



Walk and Cycle London CIC
HEALTH AND SAFETY POLICY

1. GENERAL POLICY STATEMENT

Walk and Cycle London CIC is committed to establishing and maintaining safe working conditions for anyone who works for us. In accordance with the Health and Safety at Work Act, 1974, this policy also covers non-employees including service users like trainees, funders and people getting their bikes serviced by our mechanics.

It is Walk And Cycle London CIC's policy to do all that is reasonable and practicable to

- * prevent personal injury and damage to property, and
- * to protect everyone from foreseeable work hazards, including the public insofar as they come into contact with its training and other services.

Responsibilities for health and safety fall to both the organisation and those who work for it in whatever capacity that may be (currently all of our staff work on a freelance basis)

2. RESPONSIBILITY OF THE ORGANISATION

Walk and Cycle London CIC has a responsibility, insofar as is reasonably practicable:

- To provide and maintain safe and healthy working conditions, taking account of any statutory requirements.
- To assess the risks to the health, safety and welfare of trainees, clients, freelancers who deliver our sessions, and any other service users and visitors whilst they are with us and to maintain a record of its findings as required under the management of Health and Safety at Work regulations 1999.
- To adopt a systematic approach to safety which identifies priorities and sets objectives whereby risks are eliminated or minimised by the correct selection and design of facilities, equipment and processes.
- To provide information, operational policies and procedures, training, instruction and supervision to enable employees to perform their work safely and efficiently.
- To formally assess any teaching areas, venues and equipment used for the delivery of programmes, services and training.

- To make available all necessary safety devices and protective equipment and to provide instruction in their use.
- To maintain a constant and continuing interest in health, safety and welfare matters, consulting and involving freelancers, clients, trainees or any other service user wherever possible.
- To liaise with all other employers insofar as the activities of these employers affect the health, safety and welfare of the organisation's freelancers, trainees, clients or other service users and visitors.
- To assist independent practitioners associated with the organisation to discharge their responsibilities in assessing and providing safe working conditions for the freelancers, trainees, clients, any other service users and other visitors.

3. RESPONSIBILITIES OF FREELANCERS WHO WORK FOR WALK AND CYCLE LONDON CIC INCLUDING CONTRACTORS AND VOLUNTEERS

All freelancers, contractors, volunteers and any other staff have a duty while at work:

- To take reasonable care for the health and safety of themselves and of all other persons who may be affected by their acts or omissions.
- To co-operate with Walk and Cycle London CIC in ensuring all statutory and other requirements are complied with.
- To observe the provisions of this Health and Safety Policy and other policies and codes of practice relating to health and safety.
- Not intentionally to interfere with or misuse anything provided for protecting and promoting health, safety or welfare.

4. HEALTH AND SAFETY ORGANISATION

Managers are responsible for ensuring that safety requirements are met within their areas of work.

However, both Co-Directors have overall responsibility for health and safety matters for Walk and Cycle London CIC. Furthermore, the Co-Directors are also responsible for overseeing and developing measures to ensure the health and safety at work of all freelancers as required under the management of Health and Safety at Work Regulations 1992.

To ensure that the best possible advice is available to workers at all levels and to observe and monitor particular Health and Safety activities, the Co-Directors have a responsibility:

- a. To ensure that Walk and Cycle London CIC meets its statutory obligations in relation to health and safety including

- Risks assessments (including risk assessments for pregnant workers)
 - Safe setting up and use of Display Screen Equipment where relevant
 - Control of Substances Hazardous to Health (COSHH)
- b. To actively promote an improvement in the health and safety of the environment.
 - c. To draw up and work to an annual plan for health and safety.
 - d. To consider sickness statistics and the reported causes of sickness to consider what improvements can be made to the organisation and/or health and safety infrastructure to reduce these.
 - e. To consider accidents, incidents and reportable disease statistics and trends, to ensure that unsafe or unhealthy conditions and practices are known and to identify opportunities for improvement.
 - f. To be the focal point of efforts to prevent accidents and overcome hazards.
 - g. To ensure that appropriate training and education is in place in relation to health and safety including induction, fire safety, lifting and handling and injuries, and to continually review the attendance levels at and effectiveness of such training.
 - h. To monitor developments in health and safety legislation / best practice and produce guidance for the Board.
 - i. To regularly review and monitor the effectiveness of the organisation's Health and Safety Policy. This may be through commissioned audits and review of incidents.
 - j. To carry out and examine safety audit reports and agree follow-up action where relevant.
 - k. To involve all areas of work in the health and safety process by:
 - Receiving regular reports and cascading health and safety information
 - Monitoring the safety rules and safe systems within each area of work
 - Recommending improvements and introducing new rules and systems where necessary
 - l. To liaise with other Safety Committees as required.
 - m. To ensure that Service Level Agreements contain the required level of safety provision.
 - n. To report to the Board.
 - o. To consult professional experts where appropriate.
 - p. To be a link with any appropriate inspectors appointed by the enforcement authorities and to receive and consider the implications of reports from them.

