



# **HEALTH AND SAFETY POLICY AND PROCEDURES**

SKATE MOLTON CIC

Last reviewed 17th November 2022

SKATE MOLTON CIC

## Health and Safety Policy Statement

Skate Molton CIC is an inclusive organisation that is strongly committed to the health, wellbeing and safety of all people taking part in our associated activities, including that of our volunteers and leaders. Skating has been associated as a positive activity that improves the health and wellbeing of individuals, both mentally and physically [Skateboarding helping to combat the national rise in mental health issues — Skateboard GB](#). However, Skate Molton CIC recognises there are associated risks with such activities and careful considerations must be taken into account to mitigate the likelihood of injury, alongside other risks that may impact on people's social and emotional wellbeing.

We strive to consider age, ability, equipment, weather, participant numbers and other factors within our used public spaces to uphold the safest possible practice alongside working within the boundaries of our risk assessments.

We also are committed to maintaining good relationships with local authorities and businesses for the wellbeing of the general local community and communicate appropriately and effectively any risks or incidents that may arise regarding the health and safety of those affected by the service we provide.

### **The purpose of the policy:**

- To ensure safe practice from the services is upheld by Skate Molton CIC and those associated with our organisation.
- To provide staff and volunteers guidance on managing and mitigating risks associated with events created by Skate Molton CIC, including providing a means of recording incidents, this is concordant with the *Health and Safety at work act 1974* legislation [Voluntary work - Health and safety law: Your duties to protect volunteers - HSE](#).
- To provide staff and volunteers, as well as participants and visitors, with guidance on the overarching principles and procedures that guide our approach to maintaining Health and Safety standards within the organisation.

This policy applies to anyone working on behalf of Skate Molton CIC, including senior managers and the board of trustees, paid staff, volunteers and sessional workers, agency staff and students. Failure to comply with this policy and related procedures will be addressed without delay and may ultimately result in dismissal/exclusion or suspension from Skate Molton CIC.

### **Legal Framework:**

This policy has been drawn up on the basis of legislation, policy and guidance, to ensure the safest possible practice is undertaken by Skate Molton CIC. Links to key guidance legislation can be found below:

[Health and Safety at Work etc. Act 1974 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

[The Management of Health and Safety at Work Regulations 1999 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

[Data protection: The Data Protection Act - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

[First aid at work - The Health and safety \(First Aid\) Regulations 1981 \(hse.gov.uk\)](https://www.hse.gov.uk)

[Manual handling. Manual Handling Operations Regulations 1992 - Guidance on Regulations - L23 \(hse.gov.uk\)](https://www.hse.gov.uk)

[The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

[Mental Capacity Act 2005 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

[Legislation - First aid at work \(1981\) \(hse.gov.uk\)](https://www.hse.gov.uk)

**We will seek to identify, mitigate and respond to risks as effectively as possible, to uphold the safety of our leaders, volunteers and those who use our service by:**

- Appointing a nominated health and safety lead and deputy
- Adopting positive health and safety conscious practice through our policies, procedures and ongoing risk assessments.
- To ensure adequate risks assessments are undertaken alongside engaging in appropriate and acceptable arrangements to implement necessary measures.
- To ensure that there is a minimum of 1 qualified, adult, allocated first-aider on site and available at all events, with an appropriately supplied first aid kit which is accessible to all persons.
- To ensure regular maintenance of our first aid stock and to keep an accurate inventory list.
- All incidents are appropriately recorded and responded to within a timely manner.
- Manual handling tasks are considered carefully, with risk minimalised as much as practically possible. With lifting heavy equipment at the beginning of our sessions being restricted to only adult staff members.
- To maintain all Skate Molton CIC provided equipment and undertake appropriate checks before being issued out to participants.
- Providing effective management for all staff and volunteers through supervision, support, training, and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures, and behaviour codes confidently and competently.

