

| | |
|---------------------|-------------------------------------------------------|
| Previous version | 27 November 2023 |
| Frequency of review | At least every two years, and when taking on premises |
| Next update due | December 2027 |

Aim: To define the steps which the charity will take both to fulfil its statutory duties for health & safety and to exercise its duty of care to protect the health, safety, and welfare of its staff and volunteers, and of other people whom it may affect by its actions.

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.

As an organisation employing staff, we are subject to the Health & Safety at Work Act 1974, which defines health & safety responsibilities for employers. As well as specific requirements of the Act, 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 staff and volunteers, and of others who may be affected by our actions, as far as is reasonably practical'.

In addition to biennial review, this policy should also be reviewed as and when we take on any premises.

This policy applies to all staff, trustees, and volunteers, as well as to anyone temporarily working with the organisation, for example as an intern. 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. In addition, our duty of care extends to anyone who is on the premises of the charity or at an event arranged by the charity, and to anyone who may be affected by the actions of personnel in pursuit of their activities on behalf of the charity, and the provisions below should be interpreted so as to take this into account.

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 and delegate the execution of this to the Chief Executive Officer.

All personnel should:

- comply with this policy;
- while acting on behalf of the charity, take responsibility for their own health & safety and not adversely affect the health & safety of others;
- co-operate fully with any school that they volunteer in on health & safety matters; and report all health & safety concerns to their line-manager.

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),
 - d. assigns a day-to-day contact person for health & safety (clause 3.8), and
- 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.

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.

Additionally, we will undertake risk assessments for all new activities with potential risk to our personnel or anyone else who may be affected by our work. Any risk identified will be reported in the Risk Register, and appropriate mitigation will be implemented subject to practicality and proportionality.

5 Arrangements specifically in connection with Covid 19 and other infectious diseases

At the time of approving this policy, there are no government requirements in place for Covid or other infective diseases. Number Champions shall regularly monitor government announcements related to these and shall take any appropriate action, and it shall follow all government regulations relating to Covid 19 or other infectious diseases.

With this policy we shall ask volunteers to make themselves aware about current government guidance.

6 Staff working at home

Staff shall ensure that their home meets normal standards for health and safety, and that within this they have safe and healthy conditions for their work for Number Champions, including appropriate seating and lighting and an absence of trip hazards. Number Champions shall be responsible for ensuring that electronic equipment it provides is bought from a reputable supplier and meets any special needs of the staff member. Number Champions shall not require staff to undertake any activities in their home other than normal office functions.

7 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.

The charity shall hold Public Liability insurance for at least £5m and Employers' Liability insurance for at least £10m.