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Charity Number: 1190806

YIHA HEALTH AND SAFETY POLICY

Purpose of Policy

1. Yoga in Healthcare Alliance (YIHA) takes health and safety issues seriously and is committed to protecting the health and safety of its staff, tutors and all those involved in its business activities, including attending programmes. This policy is intended to clarify who is responsible for health and safety matters and what those responsibilities are.
2. This is a statement of policy only and does not form part of a contract of employment. This policy may be amended at any time by the YIHA in its absolute discretion. The YIHA will review this policy at regular intervals to ensure that it is achieving its aims effectively.

Who is responsible for workplace health and safety?

3. Achieving a healthy and safe workplace is a collective task shared between the YIHA, staff, tutors, trainees and those attending any programmes. This policy and the rules contained in it apply to all of those involved in YIHA activities of business irrespective of seniority, tenure and working hours, including all employees, directors and officers, consultants and contractors, casual or agency staff, trainees, tutors, homeworkers and fixed-term staff, programme attendees/ patients and any volunteers. Specific responsibilities of staff are set out in the section headed "Responsibilities of all staff" below.

YIHA Responsibilities

4. The YIHA is responsible for:
 - a. taking reasonable steps to safeguard the health and safety of staff, tutors and those attending YIHA training and of people visiting its premises or training premises in line with the Health and Safety Policy of that establishment.
 - b. Providing health and safety guidance for Yoga4health tutors so that they are able to organise their programmes safely and in accordance with Health and Safety Policies of partner organisations and premises where they are delivering their programmes.
 - c. identifying health and safety risks and finding ways to manage or overcome them.
 - d. providing a safe and healthy place of work (including guidance for home-working staff and volunteers) and safe entry and exit arrangements, including during an emergency situation.
 - e. providing and maintaining safe working areas, equipment, and systems and, where necessary, appropriate protective clothing.

- f. providing safe arrangements for the use, handling, storage and transport of articles and substances.
- g. providing adequate information, instruction, training, and supervision to enable all staff, tutors, trainees and volunteers to do their work safely, to avoid hazards and to contribute positively to their own health and safety at work.

The YIHA will give those engaged in the activities of their business the opportunity to ask questions and signpost who best to contact in respect of those questions if you are unsure about how to safely carry out your work.

- h. ensuring any health and safety representatives receive appropriate training to carry out their functions effectively.
- i. providing a health and safety induction and appropriate safety training, including:
 - the use of personal protective equipment (PPE)
 - Risk Management, Safe Practice, Modification of Physical Practice
- j. promoting effective communication and consultation between the YIHA and staff, trainees and volunteers concerning health and safety matters and will consult with them directly relating to health and safety.
- k. if an epidemic or pandemic alert is issued, providing instructions, arrangements, and advice to those working in YIHA premises or representing the YIHA in providing training as to the organisation of business operations and steps to be taken to minimise the risk of infection.
- l. regularly monitoring and reviewing the management of health and safety at work and associated policies and guidance, making any necessary changes, and bringing those to the attention of all staff, trainees, tutors and volunteers.

- 5. The YIHA Board of Directors has overall responsibility for health and safety at YIHA business premises.
- 6. Any concerns about health and safety matters in other premises, where YIHA training programmes are being delivered, should be notified to the Principal Health and Safety Officer at those premises. See further guidance for tutors/ trainees below regarding this.

Responsibilities of all Staff, Tutors, Trainees and Volunteers

General Responsibilities

- 7. All staff, tutors, trainees, and volunteers must:
 - a. take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
 - b. adhere to YIHA Health and Safety Policies and Procedures, enabling compliance with health and safety duties and requirements.
 - c. familiarise themselves with and adhere to the health and safety policy and procedures of the organisation and premises that they are working with/in, if delivering a YIHA/ Yoga4Health programme at another location/ organisation
 - d. familiarise themselves and adhere to health and safety guidance given by their insurance provider.
 - e. comply with any health and safety instructions and rules, including instructions on the safe use of equipment.

- f. keep health and safety issues in the front of their minds and take personal responsibility for the health and safety implications of their own acts and omissions.
- g. keep the workplace tidy and hazard-free.
- h. report all health and safety concerns in accordance with the organisation and premises that they are operating within and the requirements set out by their insurance provider.
- i. report any potential risk, hazard, or malfunction of equipment, however minor or trivial it may seem in accordance with the YIHA risk, accident and incident reporting system and the corresponding reporting system set out by the organisation and/or premises where they are operating.
- j. co-operate with any investigation of incident or accident which either has led to injury or which could have led to injury.

Responsibilities relating to equipment:

- 8. All staff, tutors, trainees, and volunteers must:
 - a. use equipment as directed by any instructions given by representatives of management or contained in any written operating manual or instructions for use and any relevant training.
 - b. report any fault with damage to or concern about any equipment (including health and safety equipment) or its use to the Principal Health and Safety Officer, who is responsible for maintenance and safety of equipment, at the premises where they are delivering the programme.
 - c. ensure that health and safety equipment is not interfered with.
 - d. not attempt to repair equipment unless suitably trained and authorised.

