

Health and Safety Policy	P - 07
Version	V01
Date of Origin	04/07/2024
Responsible person	Director - Tristan Kluibenschadl
Review Date -	04/07/2026
Amendments	

Commitment.

Stak.life CIC is committed to providing and maintaining safe and healthy working conditions and environments for all staff, volunteers, participants at our events and training sessions, and for other people who are directly affected by our activities. This policy outlines our approach to health and safety and applies to everyone involved with our Community Interest Company.

1. Legislation

This policy is compliant with the Health and Safety at Work etc. Act 1974 and other relevant health and safety legislation in the UK. We will strive to ensure, "so far as is reasonably practicable," the health, safety, and welfare of all those involved in our activities. Most health and safety legislation only applies to paid workers, but volunteers must still be protected from risks. Organisations also have a duty of care towards their volunteers, and an obligation to protect them under [section 3 of the Health and Safety at Work etc Act 1974](#).

2. Scope

This policy applies to:

- All staff and volunteers of Stak.life CIC.
- Participants attending our events and training sessions.
- Members of the public who may be affected by our activities at community venues.

3. Risk Assessments

We will conduct regular risk assessments for all our activities, considering the specific community venues we use. These assessments will identify potential hazards and implement appropriate control measures to minimise risks. **(Template for risk assessment at appendix 1 below)**. We will utilise risk assessments already completed by the venues we hire where appropriate and make additions and amendments specific to our activities.

3.1 The main activities of Stak.life are,

- Delivery of training on neurodiversity at hired community venues
- To hold groups at hired community venues
- To hold fundraiser events at hired community venues
- Clinical supervision sessions for therapists

Stak.life may run regular events and groups at the same venues with the same equipment. In this case we will carry out a general risk assessment for the event/activity/equipment/venue. This will be updated and reviewed once a year or with any significant changes to

the venue or events or groups. This will include assessing risk as it relates to all aspects of the event including equipment; venue; volunteers; attendees. Appropriate precautions will be taken to minimise hazards at all events and activities. All volunteers and staff will be made aware of the precautions they need to take as noted on the relevant risk assessment.

- A risk assessment will be carried out before every one-off event. This will include assessing risk as it relates to all aspects of the event including equipment; venue; volunteers; attendees. Appropriate precautions will be taken to minimise hazards at all events and activities.

4. Responsibilities

4.1 Overall and final responsibility for health and safety at all events and activities organised by Stak.life CIC lies with its directors together with the responsible person for the community venue on hire. This responsibility for Stak.life CIC events will be delegated to a named person for each event or activity. The delegated person will be named in advance and their name will be noted on all relevant risk assessments. All volunteers involved will be made aware of who is responsible for health and safety.

4.2 This delegated person will be responsible for ensuring that this policy is upheld duties include.

- Liaising with community venue management to understand their health and safety procedures and report any identified hazards at their facilities.
- Providing adequate information, instruction, training, and supervision to staff and volunteers on health and safety matters relevant to their roles.

- Maintaining a safe working environment at all times during events and training sessions, even at community venues. This includes ensuring equipment is safe and suitable.
- Ensuring we have a trained first aider present at all events which are open to the public.
- Ensuring Volunteers and staff at events and activities are aware of the location of fire exits.
- Report accidents and incidents as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

5. Staff and Volunteers:

- Take reasonable care of their health and safety and that of others who may be affected by their actions.
- Cooperate with Stak.life CIC on health and safety matters.
- Report any accidents, incidents, or potential hazards to the designated health and safety officer or a member of management.
- Attend health and safety training as required.

6. Participants and Members of the Public:

- Follow all safety instructions provided by Stak.life CIC staff and volunteers.
- Report any accidents or hazards to a member of staff or volunteer immediately.

7. Communication and Consultation

7.1 We will promote a culture of health and safety within Stak.life CIC. This will involve:

- Regularly discussing health and safety matters with staff and volunteers.
- Encouraging open communication and reporting of hazards and incidents.
- Consulting with staff and volunteers on health and safety matters.

8. Lone working

8.1 No volunteer or employee will run an event or activity on their own, and at least two volunteers or employees should stay at an event until it is finished, and the last attendees have left. Save for Clinical supervision sessions, which by their nature are confidential. These are conducted by a qualified supervisor where suitable safeguards are in place.

