

This is the Health and Safety Policy Statement of Skemer Community Boxing Club CIC, in accordance with Health and Safety at Work etc. Act 1974.

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy volunteering and working conditions; and
- to review and revise this policy as necessary at regular intervals.

1. Responsibilities

Overall and final responsibility for health and safety is that of the Directors of Skemer Community Boxing Club CIC.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Manager.

However all employees have to:

- cooperate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

2. Health and safety risks arising from our volunteering and work activities

Risk assessments will be undertaken by the Manager.

The findings of the risk assessments will be reported to the Chair of the Board of Directors.

Action required to remove/control risks will be approved by the Board of Directors.

A designated Director will be responsible for ensuring the action required is implemented.

The Chair of the Board of Directors will check that the implemented actions have removed/reduced the risks.

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

3. Consultation with employees

Skemer Community Boxing Club CIC will consult with employees on the following:

- any new measure which may substantially affect their health and safety at work, for example, new equipment, new ways of working and new procedures;
- arrangements for getting competent people to help satisfy health and safety laws;
- the information we give to employees on the risks to health and safety arising from their work;
- measures to reduce or get rid of these risks and what they should do if they are exposed to a risk, including emergency procedures;
- planning and organising health and safety training and the health;
- and safety consequences for them of any new technology we plan to introduce.

The information provided to employees will be in a form that can be easily understood.

Skemer Community Boxing Club CIC will consult directly with employees through team meetings and face-to-face discussions.

Skemer Community Boxing Club CIC will allow enough time for employees to consider the issues and give informed responses. Employees are encouraged to ask questions, raise concerns and make recommendations.

Skemer Community Boxing Club CIC will take employees' views into account before a final decision is made, respond to any concerns and questions raised and explain the final decision and why it has been taken.

4. Safe equipment

The Manager will be responsible for identifying all equipment needing maintenance.

The Manager will be responsible for ensuring effective maintenance procedures are drawn up.

The Chair of the Board of Directors will be responsible for ensuring that all identified maintenance is implemented.

Any problems found with equipment should be reported to the Manager immediately.

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

5. Safe handling and use of substances

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

Skemer Community Boxing Club CIC does not currently use or store any substances which need a COSHH assessment.

6. Information, instruction and supervision

The Health and Safety Law poster is visibility displayed at Jubilee Hall, Wedmore Vale Bristol BS3 5HX.

Leaflets are issued by the Board of Directors.

Health and safety advice is available from the Board of Directors.

Supervision of volunteers/trainees will be arranged/undertaken/monitored by the Manager.

The Manager and the Chair of the Board of Directors is responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.

7. Competency for tasks and training

Induction training will be provided for all employees by the Manager.

Training records are kept by the Manager.

Training will be identified, arranged and monitored by the Manager.

8. Accidents, first aid and work-related ill health

Health surveillance is not required in relation to any jobs at Skemer Community Boxing Club CIC.

The first aid box(es) is/are kept at Jubilee Hall, Wedmore Vale Bristol BS3 5HX.

The appointed person is Chris Winters.

All accidents and cases of work-related ill health are to be recorded in the accident book.

The book is kept at Jubilee Hall, Wedmore Vale Bristol BS3 5HX.

The Manager is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

9. Monitoring

To check our working conditions, and ensure our safe working practices are being followed, we will:

- carry out inspections and spot checks;
- investigate any accidents or sickness absences that occur;
- Manager is responsible for investigating accidents;
- Manager and Chair are responsible for investigating work-related causes of sickness absences;
- absences;
- Manager and Chair are responsible for acting on investigation findings to prevent a recurrence.

10. Emergency procedures – fire and evacuation

The Manager is responsible for ensuring the fire risk assessment is undertaken and implemented.

Escape routes are checked by Director every day.

Fire extinguishers are maintained and professionally checked every year.

Alarms are tested by Manager every week.

Emergency evacuation drills are the responsibility of Manager and will be tested every week.

11. Fire Drill Procedure

A Fire Drill Procedure is carried out periodically and the procedure is on display situated by the Fire Extinguishers on each floor.

Board of Directors will be made available to support the Manager with all tasks due to the legal obligation of the organisation and supporting Manager in post with day to day running of the centre.

Signed	
Date	
Date of Review	