

## Health & Safety at Work Policy

### Policy Statement

Cycling UK is committed to providing for the health, safety, and welfare of all employees and to maintaining standards at least equal to the best practice in the industry.

This is a non-contractual statement which may be withdrawn or amended by Cycling UK at its complete discretion.

This statement will be reviewed bi-annually, although some amendments may be made to alter the policy in line with legislation and best practice.

### Data Protection

When managing all any matters relating to Health and Safety, Cycling UK processes personal data collected in accordance with our data protection policy. Data collected is held securely and accessed by, and disclosed to, individuals only for the purposes of ensuring safe working arrangements are in place at Cycling UK. Inappropriate access or disclosure of your data constitutes a data breach and should be reported in accordance with our data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under Cycling UK's disciplinary procedure.

### Health and Safety Commitment and Arrangements

Cycling UK will observe the [Health and Safety at Work Act 1974](#) and all the relevant regulations and codes of practice made under it from time to time. Cycling UK will consider any recommendations made by the Health and Safety Executive regarding health and safety issues and where appropriate will liaise with the Health and Safety Executive on any health and safety issues which are of particular relevance to Cycling UK.

Cycling UK will conduct its undertaking in such a way as to ensure, so far as it is reasonably practicable, that both employees, and persons not in its employment who may be affected are not exposed to risks to their health and safety. Where such risks exist, information will be provided both to employees and non-employees and all reasonable steps will be taken to reduce and manage risks as far as it is reasonably practicable.

The commitment to health and safety is a management responsibility equivalent to that of any other management function. It will be the duty of Cycling UK's delegated nominated individual, to ensure that policy is upheld always and to provide systems of work that are safe and without risks to health, so far as reasonably practicable.

Employees also have a statutory duty to take care of themselves and others who may be affected by their acts or omissions, so should therefore take a proactive approach on health and safety and ensure any risks are reported to their Line Manager. Any office-related health and safety concerns should be reported to the Office Coordinator via [HR@cyclingsuk.org](mailto:HR@cyclingsuk.org).

This Statement will be kept under continuous review and re-issued when appropriate.

## Responsibilities

The Chief Executive has overall and final responsibility for giving effect to this Health and Safety Policy. The Chief Executive may delegate aspects of the overall responsibility to a nominated Senior member of the Leadership Team.

### The Chief Executive/Senior Leadership Team undertake so far as is reasonably practicable:

- to provide the necessary resources and seek the co-operation of all employees with a view to implementing the requirements of the [Health and Safety at Work Act 1974](#) and all supportive and associated legislation concerning Health, Safety and Welfare.
- to maintain all places of work in a condition that is safe and without risk to health, including the means of access to and egress from such places of work.
- to provide and ensure that work equipment and systems of work are maintained to be safe and without risks to health.
- to provide and maintain a working environment for persons at work that is safe and without risks to health, with adequate arrangements for the welfare of such persons.
- to provide appropriate personal protective equipment where necessary.
- to ensure safety and the absence of risks to health and the general environment relating to the use, handling, storage, transport and disposal of articles and substances.
- to provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of all employees.
- to formulate, and where necessary practice, effective emergency procedures as required.
- to bring to the attention of all persons including managers, regular and temporary employees, visitors and contractors, at the place of work, their responsibilities with regards to their own safety and the safety of others who may be affected by their acts or omissions at work.
- to promote the co-operation of employees to ensure safe and healthy conditions and systems of work by discussion and effective consultation.
- to assess the risk to the health and safety of employees and others who may be affected and identifying what measures are needed to comply with its health and safety obligations.
- to keep abreast of legislation by ensuring adequate and appropriate advice through persons competent in health and safety matters.
- to record and investigate accidents and cases of occupational disease, sickness, and any incidents at work.
- to provide first-aid trained employees, and suitable first-aid kits.
- to review this Health and Safety Policy and the arrangements for its implementation as often as may be necessary. All such revisions will be brought to the attention of employees.

### Delegated Responsibility to Line Managers

- to follow the [Working Time Regulations](#) to not exceed 48 hours maximum working per week averaged over a 17 week period, a daily rest period of 11 consecutive hours and a weekly rest period of 24 hours will be rigorously applied. Employees wishing to

opt out of the 48-hour maximum rule must sign a detailed agreement to be drawn up by the HR team.

- conducting risk assessments of the day-to-day work of their team; ensuring that staff are aware of risks and that they receive sufficient instruction on health and safety requirements.
- to keep abreast of legislation by ensuring adequate and appropriate advice through persons competent in health and safety matters.
- to monitor health and safety performance on a regular basis with regards to places of work.
- to bring this policy and relevant health and safety arrangements to the attention of all employees.

#### **Delegated Responsibility to the Office Coordinator**

The nominated individual will be responsible for monitoring and reviewing the Health & Safety Arrangements and ensuring that information on health and safety matters is visible and shared with staff.

