SHARES LANCASHIRE

HEALTH AND SAFETY POLICY

Policy owner: Chief Executive
Approved by: Board of Directors
Date of approval: November 2026
Review date: November 2027
Version: 1.1

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1. HEALTH AND SAFETY POLICY STATEMENT

SHARES Lancashire recognises its responsibilities under the Health and Safety at Work etc. Act 1974 and associated legislation to protect, so far as is reasonably practicable, the health, safety and welfare of its employees and others who may be affected by its activities.
SHARES Lancashire is committed to maintaining safe working environments and ensuring that appropriate arrangements are in place to manage the risks associated with its work.
As an organisation delivering a range of education, sport, community and other services, SHARES recognises that its health and safety responsibilities extend beyond its own employees to include children, young people, participants, visitors, contractors and members of the public who may be affected by its activities.
The organisation will:

- Identify and manage the health and safety risks arising from its activities.
- Provide safe systems of work, appropriate equipment and suitable working arrangements.
- Ensure employees receive appropriate information, instruction, training and supervision.
- Consult with employees on matters affecting their health and safety.
- Maintain appropriate arrangements for first aid, accidents, emergencies and fire safety.
- Ensure that risk assessments are undertaken and appropriate control measures implemented.
- Work collaboratively with schools, venues and other organisations where SHARES delivers its services.
- Monitor health and safety arrangements and take appropriate action where improvements are required.

The Directors recognise their responsibility for ensuring that health and safety is properly managed within the organisation. Day-to-day responsibility is delegated to the Chief Executive and relevant managers, as detailed in this policy.

All employees have a responsibility to take reasonable care of their own health and safety and that of others who may be affected by their actions.
This policy will be reviewed annually and whenever significant changes occur to the organisation's activities or working arrangements.

Signed: _____

Date: _____

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2. ORGANISATIONAL RESPONSIBILITIES

2.1 Board of Directors

The Board of Directors has overall governance responsibility for ensuring that SHARES Lancashire has appropriate arrangements in place to manage health and safety.
The Board will:

- Approve the organisation's Health and Safety Policy.
- Ensure appropriate resources are available to meet health and safety responsibilities.
- Receive information about significant accidents, incidents and health and safety concerns.
- Review health and safety performance at least annually.
- Ensure that appropriate management arrangements are in place.

2.2 Chief Executive – Kevin Davidson

The Chief Executive has responsibility for the overall implementation of this policy and the effective management of health and safety across SHARES Lancashire.
Responsibilities include:

- Ensuring that appropriate health and safety arrangements are established and maintained.
- Ensuring that suitable and sufficient risk assessments are undertaken.
- Approving and monitoring actions arising from risk assessments.
- Ensuring employees receive appropriate information, instruction, training and supervision.
- Ensuring that appropriate emergency and fire safety arrangements are established.
- Monitoring working practices and undertaking periodic health and safety checks.
- Ensuring accidents and incidents are investigated and appropriate action taken.
- Ensuring reportable incidents are notified to the relevant enforcing authority.
- Ensuring that health and safety concerns raised by employees are addressed.
- Reporting significant health and safety matters to the Board.

The Chief Executive will ensure that appropriate competent advice is obtained where the organisation does not have the necessary knowledge or expertise internally.

2.3 Emma Hart – Health and Safety Coordination

Emma Hart will coordinate the day-to-day health and safety arrangements on behalf of the Chief Executive.
Responsibilities include:

- Coordinating general SHARES risk assessments.

- Maintaining the central record of risk assessments.
- Identifying and coordinating appropriate employee health and safety training.
- Maintaining training records.
- Coordinating COSHH assessments and ensuring relevant employees are informed.
- Monitoring accidents and incidents relating to holiday clubs and PE projects.
- Coordinating health and safety arrangements for the PASTA project.
- Ensuring health and safety concerns are brought to the attention of the Chief Executive.
- Supporting the implementation and review of this policy.

2.4 Project and Activity Managers

Managers responsible for individual SHARES projects must ensure that appropriate health and safety arrangements are implemented within their areas of responsibility.
This includes:

- Identifying the risks associated with their activities.
- Ensuring appropriate risk assessments are completed and communicated.
- Ensuring staff are suitably trained and competent.
- Providing appropriate instruction and supervision.
- Ensuring equipment is suitable and safe to use.
- Reporting accidents, incidents and concerns.
- Ensuring staff understand relevant emergency procedures.

