



Health and Safety Policy

Contents

1. [Purpose](#)
2. [Scope](#)
3. [Risk Assessments](#)
4. [Reporting Incidents and Near Misses](#)
- [Appendix 1 - Example Risk Assessment](#)
- [Appendix 2 - Accidents, Incidents and Near Misses](#)

1. Purpose

Our health and safety policy is designed to:

- avoid accidents and damage to the health of people involved with New Baby Network CIC
- manage health and safety risks in our workplace
- provide clear instructions and information, and adequate training to ensure employees and volunteers are competent to carry out their roles
- consult with our volunteers, staff and service users on matters affecting their health and safety
- maintain safe equipment and healthy working environments
- avoid buying in, using or recommending unsafe products
- implement emergency procedures, including evacuation in case of fire or other significant incident
- review and revise this policy regularly, striving for continuous improvement

2. Scope

All volunteers/staff/contractors of New Baby Network CIC should understand and comply with this policy including:

- cooperate with supervisors and managers on health and safety matters;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed below)

The responsibility for ensuring the review and practice of this policy lies with the directors of New Baby Network CIC.

Other external specialists may be engaged when needed to meet basic workplace welfare requirements, have appropriate first aid and fire precautions and all relevant insurances e.g. public liability, employers liability etc.



3. Risk Assessments

Risk assessments (RAs) will be completed for all activities carried out by New Baby Network CIC, in consultation with staff/volunteers/contractors. This ensures consideration of health and safety in the planning stages, (see Appendix 1 for an example risk assessment)

In these RAs, we will:

- identify hazards
- detail emergency procedures
- assess risks
- implement and record control measures
- review and monitor, using any incident reports to make adjustments

The RA for every activity will be available to all involved, and all staff/volunteers should make themselves familiar with the relevant RAs.

We will use the below framework for assessing risk.

		Potential severity of harm		
		Slightly Harmful 1	Harmful 2	Extremely Harmful 3
Likelihood of harm occurring	Highly unlikely 1	Trivial 1	Tolerable 2	Moderate 3
	Unlikely 2	Tolerable 2	Moderate 4	Substantial 6
	Likely 3	Moderate 3	Substantial 6	Intolerable 9

Severity of Harm	Hazard Examples	Potential Outcome
1	Office work; trips; burns from cooking; use of small or blunt edged hand tools e.g. spades, hammers; bowsaws; ragwort pulling; tree planting.	Minor injury - cuts, bruises, sprains, minor burns etc.
2	Bio-hazards - leptospirosis, lyme disease etc.; tools maintenance; use of mattocks, crowbars etc.; hedgelaying; scrub clearance; tree felling by hand tools; fires; hand digging within 3 m of known underground services;	Major injury, non-life threatening - fractures, dislocations, muscle strains, cuts/burns needing medical treatment.
3	Work on exposed sites; use of scrub cutters, power mowers etc.; working in boats; use of chainsaws; working at heights over 2 m; work in confined spaces.	Major injury, life threatening - loss of limb; major fracture; exposure or hypothermia; penetrating eye injury. Death



4. Reporting Incidents and Near Misses

It is critical that all injuries and accidents, including near misses, be reported so that they can be investigated and the causes determined and eliminated. The reporting of near misses gives us an opportunity to prevent future injuries or ill health.

All volunteers, staff and contractors have a duty to report incidents and near misses. These should be reported as soon as possible to the directors on newbabynetwork@gmail.com.

Reports should include:

1. Type of incident; Accident/Incident, Ill Health, Service Disruption or Near miss.
2. If someone was injured; their name, contact number and where they work.
3. Information about what happened and where it happened.
4. If immediate action was taken, what was it (e.g. first aid administered).