Responsibilities relating to accidents and first aid.

- 9. All staff, tutors, trainees, and volunteers must:
 - a. ensure that any accident or emergency is dealt with safely and swiftly in line with first aid guidance at the premises in which they are working.
 - b. ensure that their personal emergency first aid certification is valid and current and that they know the contact details for the designated first aider at the premises where they are working in the event of an emergency.
 - c. promptly report any accident at work involving personal injury, however trivial, via the YIHA reporting system and the accident book at the premises where they are delivering their programme. They may be required to cooperate in any associated investigation.
 - d. familiarise themselves with the details of first aid facilities and trained first aiders, at the premises where they are delivering their programme, including emergency contact details for a first aider should an emergency occur.
 - e. The Health and Safety Officer at the premises where the programme is being delivered will be responsible for investigating any injuries or work-related disease, preparing, and keeping accident records, and for submitting reports under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), where required. Staff, tutors, trainees and volunteers should complete their own records (as per the YIHA accident and incident report forms) and notify the YIHA of any events after they have followed the Health and Safety Policy of the organisation and premises where they are delivering their programme.

Staff responsibilities relating to emergency evacuation and fire.

10. All staff, tutors, trainees, and volunteers must:
 - a. familiarise themselves with the instructions about what to do if there is a fire at the premises where they are working, this information is normally displayed on notice boards and should be provided by the organisation/ premises Health and Safety Officer prior to the programme starting.
 - b. ensure they are aware of the location of fire extinguishers; fire exits and alternative ways of leaving the building in an emergency.
 - c. comply with the instructions of fire wardens if there is a fire, suspected fire or fire alarm (or a practice drill for any of these scenarios)
 - d. co-operate in fire drills and take them seriously (ensuring that any visitors to the building do the same),
 - e. ensure that fire exits, or fire notices or emergency exit signs are not obstructed or hidden at any time.
 - f. notify the Health and Safety Officer, at the venue where you are working, immediately of any circumstances (for example, impaired mobility) which might hinder or delay evacuation in a fire. This will allow the Health and Safety Officer to discuss a personal evacuation plan for you, which will be shared with the fire wardens and colleagues working near to you.

11. On discovering a fire, all staff, tutors, trainees, and volunteers must:
 - a. immediately trigger the nearest fire alarm and, if time permits, call the specified emergency contact at the premises where they are operating, notifying them of the location of the fire
 - b. do not attempt to tackle the fire. Only nominated members of staff trained in the use of fire extinguishers should attempt to tackle the fire.

12. On hearing the fire alarm, all staff, tutors, trainees and volunteers, must:
 - a. remain calm and immediately evacuate the building, walking quickly without running, following any instructions of the fire wardens.
 - b. leave without stopping to collect personal belongings.
 - c. stay out of any lifts.
 - d. remain out of the building until notified by a fire warden that it is safe to re-enter.

The Principal Health and Safety Officer at the premises where you are working is responsible for ensuring fire risk assessments take place and changes made where required, and for making sure there are regular checks of fire extinguishers, fire alarms, escape routes, signage, and emergency lighting. Tutors are responsible for risk assessing venues to ensure that escape routes are accessible and that they are familiar with the emergency fire procedures at these locations. See individual insurance provider guidance and YIHA guidance concerning risk assessment for more details.

Risk assessments, display screen equipment and manual handling

13. Risk assessments are a careful examination of what in the workplace could cause harm to people and what measures should be taken to mitigate the identified risks to maintain a safe environment. YIHA may carry out general workplace assessments when required or as reasonably requested by staff.

14. The Health and Safety Officer at individual premises and venues must assess any generic risks and consider measures to best minimise any risk.
15. Tutors, trainees and trainers must ensure that they conduct regular risk assessments with respect to the rooms in which they are teaching or delivering YIHA programmes and that any resulting actions and recommendations are implemented. Tutors, trainees and trainers are responsible for the health and safety of their participants. Further guidance is provided in the Yoga4Health training material and risk assessment forms and from individual insurance providers.
16. Personal Protective Equipment (PPE) is provided where risks cannot be otherwise effectively controlled.
17. Staff who use a computer for prolonged periods of time should try, where possible to organise short breaks every few hours away from the computer screen but may request a workstation assessment and/or an eye test by an optician by contacting the YIHA. Guidance on the use of display screen equipment can also be obtained from the YIHA on request.
18. There should be no need for anyone involved in the YIHA's activities of business, including delivering programmes, to lift or carry heavy objects. Any guidance required for manual handling should be requested from the YIHA prior to any lifting or carrying of heavy objects as it is not considered that this is a requirement of any YIHA role.