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- Recording and storing and using information professionally and securely, in line with data protection legislation and guidance.
- Ensuring that all participants attending our sessions sign to agree to our code of conduct and are aware of our policies and procedures, undertaken by a parent, carer or guardian if that person is under the age of 18.
- Providing, free of charge, safety equipment at all or our events, such as safety pads and helmets.
- Ensuring that all participants under the age of 16 are required to wear a helmet whilst engaging in skating activities at our events, with the use of pads being strongly recommended.
- Making sure that participants and visitors know where to go for help if they have a concern.
- Ensuring that we have effective procedure to process and respond to health and safety concerns that may arise.
- Ensuring that we provide a safe physical environment for our participants, visitors, staff, and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.
- To provide and uphold designated times to skate within our indoor events for different age groups, including the provision of additional needs only sessions, requiring pre-booking and having a maximum of 15 participants.
- To provide support to our junior, under 18, volunteers, ensuring they provide no more than 2 hours service with each event and are given a briefing prior to each session by designated junior volunteer coordinators.
- To provide designated marshals that can be clearly identified through the use of high visibility jackets at our events, to uphold the safety of our sessions.
- To abide by the terms of our insurance, restricting the use of skating implements primarily to manual scooters, skate boards and roller skates (both inline and quads), other equipment will be assessed by the discretion of our staff members for suitability and safety, with the right to refuse use if deemed necessary.
- For all leaders and volunteers of Skate Molton to take a zero tolerance approach for the use or possession of alcohol and illicit substances at our events, responding appropriately by calling the local authorities, if necessary.
- Ensuring that during initial sign-up procedures for all staff members and participants, contact details, next of kin details and health related information is collected and appropriately stored.
- Ensuring that there is a robust check-in system in place at our indoor pannier market events, where all participants wear appropriate colour wrist bands for their sessions.
- Reviewing our Health and Safety Policy and Procedures annually.

## Skate Molton CIC: Health and Safety Policy Statement & Procedures

### Contact Details:

#### Nominated Health and Safety Lead:

Name: Matthew Seatherton

Phone/email: 07943853331 [matthewseatherton@gmail.com](mailto:matthewseatherton@gmail.com)

#### Deputy Health and Safety Lead:

Name: James Swanson

Phone/email: 07557 649753 [james@skatemolton.co.uk](mailto:james@skatemolton.co.uk)

We are committed to reviewing our Health and Safety Policy annually.

This policy was last reviewed on 17/11/2022

Signed:

A handwritten signature in black ink, appearing to read 'M. Seatherton', with a long horizontal line extending to the right.

Full Name: Matthew Seatherton

Role: Nominated Health and Safety Lead

SKATE MOLTON CIC

## Health and Safety Procedures

### Introduction

These procedures have been designed to ensure the health and safety of all persons who accesses the services provided by Skate Molton CIC. We recognise that associated risks with skating are always present, regardless of recognition and mitigation efforts, however, we are strongly committed to minimalizing these risks as much as possible to allow the potential positive benefits of improved fitness, friendships, self-esteem and community to be harnessed.

We also recognise that health and safety is everyone's responsibility, and as such all members of staff (paid and unpaid) are required to report any suspected incidents or near misses and be aware of the appropriate incident reporting procedures.

### Procedures:

Section 1	Manual Handling and Set-Up and Take-Down Procedures
Section 2	Signing in Participants at the Front Desk
Section 3	Hiring and Maintaining Equipment
Section 4	Responsibilities and Considerations for Marshals
Section 5	Mental Capacity and Consent for First-Aid Treatment
Section 6	Indoor Event Timings and Area Restrictions
Section 7	Induction and Training for Staff and Volunteers
Section 8	Emergency and Fire Evacuation Procedures
Section 9	Accident Procedure
Section 10	A Named Person(s) for Health and Safety
Section 11	Disseminating/Reviewing Policies and Procedures
Appendix 1	Example Volunteer Training and Competency Record form
Appendix 2	Example Volunteer Application Form
Appendix 4	Example Accident Report Form
Appendix 5	Example Accident / Injury Body Map

## **Section 1: Manual Handling and Set-Up and Take-Down Procedures**

Skate Molton CIC will ensure that identified staff members undertaking any necessary manual handling activities will be of adult age (18) and will be asked about any underlying health conditions that may impede their fitness or ability to safely engage in these activities.

Prior to our indoor sessions at South Molton Pannier Market, all portable ramps and other equipment is required to be taken from the designated storage cupboard and set up appropriately prior to the first session at 17:00.

