

# Vibe - Health & Safety Policy

## Health and Safety Policy

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### Statement of intent

We at Vibe take our Health and Safety duties seriously. We have created and developed this policy to help us comply with our legal obligations to staff (spin instructors), employees, clients (members), visitors and contractors as set out in the Health and Safety at Work Act 1974. These include the provision of a safe place of work and for spin cycle classes, where safety risks are minimised. We endeavour to:

- *Prevent accidents and cases of work-related ill health*
- *Manage health and Safety in our workplace (The Spin Studio) through risk assessment*
- *Provide clear instructions and information, adequate training to ensure staff/employees are competent to do their work*
- *Ensure new clients (members) are given appropriate level of training at induction from submission of their completed medical questionnaire*
- *Provide adequate access to first aid in the event of an incident/accident*
- *Report injuries or accidents sustained during spin cycle session or whilst on premises for staff/employees, clients (members) and contractors*
- *Provide and maintain safe plant and equipment (i.e., spin bikes)*
- *Maintain safe and healthy working conditions and safe facility. Work with the Landlord (The Island Riding Centre) responsible person Louise Buckner to report and resolve health and safety related building issues*
- *Implement emergency procedures, including evacuation in the event of fire or other significant incidents – see Vibe - Fire Policy, Procedures and Plan*
- *Ensure safe handling and use of hazardous chemicals (i.e., cleaning products, mineral oils, etc) including provision of **Personal Protective Equipment***
- *Ensure safe manual handling of equipment (i.e., moving spin bikes)*
- *Consult with our staff and employees on matters affecting their Health and Safety*
- *Review this policy annually or review as required for any incidents, including any associated incidents notified by the Landlord (The Island Riding Centre)*

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Signed

Signed

Date

Louise Maher	Hannah Hardy	30 <sup>th</sup> November 2023
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Name

Name

Review Date

## Responsibilities for Health and Safety

1. Overall final responsibility for health and safety:

- *Louise Maher (Joint Business Owner)*
- *Hannah Hardy (Joint Business Owner)*



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2. Day to day responsibility for ensuring this policy is put in place:

- *Louise Maher (Joint Business Owner)*
- *Hannah Hardy (Joint Business Owner)*

3. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

- *Louise Maher (Joint Business Owner) and Hannah Hardy (Joint Business Owner) responsibility for safety, risk assessment, accidents and work-related ill health (including monitoring and investigation), first aid, consulting employees, emergency procedures including fire and investigation, maintaining equipment including logs (sub-contracted), information, instruction, supervision and training.*

4. All staff/employees and clients (members) should:

- *Co-operate with business owners on health and safety matters;*
- *take reasonable care of their own health and safety, and that of others who maybe affected by what you do and don't do.*
- *Report all health and safety concerns to an appropriate person (as detailed above).*

## Arrangements for Health and Safety

1. Risk Assessment

- *We will complete relevant risk assessments and take action*
- *We will review risk assessments annually and when working practices, habits or conditions change*

2. Training

- *We will give staff/employees, clients (members) and subcontractors health and safety induction*
- *We will give/arrange appropriate staff/employee training (i.e., safe use of spin bikes, certified instructor training and certified first aid training)*
- *We will provide Personal Protective Equipment when required*
- *We will make sure suitable arrangements are in place for staff/employees to cover remote working if required*

3. Consultation

- *We will consult staff/employees and clients (members) routinely on health and safety matters and formally when we review policy and risk assessments*

4. Evacuation

- *We will make sure escape routes and fire exits are kept clear at all times*
- *Evacuation plans are tested from time to time to updated if necessary, including a review with the Landlord's (The Island Riding Centre) Emergency Evacuation Plan/Fire Policy with their responsible person Louise Buckner*

