Learning and Development Partnership

Health and Safety Policy

Reviewed April 2020: Barbara Quarless

Part One

General Statement of Policy

Duties & Responsibilities

1.1 Policy Statement

Octavius recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its persons (paid or volunteer) and other visitors to its premises under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care. Throughout this Statement, terms such as “staff”, “persons”, “partners”, include both paid and volunteer persons. It is the policy of the Partnership to promote the health and safety of the partners, volunteers, person and of all visitors to Octavius premises (“the Premises”) and to that intent to:

- Take all reasonably practicable steps to safeguard the health, safety and welfare of all personnel on the premises;
- Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety;
- Encourage persons on the premises to co-operate with the Partnership in all safety matter, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory;
- Ensure the provision and maintenance of plant, equipment and systems of work that are safe;
- Maintain safe arrangements for the use, handling, storage and transport of articles and substances;
- Provide sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute to their own safety and health;
- Provide specific information, instruction, training and supervision to personnel who have particular health and safety responsibilities (eg a person appointed as a Health and Safety Officer or Representative);
- Make, as reasonably practicable, safe arrangements for protection against any risk to health and safety of the general public or other persons that may arise for Octavius activities;
- Make suitable and sufficient assessment of the risks to the health and safety of partners and of persons not in the employment of Octavius arising out of or in connection with Octavius activities;
- Make specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen;

- Provide information to other employers of any risks to which those employer's persons on Octavius premises may be exposed. This policy statement and/or the procedures for its implementation may be altered at any time by Octavius.

1.2 Statutory Duty of the Partnership

The Partnership will comply with its duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of its persons and of visitors to its premises and, in general, to:

- Make workplaces safe and without risks to health;
- Ensure plant and machinery are safe and that safe systems of work are set and followed;
- Ensure articles and substances are moved, stored and used safely;
- Give volunteers/ persons the information, instruction, training and supervision necessary for their health and safety. In particular, the Partnership will:
- Assess the risks to health and safety of its volunteers/persons;
- Make arrangement's for implementing the health and safety measures identified as necessary by this assessment;
- Record the significant findings of the risk assessment and the arrangements for health and safety measures;
- Draw up a health and safety policy statement; including the health and safety partnership and arrangements in force, and bring it to the attention of its persons;
- Appoint someone competent to assist with health and safety responsibilities;
- Set up emergency procedures;
- Provide adequate First Aid facilities;
- Make sure that the workplace satisfies health, safety and welfare requirements, eg for ventilation, temperature, lighting and for sanitary, washing and rest facilities;
- Make sure that work equipment is suitable for its intended use as far as health and safety is concerned, and that it is properly maintained and used;
- Prevent or adequately control exposure to substances that may damage health;
- Take precautions against danger form flammable or explosive hazards, electrical equipment, noise or radiation;
- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury;
- Provide health surveillance as appropriate;
- Provide free any protective clothing or equipment, where risks are not adequately controlled by other means;
- Ensure that appropriate safety signs are provided and maintained;
- Report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.

1.3 Statutory Duty of Octavius

Persons Partners also have legal duties, and the Partnership confidently requests non-employed (voluntary) persons also to observe these. They include the following:

- To take reasonable care for their own health and safety, and that of other persons who may be affected by what they do or do not do;
- To co-operate with the Partnership on health and safety;
- To use work items provided by the Partnership correctly, including personal protective equipment, in accordance with training or instructions;
- Not to interfere with or misuse anything provided for health, safety and welfare purposes;
- To report at the earliest opportunity injuries, accidents or dangerous occurrences at work, including those involving the public and participants in activities organised by the Group/Partnership;
- Health and Safety law applies not only to partners in the workplace, it also applies to partnerships and people who occupy or use community buildings to which members of the public have access.

Part Two

2.1 Health and Safety Rules

All persons must exercise ordinary care to avoid accidents in their activities at work and comply with the following general rules and with any further rules which the Partnership may publish from time to time.

Accident Forms and Book.

Any injury suffered by a visitor in the course of employment or otherwise on Octavius premises, however slight, must be recorded, together with such other particulars as are required by statutory regulations, on an accident form maintained by the Partnership.

Fire Precautions

All personnel must familiarise themselves with fire escape routes and procedures and follow the directions of the Partnership in relation to fire. Equipment and Appliances No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of the Group/ Partnership and any directions for the use of such must be followed precisely.

Safety Clearways Corridors and doorways must be kept free of obstructions and properly lit. Maintenance Defective equipment, furniture and structures must be reported as such without delay.