Manual handling procedures for Skate Molton CIC states:

- No under 18 persons are to be required to undertake any manual handling activities related to the essential set-up of the indoor events, including that of ramps, tables, barriers etc..
- No person is to undertake any manual handling procedure of the portable wooden ramps alone, this must be undertaken by a minimum of two persons, using the coasters (if attached) available.
- All moving of the utilised wooden barriers and other objects from the designated store area require the use of a pallet trolley, if available, with no more than necessary taken from the store cupboard.
- Only members and volunteers expressly permitted by Skate Molton directors can access the store cupboard at any time prior, during or following an indoor session.
- All equipment to be checked and risk assessed prior to use.
- Two designated sections are required to be clearly cordoned off for each indoor session. One larger area for ramp skating, one smaller area for practicing on flat ground.
- All ramps to be placed at the discretion of the leading adult volunteer within the larger area only.
- When taking down equipment such as ramps, ensure all participants are away from the immediate area and that the moving of the ramp will not directly impact their immediate safety.
- No participants to be allowed into the area during set-up and take-down times. Additional volunteers can be called upon on the discretion and explicit request of adult volunteers during the session. However, all helpers regardless of role, require a prior health related conversation around their individual fitness to carry out the requested tasks.
- The front check-in desk is to be set-up appropriately near the inner gates of the pannier market for the indoor sessions, allowing an effective check-in system, but also to retain public access to the toileting facilities for those not associated with Skate Molton CIC.
- The rear doors of the Pannier Market must be closed (but not locked) prior to the first session beginning at 17:00, to allow accurate recording of those attending the pre-booked session.
- During set-up and take-down procedures, outside of the designated session hours, it is prohibited for any person to engage in skating the equipment without express permission from the leading adult volunteer or director.

- During outdoor skate sessions at South Molton skate park, an initial, informal assessment is to be undertaken by an adult member to ensure unsure hazards are removed, such as leaves, rubbish, stones, puddles etc... These tasks may be allocated, within reason, to willing junior members if appropriate.
- During outdoor skate sessions at South Molton skate park, a final, informal assessment should be undertaken by an adult member prior to leaving the area, to ensure the skate park has been left in a reasonable and tidy manner.

## Section 2: Signing in Participants at the Front Desk

The following information only applies to the Skate Molton CIC indoor session, taking place at South Molton Pannier Market.

- The front desk should be set up close to the inner metal gates of the front entrance of the market, far enough back to retain public access for the toileting facilities for persons not associated with Skate Molton CIC.
- Although Skate Molton CIC recognises the potential benefits of allowing junior members to have responsibilities within certain areas, the front desk must always be attended by a minimum of 1 Skate Molton CIC adult member.
- All records for participants should be stored in an appropriate and secure format, preferably using the password-protected laptop provided. This should not ever be left unlocked and unattended.
- All participants signing in are required to ensure they have signed the waiver, code of conduct and understand the Skate Molton policies and Procedures, which should all be available to view at the front desk.
- All participants under the age of 18 will require a parent or guardian to sign and accept the above mentioned documents for them.
- All participants, following signing the appropriate paperwork, are required to wear a wrist band appropriate in colour to the session that they are to attend (with the exception of the 17:00 – 18:00 session).
- All participants wishing to engage in the 17:00 – 18:00 additional needs session will require prior booking, which should be available and present at the front desk for volunteer use.
- All members engaging with the front desk role are required to have initial inhouse induction training with Skate Molton CIC, this is to be signed on their training record (Sample form can be found in appendix 1).
- All members unsure of any signing in procedures have the responsibility to communicate this with either the health and safety lead, or a Skate Molton CIC director for more guidance.
- All adult front desk volunteers will also be required to administer the advance pass 21:00 – 22:00 wrist bands and should be appropriately familiar with the skate park etiquette code of conduct, which should also be available at the front desk. Please view **Section 6** of this document for more details.



### **Section 3: Hiring and Maintaining Equipment**

Skate Molton CIC strives to provide an inclusive, accessible and safe space for the local community to engage within our events. Therefore, we aim to ensure the provision of safety equipment (helmets, knee pads, elbow pads and wrist guards) free of charge, alongside a limited supply of skates, skate boards and scooters.

