HEALTH AND SAFETY POLICY

STATEMENT OF GENERAL POLICY

1. Sean Bailey Wellness CIC fully accepts the obligations placed upon it by the various Acts of Parliament covering health and safety. The Company requires its Directors to ensure that the following policy is implemented and to report annually on its effectiveness.

MANAGEMENT ORGANISATION AND ARRANGEMENTS

Introduction

2. This policy has been prepared and published under the requirements of Health & Safety at Work legislation. The purpose of the policy is to establish general standards for health and safety at work and to distribute responsibility.

MANAGEMENT RESPONSIBILITIES

Directors

3. The Directors have overall responsibility for the implementation of the Company's policy. In particular they are responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored.

Responsibilities for Specific Workplaces

WORKPLACE	LEAD	ACCOUNTABLE TO THE DIRECTORS FOR HEALTH AND SAFETY
ONLINE DELIVERY	Health and Wellbeing Consultant	All Leads for online course delivery are responsible to the directors
FACE TO FACE DELIVERY	Camp Lead / Programme Lead	All Leads for face to face course delivery are responsible to the directors and the nominated premises Health and Safety officer when delivering on 3rd party premises.

HEALTH AND SAFETY MANAGEMENT PROCESS

4. Sean Bailey Wellness CIC believes that consideration of the health, safety and welfare of staff is an integral part of the management process. The provision of the Health and Safety at Work Act, associated Codes of Practice and other relevant Directives will be adopted as required standards within the Company.

5. The Company requires all staff to approach health and safety in a systematic way, by identifying hazards and problems, planning improvements, taking executive action and monitoring results so that the majority of health and safety needs will be met from locally held budgets as part of day-to-day management, although many health and safety problems can be rectified at little additional cost.

6. For major additional expenditure, cases of need will be submitted by Directors to the Directors.

7. If unpredictable health and safety issues arise during the year, the Directors must assess the degree of risk, in deciding the necessary resources and actions to commit to addressing these issues.

HEALTH, SAFETY AND WELFARE GUIDELINES

IDENTIFICATION OF HEALTH AND SAFETY HAZARDS
ANNUAL AUDIT AND REGULAR RISK ASSESSMENTS

8. It is the policy of Sean Bailey Wellness CIC to require a thorough examination of health and safety performance against established standards **at least** annually. The technique to be adopted for such examinations will be the 'Safety Audit'. The Audit requires review of:

- standards laid down in the policy;
- relevant regulations;
- environmental factors;
- staff attitudes;
- staff instructions;
- methods of work;
- contingency plans;
- recording and provision of information about accidents and hazards and the assessment of risk.

9. The information obtained by the Audit will be used to form the basis of the plan for the business for the following year.

   The responsibility for ensuring that audit activity is carried out as part of this policy rests with the Directors and will be carried out by the Safety Officer.

10. It is the Directors responsibility to ensure that any deficiencies highlighted in the Audit are dealt with as speedily as possible.

11. Managers have a continual responsibility for the elimination of hazards in order to maintain a safe working environment and will also be expected to carry out regular **risk assessments** in line with the Health and Safety Executive Guidelines; that is follow the 5 steps:

    1. Identify the hazards
    2. Decide who might be harmed and how
    3. Evaluate the Risks and decide on precautions
    4. Record the findings and implement the precautions
    5. Review the assessment and update when necessary

SAFETY REPRESENTATIVES

12. Sean Bailey Wellness CIC will support Safety Representatives in carrying out their role and give all reasonable assistance. Safety Representatives will be encouraged to discuss specific health and safety issues with the relevant Head of Department. They may also formally report hazardous or unsafe circumstances to the Head of Department and will be formally notified of the remedial action taken or be given a reason why the action cannot be taken.

TRAINING

13. Health and Safety training shall be incorporated within annual training programmes, as part of the development of a systematic training plan. Health and Safety training needs will, therefore, be identified and planned for in the same manner as other training needs.

14. Four areas of need shall be given special priority:

    - training for managers, to equip them with an understanding of the manager's responsibilities under this policy, and the role and purpose of safety representatives;
    - training for safety representatives to enable them to discharge their function;
    - training for all members of staff to acquaint them with the main provisions of the law and its practical implication, the main features of this policy and key safety rules;
    - induction and in-service training for staff at all levels to acquaint them fully with new requirements and hazards.

RECORDS, STATISTICS AND MONITORING

15. The Company will operate systems for recording, analysis and presentation of information about accidents, hazard situations and untoward occurrences. Advice on systems will be provided by the Safety Officer, in conjunction, where appropriate with specialist advisory bodies for example local Environmental Health Departments, and the responsibility for the operation of these systems rests with managers and supervisors at all levels. Information obtained from the

analysis of accident statistics must be acted upon and, where necessary, bids for additional expenditure made to the Directors.

REPORTS TO THE HEALTH AND SAFETY EXECUTIVE

16. The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR) to the Health and Safety Executive, shall rest with the Directors as delegated to the Safety Officer.

SPECIALIST ADVISORY BODIES

17. Certain bodies and the individual members of those bodies, have always had a Health and Safety role, most notably, the Health & Safety executive, or local Environmental Health Departments. If further specialist advice is required, this may be obtained by Managers from expert individuals or bodies outside the Company.

THE OCCUPATIONAL HEALTH SERVICE

18. It is the policy of the Company to obtain independent Occupational Health advice when required. Such services can include counselling on health and associated matters, investigation of hazards and accidents, environment studies, health interviews and employment medicals.

FIRST AID AND FIRE

19. It is the policy of the Company to make provision for First Aid and the training of 'First Aiders' in accordance with the First Aid Regulations (1982). The Safety Officer is responsible for ensuring the Regulations are implemented and for identifying training needs. The Directors are responsible for ensuring that the staff receive adequate fire training, and that all instructions regarding fire safety are communicated within each delivered piece of work.

LIFTING AND HANDLING

20. Managers are responsible for informing staff of safe lifting techniques. The Safety Officer (HAROLD MARTIN) will identify specific training needs and ensure training in lifting and handling is provided to staff who require it.

CONTROL OF WORKING TIME

21. Sean Bailey Wellness CIC is committed to the principles of the Working Time Regulations. No member of staff is expected to work more than 48 hours per week (including overtime) unless there are exceptional circumstances. Similarly, all other requirements of the regulations e.g. in relation to breaks, night workers etc. will be complied with.

HEALTH AND SAFETY AND THE INDIVIDUAL EMPLOYEE

22. The Health and Safety at Work Act requires each employee 'to take reasonable care for the Health and Safety of himself and of other persons who may be affected by their acts and omissions' and co-operate with management to enable management to carry out their responsibilities under the Act. Employees have equal responsibility with the Company for Health and Safety at Work.

Version	Policy Detail	Date	Reviewed By:

0.1*	Policy creation	19/12/2022	Sean Bailey, Krishnan Patel, Harold Martin
0.2	Annual policy review	19/12/2023	Sean Bailey, Krishnan Patel, Harold Martin
0.3	Annual policy review	19/12/2024	Sean Bailey, Krishnan Patel, Harold Martin
0.4	Minor amendment to workplaces	10/03/2025	Sean Bailey, Krishnan Patel, Harold Martin
0.5	Annual policy review	19/12/2025	Sean Bailey, Harold Martin