5. SAFETY TRAINING

Walk and Cycle London CIC recognises that instruction and training is a major factor in promoting a health and safe environment for freelancers, service users and others. In order that freelancers can perform their tasks safely, all freelancers will be provided with health and safety training that is appropriate to the function they perform for Walk And Cycle London CIC.

Walk and Cycle London CIC recognises the importance of health and safety training and firmly believes that to ensure its health and safety training is effective it must be based on need.

Two main criteria have been identified:

- Requirements identified following risk assessments
- General health and safety information

In addition, Walk and Cycle London CIC's health and safety policy recognises the need to address practical issues of related to:

- The aim of the organisation's health and safety training
- Administration of health and safety training
- Training records

Legal requirements

Walk and Cycle London CIC has a duty under Section 2 of the Health and Safety at Work Act to provide such information, instruction and training that is necessary to ensure the health and safety at work of its employees.

In addition to the general duty, further regulations made under the Act also require training to be given to employees. The main regulations are:

- *Management of Health and Safety work Regulation 1992*
- *Personal Protective Equipment Regulations 1992*
- *Manual Handling Operations Regulations 1992*
- *Health and Safety (Display Screen Regulations) 1992*
- *Provision and Use of Work Equipment Regulations 1992*
- *Work Place (Health, Safety and Welfare) Regulations 1992*
- *Control of Substances Hazardous to Health Regulations 1992*
- *Fire Precautions Act 1971*

Requirements identified following risk assessments

Contained within both the Management of Health and Safety at Work Regulations 1992 and the Control of Substances Hazardous to Health Regulations 1994 (COSHH) is the requirement to carry out a suitable and sufficient assessment of risks.

When full risk assessments have been completed, a safe system of work for that task will have been decided. Contained within the safe system of work will also be the training requirements for that task.

Walk and Cycle London CIC recognises that much of this training will be a statutory requirement. However, in utilising these methods, Co-Directors will be able to identify particular training needs for freelancers working for the Organisation and the areas of operation affected.

General health and safety information

To help to maintain a health and safety culture within the organisation, training will be provided to freelancers when required.

The topics to be covered will be identified by scrutinising any accident reports, policy changes, and any need for refresher training.

Walk and Cycle London CIC is firmly committed to induction training for new freelancers of which safety instruction and information will play a major part.

The aim of the organisation's health and safety training

The aim of Walk and Cycle London CIC is that every freelancer will be aware of, understand and be able to implement statutory obligations in relation to health and safety, and in particular to the requirements of the job they carry out.

Administration of health and safety training

The Co-Directors are responsible for ensuring that freelancers are trained in accordance with the mandatory standards. As such, sufficient training events will be organised for the standards to be met. Attendance at these training events will be monitored and is mandatory for all appropriate freelancers.

The Co-Directors will identify any additional training requirements for specific areas of work, such as those that become apparent following risk assessment or particular incidents which arise from time to time.

Training records

Walk and Cycle London CIC will ensure that all training is recorded. This is invaluable in the event of an accident or a civil action and to provide evidence that statutory training has been carried out.

6. POLICIES, GUIDELINES AND CODES OF PRACTICE

The organisation will develop, maintain and keep under review such policies, guidelines and codes of practice as are necessary to advise and support the activities of its freelancers.

7. PROVIDERS OF CONTRACTED SERVICES

Walk and Cycle London CIC will ensure that providers of contracted services, and those contractors which are used from time to time have their own policies, codes of practice and local rules which are complementary to those of the organisation. In addition, providers of contracted service will be required to adhere to all the policies, guidelines, codes of practice and local rules of Walk and Cycle London CIC. Managers of contracts will be responsible for monitoring the performance of contractors in this respect to ensure that Walk and Cycle London CIC is not put at risk.

8. NOTES

This is version 3.0.

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