Skate Molton is committed to ensuring the safe provision of this equipment and will ensure:

- The equipment desk is attended by a Skate Molton CIC volunteer at all times during our indoor Pannier Market events (adult or junior). A more, informal, approach will be taken during our outdoor events where some limited safety equipment will still be on hand at the discretion of the leading adult volunteer.
- Skate Molton CIC volunteers whom feel confident and able to do so, may make minor alterations to personal equipment of attendees, at the express permission and request of those attendees (e.g. tightening up trucks, applying lubricant).
- Any volunteer whom identifies a significant problem that may impede the safety or usability of a piece of Skate Molton CIC owned equipment, should immediately seek guidance from one of the Skate Molton CIC directors.

#### **The following points only apply to South Molton CIC indoor Pannier Market session events**

- All equipment should be checked to be in a reasonable and safe condition, appropriate for use by a Skate Molton CIC volunteer prior to admission.
- All equipment being supplied to attendees should be signed for on the provided equipment sign-out sheet.
- It is the responsibility of the attendee to report any issues with equipment once signed out and to return borrowed equipment before leaving the session.
- Skate Molton CIC has a limited supply of equipment to hire to attendees and availability at times may be limited, Skate Molton CIC volunteers reserve the right to request equipment back during a session at their discretion if reasonable demand requires this.
- All equipment should be sanitised when returned back to the hire desk prior to be borrowed out again by a subsequent attendee.
- All Skate Molton CIC volunteers must first have undertaken, to a satisfactory standard (indicated by having this role signed off on their volunteer training sheet), their inhouse induction training to ensure they understand the expectations and responsibilities of this role, with a suitable level of confidence.

## **Section 4: Responsibilities and Considerations for Marshals**

Although every effort is undertaken to ensure reasonable safety within our sessions, Skate Molton CIC does not actively incorporate specific allocated marshal roles within its outdoor sessions, although each session is attended by a minimum of one adult volunteer. It is the responsibility of parents / carers or guardians for attendees under the age of 18 attendees during our outdoor sessions due to them commencing within an open public space. Adult attendees engage in these activities at their own risk.

The volunteers allocated to serving marshal roles also take on the responsibility of fire marshals to guide all persons on the premises in the event of a fire in an orderly and coordinated fashion to the designated fire assembly points (**see Section 8**).

**The following points apply primarily to the indoor Pannier Market sessions. Skate Molton CIC will ensure that:**

- Every session will utilise a number of volunteers into dedicated marshal roles, with the primary responsibility of ensuring that skating areas are undertaken in a reasonable, orderly, respectful, safe manner, reducing the risk of injury as much as practically possible.
- All volunteers undertaking the marshal role will have engaged with, to a satisfactory standard (indicated by having this role signed off on their volunteer training sheet), the corresponding inhouse role specific induction training and should feel competent and able to fulfil the demands of the role.
- All those undertaking the marshal role should be visible to both other volunteers, visitors and attendees by wearing a hi visibility jacket whilst on active duty.
- All those undertaking the marshal role should be able to attend to situations within a timely manner and should not be hindered by unnecessary equipment, such as wearing roller skates whilst on active duty.
- The standard number of marshals during our indoor events should be 3 allocated volunteers at any one given time, this can be rotated between volunteers during the evening and this number can be altered by the discretion of the Skate Molton CIC directors in response to attendee numbers at that time.
- The standard expected distribution of marshals should be for 1 volunteer to attend the flat ground beginners area, and two volunteers to attend the larger area containing ramps.
- Junior volunteers are permitted to undertake the marshal role, however, only when alongside an adult volunteer also taking this role. At no time should there ever be only junior marshals on active duty.

## **Section 5: Mental Capacity and Consent for First-Aid Treatment**

The Mental Capacity Act (2005) is a law that protects and supports people over the age of 16 who do not have the ability to make decisions for themselves. The Mental Capacity Act defines someone as lacking capacity if they cannot do one or more of the following things:

- Understand the information given to them
- Retain that information long enough to be able to make a decision
- Weigh up the information available to make a decision
- Communicate their decision, by any means (verbal, signing, assisted etc..).

Someone may have capacity to make some decisions and not others. If they do lack mental capacity to make a particular decision, then it must be made in their 'best interests', taking into account the person's wishes, feelings, beliefs, and values.

