



HEALTH & SAFETY POLICY

Community Active & Wellbeing CIC delivers all activities through community outreach in hired community venues and outdoor public spaces. As we do not own or manage our own premises, we work in partnership with venue managers, landowners and local authorities to maintain safe conditions. This policy sets out how we ensure the health, safety and welfare of all staff, freelancers, volunteers, participants and visitors in these dynamic, multi-location environments.

POLICY STATEMENT

Community Active & Wellbeing CIC (“the Organisation”) recognises and accepts its responsibilities to provide safe and healthy conditions during all activities delivered in community and outdoor settings. We comply with the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, COSHH Regulations, Fire Safety legislation and all other relevant laws.

We acknowledge that activities take place across multiple indoor and outdoor venues that we do not control. Therefore, we work collaboratively with venue managers to understand and implement their site-specific safety procedures.

OUR COMMITMENTS

- Assess risks for each venue, session and weather condition.
- Adapt or cancel sessions where conditions cannot be made safe.
- Ensure staff and freelancers are trained in venue-specific and mobile working safety.
- Maintain safe equipment for transport, setup and outdoor use.
- Follow all safety rules of host venues.
- Provide information, instruction and supervision for safe working.
- Ensure safeguarding, emergency and lone working arrangements are in place.

DUTIES & RESPONSIBILITIES

Duties Of Community Active & Wellbeing Cic

- Provide risk assessments and safe operating procedures.
- Ensure all staff and freelancers know venue fire procedures and emergency contacts.
- Provide a Lone Working Procedure for freelance instructors.
- Maintain mobile first aid provision.
- Ensure equipment is safely transported and maintained.

- Communicate clearly with venue managers regarding hazards and incidents.
- Review this policy annually.

Duties Of Staff, Volunteers & Freelancers

- Take reasonable care for their own safety and that of others.
- Follow CIC and venue-specific safety rules.
- Use equipment safely and report defects immediately.
- Report incidents, near misses or hazards.
- Complete required training, including lone working and outdoor safety.
- Carry a charged mobile phone at all times

VISITORS, CONTRACTORS & VENUE USE

- Visitors must report to the Session Lead.
- All persons must follow host venue emergency procedures.
- Contractors must comply with both CIC and venue rules.
- Hazards identified in any venue must be reported to the venue manager and CIC Health & Safety Officer.

LONE WORKING (FREELANCERS)

Lone Working Situations

Freelancers may work alone during:

- Arrival to unlock or prepare a hired venue.
- Setting up or clearing down equipment.
- Delivery of outdoor sessions.
- Transporting equipment.
- Conducting venue checks.

CIC Responsibilities

- Provide a Lone Worker Procedure.
- Maintain check-in/check-out communication.
- Ensure freelancers have activity-specific emergency information.
- Provide mobile first aid kits where required.
- Avoid assigning high-risk lone tasks.

Freelancer Responsibilities

- Check in on arrival and check out when leaving.
- Keep their phone charged and accessible.
- Conduct a dynamic risk assessment upon arrival.
- Leave immediately if the environment feels unsafe.
- Avoid isolated areas for outdoor sessions.
- Follow manual handling guidance.
- Report incidents within 24 hours.

OUTDOOR LONE WORKING

- Sessions must be delivered in visible public spaces.
- Avoid wooded, isolated or poorly lit areas.

- Assess ground conditions, weather, animals, public activity.
- Stop or relocate the session if conditions become unsafe.
- Ensure safe access to vehicles or transport after dark.

FIRST AID & ACCIDENT REPORTING

- A mobile first aid kit must be available at all sessions.
- An AED must be available at all Cardiac Rehabilitation & prevention sessions including Stronger Hearts & Wellbeing, Coffee, Walks & Talks.
- Venue first aid facilities should be noted where provided.
- Emergency services should be called immediately when required.
- All incidents, accidents and hazards must be reported to the Health & Safety Officer or via proactive reporting app.
- Incident forms must be completed within 24 hours.

FIRE SAFETY

Indoor Venues:

- Follow the venue's evacuation plan, fire exits and alarm points.
- The Session Lead must familiarise themselves before each session.

Outdoor Sessions:

- A safe assembly point must be pre-identified.
- Avoid fire risks during outdoor events (e.g., dry grass, extreme heat).

WEATHER & ENVIRONMENTAL SAFETY

Outdoor activities must consider:

- **Heat:** hydration, shade, UV protection.
- **Cold:** clothing, warm-up needs, risk of hypothermia.
- **Rain:** slippery surfaces, visibility, mud.
- **Wind:** falling branches, flying equipment.

Sessions must be adapted or cancelled when conditions cannot be made safe.

EQUIPMENT & TRANSPORT

- All equipment used at sessions must be suitable for portable and outdoor use.
- Electrical equipment may only be used where permitted by the venue.
- Items must be transported safely and manually handled correctly.
- Unsafe or damaged equipment must be removed from use.

This policy was adopted by Community Active & Wellbeing CIC and reviewed by the Management Committee on 8th September 2025

Signed on behalf of the Management Committee by:  HAYLEY STREET