Responsibilities relating to Coronavirus (COVID-19)

19. Given the outbreak of Coronavirus (COVID-19), it is important that all staff, tutors, trainees and volunteers follow these guidelines to ensure maximum safety and minimise the risk of infection. We will review these guidelines regularly to ensure they are kept up to date with Government guidance.
20. Ensure you familiarise yourself with the guidelines provided here alongside current Government guidance specific to your location and circumstances.
21. All staff must work from home where possible.
22. If your role is considered a critical role (as defined by the Government guidance), you will be informed of such and we will make arrangements for your return to the physical office or work location.

Social distancing

23. Where you are required to return to the physical office or work location, you will be required to maintain social distancing wherever possible. To achieve this, you must stay 2 metres away from other individuals, while at work and when travelling between sites (e.g., from different office locations).
24. Social distancing must be followed at all times, including in common areas, break rooms, canteens, meeting rooms and reception areas. If individuals are found to not be following social distancing rules or if the space does not allow for social distancing, we will implement staggered breaks or other measures to maintain social distancing.
25. We may change your arrival and departure times in the work location to reduce crowding into and out of the workplace and will ensure that we discuss this with you first to accommodate your needs as far as possible.
26. We will take into account the impact of any measures on individuals with protected characteristics as defined by the Equality Act 2010, namely sex, disability, gender reassignment, marriage and civil

partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. This means we will ensure our measures do not adversely affect one group over another.

27. We may also implement new seating or desk arrangements to maintain social distancing.
28. Where social distancing guidelines cannot be followed in full in relation to a particular activity, we will consider whether that activity needs to continue.
29. In the event of an accident or emergency, you are not expected to follow social distancing rules if it would be unsafe to do so. You will be given instructions in the event of an emergency on what you should do.

Travelling to and from work

30. We recommend that staff minimise travel. If staff must travel, we urge staff to avoid using public transport where possible. We also recommend staff that the number of people travelling together in any one vehicle is restricted to only those necessary.

Hygiene practices at work

31. Staff, tutors, trainees and volunteers must follow all hygiene measures which we implement, and may include increased frequency of hand washing, wearing protective clothing, sanitising workstations and desks.
32. We will provide adequate handwashing facilities (or hand sanitiser where not possible) at entry/exit points and expect all staff to use these facilities frequently whenever entering and exiting the workplace.
33. We encourage Staff, tutors, trainees and volunteers to bring their own food if required and to use their own utensils and drinking containers.
34. We also expect Staff, tutors, trainees and volunteers to apply good hygiene practices generally, such as covering their mouths or faces when coughing or sneezing, not shaking hands or touching other people and to dispose of any waste, such as used tissues or hand wipes, responsibly.
35. Staff, tutors, trainees and volunteers are expected to wipe down surfaces regularly. You should provide adequate cleaning equipment to enable you to clean the surfaces that you have touched.

Meeting rooms

36. Where possible, staff are expected to stay 2 metres apart in meetings and to not face directly opposite each other.
37. Meetings should be restricted to a maximum of 2 participants, or only those who are strictly necessary.

Protective clothing and face coverings

38. Where you are already using PPE in your work activity to protect against non-Coronavirus (COVID-19) risks, you should continue to do so.
39. In line with Government guidance, we recommend against the precautionary use of extra PPE to protect against Coronavirus (COVID-19) outside clinical settings or when responding to a suspected or confirmed case of Coronavirus (COVID-19).
40. We may require staff to wear a face covering as a precautionary measure to protect others. If you do wear a face cover, it must cover your mouth and nose. However, a face covering is not a substitute or replacement for general hygiene practices.

41. Tutors, trainees and participants in exercise are not required to wear face coverings as it is not safe or healthy to exercise with a face covering on.
42. If you choose to wear a face covering, we encourage the following steps:
 - Wash your hands regularly with soap and water for 20 seconds or use hand sanitiser before putting the face cover on, and after removing it.
 - Avoid touching your face or face covering to prevent contamination.
 - Change and wash your face covering daily if it is washable or dispose of it responsibly.

Mental health whilst working during Coronavirus (COVID-19)

43. We take the health of our staff seriously, including their mental well-being. Whether you are working remotely or returning to the workplace, we strongly encourage you to speak to your line manager, a colleague or a member of the HR team regarding any concerns or issues you may have.
44. If you are working remotely from home or returning to the workplace, we encourage staff to:
 - Connect with their fellow colleagues for informal chats or video calls.
 - Get regular exercise and sunlight outdoors.
 - Take regular breaks away from their workstation.
 - Ensure they are drinking sufficient water and eating properly.

Non-compliance with health and safety rules

45. 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.

CHANGE RECORD

Date of Change:	Changed By:	Comments:
26.11.20	Paul Fox	Policy approved by the Trustees
11.3.21	Paul Fox and Amanda Jane Crompton	Updated with latest Covid advice and procedures. Policy approved by the Trustees