Skate Molton CIC recognise every adult has the right to make their own decisions, a person will be assumed to have capacity to do so unless it is proved that they do not. This includes the right to refuse first aid treatment for themselves and their dependants under the age of 16 and consent must always be sought. However, if an adult attendee (over 16) is left unconscious from an accident, consent within this instance can be assumed.

Regarding that of attendees under the age of 16 requiring first aid treatment, explicit consent must be sought from a parent, carer or guardian. If they are unable to be contacted, it must be documented that all best efforts have been undertaken to seek this consent prior to giving treatment.

## **Section 6: Indoor Event Timings and Area Restrictions**

Slate Molton CIC, although striving to promote inclusivity and enjoyment within the local community, recognises the requirement for certain expectations and restrictions regarding certain areas and times within the our indoor Pannier Market sessions.

### **Timings**

The following times have been agreed amongst Skate Molton CIC volunteers and leaders to enable the safest and most practical opportunities for our attendees to engage with the service. These may be subject to change at the discretion of the Skate Molton CIC team.

17:00 – 18:00:

Additional needs session (including SEN) only with a maximum attendee capacity of 15 participants (not including carers, helpers, parents or guardians). Those who attend the session are at the discretion of the Skate Molton CIC team and are intended for persons whom may greatly benefit or may only be able to meaningfully access a quieter session. No non-related spectators or waiting attendees will be permitted during this time. Attendees for this session will not require the provision of a coloured wrist band.

18:00 – 19:30:

12 years and under session. Other attendees outside of this age bracket may be permitted onto the premises during this time, but will not be permitted to enter either of the designated skating areas. Parents, carers, guardians or helpers (formal or informal) may be permitted to enter these areas within a supportive role at the discretion of the Skate Molton CIC team. Attendees will require the provision of a **YELLOW** coloured wrist band to access the designated skating areas.

19:30 – 21:00:

Anyone over or including the age of 13 may attend and access the designated skating areas during these times. Younger members will not be permitted to access the skating area during this time on grounds of general safety and reasonable risk management. Attendees will require the provision of an **ORANGE** wrist band to access the designated skating areas.

21:00 – 22:00:

Advance pass session. The final hour of our indoor sessions is not restricted to any particular age category and instead, attendees are permitted into the designated skating areas by the provision of a **RED** wrist band following successful completion of Skate Molton CIC's advance pass question series. These questions will be around the attendees ability to display appropriate knowledge of the skating code of conduct rules and to have displayed an appropriate level of special awareness and responsivity to their surroundings. Red wrist bands and advance skate pass questions will be administered by an adult volunteer at the front desk when signing in.

NOTE: Due to the lack of age restrictions on the final session, it is possible that previous attendees may return to the skating areas if being provided with an advance pass. All advance pass wristbands are given at the discretion of Skate Molton CIC volunteers operating the front desk.

## **General Area Restrictions and Considerations**

### Music Desk Area / Volunteer Personal Equipment Space:

This area of the indoor sessions can be located at the front end of the pannier market, cordoned off by clear barriers and containing the music equipment for the session. Volunteer personal equipment may be kept here at each of the volunteer's own risk.

- No persons, other than adult volunteers or those explicitly given permission by the Skate Molton CIC directors are permitted to be within this area.
- No skating by any persons is permitted within this area.

### Behind the Equipment Hire and Maintenance Desk:

This area is for the various hire equipment provided by Skate Molton CIC alongside minor maintenance tools and cleaning equipment.

- No persons, other than Skate Molton CIC volunteers are permitted to be behind this desk.
- No skating by any persons is permitted within this area.

### Behind the Coffee Stall or within other Private Vendor Areas:

This includes all private business that operate on the premises at Skate Molton CIC's indoor pannier market events.

- No persons unaffiliated and without explicit permission should be within these areas at any time, for any reason.

### The Two Designated Skating Areas:

These areas consist of a larger area, containing various wooden ramps and obstacles and a smaller flat ground area, ideally for beginners and those practicing specific skills. Both of these areas should be clearly cordoned off during each of the indoor pannier market sessions, if unsure, a member of Skate Molton CIC should be consulted for further information.

- Skating (with reasonable care and attention) is permitted in these areas!
- Skaters should however pay attention to their surroundings and only skate within their designated time slots.

