



## HEALTH & SAFETY POLICY

	Name	Designation	Date	Signature
<b>Author</b>	Norman Parselle	Chief Executive Officer	30/8/22	
<b>Approvals</b>	Haydn Ames	Health & Safety Lead Chair of Trustees	30/8/22	
	Michael Pratt	Staff Health & Safety Lead	30/8/22	

Revision	Date	Effect on		Reason for revision and description	Author
		Page	Para		
1.0	May 2016	All	All	Health & Safety Policy	Norman Parselle
2.0	May 2017	All	All	Annual Review	Norman Parselle
3.0	June 2018	All	All	Update	Norman Parselle
4.0	May 2019	All	All	Full review – Various amendments	Phil Thomas – SWSC Ltd
5.0	July 2020	All	All	Annual Review	Norman Parselle
6.0	Aug 2021	All	All	Annual Review	Norman Parselle
7.0	Aug 2022	All	All	Annual Review	Norman Parselle

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## 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. DEFINITION

### 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 AND 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.

## 6. ROLES AND RESPONSIBILITIES

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 has ultimate responsibility for CitC's Health, Safety and Welfare.

The Chair will be supported in his role by The Board of Trustees, the Chief Executive Officer and the Staff Health & Safety Lead.

#### **Haydn Ames**

##### **Chair of Trustees**

Primary Contact Number: (01633) 251246

Email: [haydn.ames@countyinthecommunity.co.uk](mailto:haydn.ames@countyinthecommunity.co.uk)

#### **Norman Parselle**

##### **Chief Executive Officer**

Primary Contact Number: (01633) 251246

Emergency Contact Number: 07722147695

Email: [community@newport-county.co.uk](mailto:community@newport-county.co.uk)

#### **Michael Pratt**

##### **Staff Health & Safety Lead**

Primary Contact Number: (01633) 251246

Email: [mike.pratt@newport-county.co.uk](mailto:mike.pratt@newport-county.co.uk)

### 6.2 General

- a) Issue clear guidelines concerning safety to all staff, P/T coaches and volunteers.
- b) 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.
- c) Provide staff, P/T coaches and volunteers with reference material and sources of information on safety matters;
- d) Identify who is primarily responsible for ensuring the safety of clients in various environments.
- e) Provide appropriate insurance cover.
- f) Ensure that all safety guidelines are fully explained.
- g) Comply with all safety laws and other appropriate legislation that is implemented from time to time.
- h) 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**

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

### **6.4 Keeping up to date**

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

### **6.5 Resources**

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

### **6.6 Setting an example**

- a) 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**

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

### **6.8 Effective Communication**

- a) 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**

- a) 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**

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

### **6.11 Statutory Inspections**

- a) 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**

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

### **6.13 Risk Assessments**

- a) 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.
- b) Review the content of the risk assessments and ensure that briefings have been provided to those carrying out/overseeing the work via staff meetings.
- c) Ensure that any updates are provided to the responsible persons.
- d) Review the risk assessments annually and as and when new procedures or equipment is introduced to the workplace.

### **6.14 Risk Assessments**

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

### **6.15 Maintaining an orderly place of work**

- a) 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**

- a) 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)**

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

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

#### 6.18 Staff Training

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

#### 6.19 Welfare

- a) Ensure that the CitC's workplaces have suitable and sufficient welfare facilities.  
b) 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

- a) 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

- a) 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. 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.

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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 Outside (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 Control of Substances Hazardous to Health (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.

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** - Considering 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** - Considering 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	(How quickly should this finding be actioned?)
Likelihood	1 Rare	1	2	3	4	5	Not Immediate
	2 Unlikely	2	4	6	8	10	Within 3-6 months
	3 Possible	3	6	9	12	15	Urgent action required
	4 Likely	4	8	12	16	20	
	5 Almost Certain	5	10	15	20	25	

**Appendix 2 – Example Risk Assessment Forms**

<b>RISK ASSESSMENT FORM – HEAD OFFICE</b>	
<b>FIRE RISK ASSESSMENT FOR:</b> CitC Office, Church Road, NP19 7EJ	<b>ASSESSMENT UNDERTAKEN BY:</b> Norman Parselle
<b>DATE OF ASSESSMENT:</b> 07/05/XX	<b>REVIEW DATE:</b> 07/05/XX

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.

