



Health and Safety at Work Policy

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Policy owner: People and Culture Team

1. Purpose

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

2. 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.

3. 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 the Chief Executive Officer 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@cyclingu.org.

4. 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.

4.2 The Employer's responsibility to 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.

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- 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, 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 uploaded to the policies section for the attention of employees. Staff will be notified of any significant changes relating to health and safety policies or procedures.

4.3 Delegated responsibility to line managers:

- to follow, and ensure direct reports 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 an opt-out form and submit this by email to the HR team.
- where applicable, to conduct 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 bring this policy and relevant health and safety arrangements to the attention of employees.

4.4 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.

5. Accidents and 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 via the relevant channels as stated on the form. 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.

6. Insurance

Employee Liability and Public Liability insurance policies will be held and renewed by Cycling UK. Additional policies will also be held and maintained where required.

Vehicle Insurance

All Staff who use their own motor vehicle for work purposes such as driving to work 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.

7. Health and Safety arrangements

The below provides guidance on safety arrangements that are in place, at Cycling UK occupied offices, and whilst working remotely. Further guidance on remote working is available in the Hybrid Working Guidance. Information specific to Cycling UK offices can be found in the relevant information packs for each

COSHH – Control of Substances Hazardous to Health

Substances that are used or stored by Cycling UK, or within Cycling UK properties should be reviewed on a regular basis to ensure risk from 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. Products must be safely stored in line with COSHH.

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

First aid kits will be available at all offices and equipped in accordance with official guidance. 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.

Where possible, employees should 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

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 office equipment 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

All employees must familiarise themselves with routes to escape from the premises, Fire Emergency Procedure, also the position of fire alarm call points and fire extinguishers. Further details of the emergency evacuation procedure can be found in the information pack specific to each office.

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

Poor standards of housekeeping are a common cause of fires and accidents 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.

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

Smoking

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.

Manual Handling

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

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.

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.

When a new work location is identified or used, a risk assessment should be obtained or carried out by a responsible person.

Display Screen Equipment / DSE

All staff can claim the cost of an annual eye test.

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. Training will be provided via the Learning Management System on how to use DSE properly and how to adjust the workstation. Any other relevant information and training will be provided.

Lone Working

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

Where deemed necessary, these should include:

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

Staff who are lone working at home should ensure that adequate measures are in place to ensure their own safety.

8. Training

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

9. Applicable acts and regulations

- [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](#)
- [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 \(RIDDOR\)](#)
- [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](#)
- [The Health and Safety \(First Aid\) Regulations 1981](#)
- [Control of Substances Hazardous to Health Regulations 2002 \(COSHH\)](#)
- [Electricity at Work Regulations 1989The Regulatory Reform \(Fire Safety\) Order 2005](#)
- [Health and Safety \(Consultation with Employees\) Regulations 1996](#)

10. Monitoring and review

This policy will be reviewed annually by the People and Culture team.

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