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- Skate Molton CIC request attendees to be mindful of other's right to use the ramps, obstacles and other equipment and ask that attendees remain courteous to one and other.
- Within the larger ramp area, all obstacles should only be engaged with if currently not being utilised by another attendee (one at a time). Any waiting for turns on the tops of the large quarter pipe ramps will be permitted at the discretion of the allocated marshals.
- Cones may be utilised within the smaller designated skating area at the discretion of the allocated marshal.

### The Store Area and Other Non-Public Areas:

- No persons, other than those with explicit permission from a Skate Molton CIC director may access these areas.
- At no time, under any circumstance, should personal property be intentionally stored within these areas. Skate Molton CIC accepts however, that sometimes equipment is unintentionally left at the end of sessions, it is by the discretion of the Skate Molton CIC directors if such equipment or belongings are to be stored upon identification.

### All Other Areas Not Previous Specified:

This includes spaces between the above mentioned areas, such as when moving between the front entrance to the equipment hire desk. This also includes areas such as the recreational games areas.

- No skating is permitted within these areas, with the exception of attendees using roller skates commuting to and from the area in which they applied their skates to one of the designated skating areas. This skating activity should only be for functional travel purposes and should not be prolonged for any reason.

## **Section 7: Induction and Training for Staff and Volunteers**

All staff and volunteers will be given details of this policy as part of their induction as well as the health and safety procedures. All new staff and volunteers should be adequately supervised, and their progress reviewed on a regular basis. Skate Molton CIC will identify which staff and volunteers are required to participate in the relevant manual handling, first aid and other health and safety related courses; and be responsible for arranging this training and ensuring relevant updating takes place. From this training those staff and volunteers should be able to undertake their allocated roles which are signed off on their training sheets with reasonable confidence and competency.

First aid staff should also be aware of the first aid kit general inventory list and are also required to have knowledge on local facilities carrying Automatic External Defibrillators (AEDs)

## **Section 8: Emergency and Fire Evacuation Procedures**

The following emergency procedures apply primarily to Skate Molton CIC's indoor pannier market sessions.

### **Fire**

In the event of a fire, the following action should be taken:

- Raise the alarm – by any reasonable means for a Skate Molton CIC member
- Contact the fire department by dialling 999
- Evacuate the building towards the allocated fire assembly points (South Molton Square central pedestrianised area from the front entrance and South Molton central car park from the rear entrance). Guidance should be given and adhered to by the allocated marshals, visible by their high visibility jackets.
- Marshals should then utilise the register from the front desk to ensure all persons previously within the premises are present, if unable to travel between the two assembly points safely, the use of a radio or mobile telephone should be used for communications between the two assembly points.

### **Accident**

In the event of a serious accident or death, the following actions should be taken:

- Make the area safe – this may require putting a complete stop to the session if deemed necessary.
- Access routes for emergency personnel will be via the rear entrance, in an emergency event, these doors should be opened with the area kept clear for practical use of access.
- Notify the emergency / next of kin contact for the person that has been injured.
- All incidents should be appropriately recorded within 24 hours of occurring using the designated accident form and logging within the designated accident folder. If necessary, a report should be filed with the RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations ) and should be contacted on 0345 300 9923. NOTE: this contact number is only available from Monday – Friday between

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the hours of 08:30 – 17:00. Reports should be undertaken when reasonably possible. Further information on this can be found at: [How to make a RIDDOR report - RIDDOR - HSE](#).

- The incident should also be formally logged with the directors of Skate Molton CIC, please find their details below:

**INSERT DIRECTOR CONTACT DETAILS HERE**

### **Threat to Life**

In the event of a serious threat to life, the following should be considered, alongside always ringing the police services on 999:

- If within the session premises, follow the fire evacuation route keeping away from the threat as much as practically possible.
- If outside of the session premises, make the location safe by locking the doors and volunteers should be assigned at each entrance.