<b>HAZARDS</b>	<b>WHO COULD BE HARMED AND HOW?</b>	<b>WHAT ARE YOU DOING ALREADY?</b>	<b>WHAT FURTHER ACTION IS NECESSARY?</b>	<b>BY WHOM AND RISK RATING</b>	<b>BY WHEN?</b>	<b>COMPLETED DATE</b>
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/XX).	<b>Norman Parselle Risk Rating: (4)</b>	01/02/XX	Steven Tadman & Mike Pratt 01/02/XX
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/XX).	<b>Norman Parselle Risk Rating: (6)</b>	01/02/XX	Steven Tadman & Mike Pratt 01/02/XX
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/XX).	<b>Norman Parselle Risk Rating: (4)</b>	01/02/XX	Steven Tadman & Mike Pratt 01/02/XX

Electric Compressor	Staff, Trustees, Volunteers & Visitors	PAT Test all electrical appliances	All appliances used appropriately.	<b>Norman Parselle</b> Risk Rating: (2)	01/02/XX	Steven Tadman & Mike Pratt 01/02/XX
Electrical circuit (Lighting, sockets etc)	Staff, Trustees, Volunteers & Visitors	Test all electrical works approved		<b>Payne Lettings</b> Risk Rating: (8)	14/06/XX	Payne Lettings 14/06/xx
Store Room - Tripping over sports equipment, goals blocking windows	Staff, Trustees, Volunteers & Visitors	Room is left tidy with sports equipment stacked and stored correctly	On-going always put sports equipment away correctly	<b>CitC Sports Coaches, Volunteers</b> Risk Rating: (4)	01/02/XX	Norman Parselle, David Lewis 01/02/xx

## RISK ASSESSMENT FORM – EVENTS

<b>FIRE RISK ASSESSMENT FOR:</b>	<b>ASSESSMENT UNDERTAKEN BY:</b> Norman Parselle
<b>DATE OF ASSESSMENT:</b>	<b>REVIEW DATE:</b>
<b>LOCATION OF DEFIBRILLATOR:</b>	<b>LOCATION OF FIRST AID KIT:</b>

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 AND RISK RATING	BY WHEN?	COMPLETED DATE
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.	<b>David Lewis</b> <b>Mike Pratt</b> Risk Rating: (9)	26/03/XX	28/03/XX

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 Risk Rating: (9)	26/03/XX	26/03/XX
Sport 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 Risk Rating: (9)	26/03/XX	26/03/XX
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 Participants Risk Rating: (4)	26/03/XX	26/03/XX
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 Risk Rating: (4)	26/03/XX	26/03/XX

<b>ORGANISATION:</b> County in the Community					<b>DATE OF INITIAL ASSESSMENT:</b> 20/05/2022				
<b>DELIVERY TYPE:</b> Twinning Project - Probation					<b>STAFF:</b> David Lewis, Norman Parselle, Elliott Matthews, Mike Pratt.				
<b>VENUE:</b> Rodney Parade									
WHAT IS THE HAZARD?	WHAT IS THE POTENTIAL HARM?	WHO IS AT RISK?	LIKLIHOOD	SEVERITY	RISK RATING	CONTROLS IN PLACE	LIKLIHOOD	SEVERITY	RISK RATING
General behaviour and conduct	Injury Disruption	Staff & Students	2	3	6	<ul style="list-style-type: none"> <li>Students to be advised of expected standards of behaviour</li> <li>Students to be always supervised.</li> <li>Staff to ensure standards are outlined to students prior to each day beginning.</li> </ul>	1	3	3
Injury whilst using outdoor playing facility (Grass)	Injury	Students & Staff	3	3	9	<ul style="list-style-type: none"> <li>Inspection and assessment of playing surface prior to each day and a dynamic assessment undertaken during delivery.</li> <li>First Aid kit will always be available at the session along with a defibrillator.</li> <li>Any issues must be reported to the probation support worker and the relevant procedures put in place.</li> </ul>	2	3	6
Violence	Injury Disruption	Students & Staff	3	9	12	<ul style="list-style-type: none"> <li>All applicants to be screened prior to attending the course.</li> <li>Existing policies of the club checked.</li> <li>Safe system in place through existing controls.</li> </ul>	2	6	8

<b>Participant No Compliance</b>	Disruption Poor Engagement	Staff & Students	3	3	6	<ul style="list-style-type: none"> <li>Expectations to be outlined to the whole group.</li> <li>Probation practitioner to be notified of any non-compliant by the PO on site at Rodney Parade.</li> </ul>	2	2	4
<b>Smoking</b>	Disruption Fire	Staff & Students	3	4	12	<ul style="list-style-type: none"> <li>Smoking policies to be made clear at induction so students are fully aware of what's expected.</li> </ul>	1	4	4

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 risk the more rigorous the controls must be!**

### Appendix 3 – Hazard Information Form

Step 1 Examples of hazards within and outside of the workplace include:

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

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

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. **Note: This table is an example and not exhaustive.**

Hazards	Who could be at Risk?	How could they be at Risk?
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.*
Fire	Employees, contractors, members of the public (anyone in the area where the fire may be)	Burns, smoke inhalation etc. *
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

Slippery Floor	Anyone walking on that floor (employees, contractors, members of the public etc.)	Slipping on the floor, falling and associated injuries.
Working at Height	Contractors, employees working at height	Falling and associated injuries