Hygiene and Waste Disposal Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

Food Hygiene When handling or preparing food there are specific hygiene requirements:

- Regularly wash hands before and during food preparation and especially after using the lavatory;
- Tell your supervisor of any skin, nose, throat, or bowel problem;
- Ensure cuts or sores are covered with correct waterproof dressings;
- Keep yourself clean and wear clean clothing;
- Remember that smoking in a food room is illegal;
- Never cough or sneeze over food;
- Clean as you go. Keep all equipment and surfaces clean;
- Prepare raw and cooked food in separate areas. Keep perishable food covered and either refrigerated (less than 8”C) or piping hot (above 63”C);
- Ensure waste food is disposed of properly. Keep the lid on rubbish bin and wash your hands after putting waste in it;
- Avoid handling food as far as possible;
- Tell your supervisor of any defects or concerns regarding the facilities – e.g. uncleanness, refrigeration malfunction, cracked food preparation surfaces.

Display Screen Equipment

The Partnership recognises its responsibility to ensure the well-being of persons who habitually use display screen equipment for a significant part of their normal work. Volunteers/Persons are advised to ensure that they take a five-minute break from the display screen equipment at least once an hour and are advised that, if they experience vision defects or other discomfort that they believe may be wholly or in part a consequence of their use of such equipment, they have the right to an eye-test at the Partnership's expense. Alcohol, Drugs and Tobacco Smoking within the premises and the use of Drugs (except under medical supervision) on the premises are prohibited at all times. The use of intoxicants (alcohol) is prohibited during working hours, and no employee/volunteer may undertake his/her duties if under the influence of alcohol or drugs (except under medical supervision)

Part Three

Arrangement and Procedures

The Health and Safety Officer is responsible for ensuring that the safety policy is carried out and that responsibilities for safety, health and welfare are properly assigned and accepted at all levels.

3.1 Fire Drills and Evacuation Procedures

3.2 First Aid and Accident Reporting

3.2.1 First Aid

3.2.2 Accidents

- In the event of an injury or illness, call for a member ring for an ambulance directly. To call an ambulance – dial 999 and ask for “ambulance”;
- All accidents must be reported to the Health and Safety Officer or another member of person on duty immediately or as soon as practicable;
- All accidents must be entered on an accident form, available from the reception desk. The procedures for “notifiable” accidents as shown in Appendix A below must be followed;
- The Health and Safety Officer will investigate incidents and accidents, writing a detailed report for the Partnership’s Management Committee to consider the actions necessary to prevent recurrence.

3.3 Fire Drills and Evacuation Procedures

3.3.1 Fire Drills

- All persons and volunteers must know the fire procedures, position of fire appliances and escape routes.
- The fire alarm points, fire exits and emergency lighting system will be tested by The Fire Officer/Health and Safety Officer during the first week of each month and entered in the log book provided.
- The Fire Officer will arrange for Fire Drills and Fire Prevention Checks (see Appendix C below) to be carried out at least once every three months and entered in the log book. In addition, these Drills will be carried out at different times and on different days, so that all users/hirers know the procedures.
- The last person securing the premises will ensure Fire Prevention Close Down Checks are made of all parts of the premises at the end of a session (See Appendix C).

3.2.2 in the event of Fire

- Persons discovering a fire should sound the nearest alarm;
- The first duty of all persons is to evacuate all people from the building by the nearest exit immediately the fire is discovered;
- All persons must evacuate the building and, where possible without personal risk, leave all doors and windows closed;
- The assembly point for the building is at the ……
- No-one should leave the assembly point without the permission of a member of staff;
- If any fire occurs, however minor, the Fire Brigade must be called immediately by dialling 999 and asking for “Fire”;
- When the Fire Brigade arrives advise whether all persons are accounted for and location of fire.

3.2.3 Bomb Warnings

- If you receive a warning, try to find out from the caller:
  i. The approximate location of the bomb and likely time of detonation;
  ii. Whether the police and fire brigade have been notified;
  iii. Try to RECORD EXACTLY WHAT IS SAID
- Notify the Police immediately on 999;
- DO NOT SOUND THE FIRE ALARM but evacuate the building taking into consideration any information from the bomb warning;
- Assemble in the …… unless the bomb warning implies otherwise.

3.2.5 Cleaning Materials, General Machinery and High-Risk Areas

- All portable machinery must be switched off and unplugged when not in use;
- Wandering cables are a hazard; use with caution and safety in mind;
- Slippery floors and dangerous; use warning signs;
- Use protective clothing and equipment provided and as instructed on machinery / equipment / material. It is the duty of a worker to report any loss of or defect in protective clothing or equipment.

3.2.6 General

- All thoroughfares, exits and gates must be left clear at all times;
- Corridors and fire exits must not be blocked by furniture or equipment;
- Vehicles must not be parked near to the building so as to cause any obstruction or hazard;
- Hazards or suspected hazards or other health and safety matters should be reported to the Health and Safety Officer or the person member on duty immediately or as soon as practicable, so that action can be taken. If the hazard is of a serious nature, immediate action must be taken to protect or clear the area to prevent injury to person or other users.