### **Useful information**

#### Indoor Skate Sessions Address:

South Molton Pannier Market  
Broad Street  
South Molton  
EX36 3AB

#### Outdoor Skate Sessions Address:

South Molton Skatepark  
South Molton  
EX36 4BQ

#### Nearest AED:

Spar South Molton  
34, The Square  
3-4 Broad Street  
South Molton  
EX36 3AB

#### Closest Accident and Emergency Unit:



North Devon District Hospital  
Raleigh Heights  
Barnstaple  
North Devon  
Ex31 4JB

## Section 9: Accident Procedure

- First aid should only be carried out by a qualified first aider and all accidents should be reported using the designated accident report form (**appendix 4**) and kept in the accident folder, also using the available body map form (**appendix 5**).
- Consent must be explicitly given for any first aid treatment to be administered, this must be from a parent, guardian or a carer if the person being treated is under the age of 18.
- All records should be uploaded onto a secure digital format at the end of each session, paper record should then be appropriately destroyed.
- In accordance with the The Health and Safety (First-Aid) Regulations 1981, all incident records will be kept securely by Skate M0lton CIC for a period of 3 years, or until that person reaches the age of 21 and was under the age of 18 at the time of the incident occurring.
- If necessary, a report should be filed with the RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations ) and should be contacted on 0345 300 9923. NOTE: this contact number is only available from Monday – Friday between the hours of 08:30 – 17:00. Reports should be undertaken when reasonably possible. Further information on this can be found at: [How to make a RIDDOR report - RIDDOR - HSE](#).

## Section 10: A Named Person(s) for Health and Safety

Every organisation that works with that works with a reasonable level of risk to injury should have in place a named person who is responsible for dealing with health and safety issues A deputy must be made available in their absence. These individuals must be trained in first aid at work and manual handling qualifications with their responsibilities clearly stated within the organisations procedures. For example:

Skate Molton CIC has an appointed individual(s) who are responsible for dealing with any health and safety concerns. In their absence, a deputy will always be available for workers to consult with. The named persons for adult safeguarding within Skate Molton CIC are:

### **Nominated Person for Health and Safety:**

Name: Matthew Seatherton

## Skate Molton CIC: Health and Safety Policy Statement & Procedures

Landline Telephone Number: 01769 540203

Mobile Number: 07943853331

Email: [matthewseatherton@gmail.com](mailto:matthewseatherton@gmail.com)

### **Deputy Nominated Person for Adult Safeguarding:**

**Name:** James Swanson

**Mobile Number:** 07557 649753

**Email:** [james@skatemolton.co.uk](mailto:james@skatemolton.co.uk)

The role and responsibilities of the named person(s) are:

- To ensure that all staff are aware of what they should do and who they should go to if they have a health and safety concern related to the events facilitated by Skate Molton CIC.
- Ensure that any concerns about health and safety are acted upon, clearly recorded, referred on where necessary and, followed up to ensure the issues are addressed.
- The Named Person(s) will record any reported incidents in relation to health and safety concerns or breach of health and safety policies and procedures. This will be kept in a secure place and its contents will be confidential.

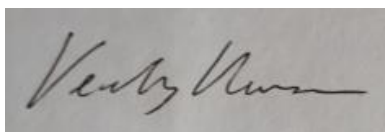
### **Section 11: Disseminating/Reviewing Policies and Procedures**

Skate Molton CIC will review this policy on an annual basis, and this will be signed by Chair of Trustee or his/her deputy when the revised policy has been accepted.

Any changes/amendments will be clarified and shared with staff and where significant changes appear these must be relayed to all participants.

Date that the policy was last amended / reviewed by the Trustee Board: 16/11/2022

Signature of the Chair:

A rectangular box containing a handwritten signature in black ink. The signature is cursive and appears to read 'Vicky Hume'.

Date of the next Review: 17/11/2023



## Appendix 2 - Example Volunteer Application Form

### Skate Molton CIC Volunteer Application Form – App No. ....

Personal Details							
Name							
Address	Postcode:						
Phone	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Home:</td> <td style="padding: 5px;">Next of Kind Details:</td> </tr> <tr> <td style="padding: 5px;">Work (if applicable):</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Mobile:</td> <td style="padding: 5px;"></td> </tr> </table>	Home:	Next of Kind Details:	Work (if applicable):		Mobile:	
Home:	Next of Kind Details:						
Work (if applicable):							
Mobile:							
Email							

Which volunteer roles are you interested in with Skate Molton CIC?			
Administration	<input type="checkbox"/>	Equipment Hire	<input type="checkbox"/>
Front Desk	<input type="checkbox"/>	Marshalling	<input type="checkbox"/>
Not sure yet / No Preference	<input type="checkbox"/>	Other (Please Specify) .....	

