



# HEALTH AND SAFETY POLICY

---

Effective date: June 2025

## **Acknowledgements**

The MUSC CIC would like to express our thanks to the following organisations who have assisted in the development of this policy

Health and Safety Executive <https://www.hse.gov.uk/index.htm>  
Ann Craft Trust <https://www.anncrafttrust.org/>

## **Objective of the Policy**

MARINERS UNITED SPORTING CLUB CIC (the Employer) prioritises health and safety issues and is dedicated to safeguarding the health and safety of its staff and anyone impacted by our operations, and visitors to our premises. This Policy is intended to help the Employer achieve this by defining responsibilities for health and safety matters.

This is a policy statement only and does not form part of your employment contract. This Policy is subject to change and periodic updates. The Employer will review this Policy regularly to ensure that it achieves its aims effectively.

## **Workplace Health and Safety Responsible**

Everyone works together for a safe and healthy workplace. This Policy and its rules apply to all staff of the Employer, regardless of role or work arrangement. Specific responsibilities are outlined in the "Staff Responsibilities" section.

## **Employer Responsibilities**

1. The Employer has the following responsibilities:
  - a. Implementing reasonable safeguards to protect the health and safety of the staff, stakeholders, visitors and people affected by the business activities.
  - b. Proactively identifying health and safety risks and developing solutions to manage or overcome them.
  - c. Ensuring a safe and healthy work environment with secure access and exit arrangements, even in emergencies.
  - d. Maintaining safe work areas, and systems, along with appropriate personal protective equipment (PPE).
  - e. Implementing safe procedures for the use, handling, storage and transport of articles and substances.
  - f. Providing to all staff an appropriate training and supervision to do their work safely, to avoid hazards and to contribute positively to their own health and safety at work. The Employer will give you the opportunity to ask questions and advise who best to contact in respect if you are unsure about how to safely carry out your work.

- g. Providing appropriate training to health and safety representatives to carry out their functions effectively.
  - h. Providing proper health and safety induction and safety training to your role. Including:
    - Manual handling.
    - Control of substances hazardous to health (COSHH).
    - Working at height.
    - Gas safety.
    - Electrical safety.
    - The use of PPE.
  - i. Promoting open dialogue on health and safety with employees.
  - j. If an epidemic or pandemic alert is issued, providing guidance to staff on business continuity and infection prevention in case of an epidemic or pandemic.
  - k. Monitoring health and safety performance, implementing necessary changes, and communicating updates to staff.
2. Overall responsibility for health and safety lies with the Board of Directors of the Employer. They have appointed The HR Manager as the Health and Safety Officer with day-to-day responsibility for health and safety matters.
3. Any concerns about health and safety matters should be reported to the Health and Safety Officer.

### **General Staff Responsibilities**

Staff should:

- a. Take care of their health and safety and others affected by their acts or omissions.
- b. Comply with health and safety duties, instructions and rules, including instructions on the safe use of equipment by cooperating with the Health and Safety Officer and the Employer.
- c. Be mindful of health and safety risks and take personal responsibility for the health and safety implications of their own acts and omissions.
- d. Keep the workplace clean.
- e. Report all health and safety concerns to the Health and Safety Officer promptly, including any potential risks, hazards or malfunctioning of equipment, however minor or trivial they may seem.
- f. Co-operate with the Employer in investigating accidents and incidents to prevent future harm.

### **Equipment-Related Staff Responsibilities**

Staff should:

- a. Use equipment according to provided instructions, including training, manuals, and management guidance.
- b. Report any equipment faults, damage, or safety concerns to the Health and Safety Officer.
- c. Ensure that health and safety equipment is protected from interference.
- d. Not attempt to repair the equipment unless you are properly trained and authorised.

### **Staff Responsibilities Relating to Accidents and First Aid**

Staff should:

- a. Promptly report any work-related injuries, no matter how minor, to the Health and Safety Officer and cooperate with any investigation.
- b. Familiarise themselves with the details of first aid facilities and trained first aiders, which are available from the Health and Safety Officer.
- c. In case of an accident, call 00 44 7354161619 and ask for the duty first aider, giving name, location and brief details of the problem.
- d. The Health and Safety Officer investigate injuries and illnesses, maintains accident records, and submits reports under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), where required.

### **Staff Responsibilities Relating to National Health Alerts**

In the event of an epidemic or pandemic, all staff must comply and co-operate with all instructions, the employer's guidelines for business operations, infection prevention and steps to be taken by staff to minimise the risk of infection. Questions should be directed to the Health and Safety Officer.

### **Staff Responsibilities Relating to Emergency Evacuation and Fire**

Staff should:

- a. Familiarise themselves with the instructions about what to do if there is a fire which can be found on the notice board located Near the Fire exit and from health and Safety officer.
- b. Ensure they are familiarised with fire extinguisher locations, emergency exits, and alternate escape routes.
- c. Comply with fire warden instructions in case of fire, suspected fire, or fire alarm.
- d. Participate and co-operate in fire drills, treating them as a serious practice of emergency procedures. Fire drills will be conducted a minimum of once yearly.
- e. Ensure that fire exits, notices, and signs are clear and not obstructed at all times.
- f. Notify the Health and Safety Officer immediately of any conditions affecting your ability to evacuate. If you have mobility issues or other conditions that could hinder evacuation, a personal escape plan will be created.

