants must always remain at least 2m apart during lesson/session • Individual zones to be used where possible • Staff to have NO physical contact while delivering • Cleaning kit to be used on equipment and learning surfaces before and after lesson/session • CitC staff entering school facilities must follow the CitC 'Return to work policy' and implement school safety measures 	2	4	8

						<ul style="list-style-type: none"> • CitC staff to have access to protective face masks should they require them during delivery (Government guidance states that PPE is not essential for delivery) • Schools to have grouped pupils into correct class sizes and registers taken on the day 			
Hand hygiene	Contact/Contamination	Pupils and staff	2	4	8	<ul style="list-style-type: none"> • Hands washed or/and sanitised when entering and exiting school and before and after lesson/session • Staff to carry personal hand sanitiser • Government advice shared with staff • Personal hand sanitisers available to staff 	1	4	4
Respiratory hygiene	Contact/Contamination	Pupils and staff	3	4	12	<ul style="list-style-type: none"> • Pupils and Staff should avoid touching their face and hair, spit, sneeze, or cough • Pupils and staff must cover their mouth and nose with a tissue when coughing or sneezing, dispose tissue in nearest bin, wash hands for at least 20 seconds • Respiratory hygiene / Personal hygiene to be addressed at the start of the session 	2	4	8
Personal hygiene	Contact/Contamination	Pupils and staff	3	3	9	<ul style="list-style-type: none"> • Suitable and clean clothing to be worn at all times • Pupils to have correct clothing and equipment in order to participate • Pupils to follow school health and safety policy (suitable equipment) • Staff provided with sufficient uniform for daily delivery and with access to additional item should they need 	2	3	6

RISK ASSESSMENT - RATING TABLE

Likelihood	IMPACT/SEVERITY				
	1=Not Harmful	2=Slightly Harmful	3=Harmful	4=Extremely Harmful	5=Catastrophic
1= Improbable	1	2	3	4	5
2= Highly Unlikely	2	4	6	8	10
3= Likely	3	6	9	12	15
4= Very Likely	4	8	12	16	20
5= Almost Certain	5	10	15	20	25

(Likelihood of 'incident' x Impact/Severity = RISK ASSESSMENT RATING)

Low Risk =1-7 - Medium Risk =8-15 - High Risk =16-25

The higher the risks the more rigorous the controls must be!

County in the Community Covid-19 Return to school delivery guidance

(June – September 2020)

Staff Guidance

The following guidance are measures that CitC staff must adhere to at all times, when delivering sessions during this period.

AREAS TO CONSIDER	GUIDANCE
Pre-Delivery	<ul style="list-style-type: none"> All returning staff must have read and signed a copy of the 'CitC Covid-19 Return to work policy' New staff Covid-19 return to school delivery risk assessments in place and adhered to
Planning	<ul style="list-style-type: none"> Where face to face delivery is not possible remote delivery using media channels to communicate with pupils is to be developed to maintain service Lesson / session plans are developed prior to delivery and consistent with Government, County in the Community and school expectations
Learning	<ul style="list-style-type: none"> Lessons / sessions to provide learning opportunities, implementing differentiation if and when needed to maintain equality
Protective Measures & Hygiene	<ul style="list-style-type: none"> CitC staff entering school facilities must follow the CitC 'Return to work policy' and implement school safety measures CitC staff to have access to protective face masks should they require them during delivery (Government guidance states that PPE is not essential for delivery, if social/physical distances are adhered to at all times) Staff will be provided with (and must use) cleaning kit to sanitise equipment and surfaces, before, during and after lessons / sessions CitC staff to be provided with personal pocket sanitisers, to be carried at all time CitC staff members to have smallest footprint possible within school (sign in, exit to delivery area, deliver session, sign out, leave) If CitC Staff members becomes aware of any child or staff member that shows symptoms of Covid-19, this must be reported to school immediately and to staff member's line manager.
Social Distancing Within Lesson / Session	<ul style="list-style-type: none"> Staff to deliver sessions outside as much as possible Activities taking place in PE lessons and Physical activity sessions should be strictly non-contact and these conditions shared with the pupils (individual zones used when appropriate) Lessons / sessions should adhere to social distancing rules at the time of delivery and maintain no contact or sharing of equipment Staff should have no contact with pupils or staff members, and remain a socially distanced from individuals at all available opportunities
Group Size	<ul style="list-style-type: none"> CitC staff to follow Government guidance and restrict group numbers to a maximum size of 15 children
PE Equipment	<ul style="list-style-type: none"> Little or no equipment to be used CitC staff are required to clean any equipment pre and post lessons / sessions Equipment sharing during lesson / session must not be done
Cleaning / Hand washing / Hand Sanitiser	<ul style="list-style-type: none"> Opportunities for hand washing and use of hand sanitisers must be made available for pupils and staff, before during and after lesson / session. The school's procedure will be enforced and emphasised by CitC staff.