Please tell us about any work, volunteering, personal experience or skills that you have that are relevant to the role you are interested in, and why you would like to volunteer with Skate Molton CIC.

**Availability**

At what times are you interested in volunteering?

Unsure of your availability or unable to commit on a regular basis? Do not worry, this is only a general indication for us as an organisation and any support you could provide would be greatly appreciated.

**Please specify general interest and availability in the boxes below by indicating the times you would be available and happy to volunteer. This can be done by adding specific times, or just a simple tick to indicate the general day(s) of interest.**

	<b>Tue</b>	<b>Fri</b>	<b>Sat</b>
<b>Indicate your availability in these boxes &gt;&gt;&gt;</b>			
<b>Session Information</b>	<i>Indoor session at the pannier market. Volunteers needed between the times of 16:00 – 22:30</i>	<i>Outdoor session at South Molton skatepark. Volunteers needed between 16:30 – 18:00</i>	<i>Outdoor session at South Molton skatepark. Volunteers needed between 10:30 – 12:00</i>

**Do you have any particular needs that we should be aware of so as to best support your volunteering with us? Include any health related Issues that we may need to consider.**

**How did you hear about us? (please circle where you heard about us)**

<b>One of our events</b>	<b>Social Media</b>	<b>Our leaflets / Posters</b>
<b>Other organisation</b>	<b>Other website</b>	<b>Word of mouth</b>
<b>Friend or family</b>	<b>Other (please state)</b>	

**References**

To complete your application, we need you to supply us with two people who know you well enough to comment on your suitability for this role. They should not be family members. If you are not sure about who to put we would be happy to discuss this with you. Please note, references will be contacted during the application process.

Referee 1	
Name:	
Address:	
	Postcode:
Phone:	
Email:	
How does this person know you?	

Referee 2	
Name:	
Address:	
	Postcode:
Phone:	
Email:	
How does this person know you?	

By signing below you declare that all information provided is accurate to the best of your knowledge. You also agree to the above references being contacted as part of the South Molton CIC volunteer application process, following an enhanced DBS criminal records check and to

## Skate Molton CIC: Health and Safety Policy Statement & Procedures

engage in a series of induction training. Volunteers are also expected to abide by our volunteer code of conduct which can be found within our volunteer and Health and Safety policies. Skate Molton CIC will keep this record secure and thank you kindly for your time and interest in filling out our application form. We also look forward to working with you and helping to provide a great local, community resource!

<b>Signed</b>	
<b>Date</b>	

**Appendix 3 - Skate Molton CIC Accident Record Form**

**Skate Molton CIC Accident Record Form No.....**

<b>1. About the person who had the accident</b>			
<b>Name:</b>			
<b>Date of Birth:</b>		<b>Postcode:</b>	
<b>Address:</b>			
<b>Predisposing medical issues:</b>			
<b>Role (volunteer, parent, participant)</b>		<b>Contact number:</b>	
<b>2. Details of the person recording the accident</b>			
<b>Name:</b>			
<b>Address:</b>			
<b>Postcode:</b>		<b>Contact number:</b>	
<b>Role (volunteer, parent, participant)</b>			
<b>3. Details of accident / injury</b>			
<b>Date:</b>		<b>Time (24 hour):</b>	
<b>Location of accident:</b>			
<b>Description of accident event:</b>			
<b>Details of injury:</b>			
<b>Action taken / Recommendations:</b>			
<b>4. Signatures of Involved and Recording Persons:</b>			
<b>Printed name of person involved in accident (<i>appropriate adult if under 18</i>):</b>		<b>Signature and date:</b>	
<b>Printed Name of person recording accident</b>		<b>Signature and date:</b>	



**Appendix 4 - Accident / Injury Body Map**

<b>Name:</b>	
<b>Corresponding Accident Form No.</b>	
<b>Date Injury / Accident Occurred:</b>	

Please use this form document any injuries sustained on the following body maps, indicating location of injury and type of injury e.g. graze, cut, bruise.

