



Registered Charity No. 1192282

# Health and Safety Policy

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Approved by Trustee Board:                      March 2025

Next Review:    April 2028

## Policy

Together We Can Do will ensure that the risks to the health and safety of its staff, volunteers and members, as well as those who support them, are as low as reasonably practicable whilst undertaking activities coordinated or sponsored by the charity.

To achieve this we will ensure that

1. Our staff and volunteers are protected from risks to their health, safety and welfare and measures to promote their wellbeing are taken (ref 1).
2. All reasonable steps are taken to ensure that the activities are delivered in a way which puts the health, safety and welfare of beneficial members first (ref 2).
3. All our activities are subject to suitable risk assessments which take account of the specific needs of the disabled individuals taking part in the activities as well as the location where the activities are being undertaken
4. Relevant risk assessments are provided to the representative of the hired venue for comment and information.
5. The risk assessments take due account of matters identified by
  - The hired venue representative for activities undertaken at their venues
  - The organising body for competitions and events where these take place.
  - The hazard and risks associated with travelling to competitions and events.
6. Risk assessments are considered and approved by the trustees. (refs 2-10).
7. The controls identified by the risk assessments are incorporated within suitable documents that are accessible to staff and volunteers (refs 11-18)
8. All staff and volunteers undertaking supervision and / or support roles are provided with the necessary instruction, information and training to enable them to safely undertake the duties expected of them (refs 19 & 20).
9. Any incident, accident or event with the potential to effect health and safety is reported to the relevant authorities and where appropriate measures are taken to prevent a recurrence (ref 21).
10. The effectiveness of identified risk control measures is subject to periodic inspection and testing and that relevant findings are reported to the trustees (ref 22).

## Responsibilities

The Trustees are responsible for

1. Appointing a suitable individual to provide advice to the trustees on health and safety matters
2. Approving the risk assessments and associated operational documentation which underpin all the charity's activities.
3. Ensuring that any incident, accident or event with the potential to effect health and safety is reported to the relevant authorities and where appropriate measures are taken to prevent a recurrence.
4. Monitoring the organisation's health and safety performance.
5. Monitoring actions initiated to improve the health, safety and welfare of its staff, volunteers and members.

The Health and Safety Advisor is responsible advising the trustees on its health and safety obligations and assisting the organisation to monitor internal compliance. The advisor is responsible for

1. Advising the trustees on health and safety matters and drafting associated policies and guidance.
2. Act as the contact point for health and safety advice to the Project Manager, staff and volunteers.
3. Reviewing risk assessments and associated operational documents prior their submission to the trustees for approval.
4. Identifying, organising and where appropriate delivering, health and safety training to trustees, staff and volunteers.
5. Reporting any incident, accident and event to the Local Authority where this is required by legislation.

The Project Manager is responsible for

1. Ensuring that all the charity's activities are underpinned by suitable and sufficient risk assessments and these are supported by appropriate operational documentation.
2. Ensuring all staff and volunteers are provided with the necessary instruction, information and training to enable them to safely undertake the duties expected of them
3. Ensuring that all incidents, accidents and events with the potential to effect health and safety are reported, investigated and where appropriate, measures are taken to prevent a recurrence (ref 23)

## References

1. Policy & Guidance - The Wellbeing of Staff and Volunteers, Issue 1, March 2025
2. Policy and Procedure - Safeguarding Children and Adults at Risk, Issue 3, Dec 2024
3. Risk Assessment for Venues, Issue 1, December 2024
4. Risk Assessment for Delivery of Sports Activities, Issue 1, December 2024
5. Risk Assessment for Individuals using a walking aid, prosthesis and wheelchairs, Issue 4, December 2024
6. Risk Assessment for Individuals with a visual or hearing impairment, Issue 1, December 2024
7. Risk Assessment for Individuals presenting behavioural risks, Issue 1, December 2024
8. Risk Assessment for Social Events at Norbreck Bowls Club, Issue 2, April 2024
9. Risk Assessment for Social Events at Walk the Illuminations, Issue 1, Nov 2024
10. Risk Assessment for Social Events at a Dining Venue, Issue 2, April 2024
11. Management of Sessions at Blackpool Sports, Issue 6, March 2025
12. Management of Sessions at YMCA St Annes, Issue 4, March 2025
13. Management of Sessions at YMCA Thornton, Issue 4, March 2025
14. Management of Social Sessions @ a Hired Venue, Issue 2b, October 2024
15. Role Responsibilities Check List - Project Manager, Issue 1 December 2024
16. Role Responsibilities Check Lists - Session Leader, Issue 1, December 2024
17. Role Responsibilities Check List - Registration Officer, Issue 1, December 2024
18. Role Responsibilities Check List - Sports Coach, Issue 1, December 2024
19. Recruitment of Employees & Training of Employees, Issue 1, October 2024
20. Recruitment of Employees & Training of Volunteers, Issue 1a, September 2024
21. Procedure – Recording and Reporting Accidents, Incidents and Complaints, Issue 4, May 2024
22. Policy & Guidance - Monitoring, Evaluation & Review of Performance, Issue 1, May 202
23. Procedure for the Investigation of Accidents, Incidents, Allegations & Complaints, Issue 1a, November 2024