9. Training

9.1 We will provide appropriate health and safety training to staff and volunteers based on their roles and the activities they undertake. This may include:

- Risk assessment training
- Fire safety training
- First aid training

10. Public Liability Insurance

10.1 Stak.life CIC do hold public liability and Indemnity insurance covering Training, groups and events.

11. Review

11.1 This policy will be reviewed regularly, at least biannually, or following any significant changes to our activities or the community venues we use.

12. Other relevant STAK.life policies and procedures

- **Safeguarding children and young people**
- **Safeguarding Vulnerable Adults Policy**
- **Equality, Diversity and Inclusion Policy**
- **Neuro- Affirmation Policy**

Any comments or questions regarding our Equal Opportunity Policy please email Stak.lifeoffice@gmail.com

Health and Safety Executive (HSE): <https://www.hse.gov.uk/>

End

Appendix 1

Stak.life CIC – Risk Assessment Template

<p>Risk Matrix</p> <p>Low ← High</p> <p>Likelihood</p> <table border="1"> <tr><td>5</td><td>Green</td><td>Yellow</td><td>Red</td><td>Red</td><td>Red</td></tr> <tr><td>4</td><td>Green</td><td>Yellow</td><td>Yellow</td><td>Red</td><td>Red</td></tr> <tr><td>3</td><td>Green</td><td>Green</td><td>Yellow</td><td>Yellow</td><td>Red</td></tr> <tr><td>2</td><td>Green</td><td>Green</td><td>Green</td><td>Yellow</td><td>Yellow</td></tr> <tr><td>1</td><td>Green</td><td>Green</td><td>Green</td><td>Green</td><td>Yellow</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> </table> <p>Severity</p> <p>Risk</p> <ul style="list-style-type: none"> High Risk (Red) Medium Risk (Yellow) Low Risk (Green) 	5	Green	Yellow	Red	Red	Red	4	Green	Yellow	Yellow	Red	Red	3	Green	Green	Yellow	Yellow	Red	2	Green	Green	Green	Yellow	Yellow	1	Green	Green	Green	Green	Yellow		1	2	3	4	5	<p><i>Use this likelihood V severity table to determine level of risk within risk assessment. Low, Medium or High risk</i></p> <p><i>Can you eliminate or reduce the risk to an acceptable level ?</i></p> <p><i>Do we accept the risk?</i></p>
5	Green	Yellow	Red	Red	Red																																
4	Green	Yellow	Yellow	Red	Red																																
3	Green	Green	Yellow	Yellow	Red																																
2	Green	Green	Green	Yellow	Yellow																																
1	Green	Green	Green	Green	Yellow																																
	1	2	3	4	5																																
<p>Venue assessed: (Insert Venue)</p>	<p>Event held: (Insert Training/Group/ Function)</p>																																				
<p>Assessment carried out by: (Name)</p>	<p>Date assessment was carried out: (Insert Date)</p>																																				
<p>Review Date (Insert date review is required - if regular training or group – yearly or on significant change)</p>	<p>Is this a one-off event: (Yes/No)</p>																																				
<p>How was Risk Assessment done?</p> <p>Venue was for training session to accommodate up to 25 people. Equipment to be used projector and screen and hot drink making facilities.</p>	<ul style="list-style-type: none"> • Staff attended venue and carried out walk through • Spoke to staff and consulted accident book • Consideration through accessibility lens took place • Hazards noted in RA, Staff briefed 																																				

What are the hazards?	Likelihood V Severity score now. L, M, H risk	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks? (Any additional Comments to make?)	Who needs to carry out the action?	When is the action needed by?	Likelihood V Severity score upon action L, M, H risk
Slips and trips	L	Staff and visitors may be injured if they trip over objects or slip on spillages	Mop and bucket to clear up spillages Any trip hazards sign posted	Nominated person to report any spillage of hazard to. Immediate Signage available to indicate any spillage Tape down any loose wire's cords	Joe Blogs	Event date	L
Loose carpet in hallway which is a real trip hazard	M	Staff and visitors may be injured two people tripped during assessment	Signage	Carpet need fixing down with tape, or re-laying. (This is dangerous and must be checked prior to event)	Venue manager Mr SMITH	Event date	L

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

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