

Health Safety and Wellbeing Policy

Purpose

To ensure that Move Free CIC provides a safe environment for our Instructors, Volunteers, and service users. The commitments outlined within this policy are underpinned by Move Free CIC's legal obligations as determined by the The Health and Safety at Work Act 1974.

Code of Conduct

At Move Free CIC, we ask our Instructors and Volunteers to read and adopt the Code of Practice created by UK Coaching. The Code of Practice can be found here:

<https://www.ukcoaching.org/resources/topics/guides/code-of-practice-for-sports-coaches>

Risk Assessment

A General Risk Assessment has been created for our sessions and can be viewed in Appendix 1. The General Risk Assessment will cover risks and mitigating actions associated with the nature of the activity.

Before undertaking an activity with a new group and/or venue, Move Free CIC will review and modify where necessary the General Risk Assessment to ensure it is comprehensive; covering any additional group/venue specific risks.

When partnering with another organisation to deliver an activity in their venue or with service users of that organisation, a member of that organisation will be onsite and available.

Instructors are required to have read the current General Risk Assessment and be aware of its contents. Volunteers may also familiarise themselves with the relevant risk assessment but managing the outlined risks remains the responsibility of the Instructor.

Before delivering the activity Instructors will carry out a dynamic risk assessment of the space and the group on the day.

This will involve but is not limited to:

- Ensuring that the space they have available for their class is appropriate. Instructors must take any further actions needed to minimise risk, e.g. moving chairs etc to the side of the room or making participants aware of specific hazards.
- Asking participants about any recent injuries and/or flare ups of old injuries and medical conditions, making it clear that the participant should only do what they feel comfortable with. If applicable, Instructors should offer alternative ways to participate in the activity e.g. lower intensity movements.

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Responsibilities of Instructors

- To comply with all responsibilities as outlined in the preceding and subsequent sections of this policy: Code of Conduct, Risk Assessment, Prevention of Fire, Accidents and First Aid .
- To have read the relevant risk assessment and comply with any controls designed to mitigate risks.
- To carry out a dynamic risk assessment before delivering the class. Please see details above in the Risk Assessment Section.
- To notify the Operations Director in advance if they are unable to make a session which they previously agreed to take.
- To supervise all activities undertaken by the Volunteers and participants under their instruction.
- To have in place a minimum public liability insurance cover of £1 million for all sessions that they take. It is the responsibility of the instructor to maintain and pay for this insurance.

Responsibilities of Volunteers

- To comply with all responsibilities as outlined in the preceding and subsequent sections of this policy: Code of Conduct, Risk Assessment, Prevention of Fire, Accidents and First Aid
- To support the instructor in the safe delivery of the class. This involves following all health and safety instructions given by the instructor.
- If the volunteer has or becomes aware of any potential health and safety concerns, they should notify the instructor as soon as possible.

Responsibilities of Move Free CIC

- To ensure that all Instructors and Volunteers are compliant with the Safeguarding Policy.
- To ensure that all Instructors and Volunteers have read the:
 - Training Agreement (including all constituent policies),
 - Safeguarding Policy
 - Code of Conduct
- To have in place a minimum Public Liability Insurance of £5 million and to keep this up to date.

Prevention of Fire

Instructors and Volunteers are not permitted to smoke anywhere in external venues except for any designated smoking areas.

All Instructors and Volunteers must follow the fire prevention measures applicable to the venue they are using.

In the event of a fire, Instructors must take the following steps:

- i) calmly inform other people of the location of the fire;
- ii) dial 999 and ask for the Fire Brigade, or give one specific person instructions to do so;
- iii) ask all other people to leave the office immediately by the nearest available exit; and
- iv) proceed to the fire assembly point.

Instructors and Volunteers must keep passageways clear. Doorways (particularly fire exits) and fire safety appliances must not be obstructed.

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Accidents and First Aid

Every accident, incident and near miss no matter how minor, must be reported, without exception, to the Directors. This will be recorded in the Health and Safety Log and any further appropriate action can then be taken.

The instructor should contact the Impact Director, Erin Blyth (erin@movefreecic.org), to report all incidents and complete the incident report form (Appendix 2). This should be done as soon as possible but certainly within 24 hours of the incident.

Should an injury come to light in the days following an incident it must be reported with the suspected date of the accident and giving all the relevant information as to how the injury occurred.

Injury of a Minor

Where a child has sustained an injury in a session, the parent or guardian of the child should be notified as soon as possible.

Concussion

Concussion is a serious risk when practising Capoeira. Particularly at risk are those with a blood clotting disorder (like haemophilia) or who take medicine to thin their blood and persons who have previously had brain surgery.

If a participant sustains a head injury, Instructors and Volunteers should lookout for signs of possible concussion, including:

- having been knocked out but have now woken up
- vomiting (been sick) since the injury
- having a headache that does not go away with painkillers
- a change in behaviour, like being more irritable or losing interest in things around you (especially in children under 5)
- crying more than usual (especially in babies and young children)
- problems with memory

Move Free CIC is required by law to report certain incidents to the Health and Safety Executive and as a result it relies upon the assistance of its Instructors and Volunteers to comply with its obligations.

In all cases, if Instructors or Volunteers have any questions or queries, they should ask a Director.