#### **Workforces Responsibilities (employees, contractors, freelancers and agency workers)**

The workforce is required to:

- Comply with any safety instructions and directions issued by Cycling UK
- Take reasonable care for their health and safety and the health and safety of other persons (e.g., other employees, contractors, customers, workmen etc.) who may be affected by your acts or omissions at work, be observing safety rules which are applicable to you.
- Co-operate with Cycling UK management to ensure that the aims of the Health and Safety Policy Statement are achieved, and any duty or requirement imposed on Cycling UK by or under any of the relevant statutory provisions are complied with.
- Follow the correct reporting procedures and co-operate in the investigation of all accidents or incidents that have led to or may lead to injury.
- Report any potential risk or hazard or malfunction of equipment to the appropriate authority.
- Not to intentionally or wilfully interfere or misuse anything provided, or safety measures put in place in the interests of health and safety at work.

All members of the workforce have an important legal duty to act reasonably and to seek to prevent injury to themselves and others in the workplace.

Any failure to comply with any aspect of Cycling UK's health and safety procedures, rules or duties specifically assigned to the employee regarding health and safety will be regarded by Cycling UK as misconduct which will be dealt with under the terms of Cycling UK's Disciplinary Procedure.

Any individual at Cycling UK can be prosecuted for breaches of Health and Safety law. Cases can also be brought against individuals, if an injured person feels the individual was negligent and therefore an injury occurred.

## Accidents and Accident Reporting

If you suffer an accident on Cycling UK's premises or when travelling on business, you (or someone on your behalf) must report that fact to your line manager as soon as is practicable after the event. All accidents should be reported however trivial, and the accident must be recorded using the [Incident Report Form](#) found via the Hub. This will need to be submitted to [incidents@cyclingsuk.org](mailto:incidents@cyclingsuk.org), copying in the line manager. Any visitor or contractor who has an accident must also report it. The employee responsible for the visitor or contractor must ensure the accident report is filled in correctly.

The Chief Executive will inform the HSE of any reportable accidents and will investigate all accidents and ill-health to determine the cause and will be responsible to put corrective measures in place, where identified.

## Insurance

A copy of the Insurance Certificate of Employee Liability is displayed in the Head Office building and also available to be provided on request. This gives details of the insurer and cover.

### Vehicle Insurance

All Staff who use their own motor vehicle for work purposes such as driving to work related meetings are required to check that their motor insurance covers them for business use. Staff who also use their motor vehicle to commute to work must also ensure that they have the relevant and sufficient cover.

## Health and Safety Arrangements

The below provides guidance on safety arrangements that are in place, at the Guildford office, and whilst working remotely. Further guidance on remote working is available in the Hybrid Working Guidance.

### COSHH – Control of Substances Hazardous to Health (Guildford Office)

A review of the substances held in the office is carried out on a regular basis to ensure risk of hazardous substances is minimised. Any products purchased and used by contractors will be the responsibility of the contractor to risk assess. Cycling UK reserves the right to access this upon request. These products are kept away from staff in a secure area.

Staff should check the labels of any products they are using for any specific warnings and ensure that they are following the directions that are advised.

It is the responsibility of individuals to risk assess any hazardous substances they are using, ensure correct use it applied, and reduce any risk where reasonably possible.

### First Aid (Guildford Office)

A first aid box is available at Head Office in the kitchen area and is equipped in accordance with official guidance, but do not contain analgesics. Users of a first-aid box must submit an Incident Report Form to the Office Coordinator. In the event of an accident one of the qualified first aiders will take charge and arrange for medical treatment if required. The list of first aiders is kept above the First Aid Box.

Employees should not take it upon themselves to render first-aid and must always seek the support of the first aiders.

Staff that are organising events or activities, should carry an appropriately stocked first aid kit with them.

### **Electricity (Guildford Office)**

The Electricity at Work Regulations stipulates that no employee may be involved in work with electricity unless they are competent to do so. There is no requirement for employees to work with electricity i.e. re-cabling, moving sockets etc. as this sort of work must be undertaken by a qualified electrician. The changing of light bulbs, fuses, plugging in computers etc. is acceptable provided the person is competent to do so. All electrical equipment (this includes computers, photocopiers, printers, kettles, microwaves etc) will be maintained by Cycling UK and this will include an inspection where deemed necessary.

Any defects or damage to electrical equipment at Head Office must be reported immediately by staff to the Office Coordinator. Damage or defects to IT equipment should be reported directly to an IT officer. Anyone suffering from an electrical shock must always report it as an accident.

### **Emergency Evacuation (Guildford Office)**

All employees must familiarise themselves with routes to escape from the premises, Cycling UK Fire Emergency Procedure, also the position of fire alarm call points and fire extinguishers.

Employees must not interfere with any fire safety arrangements, keep fire routes and exits clear and abide by the notices explaining fire arrangements. The purpose of the fire extinguishers is to fight fire but only if this can be done without personal risk.