County in the Community Covid-19 Return to school delivery guidance

(September 2020)

School Agreement

The following guidance will be sent to schools to make sure staff and pupils remain safe at all times and delivery of CitC services can take place on their premises.

- CitC staff will return to work once they have read and signed the CitC 'Return to work guidance'
- CitC Staff should not be delivering to a group on their own; there should be a school member of staff always present to assist with social distancing (2-metre distance) of the pupils. If schools cannot provide this, delivery will not take place. This action would reduce the 'footprint' of CitC staff in the school.
- CitC staff will not administer first aid procedures to pupils as this will be left to school staff responsible for the group, unless in an extreme circumstance (potential life-threatening condition)
- School staff member should return group back into the school (if outside), reducing CitC staff repeatedly entering and exiting school facilities.
- Responsibility of cleaning equipment is the responsibility of CitC
- Should a pupil or member of staff show symptoms or have confirmed cases of Covid-19 school must relay this information to CitC as soon as possible. Tel: 01633 251246 / Email: community@newport-county.co.uk
- Any changes to current government guidelines will allow CitC have the right to retract staff members until the practice of safe physical activity delivery can be assured

This is a continuous process between County in the Community and its stakeholders. Communication with our schools is crucial in ensuring that these processes are relevant, adhered to and developed. With this in mind, we are confident that we can continue to provide opportunities and high-quality provision within our partner schools across Gwent.

Appendix 2 – Hazard Information

Examples of hazards include:

- Working at height
- Use of objects at height
- Slippery Floor
- Objects (or people) to be moved / lifted etc.
- Use of machines – exposed rotating parts
- Operation of vehicles
- Fire
- Electricity
- Excavations
- Flammable / explosive materials
- Fragile surfaces e.g. a glazed door/window
- Chemicals / dusts e.g. asbestos
- Cold / hot surfaces
- Mechanical lifting operations
- High noise levels
- Biological agents
- Lone working
- Dealing with the public
- Vibration
- Use of hand tools
- Adverse weather
- Stacking objects
- Housekeeping
- Intruders
- Lighting
- Confined space
- Cleaning operations
- Pressure systems

* Please note this list is guidance only and is not an exhaustive list of all hazards likely to be encountered.

Appendix 2 – Who is at risk?

Step 2 - Who is at risk and how?

Once you have identified the hazards, you need to identify who is at risk from those hazards and how they are at risk. For example, operators are at risk of being cut on an unguarded rotating blade, or operators, cleaners, and all visitors to an area are at risk of tripping on an uneven floor. Identify everyone who comes into contact with the hazard including people not directly involved e.g. cleaners or visitors to the area. Give special attention to vulnerable people involved in the activity e.g. young persons or pregnant women. Consider the list of hazards again, examples of who could be harmed and how have been identified in the second and third column.

