

# ***Health and Safety Policy***

***Effective from:***

***August 2023***

Purpose of policy: This policy aims to:

- Protect the physical and mental health and safety of employees. This includes preventing accidents, injuries, and illnesses.
- Comply with health and safety laws and regulations. There are a number of health and safety laws and regulations in place, and a health and safety policy can help ensure that an organisation is compliant with these laws.
- Create a culture of safety. A health and safety policy can help to create a culture of safety in the workplace, where everyone is aware of the importance of safety and takes responsibility for their own safety and the safety of others.
- Reduce impact. Accidents, injuries, and illnesses can lead to lost productivity, increased insurance premiums, and legal fees. A health and safety policy can help to reduce these costs.

<b>Statement of Intent</b>	<b>3</b>
<b>Responsibilities for health and safety</b>	<b>3</b>
ALL employees are responsible for:	4
Arrangements for health and safety	4
<b>Risk Assessment</b>	<b>5</b>
<b>Training</b>	<b>5</b>
<b>Support</b>	<b>5</b>
<b>Consultation</b>	<b>5</b>
<b>Evacuation</b>	<b>5</b>
<b>Mental Health Emergency Action Plans</b>	<b>6</b>

## Statement of Intent

Paddle Scotland recognises and accepts its responsibilities to ensure, so far as is reasonably practicable, the physical and mental health, safety and welfare at work of the organisation's employees as well as the health, safety and welfare of members of the public, visitors, contractors or subcontractors on its premises.

It is our policy to:

- Take reasonable precautions to prevent accidents and cases of work-related ill health;
- Manage health and safety risks in our workplace;
- Provide clear instructions, information and adequate training to ensure employees are competent to do their work;
- Provide personal protective equipment;
- Consult with our employees on matters affecting their health and safety;
- Provide and maintain safe plant and equipment;
- Ensure safe handling and use of substances;
- Maintain safe and healthy working conditions;
- Implement emergency procedures, including evacuation in case of fire or other significant incidents.

## Responsibilities for health and safety

The organisation considers this to be a prime responsibility and will ensure that all reasonable precautions are taken to provide and maintain a working environment and conditions that are safe and healthy and comply with all statutory requirements and codes of practice which relate to the activities of the organisation.

**ALL employees are responsible for:**

- cooperating with colleagues on health and safety matters;
- understanding and following all health and safety procedures;
- taking reasonable care of their own health and safety, and that of their colleagues and others in their care;
- reporting all health and safety concerns to their line manager.

**Arrangements for health and safety**

In particular, all reasonable practical steps will be taken and the necessary funding will be provided to ensure:

- The provision and maintenance of a working environment that is safe, without risk to health and provides adequate facilities and arrangement for welfare at work;
- The provision and maintenance of systems of work that are safe and without risk to health;
- Safe arrangements are implemented for the use, handling, storage and transportation of articles and equipment;
- The provision of information, instruction, training and supervision as necessary to ensure the health and safety of employees and others;
- The provision and maintenance of a safe means of entry and exit from all our premises; and
- The appointment of a competent person and establishment of suitable systems to enable the effective assessment and monitoring of health and safety issues and the implementation of control measures and precautions.

## **Risk Assessment**

We will complete relevant risk assessments and take action identified. We will regularly review risk assessments, and review if working habits or conditions change.

## **Training**

We will give staff health and safety induction. We will undertake staff training needs analysis and provide appropriate training when necessary.

## **Support**

We will make sure suitable arrangements are in place for employees who;

- work from home;
- work alone;
- are involved in paddlesport activity as part of their work (e.g. Coaching, Internal Verification, Standardisation, Coach Development, Training Camps, Competitions);
- require personal protective equipment;
- Have a history of mental or physical health challenges or make us aware of such whilst working for Paddle Scotland

## **Consultation**

We will consult staff routinely on health and safety matters as they arise and formally when we review health and safety.

## **Evacuation**

We will make sure escape routes are well signed and kept clear at all times.

We will test evacuation plans from time to time and update if necessary.

This policy and associated procedures will be reviewed regularly and updated as required.

The organisation takes its responsibilities in respect of health and safety very seriously and employees are expected to adopt a similar approach. All employees are required to familiarise themselves fully with this policy and observe and comply with the associated rules and procedures at all times.

## Mental Health Emergency Action Plans

Where a staff member has previously experienced a Mental Health Crisis (MCP) or has disclosed any mental health conditions then we will support the creation of an Emergency Action Plan in place to ensure effective management of any future crisis. Each plan will be bespoke to the individual and will be shared with other staff members as appropriate.

Crisis and symptoms that may be triggers for an emergency action plan:

- Rapid, sudden, and intense changes in mood
- Changes in eating habits, patterns and relationship with food
- An inability to function during normal training tasks
- Signs of psychosis such as hallucinations or delusions
- Paranoia
- An increase in agitation, anger, or any violence
- Increased use of alcohol or drugs
- Suicidal ideation such as thoughts or feelings about suicide
- Signs of self-injury