5. RIDDOR

Reporting certain incidents is a legal requirement. The report informs the enforcing authorities (HSE, local authorities and the Office for Rail Regulation (ORR)) about deaths, injuries, occupational diseases and dangerous occurrences, so they can identify where and how risks arise, and whether they need to be investigated. This allows the enforcing authorities to target their work and provide advice about how to avoid work-related deaths, injuries, ill health and accidental loss.

New Baby Network directors will take responsibility for complying with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

More information is available here from the Health and Safety Executive:

<https://www.hse.gov.uk/riddor/>



Appendix 1 - Example Risk Assessment



New Baby Network CIC

Support. Empower. Sustain.

Event: Maternal Wellbeing Walk Address: Warley Woods, Smethwick, West Midlands, B67 5ED	Date Risk Assessment Carried Out: 4/1/2021 Assessment Review Due: 4/1/2022
Assessment Carried Out By: Eleanor Shaw Organisation Responsible: New Baby Network CIC	Emergency Contact: Brianna Dymond (director NBNetwork): 07742394633

Intention:

The aim is to provide and maintain safe and healthy conditions and environment for all our volunteers and service users as well as those members of the public using the park. Overall responsibility for health and safety lies with the New Baby Network CIC, who hold Public Liability Insurance. This responsibility is delegated to a named lead volunteer for each session. This volunteer will be responsible for ensuring that this policy is upheld. All volunteers involved in running sessions will be made aware of who is responsible for health and safety and will be required to read this risk assessment, making them aware of the precautions they need to take as noted on the risk assessment.

Volunteers will take appropriate precautions to minimise hazards during sessions and will take reasonable care of their own and others health and safety. We will make sure all volunteers at our sessions are aware of emergency procedures. Volunteers should report any health and safety concerns to the site manager of Warley Woods or supervisor at the New Baby Network CIC if they cannot address it themselves.

Description of the event:

A group walk led by a volunteer from the New Baby Network CIC for mothers and their children (under 5s not counted). The walk will begin at the car park, follow the main path through the woods, stop at the childrens' play area and then follow the main path back up to the car park. Deviations by service users from this route have been taken into account in the risk assessment as well.

Description of the Site:

Warley Woods is a 100 acre public park comprising a short grass meadow dotted with trees, wooded areas, wilder areas with high vegetation, childrens' play area, golf course, pavilion and car park. There are a number of paths crossing the site including bare earth, loose gravel and hard surfaced paths. Warley Woods Trust is responsible for the maintenance of the site. The group will meet at the entrance to the woods next to the car park.

General Precautions:

- Adults participating in the group walk are responsible for their own actions and are



expected to behave appropriately and with due regard for their own safety and the safety of volunteers and other park users.

- Parents and carers remain responsible for their children at all times.
- Adults will be expected to take into account the enjoyment of the park by other park users and will be reminded of this at the start of each walk.
- Hand washing facilities and toilets are available in the pavilion. We will bring hand sanitizer and wipes with us as well and encourage frequent hand washing.
- At present we will not be providing food or drink during the sessions. Volunteers and users may bring their own food and drink to consume on site.
- Numbers will be limited to 15 adults per session, pre-registration will be required in order to maintain numbers and in case of contact tracing.

This risk assessment will be reviewed and updated as required following any accidents, incidents or a near-miss and will be reviewed if government guidelines regarding coronavirus change, or otherwise every year.

Hazard	Who might be harmed and how?	Risk level before precautions (harm x likelihood = risk level)	Precautions	Risk level after precautions (harm x likelihood = risk level)
Spread of Covid 19	Volunteers, group members, other park users Severe illness or death from contracting Covid 19	(3x3) = 6	<p><u>Social Distancing:</u> Group members will be reminded at the start of each walk that they must maintain a social distance of 2m.</p> <p>Group members will be asked to walk single file along paths where social distancing cannot be maintained satisfactorily.</p> <p>The route taken by the group will make use of the widest paths making social distancing achievable.</p> <p>If volunteers witness a lack of social distancing a polite reminder will be given.</p> <p><u>Hand Washing/Cleaning:</u> The volunteer leading the group will carry hand sanitizer and encourage frequent use by group members.</p> <p>Hand sanitizer will be left out and easily accessible in the childrens' play area for use during play. Wipes will be available to group members for use in the session where needed for cleaning surfaces/equipment etc.</p> <p><u>Face Masks:</u> Although not required by government guidelines, group members will be reminded that face</p>	(3x1) = 3