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Instructor and Volunteer Wellbeing

Move Free CIC recognises the importance of positive health and wellbeing. It is the individual's responsibility to manage their own mental health, however Move Free CIC will make sure that Instructors and Volunteers are supported in the work they carry out for the company by ensuring that:

- Training opportunities are provided so that Instructors and Volunteers feel confident and supported in meeting their potential and the expectations of Move Free CIC .
- All Instructors and Volunteers are familiar with at least one of the directors and know they are able to contact the director with any questions, issues and support needs they may have.
- Prospective Instructors and Volunteers meet with one of the directors to discuss their motivations, expectations and ambitions. This is also time for directors to answer any questions the instructor/volunteer might have. This will ensure that Instructors/Volunteers are assigned suitable groups and feel positive and confident about their work with Move Free CIC.
- All positive feedback and successes are communicated to the Instructors and Volunteers personally and in the monthly newsletter.
- Instructors and Volunteers are actively contacted by a director to check on their wellbeing in the case that a serious incident occurs during one of their sessions.
- Move Free CIC acts with integrity and embodies the values of Inclusivity, Community and Support, not only for participants, but also for the Instructors and Volunteers that we engage.

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Appendix 1: Risk Assessment

Key

Risk Rating

Likelihood/Severity

1	Low		5	5	10	15	20	25
2			4	4	8	12	16	20
3	Medium		3	3	6	9	12	15
4			2	2	4	6	8	10
5	High		1	1	2	3	4	5
			1	2	3	4	5	

Hazard	Who	Likelihood	Severity	Risk Rating	Controls	Likelihood	Severity	Risk Rating
Slips, Trips, Falls	Instructors, Volunteers, Participants	5	2	10	Appropriate footwear worn, clearing up spillages, area kept clear, good standard of housekeeping, appropriate levels of lighting	4	2	8
Fire/Explosion	Instructors, Volunteers,	1	5	5	Fire safety procedures covered on induction/checked at any new venues and communicated to Instructors, no smoking policy in place, appropriate storage of flammable substances and materials	1	5	5

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Electrical Failure/Fault	Participants				Visual inspection of socket/plug before use, unsafe electrical items removed from use			
	Instructors, Volunteers, Participants	1	4	4		1	4	4
Overcrowding	Instructors, Volunteers, Participants	3	2	6	Occupancy levels checked when using external venues	2	2	4
	Instructors, Volunteers, Participants	3	3	9		3	3	9
Medical Emergency	Instructors, Volunteers, Participants	2	4	8	Participants asked to make Instructors aware of pre-existing conditions. Location of trained first aiders, first aid equipment and accident books known. All accidents and incidents reported to the Operations Director.	2	3	6
	Instructors, Volunteers, Participants	1	3	3		1	2	2
Food/Other Allergic Reactions	Instructors, Volunteers, Participants	2	2	4	Participants asked to make Instructors aware of allergies.	2	2	4
	Instructors, Volunteers, Participants	1	3	3		1	2	2
Manual handling	Instructors, Volunteers	1	3	3	Instructors/ Volunteers to undertake manual handling activities within their capability, appropriate footwear to be worn when setting up rooms and equipment	1	2	2
	Instructors, Volunteers	1	3	3		1	2	2
Alcohol consumption and dehydration	Instructors, Volunteers, Participants	2	2	4	Teaching under the influence of alcohol prohibited per code of conduct for Instructors and Volunteers, Move Free CIC policy is that participants cannot take part in the class if under the influence of alcohol or drugs.	2	2	4
	Instructors, Volunteers, Participants	2	2	4		2	2	4
Drugs	Instructors, Volunteers, Participants	1	3	3	Teaching under the influence of drugs prohibited per code of conduct for Instructors and Volunteers, Move Free CIC policy is that participants cannot take part in the class if under the influence of alcohol or drugs.	1	2	2
	Instructors, Volunteers, Participants	1	3	3		1	2	2

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Sport-related Injury	Instructors, Volunteers, Participants	4	2	8	Participants are fit to take part in activity, with a warm up before activity commences. First aid equipment and appropriately trained first aiders available, any injuries or medical conditions to be declared before session starts.	3	2	6
Competitive Aggression	Instructors, Volunteers, Participants	3	2	6	Participants are removed if they get too aggressive. Clear behaviour expectations are set by the instructor.	2	2	4
Failure of or contact with Equipment	Instructors, Volunteers, Participants	1	4	4	All equipment appropriately designed, fit for purpose and subject to appropriate inspection before use.	1	2	2
Voice Over-stretched	Instructors, Volunteers, Participants	2	1	2	Proper warm-up undertaken; regular breaks taken	2	1	2
Stage/Props Collapse	Instructors, Volunteers, Participants	1	3	3	Props and sets safely constructed and properly secured. Checked before any performances	1	3	3

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Appendix 2: Incident Report Form

				Report No:	
1 About the person who had the accident					
	Name:				
	Age:				
	Class/Session:				
2 About the person filling out this form					
	Name:				
	Role:				
3 Details of accident/injury					
	Date:				
	Time:				
	Location:				
How did the accident/injury take place?					
Details of injury:					
Signed:					
Date:					

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4 For the attention of Director					
	Name:				
	Date Received:				
	Details recorded?:				
	Report obtained from partner organisation (if necessary)?				

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