



# Health and Safety Policy

Last reviewed: **April 2025**

## **Introduction:**

This document contains information about Campus Skateparks CIC's Health and Safety policy. All staff, new and present, should read and understand its contents and this should form part of the organisation's staff and volunteer induction training and ongoing health and safety training.

The contents of this document should be reviewed on a regular basis by the directors of Campus Skateparks CIC and should also be readily available and regularly read by all personnel.

All findings and alterations/upgrades must be relayed to all staff through appropriate training sessions and be recorded appropriately.

All paid staff, volunteers and users will co-operate with designated managers and health and safety representatives in carrying out this policy and specific points. In addition, they will immediately report to the appropriate manager any potential hazard.



## **Areas covered:**

1. Responsibilities
2. First Aid
3. Electrical installations and appliances
4. Fire Evacuation
5. Fire Fighting equipment
6. COSHH (Control of Substances Hazardous to Health).
7. Moving and lifting of heavy and awkward items – Manual Handling



8. Use of machinery and Vehicles

9. Working with Young People – Child protection act

10. Training

## **1. Responsibilities**

The persons responsible for dealing with health and safety issues within Campus Skateparks CIC are Andre Seidel and Tim Nokes (directors).

### **1.1 First Aid Training and Reviewing Contents of First Aid Equipment**

Name: Andre Seidel , Tim Nokes

### **1.2 The following person/s are responsible for health and safety in the following designated areas:**

1.2.1 Kitchen

Name: Tim Nokes

1.2.2 Toilet and Social Areas:



Name: Andre Seidel

#### 1.2.3 Competitions & Activities:

Name: Andre Seidel

#### 1.2.4 Skateparks

Name: Tim Nokes & Andre Seidel

Those designated above will be responsible for identifying and reporting risks and hazards and for carrying out regular inspections, monitoring and implementation of policy in their designated areas.

## 2. First Aid

The staff of Campus Skateparks CIC are not to provide first aid or medical assistance.

In the event of an emergency it is the responsibility of staff to ensure that the injured person is kept safe and away from further harm and emergency services are called.



All staff are to be given training and guidance on the correct procedure to follow in the event of an emergency.

Should an injury be serious an ambulance will immediately be called, the injured person will be never be left unattended and will never be moved until the ambulance arrives and tends to the injured person.

For minor injuries parents/guardians will be called and informed. **All injuries should be reported in the incident book.**

All staff should refer to the what to do in the event of an emergency flow chart, assisting injured people and the dealing with extreme emergencies parts of the staff handbook. These documents are to be accessible to all at all times.

### **3. Electrical installations and appliances**

Only a qualified electrician should carry out any new installations or alterations to existing electrical systems and all works should conform to current legislation.

### **4. Fire Evacuation**

All Staff and volunteers should be clear about the Fire Evacuation



Procedures. Regular evacuation tests should be carried out and recorded.

#### **4.1 Fire Evacuation Procedures:**

##### **Staff and Adult Volunteers role:**

All Staff and Adult Volunteers are responsible to ensure that the Skatepark and adjoining areas are evacuated as quickly and calmly as possible. And should:

1. Direct all persons to the nearest Fire Exit and to the Fire Assembly Point
2. Ensure that all persons walk calmly and sensibly out of the building 3. Close any doors behind them
4. Assist the Senior Worker in a head count and ensuring that all persons are clear of the building

An appointed person will investigate the cause of the fire alarms activation and if necessary contact the Fire Brigade by dialling 999.

The following information will need to be given to the Fire Brigade:

Your Name

The Centre's address:      Campus Skatepark  
Fromeside Youth Centre  
Watley's End Rd  
Winterbourne  
Bristol, BS36 1QG

**OR:**



Campus Pool  
Whitchurch Rd  
Bishopsworth  
Bristol  
BS13 7RW

Where the fire is (if known) and if there are any persons missing from the head count.

Stay on the line until the operator asks you to hang up.

**User's procedure, to be related to them at regular times:**

In the event that you find a fire or hear the Fire Alarm (a loud ringing bell) exit the building using the nearest Fire Exit and activate the Fire Alarm by using one of the Manual Call Points situated at each Fire Exit if the alarm is not already sounding. Make your way straight to the designated assembly point and await further instruction there.

**DO NOT LEAVE THE ASSEMBLY POINT UNTIL YOU ARE TOLD TO DO SO BY A MEMBER OF STAFF OR THE FIRE BRIGADE.**

When all persons are accounted for it may be necessary to move everyone from the main assembly point to allow full access by the Fire Brigade.

