



## **Section 1 – Our Statement of Intent**

Beartown Rickshaw 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 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 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 Beartown Rickshaw puts Health and Safety into practice**

### **Responsibilities for health and safety**

The overall responsibility for health and safety rests with the Trustees. The Chair has the final responsibility for implementing the policy.

All our team 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**

Beartown Rickshaw 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**

Beartown Rickshaw 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.

## **Maintaining safe and healthy working conditions**

Beartown Rickshaw keeps our rickshaw in excellent working condition. Our rickshaw is inspected before use in activities by a trained team member. Our rickshaw is checked by a competent member at least once per month.

Beartown Rickshaw provides appropriate Personal Protective Equipment to all team members.

Beartown Rickshaw holds current Public and Employers' Liability insurance.

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.

## **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 21/22**

We will continue to review our health and safety precautions monthly in line with the latest Covid-19 government guidance and sector best practice during 2021/ 22.