THIS TABLE IS NOT EXHAUSTIVE

1.1 HAZARDS	EXAMPLE WHO COULD BE AT RISK	EXAMPLE HOW THEY COULD BE AT RISK
Working at height	Contractors, employees working at height	Falling and associated injuries
Use of objects at height	Anyone who may be walking / working underneath (employees, contractors, members of the public etc.)	Struck by falling object and associated injuries
Slippery Floor	Anyone walking on that floor (employees, contractors, members of the public etc.)	Slipping on the floor, falling and associated injuries.

Objects to be moved lifted etc.	Anyone who needs to lift the object.	Any injuries associated with the lifting operation. *
Use of machines – exposed rotating parts	Anyone using the machinery or who could come into contact with it accidentally	Injuries associated with contact with the moving parts, cuts, bruising, amputation etc.
Operation of vehicles	Anyone who could come into contact with moving vehicles. Employees, members of the public, pupils at schools etc.	Injuries associated with being struck by moving vehicles
Fire	Employees, contractors, members of the public (anyone in the area where the fire may be)	Burns, smoke inhalation etc. *
1.2 HAZARDS	EXAMPLE WHO COULD BE AT RISK	EXAMPLE HOW THEY COULD BE AT RISK
Electricity	Employees, contractors, members of the public (anyone who could be affected by a discharge of electricity (either directly or through arcing))	Burns, shocks from faulty equipment, live working etc.
Excavations	Contractors, employees, members of the public (anyone who may fall into or be trapped by a collapsing excavation)	Falling into unguarded excavation, being trapped in a collapsing excavation and associated injuries

Flammable/ explosive materials	Anyone who may be affected by these materials, employees, contractors, members of the public etc.	Burns, etc. if explosions occur or flammable materials are set alight.
Chemicals/dusts	Anyone who may come into contact with these substances	Exposure to the substance and any subsequent short or long term ill health or injury, e.g. dermatitis, burns, occupational asthma etc.*
Cold/hot surfaces	Anyone who may come into contact with these surfaces	Burns
Mechanical lifting operations	Anyone operating lifting equipment or who is likely to be struck if equipment fails	Any associated injuries if mechanical lifting equipment fails
High noise levels	Anyone who is exposed to very high noise levels or who is exposed to certain levels of noise for a long period of time	Chronic or acute noise induced hearing loss *
Biological agents	Anyone who is exposed to biological agents	Variety of illnesses e.g. HIV, legionella, weils disease from contact with bodily fluids, water courses or through contact with needles etc.*

1.3 HAZARDS	EXAMPLE WHO COULD BE AT RISK	EXAMPLE HOW THEY COULD BE AT RISK
Lone working	Anyone who works on their own	Someone may be injured / ill and is unable to raise an alarm, coming into contact with violent members of the public on their own etc. any associated injury verbal or physical. Stress
Dealing with the public	Employees or contractors who may be exposed to violent members of the public through verbal or physical abuse	Associated injuries Stress
Vibration	Anyone using vibrating equipment	Long term chronic syndromes associated to excessive vibration, e.g. vibration white finger
Use of hand tools	Anyone using them or coming into contact with them	Electric shock if not maintained
Adverse weather	Employees, contractors working in adverse weather or members of the public exposed to adverse weather	Associated injuries that could result from activities carried out in bad weather, e.g. working at height in strong winds. Or, lighting at outdoor event
Workload, work patterns, support	Employees	Stress
Stacking objects	Anyone who may be struck by falling objects	Associated injuries with being struck by falling objects

Workstation equipment	Employees	Injuries and ill health associated with poor set up and use of display screen equipment. Pain in back, wrist etc.
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NB Due to the nature of some hazards and the existence of legislation the hazards marked with an asterisk require further specific risk assessments to be carried out, e.g. COSHH risk assessments, fire risk assessments, noise risk assessments, DSE risk assessments (not exhaustive). A general risk assessment should highlight the requirement for these to be carried out.

Please note this list is guidance only and is not an exhaustive list of all hazards likely to be encountered.

When considering risk think about ill health as well as accidents, some risks may be long term, e.g. noise induced hearing loss or contact dermatitis from using a chemical or latex over many years. When considering risk, think about what's reasonably foreseeable, e.g. is it likely to happen or has it happened before? If it has then it may happen again.

