



Statement of intent

This is the Health & Safety Policy of Number Champions. In the text below 'we', 'our', 'organisation', and 'the charity' refer to Number Champions.

We currently have no staff and are therefore exempt from the Health & safety at Work Act 1974 which defines health & safety responsibilities for employers. However, we use the overall standard defined by the Act to interpret our duty of care in this area as 'to endeavour to ensure health, safety, and welfare of our volunteers and of others who may be affected by our actions, as far as is reasonably practical'. This policy encapsulates how we implement this duty.

This policy was approved by the trustees of the Charity on 12 August 2020, and for each subsequent calendar year it should be reviewed and updated by the year end.

This policy should also be reviewed as and when we start to employ any staff and/or take on any premises.

This policy applies to all trustees and volunteers, and to any future staff or anyone temporarily working with the organisation, for example as an intern, or to anyone who is on the premises of the organisation or at an event arranged by the organisation. These are referred to collectively in this policy as 'personnel'. All personnel shall be given this policy on joining the organisation and shall signify in writing that they have read and understood it. Each update of the policy shall be circulated to all personnel with a note on material changes.

The following sections detail the main individual requirements of this policy.

1 Responsibilities for health & safety

The Board of Trustees will endeavour to ensure that the environment in which we ask our personnel to work is safe, as far as is reasonably practical. As part of this, they have responsibility for ensuring the delivery of this Health & Safety policy. The trustees are listed on our website www.numberchampions.org.uk/. Day-to-day responsibility for putting this into practice is held by our trustee Gelena Rozenberg, at gelena@numberchampions.org.uk ("the Health & Safety Officer") In her absence you can contact our trustee Lisa Baglin at lisa@numberchampions.org.uk (the Alternate Health & Safety Officer).

All personnel should:

- comply with this policy;
- take responsibility for their own health & safety while acting on behalf of the charity;
- co-operate fully with any school that they volunteer in on health & safety matters;
- report all health & safety incidents promptly to the Health & Safety Officer or Alternate; and
- report all health & safety concerns to the Health & Safety Officer or Alternate.

2 Maintaining a responsibility trail with schools

As most of the activity of the charity takes place on the premises of schools, we shall ensure that on health & safety there is a clear chain of responsibility involving Number Champions, the school, and each In-school Volunteer. This shall involve the following:

- A. Number Champions shall have a standard agreement with each school. In the agreement, the relevant clauses (in brackets below) require that the school:
 - a. complies with all relevant legislation on health & safety (clause 3.2),
 - b. gives the volunteer a full induction on its health & safety policy and on all related processes (clause 3.4.2),
 - c. takes reasonable steps to ensure that the volunteer complies with school policies (clause 3.5), and
 - d. assigns a day-to-day contact person for health & safety (clause 3.8).
- B. Number Champions requires each volunteer to read this policy and to sign and return the acceptance sheet at the end to signify understanding and acceptance. This has to be done before a volunteer goes to a school.

3 Accidents and Incidents

We maintain an accident and incident book which the Board of Trustees shall review at least annually.

If there is an accident or incident involving any of our personnel during his or her activities for the charity, then he or she should manage this immediately to protect any individuals affected and to obtain support.

When all emergency actions are completed, the member of personnel involved should report the incident to the Health & Safety Officer or Alternate. He or she should if possible get names and contact details of witnesses and take or ask people to take relevant photographs, and make clear notes on what happened and any injuries which resulted. This report should be made to Number Champions even if this duplicates a report to a school or other organisation.

If any member of personnel consider that they are being asked to work in an environment which is unsafe or to take any action which creates a risk to their health or safety or to the health or safety of others, they should refuse and should immediately escalate the issue to the Health & Safety Officer or Alternate.

4 Risk register for health & safety

We have a Risk Management Policy which specifies that we will maintain a risk register. This risk register includes items on health & safety. For the duration of the Covid 19 pandemic, items relating to health & safety shall be reviewed as an agenda item at each meeting of the Board of Trustees.

The risk register items relating to health & safety shall identify relevant risks and appropriate mitigation to ensure 'the health, safety and welfare' of personnel and others 'as far as is reasonably practical'. Because of the regular update, it is not appropriate to include the risk register in this policy; we shall make the items relating to health & safety available to any member of personnel who requests it.

5 Arrangements specifically in connection with the Covid 19 pandemic

The addendum to this policy contains arrangements specifically in connection with Covid 19.

6 Other arrangements for health & safety

Where the charity holds activities in commercial premises or in schools, it shall rely on the statutory duty of the venue to provide a safe environment, unless it has knowledge suggesting that the venue does not implement this duty appropriately.

Where the activity is in a private home, the charity shall agree a maximum number of attendees with the host and obtain confirmation that in the event of an emergency there should be safe means of exit for this number of people. The charity shall also ask the host to check and confirm that there are no hazards which would be unusual in a home.

The charity shall ask attendees to advise in advance if they have special health & safety needs, and shall check with the host and respond accordingly. This includes but is not restricted to needs in the areas of allergies and limited mobility.

The charity shall make reasonable efforts to hold events in locations which are accessible to everyone wishing to attend, but recognises that for small events held in private homes this may sometimes not be practical.

By the end of 2020, the charity shall investigate the practicality of a number of its personnel training in first aid so that we can have someone with first aid knowledge present at large events where appropriate.

While the pandemic continues, each meeting of the Board of Trustees shall review this addendum and update it accordingly.

Number Champions shall follow all government regulations relating to Covid 19. We shall take account of government advice and of our ability to ensure that this is followed in deciding

- (i) whether volunteers should be able to go into schools and
- (ii) defining a protocol for health & safety relating to Covid 19 which our volunteers must follow in schools.

We shall give a copy of the protocol to each In-school Volunteer and shall agree in writing with each partner school that they will support this protocol with our volunteers.

Independent of the above, we shall not allow volunteers to go into schools until we have reviewed the effects of schools reopening in September 2020. This means that even in the most favourable circumstances we shall not decide whether volunteers return to schools before October 2020.

Once we do offer volunteers the opportunity to go into schools, we shall check that they are clear about current government guidance, and the higher risk in the event of contracting Covid 19 for older people and for people with certain existing medical conditions. If not, we shall provide information as necessary. This is to assist volunteers to make their own informed decision as to whether they wish to go into a school.

In the context of Covid 19, we shall remind volunteers of their responsibilities as per section 1 'Responsibilities for health & safety' above (a) to take responsibility for their own health & safety while acting on behalf of Number Champions and (b) to inform the charity at once if they have any concerns about how health & safety is being implemented in their school.

Early in the school year, Number Champions shall ask a sample of volunteers to confirm that they have received the health & safety induction from their school in relation to Covid 19. If this has not been done, we shall follow up with the school. If a large number of volunteers report that they have not received an induction, we shall extend the sampling and as necessary intensify our engagement with schools to improve compliance.

Number Champions accepts that, in the context of the pandemic, volunteers may be willing to go into a school one week, but not on another week, and we shall not ask volunteers to change their decisions. We shall, however, require volunteers to keep both the school and Number Champions informed if they decide not to go to the school.

Number Champions shall regularly monitor government announcements related to the pandemic and shall take any appropriate action.

During the pandemic we shall use remote meetings or socially distanced face-to-face meetings in line with Government guidance.

Health & Safety Policy acceptance return

**Policy
Covid 19 Addendum**

**dated 12 August 2020
dated 12 August 2020**

As a volunteer or employee of Number Champions or as a person involved with Number Champions in some other capacity, I confirm that I have read and understood this policy and am bound by it.

Name

Signature

Date