			<p>masks may be used during sessions to reduce the risk of transmission.</p> <p><u>Group Numbers:</u> The numbers will be controlled by requiring pre-registration in advance for each session via New Baby Network CIC website. During registration there will be a reminder that clinically vulnerable people should minimise their risk by keeping interactions to a minimum.</p> <p>The maximum number of adults will be 10 (under 5s not counted, this would still bring the group to less than 15 in accordance with current government guidelines). Contact details will be kept for contact tracing purposes, stored according to New Baby Network CIC data protection policy.</p> <p><u>Symptoms of illness:</u> On registration there will be a reminder to follow government guidelines to self isolate for at least 10 days if you have symptoms of COVID-19—a high temperature, new and persistent cough or anosmia, however mild.</p> <p>If a group member displays symptoms during a session they will be asked to leave immediately and advised to follow the government guidelines regarding self isolation and contact tracing. That session will then be ended immediately.</p>	
Anti-social behaviour from members of the public, including those with dogs.	Volunteers, group members Risk of injury or distress	(3x2) = 6	<p>Volunteers will be observant to members of the public and/or dogs on the site.</p> <p>Volunteers should use caution when approaching anybody acting suspiciously on site and should not do so alone.</p> <p>Volunteers are not expected to put themselves in danger by confronting dangerous people, either when alone or when leading a group.</p> <p>The session will be moved or stopped if a member of the public behaves in a way that presents an</p>	(3x1) = 3



			<p>ongoing risk to participants.</p> <p>The site manager will be notified of any serious incidents taking place on the site.</p>	
<p>Children going beyond the site boundary or separating from the group</p>	<p>Risk of injury to children in unassessed areas outside of the site.</p> <p>Risk of children getting lost and into vulnerable situations.</p>	<p>(3x2) = 6</p>	<p>Parents and carers remain responsible for their children at all times.</p> <p>Volunteers will be vigilant to children leaving the group unaccompanied.</p>	<p>(3x1) = 3</p>
<p>Bad weather (strong wind, rain, ice, snow, excessive heat etc).</p>	<p>Risk of slips, trips & falls to users.</p> <p>Risk of sunstroke</p>	<p>(3x2) = 6</p>	<p>Check weather conditions prior to session. Sessions will be cancelled if the site is hazardous due to ice and slippery conditions.</p> <p>Monitor weather conditions during the session.</p> <p>Users are advised to wear appropriate clothing (including waterproofs, hats, gloves etc).</p>	<p>(3x1) = 3</p>
<p>Field layer - poisonous plants, brambles, bind weed.</p>	<p>Risk of injury (stings and scratches) to participants.</p> <p>Risk of exposure to harmful substances which may cause harm if ingested.</p>	<p>(2x2) = 4</p>	<p>Parents and carers remain responsible for their children at all times.</p> <p>Volunteers will remain vigilant and point out any hazards identified</p>	<p>(2x1) = 2</p>
<p>Ground layer - sharp objects (e.g. glass, syringes, thorns), litter (including drug paraphernalia and personal items such as tissues and</p>	<p>Risk of slips, trips, falls and injury to participants.</p> <p>Risk of participants exposure to</p>	<p>(3x2) = 6</p>	<p>Users made aware of any identified risks at ground layer when using the site.</p> <p>Volunteers to remain vigilant and point out any hazards identified.</p> <p>The route will be agreed beforehand and will make use of the hard surfaced paths as much as possible.</p>	<p>(3x1) = 3</p>



