**Rising Phoenix Gymnastics (RPG) Health and Safety Policy**

**Purpose**

RPG takes health and safety issues seriously and is committed to protecting the health and safety and all those affected by its business activities and attending its premises. This policy is intended to help the employer achieve this by clarifying who is responsible for health and safety matters and what their responsibilities’ are.

This is a statement policy only and does not form part of your contract of employment. This policy may be amended at any time by the RPG at its absolute discretion. RPG will review this policy at regular intervals to ensure that it is achieving its aims effectively.

Achieving a healthy and safe workplace is a collective task shared between RPG and staff. This policy and the rules contained in it apply to all staff of the employer, irrespective of seniority, tenure and working hours, including all employees, directors and officers, consultants and contractors, casual staff, trainees, homeworkers, fixed-term staff and volunteers. Specific responsibilities of staff are set out in the section headed ‘Responsibilities’ of All Staff’ below.

**RPG Responsibilities**

1. RPG Responsibilities include:
	1. Taking reasonable steps to safeguard the health and safety of staff, people affected by RPG business activities and people visiting the premises.
	2. Identifying health and safety place of work and safe entry and exit arrangements, including during an emergency situation.
	3. Providing safe and healthy place of work entry and exit arrangements, including during an emergency situation.
	4. Providing and maintaining working areas, equipment and systems and, where necessary, appropriate protective clothing.
	5. Providing safe arrangements for the use, handling, storage and transport of articles and substances.
	6. Providing adequate information, instruction, training and supervision to enable all staff to work. RPG will give you the opportunity to ask questions and advise who best to contact in respect if you are unaware about how to safely carry out your work.
	7. Ensuring any health and safety representatives receive appropriate training to carry out their functions effectively.
	8. Providing a health and safety induction and appropriate safety training to your role throughout this staff handbook. This includes:
		1. Manual handling.
		2. COSHH (control of substances hazardous to health) – all substances which fall under this category will only be handled by senior members of staff and the director.
		3. Working at height.
		4. Gas safety – see fire safety, all gasses related to the business will be handled by the director and gas supplier.
		5. Electrical safety – see fire safety, PAT testing for electrical goods used on the premises.
	9. Promoting effective communication and consultation between the RPG and staff concerning health and safety measures.
	10. If an epidemic or pandemic alert is issued, providing instructions, arrangements and advice to staff to the organisation of business operation and steps to be taken to minimise the risk of infection.
	11. Regularly monitoring and reviewing the management of health and safety at work, making any necessary changes and bringing those to the attention of all staff.
	12. Overall responsibility for health and safety lies with the director of RPG, Amy Beck. They have appointed themselves as the Health and Safety Officer with day-to-day responsibility for health and safety matters.
	13. Any concerns about health and safety matter should be communicated to Amy Beck.

**Responsibilities of All Staff**

1. *General responsibilities of all staff – you must:*
	1. Take reasonable care of your own health and safety and that of others who may be affected by their acts or omissions.
	2. Co-operate with any health and safety instructions and rules, including instructions on the safe use of equipment.
	3. Comply with any health and safety instructions and rules, including instructions on the safety use of equipment.
	4. Keep health and safety issues in the front of your minds and take personal responsibility for the health and safety implications of their own acts and omissions.
	5. Keep the workplace tidy and hazard-free
	6. Report all health and safety concerns to Amy Beck promptly, including any potential risks, hazards or malfunctioning of equipment, however minor or trivial they may seem.
	7. Co-operate in RPG’s investigation of any incident or accident which either has led to injury or which, in the RPG’s opinion, could have led to injury.
2. *Staff Responsibilities Relating to Equipment*
	1. Use equipment as directed, following any instructions given by representatives of management or contained in any written operating manual or instructions for use, and adhering to any relevant training.
	2. Report any fault with, damage to, or concern about any equipment (including health and safety equipment) or its use to Amy Beck, who is responsible for maintenance and safety of equipment in the premises.
	3. Ensure health and safety equipment is not interfered with.
	4. Do not attempt to repair equipment unless suitably trained and authorised to do so.
3. *Staff Responsibilities Relating to Accidents and First Aid* - All staff must:
	1. View the emergency and first aid policy
	2. Promptly report any accident at work involving personal injury, however, trivial, to a senior member of staff/first aider so that details can be recorded in the Accident Book. They must also co-operate with any associated investigation.
	3. Familiarise themselves with the details of first aid facilities and trained aiders, which are available from the health and Safety Officer.
	4. If an accident occurs, speak to the onsite first aider and if needed contact Amy Beck 07413034396.
	5. Amy Beck is responsible for investigating any injuries or work-related illnesses, preparing and keeping accident records, and for submitting reports under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), where required.
4. *Staff Responsibilities Relating to National Health Alerts, Including the Coronavirus (COVID-19) Pandemic:*
	1. If an epidemic or pandemic alert is issued, all staff must comply and co-operate with all instructions, arrangements and advice issued by the employer as to the organisation of business operations and steps to be taken by staff to minimise the risk of infection. Any question should be referred to Amy Beck.
5. *Staff Responsibilities’ Relating to Emergency Evacuation and Fire:* All staff must:
	1. Familiarise yourself with the instructions about what to do if there is a fire which are available in this staff handbook – read ‘Fire Safety Policy’ section.
	2. Ensure they are aware of the location of fire extinguishers, exits, alternative ways of leaving the building and safety locations once left the building.
	3. Comply with the instructions provided in the Fire Safety Policy and ensure visitors do the same.
	4. Co-operate in fire drills and take them seriously and ensure any visitors do the same.
	5. Ensure fire exits, notices and exit signs are not obstructed or hidden at any time.
	6. Notify Amy Beck immediately or any circumstances (for example, impaired mobility) which might hinder or delay an evacuation in a fire. This will allow Amy Beck to discuss a personal evacuation plan for you, which will be shared with senior members of staff and colleagues working with/near you.
6. *On discovering a fire, all staff must:*
	1. Immediately trigger the nearest fire alarm and, if time permits, call a senior member of staff and notify the location of the fire.
	2. Attempt to tackle the fire ONLY if you have been trained or otherwise feel competent to do so. Nominated members of staff will be trained in the use of fire extinguishers.
7. *On hearing the fire alarm – ‘Shouted Alarm’ as stated in the Fire Safety Policy*
	1. Remain calm and immediately evacuate the building, walking quickly without running and following any instructions of the senior members of staff leading the evacuation.
	2. Leave without stopping to collect personal belongings.
	3. Remain out of the building in the designated areas until notified by a senior member of staff/fire warden that it is safe to re-enter.
8. Amy Beck is responsible for ensuring that fire risk assessments take place, that changes are made where required and for making sure there are regular checks of fire extinguishers, smoke detectors, escape routes, signage and emergency lighting.