



Health & Safety Policy

Evergreen Active CIC considers health and safety to be of utmost importance. We comply with The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 at all times. The company has appropriate insurance cover, including employer's liability insurance and public liability insurance.

Each member of staff follows the company's Health and Safety Policy and is responsible for:

- Maintaining a safe environment
- Taking reasonable care for the health and safety of themselves and others attending our sessions
- Reporting all accidents and incidents which have caused injury or damage or may do so in the future
- Undertaking relevant health and safety training when required to do so by the directors.

Any member of staff who disregards safety instructions or recognised safe practices will be subject to disciplinary procedures.

Responsibilities of the Directors

The directors of Evergreen Active CIC hold ultimate responsibility and liability for the safe operation of the company. The directors will ensure that:

- They nominate a Health and Safety Officer. The designated health and safety officer is Andrew Freeman
- A copy of the current Health and Safety At work poster is displayed (poster is available here: <http://www.hse.gov.uk/pubns/books/lawposter.htm>)
- All staff receive information on health and safety matters, and receive training where necessary
- The Health and Safety Policy and procedures are reviewed regularly
- Staff understand and follow health and safety procedures
- Resources are provided to meet the company's health and safety responsibilities
- All accidents, incidents and dangerous occurrences are properly reported and recorded. This includes informing child protection agencies and the Health and Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) where appropriate.
- All reported accidents, incidents and dangerous occurrences are reviewed, so that preventative measures can be taken.

Responsibilities of Evergreen Active CIC staff

The staff is responsible for ensuring that at each session:

- Area being used is clean, well lit, adequately ventilated and maintained at an appropriate temperature, if outside ensure there is sufficient shade when needed
- All the company's equipment is safely and securely stored
- A working mobile phone is available during a session.
- Daily environment checks are carried out and risk assessments are completed as required

Security

As we attend various locations in a number of environments, we are extremely vigilant of the surroundings we use and the safety of our participants. During an indoor session we ensure all external doors are kept locked, with the exception of fire doors which are alarmed. If the temperature indoors reaches 20c or above we will open an external door in order to provide a cooler environment for participation. To support the safety of this potential risk staff will stand at the door in the event an intruder attempts to enter the building.

If we are delivering a session outdoors, we will ensure the participants are made aware during the introduction that members of the public including domesticated animals may intrude in the area we are using. In order to reduce this risk from occurring we create a perimeter, which clearly illustrates our use of the area.

In addition, staff will approach the person(s) who are intruding and ask them to move out of our area being used. In the event a domesticated animal e.g. dog enters the area staff will inform everyone to stop and wait for the animal to be restrained by its owner.

If the animal appears to be a stray or wild the respective animal organisation will be contacted and asked to attend. Security procedures will be regularly reviewed by the manager, in consultation with staff and participants.

Equipment

All equipment is kept clean, well maintained and in good repair. We carry out risk assessments before the participants are allowed to use them. Broken or damaged equipment are disposed of promptly.

Food and Personal Hygiene

Staff at Evergreen Active CIC maintain high standards of personal hygiene, and take all practicable steps to prevent and control the spread of infection.

- A generally clean environment is maintained at all times.
- Staff are trained in food hygiene and follow appropriate guidelines.
- Waste is disposed of safely and all bins are kept covered.
- Cuts and abrasions (whether on participant or staff) are kept covered.

Dealing with Body Fluids

Spillages of blood, vomit, urine and faeces will be cleaned up immediately with appropriate measures taken to contain risk of contamination to others.

Lone Working

At Evergreen Active CIC, the safety and welfare of our staff and the participants is paramount. It is best practice for at least two members of staff to be on duty at any one time, but situations may arise where this is not possible. We will follow the procedures set out in this policy.

Staffing Levels

Staff ratios and levels of supervision are always appropriate to the number, ages and abilities of the participants present, and to the risks associated with the activities being undertaken. A minimum of two members of staff are on duty at any time unless extenuating circumstances prevent this.

Preparation and Planning

Staff must approve all instances of lone working in advance and such instances will be recorded on the staff rota. Families will be notified if only one member of staff will be delivering a session or part of a session. A full risk assessment for lone working must be carried out before lone working is approved.

Suitable Staff

Staff members who are suitable for lone working will be approved in advance. Staff members approved for lone working must have all the relevant qualifications, training and skills. For example:

- Current 12 hour paediatric first aid certificate
- Child protection training
- Competent use of English
- The necessary skills and experience to supervise adults and children alone
- Must hold an Evergreen Active CIC qualification
- Does not have any medical condition that might affect their suitability to work alone
- Is familiar with all policies and procedures - and how this can be adapted to lone working situations.

Working Practices

When a member of staff is working alone, they must still keep all participants "within sight or hearing at all times". Therefore, all essential resources must be readily to hand and not kept in a separate part of the area. For example:

- Participant records
- Emergency contact details

- First aid kit
- Company contact number
- Any forms that may be required during a session, e.g. accident and incident logs, logging a concern form, collection by unknown person, visitor log, etc
- Equipment

This policy was adopted by: Evergreen Active CIC	Date: 23/08/2023
To be reviewed: 01/08/2024	Signed: A Freeman