Appendix 3 WORKPLACE INSPECTION CHECKLIST

WORKPLACE: _____

DATE: _____

INSPECTED BY: _____

The following matters must be checked by the responsible person. Defects must be addressed immediately/notified to CitC'S Office. Completed forms should be copied to Head Office. The responsible person must date and initial each defect after it has been rectified and closed out. This is NOT an exhaustive list of matters which must be inspected and managed.

<u>Item No</u>	<u>ITEM</u>	<u>√/X</u>	<u>COMMENTS</u>	<u>Init (close out)</u>	<u>Date</u>
1	Access/egress: <i>slip / trip / fall hazards / materials / lighting</i>				
2	First Aid Kit(s): <i>present, adequately stocked</i>				
3	First Aider(s): <i>trained First Aiders present, adequate number</i>				
1.3.1.1.1.1.1 4	1.3.1.1.1.1.2 Work equipment: <i>Accompanied by necessary certification; authorised users only; weekly inspections;</i>				
5	Noise: <i>Loud noise</i>				
6	Security:				
7	Manual Handling: <i>Minimise all manual handling;</i>				

8	COSHH: <i>Select safest substances; assessments and safety data sheets available; storage and marking, correct PPE</i>				
9	Electricity: <i>110v / battery powered tools, testing (P.A.T.), in good order?</i>				
10	Environment: <i>Recycling, litter; storage;</i>				
11	Any Accidents? Yes No Any Incidents or Near Misses? Yes No				
12	Welfare/WC: <i>Warm (not too hot) water for washing, drinking water, toilet with towels, soap and toilet paper, cleanliness</i>				
1.3.1.1.1.2.1 13	1.3.1.1.1.2.2 Fire Safety: Fire Risk assessment and management plan in place, Adequate signage, alarm and fire fighting equipment, adequate escape routes, fire drill?				
1.3.1.1.1.2.3 14	1.3.1.1.1.2.4				
15					
16					

17					
18					
19					

Issued By: _____

Received By:



Company number: 9729852
 Fair Oak House, 15-17 Church Road, Newport, NP19 7EJ
 Email: community@newport-county.co.uk

Registered Charity number: 1172602
 Tel: 01633 251246
www.countyinthecommunity.co.uk



Appendix 4 Child Protection Incident Report Form

Your name:	Your position:
Your address:	Your phone number/s:
Child's name:	Date of birth:
Child's address:	School/Club:
Parents/carers names and address:	
Date and time of any action:	
Exactly what the Child / Parent said and what you said:	

Action taken so far:	
Alleged Offender:	
Name:	
Address:	
External Agencies contacted (date & time)	
Police	If yes – which: Name and contact number:

<p>Contact Number: 999 or 101</p>	<p>Details of advice received:</p>
<p>2 Social services</p> <p>Contact Number: 0800 328 4432</p>	<p>If yes – which: Name and contact number: Details of advice received:</p>
<p>NGB</p> <p>FAW</p> <p>Contact Number: 02920 435820</p>	<p>Name and contact number: Details of advice received:</p>
<p>Local authority</p> <p>LADO</p> <p>Contact Number: 01633 656656</p>	<p>If yes – which: Name and contact number: Details of advice received:</p>

Other NSPCC Contact Number: 0808 800 5000	Which: Name and contact number: Details of advice received:
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Print name:	
Signature:	Date:

Appendix 5 - COSHH Assessment Template

PRODUCT IDENTIFICATION			
Product Name:		COSHH Ref No:	
Manufacturer:		Assessed By:	
Task / Activity:		Dated:	
		MSDS attached?	<input type="checkbox"/>

HAZARD IDENTIFICATION ✓ denotes correct response)									
									
Flammable		Highly Flammable		Harmful/Irritant		Respiratory Hazard		Danger to the Environment	
YES	NO	YES	NO	YES	NO	YES	NO	YES	NO