### **Housekeeping (Guildford Office)**

Poor standards of housekeeping are a common cause of fires in the workplace. Staff are therefore required to maintain the highest standards of housekeeping, by ensuring that waste and redundant material is not allowed to accumulate.

### **Smoking (Guildford Office)**

In line with the smoke-free guidance, smoking (including vaping) is not permitted in 'enclosed' or 'substantially enclosed' public places and workplaces, including hospital grounds, school grounds, and public playgrounds. Staff are not permitted to smoke outside the entrance to the building.

### **Fire Evacuation (Guildford Office)**

In the event of a fire at the Guildford Office the procedure below should be followed:

- If you discover a fire the Fire Alarm should be activated by pushing the button indicated on one of the four fire alarm points around the building. These can be found by each entrance door downstairs and each entrance door upstairs.
- If there is a fire the Fire Alarm will sound.
- Leave the building immediately by the nearest exit.
- The exits are via the two entrance doors or by the windows that open on the ground floor. Open the window and press the 'press' buttons on each side of the window frame. This will fully extend the window to enable you to climb out.

- The assembly point is at the side of the Nuffield Sports building you can see from our building.
- **DO NOT** try to put the fire out unless you deem it safe to do so.
- All key-holders have received Fire Warden training.
- Once the Fire Alarm is sounded the fire alarm company will ring the phone downstairs by the Staff entrance to check if this is a false alarm. If no one answers the phone the Fire Service are automatically called.
- The Fire Wardens would meet the Fire Service to notify them of any special risks.

Staff who are based remotely, are responsible for reducing any fire risk and ensuring steps are in based to manage risks.

#### **Working from Home (Off Site)**

All staff will be asked to complete a 'DSE' form before they commence working from home to assess if their working area is suitable. Further details on homework can be found in the Hybrid Working Guidance.

#### **Manual Handling (On and Off Site)**

It is the duty of all employers to keep manual handling to a minimum, and where it is unavoidable, to try to introduce mechanical aids to eliminate or reduce manual involvement wherever possible. Staff should follow safe lifting procedures e.g. bend from the knees and keep weight evenly distributed, and not move any load which they think may cause them an injury.

#### **Risk Assessment (On and Off Site)**

Risk Assessments should be carried out by a 'Competent Person'. Anything that can cause harm is noted, evaluated and action taken if necessary. Reviews should be held on an annual basis or earlier if significant changes in legislation take place, or changes in circumstances happen.

It is the responsibility of Line Managers that they fully understand their responsibilities and that all policy and guidance complies with latest legislation.

New Starters should be briefed by their Line Manager on their health and safety responsibilities and control measures based on the current risk assessments applicable. All staff are allocated mandatory health and safety training via the learning management system.

In respect of off-site 'Events', a Risk Assessment form should be completed when the initial meeting takes place relating to the booking to assess if the area is suitable to hold the event.

#### **Display Screen Equipment / DSE (On and Off Site)**

All DSE users will be offered an eye and sight test which will be paid for by Cycling UK.

All new starters are asked to complete a DSE questionnaire when they start which details their working environment, and identifies any equipment they may require for their set-up to be suitable. Existing staff are encouraged to re-complete the questionnaire whenever their circumstances have changed e.g. moving location, work responsibilities changed.

Employees are required to organise their own work in such a way that permits them to have regular short breaks (e.g. 5 minutes every hour) from use of DSE. Breaks include any work which does not require using the DSE for a short period of time e.g. filing, meetings with colleagues, tidying workstations etc. Employees will be shown how to use DSE properly and how to adjust the workstation to suit themselves. Any other relevant information and training will be provided.

### Lone Working (On and Off Site)

Whenever a member of staff works alone in an office or is out of the office, travelling alone to meet with a stakeholder, they must follow the local procedures for lone working.

These should include:

- a risk assessment (which might be a generic or specific risk assessment).
- arrangements for arranging safe travel.
- arrangements for notifying arrival and departure times.
- Completing mandatory lone working training

### Training

All staff are provided with mandatory training on Health & Safety, Fire Safety, Manual Handling, Risk Assessment Training, and Lone Working. This is provided via our online Learning Management System.

### Acts and Regulations Applicable

- [Health and Safety at Work Act 1974](#)
- [The Management of Health and Safety at Work Regulations 1992 Now 1999](#)
- [The Workplace \(Health, Safety and Welfare\) Regulations 1992](#)
- [The Provision and Use of Work Equipment Regulations 1992 Now covered by PUWER 1998](#)
- [The Manual Handling Operations Regulations 1992](#)
- [The Personal Protective Equipment at Work Regulations 1992 & PPER 2022](#)
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#)
- [Control of Substances Hazardous to Health Regulations 2002 \(COSHH\)](#)
- [Electricity at Work Regulations 1989](#)
- [The Regulatory Reform \(Fire Safety\) Order 2005](#)