

# CANINE HOOPERS UK LTD HEALTH AND SAFETY POLICY



## Purpose of policy

1. Canine Hoopers UK Ltd (the **Organisation**) takes health and safety issues seriously and is committed to protecting the health and safety of its volunteers and all those affected by its business activities and attending its organised events (including Instructor Training events). This policy is intended to help the Organisation achieve this by clarifying who is responsible for health and safety matters and what those responsibilities are at any CHUK held event.

## Who is responsible for CHUK Event health and safety?

3. Achieving a healthy and safety at a CHUK Event is a collective task shared between the Organisation and volunteers. This policy and the rules contained in it apply to all volunteers of the Organisation, irrespective of seniority. Specific responsibilities of volunteers are set out in the section headed "Responsibilities of all volunteers" below.

## Organisation responsibilities

4. The Organisation is responsible for:
  - a. taking reasonable steps to safeguard the health and safety of anyone attending a CHUK event, this includes volunteers, competitors and - where appropriate - trades people;
  - b. identifying health and safety risks and finding ways to manage or overcome them;
  - c. sourcing a safe and healthy venue and safe entry and exit arrangements, including during an emergency situation;
  - d. providing and maintaining safe working equipment;
  - e. providing safe arrangements for the use, handling, storage and transport of equipment;
  - f. providing adequate information, instruction, training and supervision - as appropriate - to enable all volunteers to avoid hazards and to contribute positively to their own health and safety at CHUK events;
  - g. ensuring any health and safety representatives receive appropriate training to carry out their functions effectively;
  - h. regularly monitoring and reviewing the management of health and safety at CHUK events, making any necessary changes and bringing those to the attention of all volunteers.
5. the Canine Hoopers UK Committee has overall responsibility for health and safety and has appointed the designated committee member as the Principal Health and Safety Officer with day-to-day responsibility for health and safety matters.
6. Any concerns about health and safety matters should be notified to the Principal Health and Safety Officer.

## Responsibilities of all Volunteers at a CHUK Event

### *General volunteers responsibilities*

7. All volunteers must:
  - a. take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions;

- b. co-operate with the Principal Health and Safety Officer and the Organisation generally to enable compliance with health and safety duties and requirements;
- c. comply with any health and safety instructions and rules, including instructions on the safe use of equipment;
- d. keep health and safety issues in the front of their minds and take personal responsibility for the health and safety implications of their own acts and omissions;
- e. keep any event venues tidy and hazard-free;
- f. report all health and safety concerns to the Principal Health and Safety Officer promptly, including any potential risk, hazard or malfunction of equipment, however minor or trivial it may seem; and
- g. co-operate in the Organisation's investigation of any incident or accident which either has led to injury or which could have led to injury, in the Organisation's opinion.

*Volunteers responsibilities relating to CHUK equipment*

8. All volunteers must:
  - a. use equipment as directed by any instructions given by representatives of the CHUK Committee or contained in any written operating manual or instructions for use and any relevant training;
  - b. report any fault with, damage to or concern about any CHUK equipment or its use to the Principal Health and Safety Officer, who is responsible for maintenance and safety of equipment;

*Volunteers responsibilities relating to accidents and first aid*

9. All volunteers must:
  - a. promptly report any accident at a CHUK event involving personal injury, however trivial, to the Principal Health and Safety Officer so that details can be recorded in the Accident Book and cooperate in any associated investigation;
  - b. familiarise themselves with the details of the location of the first aid kit, be aware of who is the designated first aider with an in date certificate and the location of the nearest defibrillator to the venue being used at the time.
  - c. if an accident occurs, contact any committee member on-site and ask for the duty first aider, giving name, location and brief details of the problem.
  - d. The Principal Health and Safety Officer is responsible for investigating any injuries or work-related disease, preparing and keeping accident records, and for submitting reports under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), where required.

*Volunteers responsibilities relating to emergency evacuation and fire*

11. All volunteers must:
  - a. familiarise themselves with the instructions about what to do if there is a fire at a CHUK event venue;
  - b. ensure they are aware of the location of fire extinguishers, fire exits and alternative ways of leaving the venue in an emergency;
  - c. comply with the instructions of firewardens if there is a fire, suspected fire or fire alarm (or a practice drill for any of these scenarios);
  - d. ensure that fire exits or fire notices or emergency exit signs are not obstructed or hidden at any time;

- e. notify the Principal Health and Safety Officer immediately of any circumstances (for example, impaired mobility) that might hinder or delay evacuation in a fire. This will allow the Principal Health and Safety Officer to discuss a personal evacuation plan for you, that will be shared with the fire wardens and colleagues attending the venue.
12. On discovering a fire, all volunteers must:
- a. immediately trigger the nearest fire alarm and, if time permits, call 999 and notify the location of the fire; and
  - b. attempt to tackle the fire ONLY if they have been trained or otherwise feel competent to do so.
13. On hearing the fire alarm, all volunteers must:
- a. remain calm and immediately evacuate the venue, walking quickly without running, following any instructions of the fire wardens;
  - b. leave without stopping to collect personal belongings;
  - c. stay out of any lifts; and
  - d. remain out of the venue until notified by a fire warden that it is safe to re-enter.

The Principal Health and Safety Officer is responsible for ensuring fire risk assessments take place for any venues hired.

### **Risk assessments, display screen equipment and manual handling**

14. Risk assessments are simply a careful examination of what in a hired venue could cause harm to people. The Organisation will assess any risks and consider measures to best minimise any risk. The Organisation will carry out general venue risk assessments when required. The Committee must ensure that any necessary risk assessments take place and the resulting recommendations are implemented. The Principal Health and Safety Officer is responsible for venue risk assessments and any measures to control risks.
15. Volunteers who use a computer at an event for prolonged periods of time should try, where possible to organise short breaks every few hours away from the computer screen.
16. Guidance on manual handling (for example, lifting and carrying heavy objects) can be obtained from the Principal Health and Safety Officer. The Organisation will try to minimise or avoid the need for manual handling where there is a risk of injury.

### **Volunteers assisting during - Coronavirus (COVID-19)**

17. Given the outbreak of Coronavirus (COVID-19), it is important that all volunteers follow appropriate guidelines to ensure maximum safety and minimise the risk of infection. Volunteers must familiarise themselves with the guidelines provided in the CHUK-PROGRESSION-EVENT-CONDITIONSrel2.pdf alongside the current government guidance.

### **Non-compliance with health and safety rules**

18. Any breach of health and safety rules or failure to comply with this policy will be taken very seriously and is likely to result in disciplinary action against the offender, in accordance with the Organisation's disciplinary policy, up to and including immediate cancellation of CHUK Membership.