Corrosive		Explosive		Toxic		Oxidising Gases		Gases under pressure	
YES	NO	YES	NO	YES	NO	YES	NO	YES	NO

ROUTE OF EXPOSURE					
SKIN - MILD IRRITATION		EYES		INHALATION	
YES	NO	YES	NO	YES	NO
INGESTION		CUTS		OTHER	
YES	NO	YES	NO	YES	NO

PERSONS AT RISK					
USERS OF THE PRODUCT		MEMBERS OF PUBLIC		VISITORS	
YES	NO	YES	NO	YES	NO
OTHER WORKERS		YOUNG PERSONS		OTHER	
YES	NO	YES	NO	YES	NO

PPE REQUIREMENTS									
									
GLOVES		OVERALLS		GLASSES/GOGGLES		BOOTS		RESPIRATORY	
YES	NO	YES	NO	YES	NO	YES	NO	YES	NO
<i>To standard EN 388/ barrier cream</i>		<i>EN943 fire/flame resistant</i>		<i>EN166 To prevent entry into eyes</i>		<i>When handling the containers</i>			

FIRST AID MEASURES	
INHALATION	
SKIN	
EYE	
INGESTION	

ACCIDENTAL RELEASE / FIRE FIGHTING MEASURES	
Environmental Precautions	

Spillages	
Spillage in a confined space	
Extinguishing media	
Exposure hazards	
Protection of Fire Fighters	

HANDLING, STORAGE and DISPOSAL	
HANDLING	
IN STORAGE	
DISPOSAL	

SAFETY & RISK PHASES:	

SIGNED BY:			
NAME		DESIGNATION	
SIGNATURE			
DATE			



The named below persons have read and understood the contents of this COSHH Assessment

USERS NAME	SIGNATURE	DATE

Appendix 6 - Stay Safe in the Sun Guidance

[file:///C:/Users/commu/AppData/Local/Packages/microsoft.windowscommunicationsapps_8wekyb3d8bbwe/LocalState/Files/S0/1/Attachments/SP%20Appendix%205%20Stay%20Safe%20in%20the%20Sun%20Employee%20Card\[23695\].pdf](file:///C:/Users/commu/AppData/Local/Packages/microsoft.windowscommunicationsapps_8wekyb3d8bbwe/LocalState/Files/S0/1/Attachments/SP%20Appendix%205%20Stay%20Safe%20in%20the%20Sun%20Employee%20Card[23695].pdf)

Solar Radiation

[file:///C:/Users/commu/AppData/Local/Packages/microsoft.windowscommunicationsapps_8wekyb3d8bbwe/LocalState/Files/S0/1/Attachments/SP%20Appendix%205%20Working%20in%20the%20Sun%20Exposure%20to%20Solar%20Radiation\[23696\].pdf](file:///C:/Users/commu/AppData/Local/Packages/microsoft.windowscommunicationsapps_8wekyb3d8bbwe/LocalState/Files/S0/1/Attachments/SP%20Appendix%205%20Working%20in%20the%20Sun%20Exposure%20to%20Solar%20Radiation[23696].pdf)

Appendix 7 CitC - Health and Safety Action Plan 2019-20



Company number: 9729852

Fairoak House, 15-17 Church Road, Newport, NP19 7EJ

Email: community@newport-county.co.uk

Registered Charity number: 1172602

Tel: 01633 251246

www.countyinthecommunity.co.uk



@CountyCommunity

Theme	Action	Action	Date
Fire Risk Assessment	Falcon Fire to review		31/7/19
CitC current risk assessments	Review all current 'significant hazards', to ensure that the recorded information is current.	Establish if any addition significant hazards are present	30/9/19
Other risk assessments to be prepared	COSHH	Manual Handling	30/9/19
CitC Health and Safety Handbook	Content to be agreed		30/9/19
IOSH Managing Safely Course	Norman Parselle or Mike Pratt to attend Course		31/3/20



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