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## HEALTH AND SAFETY POLICY

This document will be reviewed annually, and amended where necessary, to ensure it remains relevant.

The organisational arrangements set out the effective management of health, safety and wellbeing within the organisation, including the allocation of responsibilities for health and safety.

Hoopers Inc(lusive) health and safety policy communicates the beliefs and the commitment of the organisation to the principles of protecting and promoting health, safety and wellbeing amongst all of those who attend any events hosted by us.

Hoopers Inc(lusive) is responsible for the organisation operating within the requirements of our health and safety and all other relevant policies which may form part of our safe working and event running practices.

Hoopers Inc(lusive) will ensure that a system has been developed and implemented to:

- Meet the organisations health, safety and wellbeing responsibilities for Safeguarding any vulnerable persons attending any events running under the Hoopers Inc(lusive) umbrella.
- Ensure the health, safety and wellbeing of all our attendees, volunteers and others who could be affected by the organisations activities as well as controlling the environmental impact of our activities.

To meet these aims we will ensure that health and safety objectives are an integral part of all our activities and any improvement programmes. To support this commitment, we will regard current legal or statutory requirements as setting the minimum standard we must achieve. Whenever required, these will take precedence over all other activities, which will be suspended until appropriate control actions are implemented.

We recognise that the minimisation of all event related accidents, which result in injury, illness or damage to premises, material or the environment is a major contribution to the quality and efficiency of our performance. For this reason, all aspects of health, safety and wellbeing are management committee

activities and this policy will be formally reviewed, on an annual basis, and enhanced whenever appropriate.

Additional management reviews will be carried out whenever we have reason to believe that our arrangements or the resources provided may be inadequate to meet our responsibilities. It is a principal duty of all committee members to actively maintain, and improve, the health, safety and wellbeing of all persons in their area of accountability along with all persons attending any event.

In order to meet these commitments, we will ensure that we will:

- Systematically use risk assessments to ensure that we provide and maintain a safe and suitable event environment.
- Provide and maintain maintenance procedures and systems of work designed to protect individuals and the environment.
- Design and maintain suitable and sufficient safety arrangements for the use, handling, storage, transport and disposal of all equipment and required products as fall under COSHH regulations.
- Ensure that the arena and equipment standards are regularly monitored by a system of planned inspections and whenever required that suitable remedial actions are implemented.
- Encourage the reporting of accidents and ensure that all reported accidents are thoroughly investigated and suitable remedial actions are promptly and effectively implemented.
- Ensure that systems are in place to provide suitable and sufficient information, instruction and supervision to those entering any event running under the Hoopers Inclusive) umbrella.
- Regularly consult with our management committee in order to monitor health, safety and environmental management performance and aid the ongoing improvement of existing standards.
- Ensure that committee members have clearly assigned health, safety and environmental responsibilities.
- Ensure committee members are competent to carry out delegated tasks by identifying training needs and providing suitable and sufficient training.
- Ensure the health of all persons attending any event by controlling their exposure to hazardous substances (e.g. chemicals) and physical agents (e.g. noise, dogs).
- Positively consult with all committee member to ensure that they can fully participate in the identification of hazards, assessment of risks, the development and use of suitable control measures.
- Ensure that competent technical advice is available to support the management committee by providing health, safety, environmental and emergency management assistance at any event.
- Ensure that adequate financial provision is made available to ensure that the organisation is able to comply with its statutory health and safety duties.
- Capture and co-ordinate near miss information so that it can be used to strengthen and enhance health and safety considerations of any future event.
- Take all reasonable steps within its power to ensure the health and safety of any person attending, volunteering or judging are not at risk of injury arising from its activities.

Organisational Arrangements for Health and Safety The purpose of this document is to describe and define the responsibilities of individuals and groups in the organisation, planning, implementation and review of the health and safety management system.

The management committee and the policy and compliance lead will ensure that they take competent advice when considering matters relating to health and safety matters.

All committee members are responsible for health and safety matters. Failure to comply with the requirements of current health and safety legislation will render the founder director and any responsible person in breach of health and safety essential requirements liable to prosecution under section 37 of the Health and Safety at Work etc. Act 1974.

The compliance and policy lead has overall responsibility for the development, implementation and review of Hoopers Inc(lusive) health and safety policy and the development, implementation and review of its health and safety management system.

Their responsibilities include:

- Providing leadership and direction so that the health, safety and wellbeing of all committee members, volunteers, event attendees and any other persons affected by the activities is assured and ensuring that all management decisions reflect the principles of the Health and Safety Policy.

- Ensuring the development, implementation, monitoring and review of the health and safety management systems through clearly defined:

- o Structures

- o Procedures

- o Resources

- o Improvement Plans

They must establish detailed plans and strategies to implement the health and safety plans, policies and procedures.

These will:

- Meet the health, safety and wellbeing responsibilities for Safeguarding vulnerable adults and any persons under 18 years old

- Cover both normal activities and foreseeable emergency situations.

- Identify priorities.

- Ensure the allocation of resources.

- Set deadlines.

- Allocate responsibilities to individuals and or groups to achieve health and safety objectives, and ensure these have been agreed with each designated individual and or group.

