HHO

Health & Safety Policy

Document Reference: HHO-HSP
Version: 1.0
Approved By: Board of Directors
Review Date: Annually or following any significant change or incident

Health & Safety Policy

1. Policy Statement

HHO is committed to providing, so far as is reasonably practicable, a safe and healthy environment for all employees, volunteers, trustees/directors, contractors, participants, members, visitors and members of the public.

The Board of Directors recognises that effective health and safety management is fundamental to the successful delivery of HHO's charitable objectives and is essential in protecting people, property, the environment and the reputation of the organisation.

Health and safety is everyone's responsibility.

HHO will:

- Comply with all relevant UK health and safety legislation and recognised industry guidance.
- Provide safe buildings, equipment, plant and facilities.
- Identify hazards and manage risks through suitable and sufficient risk assessments.
- Ensure activities are properly planned and supervised.
- Provide appropriate information, instruction, training and supervision.
- Promote a positive health and safety culture throughout the organisation.
- Encourage the reporting of hazards, incidents and near misses.
- Continually improve health and safety performance through monitoring, review and learning.
- Ensure adequate resources are made available to meet health and safety objectives.
- Integrate health and safety into all operational and strategic decisions.

2. Scope

This policy applies to:

- Directors and Trustees
- Employees
- Volunteers
- Contractors
- Self-employed instructors
- Members
- Participants
- Schools

- User groups
- Visitors
- Hirers
- Members of the public using HHO facilities

It covers all HHO premises, waterside operations, events and activities organised or controlled by HHO.

3. Legal Duties
HHO will comply with all applicable legislation including:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Occupiers' Liability Acts
- Regulatory Reform (Fire Safety) Order 2005
- Control of Substances Hazardous to Health Regulations
- Manual Handling Operations Regulations
- Provision and Use of Work Equipment Regulations
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- Personal Protective Equipment at Work Regulations
- Equality Act 2010
- Safeguarding legislation
- Relevant watersports governing body guidance

4. Health & Safety Objectives
HHO aims to:

- Prevent injury and ill health.
- Eliminate or reduce risks so far as reasonably practicable.
- Deliver safe and enjoyable activities.
- Protect volunteers and staff.
- Maintain safe buildings and equipment.
- Protect the environment.
- Achieve continual improvement.

5. Responsibilities - Board of Directors
The Board will:

- Approve this policy.
- Ensure adequate funding for health and safety.
- Monitor performance.
- Review incidents.
- Promote a positive safety culture.
- Ensure legal compliance.

Health & Safety Lead
The appointed Health & Safety Lead will:

- Develop and maintain the Health & Safety Management System.
- Maintain risk assessments.
- Conduct inspections.

- Monitor compliance.
- Investigate incidents.
- Arrange training.
- Report significant issues to the Board.

Managers and Activity Leads
Managers will:

- Complete suitable risk assessments.
- Ensure staff and volunteers are competent.
- Monitor safe working practices.
- Stop unsafe activities.
- Report defects immediately.

Employees and Volunteers
Everyone must:

- Take reasonable care of themselves and others.
- Follow procedures.
- Use equipment correctly.
- Wear required PPE.
- Report hazards.
- Report accidents and near misses.
- Cooperate with HHO.

Contractors
Contractors must:

- Work safely.
- Provide suitable insurance.
- Supply risk assessments and method statements where required.
- Follow HHO site rules.
- Report hazards immediately.

6. Risk Management
HHO will:

- Complete suitable and sufficient risk assessments.
- Review assessments annually or after significant change.
- Use dynamic risk assessment during activities.
- Apply the hierarchy of controls.
- Maintain written records.

7. Water Safety
HHO recognises water-based activities present additional hazards and Controls include:

- Site-specific operating procedures.
- Dynamic environmental assessments.
- Qualified instructors where required.
- Appropriate supervision ratios.

- Personal flotation devices & Rescue equipment.
- Weather monitoring.
- Tide and harbour assessments.
- Communication systems.
- Emergency response procedures.

8. Buildings and Facilities (internal water management)
HHO will maintain:

- Safe buildings.
- Safe access and egress.
- Good housekeeping.
- Appropriate lighting.
- Security.
- Routine inspections.
- Planned maintenance programmes.

9. Fire Safety
HHO will:

- Maintain a Fire Risk Assessment.
- Provide fire detection and alarm systems.
- Maintain emergency lighting.
- Inspect extinguishers.
- Conduct evacuation drills.
- Train staff and volunteers.

10. First Aid
HHO will:

- Provide suitable first aid equipment.
- Maintain trained first aiders.
- Record all treatment.
- Review incidents.

11. Incident Reporting
All accidents, near misses and dangerous occurrences must be reported immediately.

Investigations will identify:

- Immediate causes.
- Underlying causes.
- Corrective actions.
- Lessons learned.

RIDDOR reports will be submitted where legally required.

12. Safeguarding
HHO is committed to protecting:

- Children
- Young people
- Vulnerable adults

All safeguarding concerns must be reported immediately in accordance with HHO safeguarding procedures.

13. Training
Appropriate training will be provided including:

- Induction
- Health & Safety
- Fire Safety
- First Aid
- Manual Handling
- Safeguarding
- Water Safety
- Rescue Procedures
- Risk Assessment

Training records will be maintained.

14. Personal Protective Equipment
Suitable PPE will be provided where risks cannot be adequately controlled by other means.

Users must:

- Wear PPE correctly.
- Report damaged equipment.
- Maintain issued equipment.

15. Equipment Safety
HHO will ensure:

- Routine inspections.
- Maintenance schedules.
- Defect reporting.
- Removal of unsafe equipment from service.

16. Environmental Responsibility
HHO will minimise environmental impact through:

- Pollution prevention.
- Waste reduction.
- Sustainable purchasing.
- Protection of wildlife and designated habitats.
- Responsible use of water and energy.

17. Consultation
Employees and volunteers are encouraged to contribute to health and safety improvements through:

- Meetings.
- Inspections.
- Hazard reporting.
- Suggestions.

18. Monitoring and Audit
Health and safety performance will be monitored through:

- Routine inspections.
- Audits.
- Incident statistics.
- Risk assessment reviews.
- Board reports.
- Annual policy review.

19. Document Control

Document Number: HHO-HSP

Version: 1.0

Owner: Board of Directors

Review Frequency: Annual

Next Review: 12 months from approval or due to any additions or significant changes required

Policy Approval

This Health & Safety Policy has been approved by the Board of Directors and applies to all HHO operations.

Signed:

Directors Board or Secretary?

Name:

Date:

Health & Safety Lead

Date: