

HEALTH AND SAFETY POLICY

Reviewed by Trustees: 13/09/2017

This is the statement of general policy and arrangements for:		Cambridge Cycling Campaign
Hester Wells (Vice Chair)		has overall and final responsibility for health and safety
Roxanne De Beaux (Campaign Officer)		has day-to-day responsibility for ensuring this policy is put into practice
Statement of general policy	Responsibility of: name/title	Action/Arrangements (what are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace.	Hester Wells	- Carry out risk assessments every 6 months (and when circumstances change) and propose appropriate changes and ensure they are implemented.
Provide clear instructions and information, and adequate training, to ensure employees and volunteers are competent to do their work.	Hester Wells	- Annual review of employee performance and training needs.
Engage and consult with employees and volunteers on day-to-day health and safety conditions.	Roxanne De Beaux	- Discuss and raise awareness of health and safety issues with staff and long-term volunteers. Be alert to new risks or safety incidents: report and act on them as appropriate
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: www.gov.uk/workplace-fire-safety-your-responsibilities	Roxanne De Beaux	- Refer volunteers using the office to the fire safety manual stored in the communal area. - Show visitors the fire escapes and meeting points - Liaise with building owner and other occupants on emergency procedures.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	Roxanne De Beaux	- Be alert to safety of all equipment used by Camcycle. Prevent use of anything unsafe until it's made safe or replaced. - Report to trustees any safety concerns about equipment, office or other environments employees and volunteers work in.

Signed: Hester Wells		Date:	
----------------------	--	-------	--

Health and safety law leaflet:	Provided to employee and included in first aid kit in Stall Bike.
First aid box is located:	In the bookcase in the office
Accident book is located:	In the first-aid box in the office

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations):

Combined risk assessment and policy template published by the Health and Safety Executive 08/14

HEALTH AND SAFETY RISK ASSESSMENT

Company name: Cambridge Cycling Campaign

Date of risk assessment: 6 June 2017

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Using the Stall Bike	Anyone who rides it may be at risk of falling off or a collision if any part of the bike fails.	Maintenance as required.	Schedule regular maintenance. Procedure to report any defects after each use of the bike. Offer training and practice on stall bike if requested.	Roxanne De Beaux	Ongoing	
Cycling on charity business	Employees or volunteers may be involved in a fall or collision while cycling.	Ensured employee is competent at cycling and provided further bikeability training.	Establish a procedure for reporting incidents to trustees. Implement volunteer policy about cycling.	Hester Wells	Dec 2017	
Volunteering at Camcycle events	Employees or volunteers may endanger people cycling past by distracting them and handing out leaflets.	Trustee running the event should ensure that people are instructed never to hand out leaflets or other items to cyclists while they are moving. Instead, a sign should encourage a safe stop.	Include guidance about this in the Stall Bike guidance and instructions.	Roxanne De Beaux	July 2017	
Fire risks in office	All users of building if fire occurs, users of office if escape blocked.	A fire safety procedure is provided by building management. All employees and volunteers required to be informed.	6-month review of health and safety in office including checklist on causes of fire risk.	Hester Wells	Dec 2017	

Falling or tripping risks in office	Users of the office: employees, volunteers, visitors.	General good housekeeping All areas well-lit including stairs No trailing leads or cables Keep work areas clear	Annual review of health and safety in office Ask building manager to put handrail on stairs and check the sensors for stairway lights. If handrail cannot be added, ask all users who need one to use the other stairs.	Hester Wells Roxanne De Beaux	Dec 2017 Sep 2017	Handrail requested
Safety of hired venues	Event attendees: employees, members, guests and general public.	Procedure for use of venues and checklist for venue safety.	Checklist of venue hazards for repeat use venues.	Willa McDonald	Aug 2017	
Manual handling and office movement	Staff risk injuries or back pain from handling heavy/bulky objects, e.g. deliveries of paper. Falls from any height can cause bruising and fractures.		Remind employees and volunteers not to carry heavy loads that are excessive. Ensure no bulky or heavy items are stored above head height. Refer employees and volunteers to HSE guidance on manual handling, a printed copy of which is available in the office.	Hester Wells	Dec 2017	
Workstation setup	Staff risk posture problems and pain, discomfort or injuries, eg to their hands/ arms, from overuse or improper use or from poorly designed workstations or work environments. Headaches or sore eyes can also occur, e.g. if the lighting is poor.	Refer to desk setup guidance	Produce specific desk setup guidance and a procedure for reporting issues.	Hester Wells	Dec 2017	

Stress	All staff could be affected by factors such as lack of job control, bullying, not knowing their role etc.	Staff understand what their duties and responsibilities are. Staff can talk to manager or other trustees if they are feeling unwell or not at ease about things at work.	Remind staff that they can speak confidentially to manager or supervisors (on a no-blame basis!) if they are feeling unwell or ill at ease because of work. Establish policy about ways of working and the values of Camcycle. Update and distribute policy for online behaviour and respect.	Hester Wells Robin Heydon Martin Lucas-Smith	Dec 2017 Dec 2017 Dec 2017	
Electrical	Staff could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires.	Defective equipment taken out of use safely and promptly replaced.	Ask landlord when the next safety check of the electrical installation will be done. Confirm with landlord the system for making safe any damage to building installation electrics, eg broken light switches or sockets. Determine process for safety checks of electrical equipment used in office and by employee outside of office.	Roxanne De Beaux Hester Wells	Sep 2017 Dec 2017	
Lone working	Staff could suffer injury or ill health while out of the office, e.g. when visiting clients' offices, or while working alone in the office.		Establish procedure for employee to report incidents to designated trustee.	Hester Wells	Dec 2017	

For information specific to your industry go to www.hse.gov.uk.

For further information and to view our example risk assessments go to www.hse.gov.uk/risk/casestudies.

Combined risk assessment and policy template published by the Health and Safety Executive 08/14