- Ensure there are formal arrangements for consultation with all committee members or their representatives on health and safety issues that may affect them.

- Ensure that there are arrangements to ensure the health and safety competency of all committee members, judges and volunteers, and to nominate suitably qualified persons to carry out the duties of the in the absence of the policy and compliance lead.
- Ensure there are arrangements in place for the systematic auditing of the health and safety management system.
- Prepare, and submit to the management committee an annual report that provides an overview of any significant Health, Safety and Wellbeing issues that have arisen during the preceding year.

All committee members have a duty to inform the policy and compliance lead of any significant contraventions, that may constitute a contravention of health and safety legislation or is not in accordance with the principles of the organisations Health and Safety policy.

Judges, alongside the policy and compliance lead are responsible for:

- Ensuring all activities for which they are responsible for meet the health, safety and wellbeing responsibilities for Safeguarding all attendees and their dogs
- Ensuring that health and safety matters brought to their attention are dealt with expediently and appropriately.
- Ensuring adequate supervision of persons and dogs around the ringside, or, delegate these tasks to a suitably trained ring manager.
- Ensuring that risk assessments are undertaken for the area and activities for which they have responsibility.
- Ensuring that there is in place adequate provision has been made for first aid and has been made by the show managers.

Show organisers and committee members will attend such training as is considered necessary for them to carry out their duties effectively. They will also provide a written report on any health and safety issue identified or experienced whilst a judge is under appointment or during the running of an event. This will include information concerning any deficiencies in health and safety plans, standards, procedures and systems and any action taken to rectify these.

The management committee will ensure that all their members are competent to carry out their assigned duties in a safe manner.

Although the main responsibility for ensuring the health and safety of all persons who could be affected by any activities lies with the show manager, each and every committee member must play their part, otherwise satisfactory levels of safety will not be achieved.

All committee members must be aware of health and safety requirements relevant to their specific role and the responsibilities of the organisations as a whole and comply with these.

The general duties of committee members and any volunteer include:

- Taking reasonable care for the health and safety of themselves and other persons (including members of the public) who may foreseeably be affected by their acts or omissions whilst at the events. This includes ensuring the health, safety and wellbeing responsibilities for Safeguarding are met.

- Not to intentionally or recklessly interfere with or misuse anything provided for the purpose of health, safety and wellbeing in pursuance of a statutory requirement.
- Effectively supervise all activities under their charge.
- Observe all safety procedures and instructions issued by the management committee or the policy and compliance lead.
- Not to use machinery, equipment, substances, or organisation equipment or safety device except in conformity with training and instruction provided by the policy and compliance lead.
- Reporting accidents to the policy and compliance lead by the swiftest possible means and co-operating in any investigation, in order that remedial actions can be developed to prevent a reoccurrence.
- Notifying the policy and compliance lead immediately of any situation at the event or when representing the organisation off site of which they become aware that has the potential for serious and imminent danger to health and safety including Safeguarding risks.
- Notifying the policy and compliance lead of any shortcomings in protective measures of which they become aware.
- Receive sufficient health and safety instruction to enable them to carry out their duties with the minimum of risk to themselves or others.
- To consider and, where necessary, comment on information provided to them when consulted on the measures taken by the organisation to reduce the risks to the health and safety of all persons.
- committee members who visit other places of organisations as part of their duties are required to comply with the requirements of any Safety Policy relating to those premises which are over and above those of Hoopers Inc(lusive).

Hoopers Inc(lusive)'s Health and Safety responsible persons is Jeni Aston.

The person responsible for Health and Safety Co-ordination will:

- Act as the organisation's liaison officer on all health and safety matters, working closely with the committee
- Where appropriate, arrange in consultation with the committee for suitable persons from within the organisation to be appointed as "Competent Persons". Arrange for those so appointed to receive adequate training and instruction to enable them to carry out, where necessary, risk assessments as required by health and safety regulations.
- Ensure that proper records of accidents and incidents are maintained.
- Bring any serious incident, or significant breach of any health and safety legislation, to the immediate attention of the committee.
- prepare an annual Health and Safety summary report for submission to the committee.

Health and Safety "Competent Persons"

Persons appointed as Competent Persons will be required to: -

- Undergo such training as is necessary to provide them with the knowledge required to carry out the specific health and safety duties assigned to them.
- Assist the organisations Health and Safety Officer to carry out the duties assigned to them in respect of health and safety matters.
- Assist the health and safety officer to carry out risk assessments.
- Report any significant and uncontrolled hazard or any serious breach of health and safety legislation to the Health and Safety Officer and the committee.
- Provide information or instruction, where qualified to do so, to any person who may be at risk from the environment or activity.

#### Health and Safety Arrangement Health and Safety Advice

The organisations Health and Safety Officer will:

- Advise on all health and safety matters at the organisations events or advise where specialist support may be obtained.
- Advise on an overall Health and Safety Policy for the organisation and on health and safety policies, procedures and documentation which ensure that the organisation complies with current health and safety legislation.
- Advise on possible training for all committee members to assist them to understand and carry out their Health and Safety related duties effectively.
- Provide advice and guidance to the committee on all health and safety matters.
- Advise on procedures to ensure that the organisation fully meets its obligations to carry out risk assessments as required by current health and safety legislation.