

## Health and Safety Policy Statement

### Health and Safety at Work Act 1974

This is the Health and Safety Policy Statement of:

## ***Tyne Valley MTB***

Mountain biking is an inherently dangerous sport which all club members accept. Tyne Valley MTB's Health and Safety Policy takes account of this potential risk factor in all aspects of the activities it organises including on site work parties and any contractual responsibilities it undertakes.

### **Our statement of general policy is to:**

- As far as reasonably practicable, eliminate or at the very least, manage the health and safety risks arising from our sport;
- Provide and maintain safe and healthy working conditions, equipment and systems of work;
- Create, so far as is reasonably practicable, a safe and healthy environment for those individuals who may be affected by our working activities including clients, sub contractors, the public and anyone else we come into contact during our working activities;
- Abide by the health and safety requirements of clients, contractors and anyone else whose working activities coincide with ours;
- Consult and inform all relevant parties on matters affecting the club's responsibilities under health and safety legislation, including statutory requirements, training and documentation;
- Ensure that all members of working parties and / or the club's sub contractors are competent to undertake their tasks and recognise their responsibilities to others; and
- To keep this policy up to date and review and revise it on a regular basis.

Signed: Ted Liddle

**Tyne Valley MTB voluntary Organiser** 1<sup>st</sup> March  
2012

## **Responsibilities**

Note: Unpaid members of club's such as Tyne Valley MTB do not currently fall within the normal scope of health and safety legislation. Whilst this means that members are not obliged to draw up certain documents we must recognise that we all have a duty of care to ourselves, our clients, our families and everyone else that we come into contact with during our club activities. Each of us must, therefore, take responsibility for ensuring the way we go about our club-related activities and our health and safety procedures stands the test of 'reasonableness' and comply with the spirit of the legislation, even if not compelled to do so by law.

The following guidance has been created to help us meet our responsibilities and it is our policy that individual members will adhere to them as far as practicable. To quickly illustrate where responsibilities lie bold text is used (this will generally be either the individual identified as having responsibility for health and safety or members of the club) and other 'controlled' documents within the QA system are shown coloured blue. It should therefore be noted that:

**Responsibility** for health and safety ultimately lies with each member or in the case of work activities, with the appointed project manager.

**General responsibility** during all club activities lies with **all members** and as a consequence, **all members are to:**

- Cooperate with the person identified as having responsibility for health and safety for any given project or work activity;
- Take reasonable care of their own health and safety and that of others;
- Manage and maintain all equipment provided to safeguard their health and safety; and
- Bring to the attention of the appointed person having responsibility for health and safety any concerns, especially where this identifies unsafe working practices, faulty safety equipment and the need for training or additional safety equipment.

## Risk Assessments

Risk assessment will be carried out by **Project Managers** whenever needed (see '[Safety Procedure](#)'). These can be both informal, e.g. assessing whether conditions permit the safe undertaking of work activities or formal, e.g. a recorded assessment of the work activity site.

Risk assessments are undertaken to identify predictable hazards; anything that might cause harm and risks; and the likelihood of someone being harmed together with the seriousness of the harm caused. The process may be accomplished in 5 (recorded) steps:

1. Establish the hazards;
2. Established who might be harmed and how;
3. Examine what is already in place to reduce the likelihood of harm and reduce its seriousness; and
4. Record how the results of the assessment will be put into action, by when and by whom.
5. Review assessment and update as necessary

For more information see HSE '*Five steps to risk assessment*' which is available on its web site at <http://www.hse.gov.uk/pubns/indg163.pdf>

## Equipment

Appointed members or persons will be responsible for maintaining all equipment, tools, first aid kits and high visibility clothing etc. The **Project Manager** will be responsible for drawing up maintenance procedures for the guidance of members and other volunteers who should notify the **Project Manager** of any problems with safety or other equipment. **The Project Manager** will check that new plant and equipment bought or hired by the Club meets appropriate standards or give guidance on appropriate standards if the purchase of equipment is the responsibility of the club.

## Safe handling and use of substances

Under normal circumstances members or volunteers will not have any contact with any substances which are covered by the Control of Substances Hazardous to Health Regulations 2002 (COSHH). The reference for further information of what constitutes a hazardous

substance can be found in *COSHH: A brief guide to the Regulations* available from the HSE website at:

<http://www.hse.gov.uk/pubns/indg136.pdf>

As a simple guide, this document states: *“For the vast majority of commercial chemicals, the presence (or not) of a warning label will indicate whether COSHH is relevant. For example, there is no warning label on ordinary household washing-up liquid, so if it’s used at work you do not have to worry about COSHH; but there is a warning label on bleach, and so COSHH does apply to its use in the workplace.”*

**Members and volunteers** who to handle all potentially hazardous items or substances will adhere to the manufacturers instructions. When disposing of these materials **Members and volunteers** should also have regard to our own ‘[Environmental Policy](#)’.

Whilst our activities may not require the use or handling of hazardous substances, our partners or contractors on sites we visit or work at may do; so **Members and volunteers** should look out for:

- substances used directly in work activities (e.g. adhesives, paints, cleaning agents);
- substances generated during work activities (e.g. fumes from soldering and welding);
- naturally occurring substances (e.g. grain dust);
- biological agents such as bacteria and other micro-organisms.

## **Emergency procedures – fire and evacuation**

These are dealt within ‘[Safety Procedure](#)’ and, as a reminder; **Members and volunteers** should be made aware and / or are advised about the action to take in the event of an emergency. The steps to take to ensure safety of **Members and volunteers** as well working materials, especially backing up computer files and their storage safe from fire is dealt with within the ‘[QA Procedures Manual](#)’.

## **Personal safety whilst cycling**

It is the expected that all **Members and guests** wear a suitable and correctly fitting helmet whilst mountain biking.

It is expected that all **Members and guests** carry a suitable rucksack containing approved items relevant to their safety and the safety of others with whom they are cycling whilst mountain biking.

It is expected that all **Members and guests** carry sufficient suitable liquid whilst mountain biking for any length of time.

It is recommended that all **Members and guests** wear suitably coloured outer garments whilst cycling on the highway and also in remote areas in case of rescue.

## **Alcohol**

**Members and volunteers** should not consume unsuitable amounts of alcohol before or whilst on site work party sessions or whilst or prior to driving to/ from those work party sessions.