**UNDER NO CIRCUMSTANCES SHOULD:**



1. Anyone re-enter the building until it is deemed safe to do so by the Fire Brigade or the Senior Worker In Charge.
2. Run, Scream or Shout
3. Attempt to fight a fire, this should be left to the Fire Brigade
4. Leave the assembly point until told to do so by the Senior Worker in Charge.

#### **4.2 Gas Leak – Emergency procedures:**

Shut off the main gas supply by turning the lever in the direction indicated (located in the boiler).

In the Event that you smell Gas or someone suspects a Gas Leak the following procedures apply:

Evacuate the building as quickly and safely as possible using the Fire Exits or main door, assemble at the assembly point and ensure all persons are clear of the building. **DO NOT** activate the Fire Alarm System. Use verbal commands to evacuate the building only.

Dial 999 and request the services of the Fire Brigade.

The following information will need to be given:

Your Name

The Centre's address:      Campus Skatepark  
Fromside Youth Centre  
Watley's End Rd  
Winterbourne  
Bristol  
BS36 1QG

**OR:**



Campus Pool  
Whitchurch Rd  
Bishopsworth  
Bristol  
BS13 7RW

Where the Gas Leak is (if known) and if there are any persons missing from the head count. Stay on the line until the operator asks you to hang up.

**DO NOT:**

1. Activate the Fire Alarm System
2. Switch any Lights or electrical items ON or OFF
3. Light any flames.

**5. Fire Fighting Equipment**

All fire fighting equipment should conform to the latest regulations and legislation, should be clearly and correctly marked and positioned.

All equipment should undergo an annual inspection by a suitably qualified person and a record kept. Any defective equipment should be immediately replaced. In the event that an appliance is discharged it should be removed from service and immediately recharged or replaced.



The health and safety officer should make a regular visual inspection of all fire fighting equipment and record his/her findings and replace defective equipment. There should be a regular test of any fire detection equipment and regular evacuations undertaken. All of these drills and tests should be recorded on the Fire Log Sheet.

## **6. COSHH (Control of Substances Hazardous to Health)**

Campus Skateparks CIC has a full list of all chemicals and hazardous substances on site. This is located on the inside of the door to the COSHH cupboard.

Full training will be given by the Senior Worker, or one of his/her appointed deputies, in the use of any hazardous substance. This training will cover where the substance should be used, environmental concerns, handling, transportation, protective clothing and storage.

## **7. Moving and lifting of heavy and awkward items – Manual Handling**

Where staff or volunteers are required to lift or move heavy or awkward items they should prior receive training as laid down by the health and safety executive in their publication entitled "Manual Handling" IND(G) 143(Rev 1).

No person should be expected to move any item beyond their capability or if they are suffering any medical defects that may be worsened by this action.



The general rule should always be to seek additional help when moving heavy or awkward items or use correct lifting equipment.

## **8. Use of machinery and Vehicles**

Any person using any vehicle belonging to Campus Skateparks CIC or entering into a Hire Agreement with a reputable organisation e.g. Bristol Community Transport, must hold a full Driving Licence and must be of suitable age to conform to current insurance requirements. All vehicles must be regularly inspected and maintained by a qualified mechanic. If hiring a minibus, it must comply with appropriate legislation and the driver must hold a current MIDAS Certificate.

Staff can use their own vehicles for transporting service users providing they have relevant business insurance, the journey has been risk assessed and signed off by one of the directors.

## **9. Working with Young People – Child Protection Act**

Any person working with Young People must have completed a Disclosure and Barring Service (DBS) check through the relevant authority.

All staff and Volunteers must participate in a training session relating to Child protection/Safeguarding issues as required.

All staff need to be made aware of their responsibility towards Young People in their care and be aware of the procedures to deal with, and report, suspected cases of child abuse.



## **10. Training**

It shall be the policy of Campus Skateparks CIC to ensure that, where appropriate, training needs are reviewed and offered to all employees and volunteers.

Furthermore, in house training will form part of Campus Skateparks CIC's working policy and it is expected that all staff will undergo health and safety training and updates to ensure that they are operating in safe environments and conditions.

Signed Andre Seidel (Director)

Signed Tim Nokes (Director)



Campus Skateparks CIC

0117 964 1478 [info@campusskateboarding.com](mailto:info@campusskateboarding.com) [www.campusskateboarding.com](http://www.campusskateboarding.com)