



The Gaia Network

HEALTH AND SAFETY STATEMENT AND POLICY

September 2018

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Statement

Our statement of general policy is to:

- Provide adequate control of the health & safety risks arising from our work activities
- Consult with our employees and volunteers on matters affecting their health & safety
- Provide and maintain safe plant and equipment
- Ensure safe handling and use of substances
- Provide information, instruction and supervision for staff and volunteers
- Ensure all staff and volunteers are competent to do their tasks and to give them adequate training
- Prevent accidents and work-related ill health
- Maintain safe and healthy working conditions
- Review and revise this policy as necessary at regular intervals

Responsibilities

Overall and final responsibility for health & safety is that of **British Sports Youth Trust** Board of Trustees
Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Chief Executive.

To ensure health & safety standards are maintained / improved, the following people have responsibility in these specific areas:

Responsible Person	Role	Responsibility	Timing
Ariane Eva Morin / Grace Mae Willis Hodgins	Class Delivery / instructor	Undertake H&S inspection	6 monthly
Ariane Eva Morin / Grace Mae Willis Hodgins	Class Delivery / instructor	Overall responsibility for H&S	Ongoing
Ariane Eva Morin / Grace Mae Willis Hodgins	Class Delivery / instructor	Undertake The Gaia Network Office fire risk assessment with Centre team of Hall Hire Premises and cooperate with Fire Warden provided by the venue	6 monthly
Ariane Eva Morin / Grace Mae Willis Hodgins	Class Delivery / instructor	Coordinate an H&S inspection of The Gaia Network	6 monthly
		Submitting a H&S report to The Gaia Network	6 monthly
		Report and investigate accidents/diseases	As required
		Review Risk Assessments for The Gaia Network volunteers and young workers	Ongoing
		The Gaia Network office area layout and design issues	As required
		Raising any The Gaia Network H&S issues at Lido Centre User Group	As required
		H&S of The Gaia Network staff working alone off-site	Ongoing

		Review Risk Assessment for those working alone off-site	Annually
Ariane Eva Morin / Grace Mae Willis Hodgins	Class Delivery / instructor	Maintain H&S records Maintaining maintenance procedures and ensuring maintenance is implemented Prepare organizational Risk Assessment	Ongoing
Ariane Eva Morin / Grace Mae Willis Hodgins	Class Delivery / instructor	First Aid Qualified	As required
Ariane Eva Morin / Grace Mae Willis Hodgins	Class Delivery / instructor	Include H&S in inductions for new staff and volunteers ensuring the following points are included	As required
All Staff		Identifying and reporting to their line manager equipment in need of maintenance	Ongoing

All employees are required to:

- Co-operate with supervisors and managers on health & safety matters
- Not interfere with anything provided to safeguard their health & safety
- Take reasonable care of their own health & safety
- Report all health & safety concerns to an appropriate person (as detailed in this policy statement)

Health & safety risks arising from our work activities

Risk assessments will be undertaken by the relevant nominated manager. The findings of the risk assessment will be reported to the Chief Executive. Action required to remove/control risks will be approved by **British sports Youth Trust** Board of Trustees.

The Chief Executive will be responsible for ensuring the action required is implemented and the relevant manager will check that the implemented actions have removed/reduced the risks

Our assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.

Consultation with staff and volunteers

Staff will be consulted annually at the team meeting on the review of the Health and Safety Policy.

The Gaia Network equipment

The Gaia Network staff team will be responsible for identifying all plant / equipment needing maintenance (other than specific **The Gaia Network** equipment).

The **The Gaia Network** Manager will be responsible for ensuring that all identified maintenance is implemented.

Any problems found with plant/equipment should be reported to **The Gaia Network** Board of Trustees through the Executive Projects Manager.

The Gaia Network Manager will check that new plant and equipment meets health & safety standards before it is purchased.

Safe handling and use of substances: <http://www.hse.gov.uk/coshh/index.htm>

The Executive Projects Manager will be responsible for identifying all substances used by **The Gaia Network** Staff and volunteers which need a COSHH assessment.

The Gaia Network Manager will be responsible for undertaking COSHH assessment for the building as a whole.

The Executive Projects Manager will be responsible for ensuring that all actions identified in the assessments are implemented.

The Gaia Network Manager will be responsible for ensuring that all relevant workers, staff and volunteers are informed about the COSHH assessments.

The Gaia Network Manager will check that new substances can be used safely before they are purchased.

Assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.

Information, instruction and supervision

The health & safety law poster is displayed at the **British sports Youth Trust** lobby.

Leaflets and other information are available from <http://www.hse.gov.uk/>

Health & safety advice relating to **The Gaia Network** team members is available from the Executive Projects Manager.

Supervision of young volunteers and trainees will be arranged / undertaken by the **The Gaia Network** Manager.

The Chief Executive of **The Gaia Network** is responsible for making sure that our employees working at other locations under the control of other employees are given relevant health & safety information.

Competency for tasks and training

Induction training for all new volunteers and staff is provided by the relevant line manager. Training records are kept by the **The Gaia Network** Manager.

Training will be identified, arranged and monitored by line managers in association with the **The Gaia Network** Manager.

Accidents, first aid and work-related ill health

A small first aid box is kept in the bookcase by the photocopier in the **The Gaia Network** office and restocked by the administration officer. The appointed persons / first aider(s) are listed above.

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept with the main **The Gaia Network** first aid box being held by instructor on duty. Should you have any query regarding the reporting of accidents or ill health in the book please contact **Grace Mae Willis Hodgins** or **Ariane Eva Morin**. The Chief Executive of **The Gaia Network** is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority by

Telephone: 0845 3009923 (major or fatal injury reporting only)

Internet: <http://www.hse.gov.uk/riddor/report.htm>

Monitoring

To check our working conditions, and make sure our safe working practices are being followed we will carry out six-monthly inspections and checks following incidents.

The Chief Executive of **The Gaia Network** is responsible for investigating work related cases of sickness absence.

The Executive Projects Manager is responsible for acting on any investigation findings to prevent a recurrence.

Fire and emergency of venues

The IT Support Officer of venue hired by **The Gaia Network** is responsible for making sure that a fire risk assessment is carried out and implemented.

Escape routes are checked by him every week

The responsibility for ensuring that fire extinguishers are maintained and checked rests with the **Hall hire venue Manager**.

Alarms maybe tested by hired venue Staff during **The Gaia Network training session**.

Emergency evacuation might be tested by conducting a practice arranged by the **Hall hire venue Manager**.

Review

These procedures will be reviewed by the **The Gaia Network** Board of Trustees every three years, after consultation with employees or to accommodate alterations to current legislation, reforms or Employment Law.

Approved by British sports Youth Trust Board:

Trustee- Subramaniam Gurunaidu:

Trustee & Chair – Ariane Eva Morin:

Trustee - Grace Mae Willis Hodgins:
