

# HEALTH & SAFETY POLICY

## 1. GENERAL STATEMENT OF POLICY

This document is the Health & Safety policy of XXXXXX (XXXXXX).

Our policy is to provide safe and healthy working conditions, equipment and systems of work for all our employees, volunteers and members, and provides such training and information as is necessary. We also accept responsibility for the health and safety of those on XXXXXX business off the premises and for anyone affected by our activities.

XXXXXX also recognises that all employees and volunteers are under a general obligation to take reasonable care for their own health and safety and the health and safety of others when engaged on XXXXXX business.

The contents of this document will be brought to the attention of all staff, volunteers and those using the premises of XXXXXX.

Overall and final responsibility is vested in:

Dated:

## 2. ORGANISATION OF HEALTH AND SAFETY

### 1. Responsibilities

- a) The person with overall responsibility for health and safety within the organisation is Sajid Hashmi
- b) The designated Health and Safety Officer is
- c) The Director is responsible for the implementation of this policy on all sites and in all areas where employees, volunteers, trainees carry out their duties.
- d) Managers and staff are responsible for Health & Safety within their own work areas.
- e) All employees, volunteers and trainees have a duty to co-operate with their employer or supervisors to enable them to carry out their statutory duties and to take reasonable care of themselves and others who are affected by their duties.
- f) When a member of staff, a volunteer or a trainee notice a Health & Safety problem which they cannot rectify, they should report the problem to the designated Health & Safety Officer without delay.
- g) Health & Safety issues will be an agenda item at all full staff meetings when matters of concern can be discussed and remedied.

## 3. GENERAL ARRANGEMENTS

### 1. Fire

- a) The Fire warden is b) In the event of a fire breaking out:
  - Raise the alarm by breaking the glass at one of the fire points
  - Call the Fire Brigade - Dial 999 and state the location of the premises
  - Attack with an appropriate fire extinguisher only if escape route is safe.

- Leave the building taking any visitors and assisting disabled persons to the stairwell
- Report to the assembly point for your location
- Do not stop to collect belongs
- Do not re-enter the building

## 2. Smoking

Smoking is not permitted in the building.

## 3. Suspicious objects - Bomb warning instructions

The following procedure should be followed in the event of a bomb warning:

- An alert will be given in the event of a failure to identify "foreign" bags, packages, suspicious letters or as a result of a warning that a bomb has been placed in the building
- Staff involved in any of the above circumstances must notify the Senior Officer, who should then alert the police and instigate an evacuation of the premises
- Under no circumstances should anyone seek to move, open or bend packages
- When the alarm sound act on it immediately. Do not stop to collect personal belongings. Go to the nearest fire exit and leave the building as quickly as possible, but without panic. Emergency exits are clearly signposted and the locations are listed for each site in the appendix.
- Proceed to the assembly point
- The fire warden or the most senior person on site will make sure everyone is accounted for. A roll call will be taken and a report made to the Health and Safety Officer.

## • 4. First Aid and Accident Reporting

a) Should an accident occur to you or anyone else whilst on XXXXXX premises you must inform the First Aider or a senior member of staff immediately, or in the event of an emergency dial 999 and ask for an ambulance.

b) All accidents should be reported without delay so that they may be recorded on a XXXXXX Accident Report Form kept in the Reception Office. The accident will then be formally investigated by the Director and the Health and Safety Officer.

c) Accidents which cause serious injury or death must be reported to the enforcing authorities by the quickest practicable means (e.g. Fax/E-Mail) using the approved form (F2508).

d) Accident near misses should be reported as in 4(b) and remedial action discussed and agreed by all staff at a staff meeting.

e) If a doctor notifies XXXXXX that an employee, volunteer or trainee suffers from a reportable work-related disease, then this must be reported to the enforcing authorities by the quickest practicable means (e.g.Fax/E-Mail) using the approved form (F2508A) and confirmed in writing within 10 days.

f) If something happens which did not result in a reportable injury, but which clearly could have done, then this is a dangerous occurrence. Dangerous occurrences must be reported to the enforcing authorities using form F2508.

g) The First Aiders are

h) First aid equipment will be kept in the \_\_\_\_\_ will be checked monthly by the appointed person.

## 5. Record of Occupants

a) XXXXXX will maintain a record of visitors and staff at each site which records arrival and departure times. This is a requirement for fire regulations. Visitors will be escorted to the correct location.

b) Upon arrival or upon returning the building staff will examine the visitors book to ascertain the

location of visitors.

- c) Should an accident occur to a visitor on the procedures in section 2.4 of this document must be adhered to.
- d) If the building has to be evacuated for any reason staff should take responsibility for escorting visitors off the premises and to the assembly points.

## **6. Disabled People**

- a) It is the responsibility of all able bodied people to assist or seek assistance to ensure the safe evacuation of disabled people.
- b) Special provisions for disabled people are noted in the appendices.

## **7. Machinery/equipment**

- a) Machinery and equipment may only be used by those who have been trained in their use. Exceptions are noted in appendices.
- b) All electrical equipment will be visually inspected at least once a year and tested every three years. A record will be kept of the results of these tests.
- c) Protective equipment should be used following instruction from a supervisor.
- d) The following protocols apply to the use of Display Screen Equipment:
  - VDU users must have periodic breaks in their work
  - Eyesight tests will be provided for VDU users upon request
  - Where appropriate VDU users will be provided with corrective equipment such as VDU screens, glasses or contact lenses
  - Health and safety assessments of all workstations will be carried out periodically.
  - Appropriate training and information will be given where the organisation of a workstation has been substantially modified.

## **8. Hazardous substances**

- a) The site on which XXXXXX operates is low risk in relation to hazardous substances, COSHH assessments will be undertaken in locations where they apply.
- b) Exposure of staff, volunteers and trainees to hazardous substances will be minimised and adequately controlled in all cases.
- c) Anyone coming into contact with hazardous substances will receive training and information on health and safety aspects relating to the use of such substances.

## **9. Lifting and handling**

- a) Anyone involved in lifting and handling will be advised and given training on the safest methods and procedures to minimise risk.
- b) Anyone advised not to lift heavy objects by a doctor or other medical professional should refrain from doing so.

## **10. General guidance**

- a) Staff, volunteers and trainees should read the health & safety notices issued to all staff.
- b) Staff, volunteers and trainees should read the fire evacuation notices around the building and familiarise themselves with the drill.
- c) Staff, volunteers and trainees where will receive instruction on the use of fire fighting equipment.

- d) Staff, volunteers and trainees must read instructions on all the fire extinguishers.
- e) Drinks are not allowed near computer equipment at any time.
- f) Any equipment that develops a fault during use should be switched off and reported to the supervisor.
- g) Food must not be disposed of in office waste paper bins.

#### **11. Placements**

- a) All placements organised by XXXXXX will be vetted by an IOSH qualified officer prior to participants being placed using the Risk Banding Procedure prescribed by Calderdale & Kirklees Training & Enterprise Council Ltd. and included in the appendices.
- b) All placements are required to inform us of any changes that may affect their health and safety status and will undergo annual monitoring to reassess risk.

#### **12. Policy Review**

- a) This policy will be reviewed by the person with overall responsibility for health and safety annually or more often if required. Amendments or additions will be notified to all staff who will sign to confirm receipt and understanding.
- b) The appointed person is responsible for suggesting changes in this policy in the form of a memorandum to the person with overall responsibility.

## **OVERALL RESPONSIBILITY FOR HEALTH & SAFETY**

### **HEALTH & SAFETY OFFICER**

## **FIRE**

### **FIRE WARDEN**

### **LOCATION OF EMERGENCY EXITS**

### **DISABLED SPECIAL PROVISION**

Staff will assist in the evacuation of all disabled people  
Wheelchair users and those with mobility impairments should be assisted to assemble in the stairwells on upper floors to await the emergency services. On the ground floor disabled persons will be assisted to leave the building and go to the assembly points.

### **ASSEMBLY POINT**

## **SUSPICIOUS OBJECTS**

### **EMERGENCY EXITS**

As above

## **FIRST AID**

### **FIRST AIDER**

## **EQUIPMENT**

### **EQUIPMENT WHICH MAY NOT BE USED WITHOUT SUPERVISION**

None