Specific responsibilities include:

PE and Competitions – Nick Blackledge

- Preparing and maintaining risk assessments for PE activities and competitions.
- Ensuring appropriate arrangements are in place for the safe use, storage and maintenance of equipment.
- Identifying and reporting equipment defects.
- Ensuring employees are aware of relevant safety procedures.

Swimming – Kirsty Harrison

- Ensuring appropriate swimming activity risk assessments are maintained.
- Ensuring suitable arrangements are established with schools and swimming pool operators.
- Checking that appropriate swimming supervision, teaching qualifications and emergency arrangements are in place.
- Ensuring relevant employees understand their responsibilities and procedures.

PASTA – Emma Hart

- Ensuring appropriate risk assessments are maintained.
- Ensuring suitable food hygiene and allergen management arrangements are in place.
- Ensuring staff are trained in the safe use of kitchen equipment and relevant substances.

Holiday Clubs – Emma Hart

- Coordinating health and safety arrangements for holiday club activities.
- Ensuring suitable activity and premises risk assessments are in place.
- Ensuring staff understand supervision, first aid, emergency and accident reporting arrangements.

2.5 All Employees

Every employee has a responsibility to:

- Take reasonable care of their own health and safety and that of others.
- Follow health and safety instructions and safe working practices.
- Attend training relevant to their role.

- Use equipment safely and report defects.
- Cooperate with managers on health and safety matters.
- Report accidents, incidents, near misses and unsafe conditions.
- Report any concerns that may affect the safety of employees or others.
- Not interfere with or misuse anything provided for health and safety purposes.

Employees must not undertake activities for which they have not received appropriate instruction, training or authorisation.

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3. RISK ASSESSMENTS

SHARES Lancashire will undertake suitable and sufficient risk assessments for its activities, identifying risks to employees and other people who may be affected by its work.
Risk assessments will be proportionate to the nature of the activity and will identify appropriate control measures.
Risk assessments will cover, as appropriate:

- SHARES' rented accommodation and general workplace activities.
- PE activities and competitions.
- Swimming activities.
- Holiday clubs and childcare activities.
- Food preparation and PASTA activities.
- Manual handling and transportation of equipment.
- Lone working and off-site working.
- Use of equipment and hazardous substances.
- Any other activities presenting significant health and safety risks.

Responsibility for preparing assessments is allocated as follows:

- General SHARES activities – Emma Hart.
- PE and competitions – Nick Blackledge.
- Swimming – Kirsty Harrison.

The findings of risk assessments will be communicated to relevant employees.
The Chief Executive will ensure that necessary actions are approved, implemented and monitored.
Risk assessments will be reviewed at least annually and sooner where there is a significant change to an activity, an accident or incident, or reason to believe that an assessment is no longer valid.
Employees must bring any new or previously unidentified risks to the attention of their manager.

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4. SHARES PREMISES AND WORKING IN OTHER ORGANISATIONS' PREMISES

4.1 SHARES' rented accommodation at Hillside Community Primary School

SHARES Lancashire rents accommodation at Hillside Community Primary School, which serves as its principal operating base. SHARES does not own or operate any other buildings.
SHARES will ensure that appropriate health and safety arrangements are in place for the accommodation it rents and the activities it undertakes there.
SHARES will liaise with Hillside Community Primary School to establish and maintain clear arrangements concerning:

- Fire safety and evacuation procedures.
- Fire alarm systems and emergency arrangements.
- Access and escape routes.
- Building maintenance and repairs.

- Electrical safety and other building services.
- Shared facilities and equipment.
- General workplace conditions and welfare facilities.

The respective responsibilities of SHARES and Hillside Community Primary School will reflect the rental agreement, the areas each organisation controls and any agreed arrangements for maintenance and safety.

SHARES will ensure that employees understand the school's emergency procedures and any arrangements specific to the accommodation occupied by SHARES.

Any defects, hazards or concerns relating to the premises will be reported promptly to the appropriate representative of Hillside Community Primary School and monitored by Hillside Community Primary School staff.