



YBB
York Bike Belles

York Bike Belles CIC Health and Safety Policy

May 2022

Section 1 – Our Statement of Intent

York Bike Belles is committed to ensuring all the people involved in its activities are kept safe.

This Health and Safety Policy sets out our overall health and safety responsibilities and arrangements, including:

- Preventing accidents and work-related ill-health
- Managing health and safety risks in our activities
- Providing clear instructions, information and adequate training to ensure our team (whether employed, self-employed, or voluntary) are competent to do their work
- Providing Personal Protective Equipment
- Consulting with our team on matters affecting their health and safety
- Providing and maintaining safe equipment
- Maintaining safe and healthy working conditions, including manual handling, display screen equipment and lone working
- Implementing emergency procedures, including evacuations from activity venues in the event of fire or another emergency incident
- Reviewing and updating this policy regularly

Section 2 - How York Bike Belles puts Health and Safety into practice

Responsibilities for health and safety

The overall responsibility for health and safety rests with the Board of Directors. Sheridan Piggott (Director and Programme Manager) has the final responsibility for implementing the policy.

The day-to-day responsibility for ensuring this policy is put into practice rests with the team member supervising any particular activity (the 'activity supervisor'). For example, responsibility for the health and safety of Cycling Without Age activities rests with the Cycling Without Age Coordinator.

www.yorkbikebelles.community



@yorkbikebelles

York Bike Belles CIC is a charitable, not for profit Community Interest Company, Number 12470154.

Walk and cycle with us, into a healthy, green and kind future!

All our team (whether employed, self-employed, or voluntary) are required to:

- Cooperate with their activity supervisors on health and safety matters
- Take reasonable care of their own safety
- Report all health and safety concerns to their activity supervisor

Arrangements for health and safety

Risk Assessments

York Bike Belles carries out detailed risk assessments for all our activities, and takes any necessary action arising from those assessments. We update these whenever conditions change. We develop detailed checklists for all activities to help our team safety deliver them.

We make all team members aware of the person responsible for health and safety for their activity and any precautions they need to take.

We have updated all our risk assessments to manage risks arising from Covid-19, and keep this under monthly review.

Training

York Bike Belles gives all our team relevant health and safety training as part of their induction, and any updates as and when necessary. We provide specialist training by external providers as appropriate to the role, including first aid training.

Consultation

We actively engage and consult all our team on health and safety matters as they arise, and when we formally review health and safety.

Evacuation

York Bike Belles activities usually take place in spaces controlled by others. The activity supervisor will always familiarise themselves with evacuation routes, fire exits and assembly points before an activity. They ensure that everyone involved in the activity is aware of evacuation procedures before the activity starts.

Maintaining safe and healthy working conditions

York Bike Belles keeps our bike fleet in excellent working condition. All bikes are inspected before their use in activities by a trained team member. Regularly-used bikes are checked by a professional mechanic at least every 3 months.

York Bike Belles provides appropriate Personal Protective Equipment to all team members.

York Bike Belles holds current Public and Employers' Liability insurance.

Our team are usually home based and use Display Screen Equipment in a variety of home office settings. They are provided with induction guidance on how to use this equipment safely.

Ideally, at least 2 team members will carry out an activity. If this is not possible, the solo team member will report in to their supervisor as soon as possible after the activity has finished.

Incident Procedures

Our full incident procedures are set out in the risk assessments and checklists for each activity. As a basic procedure, all staff are asked to carry a charged mobile phone during activities. In the event of an incident causing illness or injury, all staff are asked to:

- **Call 111 if medical advice is needed.**
- **Call 999 if it is a medical emergency.**
- **Contact their activity supervisor as soon as possible after the incident and complete an Accident Report Form.**

Review of policy

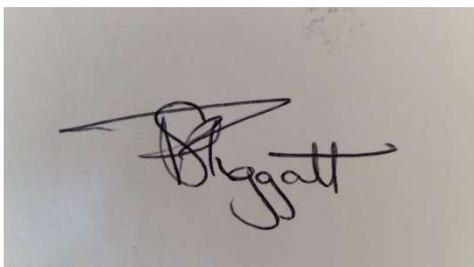
This Health and Safety Policy is freely accessible to all. It will be reviewed at least every 3 months.

Section 3 – Actions and Sign Off

Agreed Actions 22/23

We will continue to review our health and safety precautions every 3 months in line with the latest Covid-19 government guidance and sector best practice during 2022/ 23.

Signed: Sheridan Piggott (Programme Manager)

A photograph of a handwritten signature in black ink on a light-colored surface. The signature is stylized and appears to read 'Piggott'.

Dated: May 2022

Date of next review: June 2023