<p>condoms), animal faeces, uneven ground, holes in the ground.</p>	<p>disease/infection. Risk of children's exposure to evidence of the site being inappropriately used.</p>		<p>The widest paths will be used in preference to the narrower ones when planning routes.</p> <p>There are hand washing facilities available for people to wash hands before eating or drinking.</p> <p>Parents and carers remain responsible for their children at all times.</p>	
<p>Car Park (moving vehicles, access, line of sight)</p>	<p>Risk of volunteers and participants being injured by moving cars</p> <p>Risk of visibility being reduced by participants congregating in inappropriate places</p> <p>Children at risk of injury from moving cars</p>	<p>(3x2) = 6</p>	<p>Pre-registration will be carried out beforehand so that there is minimal time congregating at the start.</p> <p>The meeting point will be off the car park under the trees by the gate leading to the main path. This is normally a larger open space and should not block park users' access through the gate or interfere with manoeuvring cars.</p> <p>Participants will be encouraged to walk to the park to minimise the number of cars in the car park.</p> <p>A specific meeting time and place will be given in advance on registration and we will only congregate for the minimum necessary time (late comers will catch up and will be informed of the route beforehand)</p> <p>Parents and carers remain responsible for their children at all times.</p> <p>Participants will be reminded to socially distance whilst gathering at the meeting point.</p>	<p>(3x1) = 3</p>
<p>Wasps and bees.</p>	<p>Risk of allergic reaction and anaphylaxis to participants.</p>	<p>(3 x 2) = 6</p>	<p>If a wasp or bees nest is discovered volunteers will give warning of the location to participants and a route deviation may be required.</p> <p>Site manager will be notified of any nests discovered in potentially hazardous locations (eg. where other park users may be adversely</p>	<p>(3 x 1) = 3</p>



			affected)	
Exposure to disease and infection (e.g. Leptospirosis)	Risk of illness to participants.	(2x2) = 4	<p>There are hand washing facilities available for people to wash hands before eating or drinking.</p> <p>Parents and carers remain responsible for their children at all times.</p>	(2x1) = 2
Emergency situation – e.g. police incident, out of control fire, flood, dangerous animal.	Risk of injury and distress to participants caught up in any emergency situation.	(3x2) = 6	<p>Volunteers to remain vigilant throughout sessions.</p> <p>End session, find a safe location/evacuate site and contact emergency services.</p> <p>Follow instructions of emergency services.</p>	(3x1) = 3
Mental Health (covid related or pre-existing)	Distress to participants and their families	(2x2) = 4	<p>Participants will be encouraged to contact New Baby Network CIC with any concerns, issues or feedback that they feel is necessary. We aim to foster a warm and trusting relationship between volunteers and participants.</p> <p>Volunteers will endeavour to moderate and maintain a safe space for discussion.</p>	(2x1) = 2



Appendix 2 - Accidents, Incidents and Near Misses

What is an accident?

An unfortunate incident that happens unexpectedly and unintentionally, typically resulting in damage, injury or ill health. All accidents, however small, must be reported.

Examples of what should be reported

- Injuries from needles, scalpels, broken glass.
- Slips, trips and falls.
- All occasions where a first aider was required.
- Injuries resulting from being hit by a moving vehicle

What is an incident?

Near miss: an event not causing harm, but has the potential to cause injury, ill health or damage to property.

Examples of what should be reported

- Door being propped open by a fire extinguisher.
- Fire doors not closing properly.
- Unsteadily stacked chair or furniture
- All fires
- Person trapped in a lift
- Collapsed shelving unit

Undesired circumstance: a set of conditions or circumstances that have the potential to cause injury or ill health.

Examples of what should be reported

- Untrained volunteers/staff moving bulky furniture
- Unrestricted access to clearing supplies
- Lack of nappy or sanitary disposal facilities
- Unauthorised access to session spaces

DATE OF LAST REVIEW: September 2023