#### **On discovering a fire, staff should:**

- a. Immediately activate the nearest fire alarm. If possible, call reception and report the fire's location.
- b. Attempt to tackle the fire ONLY if they are trained and confident in doing so. Designated staff will receive fire extinguisher training.

#### **On hearing the fire alarm, staff should:**

- a. Stay calm and evacuate the building immediately, walking quickly without running, and following any instructions of the fire wardens.
- b. Do not stop to collect your personal belongings at the time of evacuation.
- c. Stay out of any lifts.
- d. Remain out of the building until a fire warden confirms it is safe.

The Health and Safety Officer is responsible for conducting fire risk assessments, implementing necessary changes, and maintaining fire safety equipment and emergency procedures.

## **Risk Assessments, Hazardous Substance Management, and Manual Handling Safety**

Risk assessment is a process of identifying potential workplace hazards and evaluating the risks to employees. The Employer is responsible for assessing risks and implementing measures to minimise harm. The Employer will carry out general workplace risk assessments when required or as reasonably requested by staff. Managers oversee this process and ensure that corrective actions are taken. The Health and Safety Officer is the primary point of contact for risk assessments and control measures. The use of hazardous substances at work will be minimised where possible and prioritise safer alternatives. Employees will receive training on the safe handling and management of hazardous substances as required by COSHH regulations. If risks cannot be effectively controlled, Personal Protective Equipment (PPE) will be provided. The Employer will minimise or eliminate manual handling tasks like lifting and carrying heavy items to prevent injuries. If manual handling is unavoidable, training and guidance will be provided by the Health and Safety Officer.

### **Display Screen Equipment (DSE)**

The Employer is required to ensure that:

- a. Risks to health and safety from DSE use are controlled, including musculoskeletal disorders, visual fatigue and mental stress.
- b. Staff are informed about the potential health and safety risks associated with DSE use and how to prevent them.

### **Employer Responsibilities**

The Employer will:

- a. DSE assessments must be carried out for all workstations, covering equipment, furniture, and environment.
- b. Where health and safety issues have been highlighted in the DSE Assessment, appropriate remedial measures must be implemented to mitigate identified risks.
- c. Keep track of all DSE Assessments and risk assessments.
- d. Encourage early reporting by staff of any symptoms that may be related to working with visual displays.
- e. Ensure that an incident or accident report is completed when an injury or ill health associated with DSE is identified.
- f. Organise the DSE users' activities so that short, frequent breaks are taken to prevent intensive periods of on-screen activity.

### **Staff Responsibilities**

Staff will:

- a. Actively cooperate with the completion of the workstation in the DSE assessment and follow all safety training.
- b. Use equipment in the intended manner.
- c. Adopt Employer's advice to prevent prolonged screen time.
- d. Use specifically prescribed glasses for working with DSE.
- e. Inform their line manager immediately if they experience any problem or illness affecting your ability to work with HSE.

### **Workstation Assessments**

Workstation assessment must be completed for all workstations. The responsibility for ensuring that workstation assessments are carried out falls to the Health and Safety Officer.

All staff must initially complete a DSE self-assessment  
<https://www.hse.gov.uk/msd/dse/assessment.htm>

DSE self-assessments should be completed for:

- a. New staff at induction.
- b. Laptop users.
- c. Homeworkers.

Staff should review their self-assessment yearly or when their workstation changes significantly.

### **Breaks**

Staff are encouraged to take regular breaks to prevent fatigue. See guidance (<https://www.hse.gov.uk/msd/dse/work-routine.htm>) for more information or speak with the Health and Safety Officer.

**For more information, please contact the Health and Safety Officer.**

You are responsible for arranging your own appointment with the practitioner.

You'll need to bring the claim form to your appointment so the practitioner can complete and authorise it. All receipts for costs incurred must be retained and attached to the claim form.

Complete and sign the form is necessary before forwarding it to the HR department for authorisation. Next, the HR department will confirm whether or not the claimant uses DSE as an indispensable tool throughout their workday.

Once you, the practitioner, and the HR department have fully completed and signed the claim form, it should be forwarded to the accounts team, including proof of purchase for the eye test, glasses frame, and lenses.

You will be reimbursed if the claim is approved, following the stipulated contribution limits. The accounts team will issue a detailed payment breakdown once all claims are processed.

### **Non-Compliance With Health and Safety Rules**

Any breach of health and safety rules or failure to comply with this Policy will be taken very seriously and is likely to result in disciplinary action against the offender, in accordance with the Employer's Disciplinary Policy, up to and including immediate dismissal.