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 4 – 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	<b>Access/egress:</b> slip / trip / fall hazards / materials / lighting				
2	<b>First Aid Kit(s):</b> present, adequately stocked				
3	<b>First Aider(s):</b> trained First Aiders present, adequate number				
4	<b>Work equipment:</b> Accompanied by necessary certification; authorised users only; weekly inspections;				
5	<b>Noise:</b> Loud noise				
6	<b>Security</b>				
7	<b>Manual Handling:</b> Minimise all manual handling				
8	<b>COSHH:</b> Select safest substances; assessments and safety data sheets available; storage and marking, correct PPE				
9	<b>Electricity:</b> 110v / battery powered tools, testing (P.A.T.), in good order?				
10	<b>Environment:</b> Recycling, litter; storage				
11	<b>Any Accidents?</b> Yes No <b>Any Incidents or Near Misses?</b> Yes No				
12	<b>Welfare/WC:</b> Warm (not too hot) water for washing, drinking water, toilet with towels, soap and toilet paper, cleanliness				
13	<b>Fire Safety:</b> Fire Risk assessment and management plan in place, Adequate signage, alarm and firefighting equipment, adequate escape routes, fire drill?				

Issued by \_\_\_\_\_

Received by \_\_\_\_\_

**Appendix 5 – Child Protection Incident Report Form**

<b>Your Name:</b>	<b>Your Position</b>
<b>Your Address:</b>	<b>Your Phone Number(s):</b>
<b>Child's Name:</b>	<b>Date of Birth:</b>
<b>Child's Address:</b>	<b>School/Club:</b>
<b>Parent/Carers Name(s) and Address(es):</b>	
<b>Date and time of any action:</b>	
<b>Exactly what the Child/Parent/Carer said and your response:</b>	
<b>Action taken so far:</b>	
<b>Alleged Offender's Name:</b>	<b>Alleged Offender's Address:</b>
<b>External Agencies contacted (Date and Time)</b>	
<b>Police</b> <b>Contact Number: 999 or 101</b>	<b>If yes, which:</b>  <b>Name and contact number:</b>  <b>Details of advice received:</b>

<p><b>Social Services</b>  <b>Contact Number:</b> 0800 328 4432</p>	<p><b>If yes, which:</b></p> <p><b>Name and contact number:</b></p> <p><b>Details of advice received:</b></p>
<p><b>NGB</b>  <b>FAW</b>  <b>Contact Number:</b> 02920 435 820</p>	<p><b>Name and contact number:</b></p> <p><b>Details of advice received:</b></p>
<p><b>Local Authority</b>  <b>LADO</b>  <b>Contact Number:</b> 01633 656656</p>	<p><b>If yes, which:</b></p> <p><b>Name and contact number:</b></p> <p><b>Details of advice received:</b></p>
<p><b>NSPCC</b>  <b>Contact Number:</b> 0808 800 5000</p>	<p><b>If yes, which:</b></p> <p><b>Name and contact number:</b></p> <p><b>Details of advice received:</b></p>
<p><b>Other</b></p>	<p><b>Name and contact number:</b></p> <p><b>Details of advice received:</b></p>

**Appendix 6 – COSHH Assessment Template**

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

HAZARD IDENTIFICATION <span style="color: red;">✓</span> denotes correct response)									
									
Flammable		Highly Flammable		Harmful/Irritant		Respiratory Hazard		Danger to the Environment	
YES	NO	YES	NO	YES	NO	YES	NO	YES	NO

									
<b>Corrosive</b>		<b>Explosive</b>		<b>Toxic</b>		<b>Oxidising Gases</b>		<b>Gasses under pressure</b>	
<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>

<b>ROUTE OF EXPOSURE</b>					
<b>SKIN - MILD IRRITATION</b>		<b>EYES</b>		<b>INHALATION</b>	
<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
<b>INGESTION</b>		<b>CUTS</b>		<b>OTHER</b>	
<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>

<b>PERSONS AT RISK</b>					
<b>USERS OF THE PRODUCT</b>		<b>MEMBERS OF PUBLIC</b>		<b>VISITORS</b>	
<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
<b>OTHER WORKERS</b>		<b>YOUNG PERSONS</b>		<b>OTHER</b>	
<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>

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	

<b>ACCIDENTAL RELEASE / FIRE FIGHTING MEASURES</b>	
Environmental Precautions	
Spillages	
Spillage in a confined space	
Extinguishing media	
Exposure hazards	
Protection of Fire Fighters	

<b>HANDLING, STORAGE and DISPOSAL</b>	
HANDLING	
IN STORAGE	
DISPOSAL	

<b>SAFETY &amp; RISK PHASES:</b>	

<b>SIGNED BY:</b>			
NAME		DESIGNATION	
SIGNATURE			
DATE			

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

USERS NAME	SIGNATURE	DATE

**Appendix 7 – 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 8 – Health and Safety Action Plan**

Theme	Action	Planned Date
Fire Risk Assessment	In House Fire Drill	Bi-annually
CitC Employee Handbook	Review Health and Safety Policy/requirements listed in Employee Handbook	Annual Review
PAT Testing	Pat Testing of Electrical Appliances	September 2022
Health and Safety Training	Hold in-house Health and Safety training for employees	September 2022