



Health and Safety Policy

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Document Produced on:	<u>May 2021</u>
Document Start Date:	<u>May 2021</u>
Document Review Date:	<u>May 2024 Additional Review Due September 2024</u>
Version Number:	<u>2</u>
Approved by the Board:	<u>July 2021</u>
Policy communicated on:	<u>June 2021</u>
Uploaded to the drive on:	<u>June 2021</u>



Health and Safety at Work Act, 1975

STATEMENT OF FOUNDATION 92 HEALTH AND SAFETY POLICY

PART ONE

General Statement of Policy, Duties & Responsibilities

1.1 Policy Statement

The Foundation 92 working environment (as far as is reasonably practicable) for all its workers (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”, “workers”, “employees”, include both paid and volunteer workers.

It is the policy of the Foundation 92 to promote the health and safety of the board members, volunteers, staff and of all visitors to the Groups/Organisation’s 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 Organisation 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 equipment and systems of work that are safe;
- Maintain safe arrangements for the use, handling, storage and transport of equipment.
- 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 the Groups/Organisation’s activities;
- Make suitable and sufficient assessment of the risks to the health and safety of employees and of persons not in the employment of Foundation 92 arising out of or in connection with the Foundation 92’s 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 workers on Foundation 92's premises may be exposed.

This policy statement and/or the procedures for its implementation may be altered at any time by Foundation 92's Board of Trustees. The statement and the procedures are to be reviewed yearly by the Health and Safety Sub-committee *or by other persons appointed by the Board of Trustees*. A report on the review, with any other proposals for amendment to the statement of procedures, is to be made to the next following ordinary meeting of the Board of Trustees.

1.2 Statutory Duty of Foundation 92

Foundation 92 will comply with its duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of its workers and of visitors and participants to its premises and events, in general, to:

- Make workplaces safe and without risks to health;
- Ensure environments are safe and that safe systems of work are set and followed;
- Give volunteers/ workers the information, instruction, training and supervision necessary for their health and safety.

In particular, Foundation 92 will:

- Assess the risks to health and safety of its volunteers/workers;
- Make arrangements 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 organisation and arrangements in force, and bring it to the attention of its workers;
- 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 from 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 the Foundation 92's Workers

Employees also have legal duties, and the Organisation confidently requests non-employed (voluntary) workers 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 Foundation 92 on health and safety;
- To use work items provided by Foundation 92 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 Foundation 92;
- Health and Safety law applies not only to employees in the workplace, it also applies to **organisations and people who occupy or use community buildings** to which members of the public have access.

1.4 Policy for Visitors and Contractors

On arrival all visitors should be directed to the duty representative of the Management Committee, or a representative of the user/hirer of the building. This person is to take responsibility for the visitor(s) and assist in their evacuation from the building during an emergency or arrange help in the event of an accident.

On arrival, all visitors, including contractors and/or their workers, must sign a record of the date and time of their arrival and, before leaving, should further record their time of departure.

Contractors working in the building should report any concerns relating to their own safety or suspected unsafe working practices to the Duty representative of the Committee who will investigate and report to the Group/Organisation.

1.5 Lone Working Policy

Description

Lone workers can be anyone who works by his/herself without direct contact or supervision. Examples include: - a person working on their own in a workshop, home workers, persons working in an office on their own, persons working outside normal hours on their own and mobile or peripatetic workers.

Associated Hazards

- Accidents
- Fire
- Inadequate provision of rest, hygiene, and welfare



- Violence whilst at work
- Manual handling activities
- Transport breakdown/accident en route
- Severe weather conditions
- Tracing of home address through vehicle registration
- Injury received whilst entering unsafe premises
- Poor visibility and lighting.

Employer's Responsibilities

Foundation 92 realise that there may be concerns surrounding lone working, to allay these fears we will:

- Identify all staff who are lone workers
- Make a suitable and sufficient assessment of the risk to the health and safety of these staff and others who may be affected
- Identify the preventative and protective measures needed, so far as is reasonably practicable
- Provide adequate security for lone workers, e.g. locks, CCTV
- Ensure that mechanisms are in place to account for and trace the whereabouts of staff who work alone and that these systems are regularly checked
- Ensure that training in interpersonal skills, managing aggression and personal safety, that emphasises

prevention and the continual assessment of risk is in place and available to staff

- Check that lone workers have no medical conditions, which make them unsuitable for working alone
- Supervision of lone workers will be provided which will be based upon the findings of the risk assessment
- Establish emergency procedures in consultation with staff
- Consider installing or providing devices to raise an alarm in the event of an emergency, e.g. mobile phones, panic alarms, 'man- down' systems
- Provide access to first aid facilities as identified by the work activity risk assessment



- Ensure that appropriate support is given to staff following an incident
- Ensure lone workers are covered by the Employer's liability insurance cover.

Staff Responsibilities

Staff who are recognised as lone workers, must:

- Co-operate with the employer by following rules and procedures designed to protect their safety as a lone worker
- Attend personal safety training programmes as directed by the employer
- Provide information on their whereabouts during working hours to the employer
- Report all incidents relating to lone working using Foundation 92 reporting procedure.

1.6 Accident Prevention Policy-

Description

There are many hazards present in all workplaces. Control measures, when implemented, should reduce the risks from those hazards to a level as low as is reasonably practicable to prevent accidents and cases of ill health. This arrangement provides advice and guidance to all staff, together with information necessary for the reporting and subsequent investigation of accidents, incidents and near misses. An accident is an unplanned event that results in personal injury or damage to property, plant, or equipment. A 'near mis' is any incident, accident or emergency which did not result in an injury.

Employer's Responsibilities

Foundation 92 will ensure that:

1. Suitable procedural arrangements are made in order that all accidents and incidents occurring on the premises or associated with business activities are adequately recorded
2. Appropriate First Aid procedures are followed in the event of an accident or incident resulting in injury
3. All staff are adequately trained to carry out their work safely and are provided with information on safe working practices and accident prevention
4. A nominated person notifies the Health and Safety Executive (HSE), using the appropriate online RIDDOR reporting of any relevant accident, dangerous occurrence and/ or instance of work related ill-health that falls under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).



The Incident Contact Centre can alternatively be contacted on 0161 703 2500 if there is a work-related accident where:

5. A member of staff, or a self-employed person, working for or on behalf of Foundation 92 is killed or suffers a specified injury (including as a result of physical violence)
6. A member of the public or other person not at work is killed.

RIDDOR reportable instances include those described below. This list is not exhaustive, and Foundation 92 will contact Champion Group advice line for further guidance, support, and clarification.

Death

7. Workers and non-workers who have died of a work-related accident.

Specified Injuries

8. Fractures, other than to fingers, thumbs, and toes
9. Amputations
10. Any injury likely to lead to permanent loss of sight or reduction in sight
11. Any crush injury to the head or torso causing damage to the brain or internal organs
12. Serious burns (including scalding) which: covers more than 10% of the body, or causes significant damage to the eyes, respiratory system, or other vital organs
13. Any scalping requiring hospital treatment
14. Any loss of consciousness caused by head injury or asphyxia
15. Any other injury arising from working in an enclosed space which: leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

Over Seven-Day Injury

This is an injury, which is not a specified injury but results in the injured person being away from work or unable to carry out their normal duties for more than seven days. Apart from the day of the accident, weekends and days that would not normally be worked, such as rest days, are counted.

Occupational Disease

16. Occupational dermatitis
17. Carpal tunnel syndrome
18. Severe cramp of the hand or forearm
19. Hand arm vibration syndrome
20. Occupational asthma



21. Tendonitis or tenosynovitis of the hand or forearm

22. Any occupational cancer

23. Any disease attributed to occupational exposure to a biological agent.

Dangerous Occurrence

There are 27 dangerous occurrences which are relevant to most workplaces, e.g.:

24. Collapse, overturning or failure of load bearing parts of lifts and lifting equipment

25. Plant or equipment coming into contact with overhead lines

26. Electrical short circuit or overload causing fire or explosion

27. Collapse or partial collapse of scaffold over 5 meters high or which has been erected near water where there is the potential of drowning after a fall.

People Not at Work

28. A member of the public or a person not at work has suffered an injury and is taken from the scene of an accident to hospital for treatment to that injury

29. A member of the public or person who is not at work has died.

In addition, Foundation 92 will ensure that:

30. All accidents and incidents, however minor, will be investigated to ensure the appropriate action is taken to prevent recurrence. In most cases, the details contained within the accident book will constitute an investigation

31. The risk assessments will be reviewed and, if necessary, further control measures will be introduced

32. Improvement strategies will be implemented to help prevent or minimise occurrences, thus reducing future risk of harm.

Staff Responsibilities

Any staff who are involved in, or aware of an accident must follow the accident reporting procedure and inform the employers, either orally or in writing as soon as possible after the accident occurs. The nominated person will complete the necessary documentation including accident book entry, investigation and comply with any notification and reporting requirements.



1.7 Safer working practice-

Description

There are many hazards present in all workplaces. Control measures, when implemented, should reduce the risks from those hazards to a level as low as is reasonably practicable to prevent accidents and cases of ill health. This arrangement provides advice and guidance to all staff, together with information necessary for the reporting and subsequent investigation of accidents, incidents and near misses. An accident is an unplanned event that results in personal injury or damage to property, plant, or equipment. A 'near mis' is any incident, accident or emergency which did not result in an injury.

Employer's Responsibilities

Foundation 92 will ensure that:

1. Suitable procedural arrangements are made in order that all accidents and incidents occurring on the premises or associated with business activities are adequately recorded
2. Appropriate First Aid procedures are followed in the event of an accident or incident resulting in injury
3. All staff are adequately trained to carry out their work safely and are provided with information on safe working practices and accident prevention
4. A nominated person notifies the Health and Safety Executive (HSE), using the appropriate online RIDDOR reporting of any relevant accident, dangerous occurrence and/ or instance of work related ill-health that falls under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

The Incident Contact Centre can alternatively be contacted on 0161 703 2500 if there is a work-related accident where:

5. A member of staff, or a self-employed person, working for or on behalf of Foundation 92 is killed or suffers a specified injury (including as a result of physical violence)
6. A member of the public or other person not at work is killed.

RIDDOR reportable instances include those described below. This list is not exhaustive, and Foundation 92 will contact Champion Group advice line for further guidance, support, and clarification.

Death

7. Workers and non-workers who have died of a work-related accident.



Specified Injuries

8. Fractures, other than to fingers, thumbs, and toes
9. Amputations
10. Any injury likely to lead to permanent loss of sight or reduction in sight
11. Any crush injury to the head or torso causing damage to the brain or internal organs
12. Serious burns (including scalding) which: covers more than 10% of the body, or causes significant damage to the eyes, respiratory system, or other vital organs
13. Any scalping requiring hospital treatment
14. Any loss of consciousness caused by head injury or asphyxia
15. Any other injury arising from working in an enclosed space which: leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

Over Seven-Day Injury

This is an injury, which is not a specified injury but results in the injured person being away from work or unable to carry out their normal duties for more than seven days. Apart from the day of the accident, weekends and days that would not normally be worked, such as rest days, are counted.

Occupational Disease

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Dangerous Occurrence

There are 27 dangerous occurrences which are relevant to most workplaces, e.g.:

24. Collapse, overturning or failure of load bearing parts of lifts and lifting equipment
25. Plant or equipment coming into contact with overhead lines
26. Electrical short circuit or overload causing fire or explosion



27. Collapse or partial collapse of scaffold over 5 meters high or which has been erected near water where there is the potential of drowning after a fall.

People Not at Work

28. A member of the public or a person not at work has suffered an injury and is taken from the scene of an accident to hospital for treatment to that injury
29. A member of the public or person who is not at work has died.

In addition, Foundation 92 will ensure that:

30. All accidents and incidents, however minor, will be investigated to ensure the appropriate action is taken to prevent recurrence. In most cases, the details contained within the accident book will constitute an investigation
31. The risk assessments will be reviewed and, if necessary, further control measures will be introduced
32. Improvement strategies will be implemented to help prevent or minimise occurrences, thus reducing future risk of harm.

Staff Responsibilities

Any staff who are involved in, or aware of an accident must follow the accident reporting procedure and inform the employers, either orally or in writing as soon as possible after the accident occurs. The nominated person will complete the necessary documentation including accident book entry, investigation and comply with any notification and reporting requirements.

PART TWO

Organisation of Health and Safety

2.1 Health and Safety Sub-committee

The Board of Trustees will appoint a Health and Safety Sub-committee, including representation both of themselves and of staff (both paid and volunteer):



- To have a broad overview of Health and Safety matters;
- To keep the Organisation's Health and Safety policy and procedures under review;
- To conduct safety tours of the premises;
- To ensure that risk assessments are carried out, including assessments regarding substances hazardous to health (COSHH Regulations);
- To take such action as may be required to ensure that the Organisation's responsibilities for Health and Safety are fulfilled;
- To report to the Board of Trustees on their performance of these responsibilities.

Contractors working in the building should report any concerns relating to their own safety or suspected unsafe working practices to the Duty representative of the Committee who will investigate and report to the Organisation.

Safety Tours

The Health and Safety Committee shall carry out 6-monthly tours and inspections of the premises and make a report to the next ordinary meeting of the Board of Trustees. All necessary actions as a result of the tour shall, where reasonable and practicable, be implemented. The tour shall include inspection of the Accident File.

2.2 Health and Safety Rules

All workers 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 Foundation 92 may publish from time to time.

Accident Forms and Book

The book must be kept in a locked drawer once completed.

Any injury suffered by a worker or visitor in the course of employment or otherwise on Foundation 92's premises, however slight, must be recorded, together with such other particulars as are required by statutory regulations, on an accident form maintained by the Organisation.

Fire Precautions

All personnel must familiarise themselves with fire escape routes and procedures and follow the directions of Foundation 92 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 Foundation 92 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 co-ordinator or representative of the Board of Trustees 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 co-ordinator or representative of the Board of Trustees of any defects or concerns regarding the facilities – eg uncleanness, refrigeration malfunction, cracked food preparation surfaces.

Display Screen Equipment

Foundation 92 recognises its responsibility to ensure the well-being of workers who habitually use display screen equipment for a significant part of their normal work. Volunteers/Workers 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 Foundation 92's expense.

Alcohol, Drugs and Tobacco

Smoking within the premises/Foundation 92 activity and the use of Drugs (except under medical supervision) on the premises/ Foundation 92 activity 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)



Cleaning and Disinfection

Everyone involved in the workplace must be committed to ensuring that satisfactory standards of hygiene are achieved. The requisite standards will be clearly and effectively communicated and reinforced by management. Cleaning schedules will be developed as a communication link between management and staff and are necessary to ensure that premises and equipment are cleaned effectively and if necessary, disinfected.

Associated Hazards

- Chemical storage and handling
- Mixing of chemicals in different containers
- Slip, trips and falls
- Dermatitis

Employers Responsibilities

Foundation 92 has responsibility for formalising cleaning within the workplace, cleaning schedules have been compiled with outline:

- What needs to be cleaned e.g. floors, facilities, work surfaces, equipment etc
- Who is to undertake the cleaning processes e.g. kitchen staff, cleaners etc
- The frequency of cleaning procedures to be undertaken e.g. daily/weekly
- How the cleaning process is to be undertaken e.g. equipment needed, does equipment need to be moved
- What chemicals/disinfectant and cleaning implements are to be used e.g. brushes, shovels, hoses etc

In addition, the company will:

Train and supervise inexperienced staff until they are competent to undertake the activity safely on their own. Undertake suitable and sufficient risk assessments for the relevant work activities.

Develop a safe system of work and train staff accordingly. Ensure chemical data sheets are available at all times.

Staff Responsibilities

- Co-operate with the employer in relation to maintaining a clean and tidy workplace
- Follow training, guidance and instruction to prevent injury or ill health
- Make use of any personal protective equipment provided
- Report to the employer any hazardous or dangerous situations
- Co-operate with management arrangements for health and safety

PART THREE

Arrangement and Procedures

The Health and Safety Officer, nominated by the Board of Trustees, 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. His/her details and contact number will be displayed on the Foundation 92 Website

3.1 First Aid and Accident Reporting

3.2 Fire Drills and Evacuation Procedures

3.1.1 First Aid

- The current First Aider(s) for the premises is/are displayed (*on the Notice Board in the Reception Area*).
- First Aid Boxes are provided in the following location(s):
 - i) Reception (*example*)
 - ii) Kitchen (*example*)

3.1.2 Accidents

- In the event of an injury or illness, call for a member of staff or 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 staff 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 Foundation 92’s Board of Trustees to consider the actions necessary to prevent recurrence.

3.3 Fire Drills and Evacuation Procedures

3.2.1 Fire Drills

- All workers 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 workers 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.**

3.2.4 *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.

3.2.5 *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 staff 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 staff or other users.



Control of substances hazardous to health (COSHH)

Using chemicals or other hazardous substances at work may put people's health at risk, thus employers are required to control exposure to hazardous substances to prevent ill health. The aim is to protect both staff and others who may be exposed by complying with the COSHH regulations.

Hazardous substances include:

- Substances used directly in work activities e.g. paints, adhesives, cleaning agents
- Substances generated during work activities e.g. soldering, fumes from chemicals, dust
- Naturally occurring substances e.g. grain, dust
- Biological agents e.g. bacteria and other micro-organisms

Effects from hazardous substances can range from mild eye irritation to chronic lung disease or even death.

Associated hazards:

- Skin irritation
- Asthma or other lung disease
- Losing consciousness
- Cancer
- Infection from bacteria and/or micro-organisms
- N.B This list of hazards is not exhaustive

Employer's Responsibilities

Foundation 92 recognises its responsibilities in the provision of a safe working environment in relation to the management of potentially hazardous substances and shall:

- Identify and list those hazardous substances that are used or stored within company premises
- Identify all work activities likely to produce or generate hazardous substances
- Obtain safety data sheets from suppliers or other sources
- Identify who may be affected by the use of such substances e.g. employees, contractors, public
- Appoint a competent person to complete and record the COSHH assessments and review the assessment regularly

Where reasonably practicable, the company will prevent exposure by:

- Changing the process so that a hazardous substance is not required or generated
- Replacing the hazardous substance with a less hazardous substances
- Using the substance in a safer form

If prevention is not practical, the company will adequately control the risk of exposure by:

- Total enclosure of the process/isolation of the activity, where reasonable, practical or partial enclosure and installation of extraction
- Providing suitable storage and transport facilities for hazardous substances following manufacturer's guidance and ensuring containers are correctly labelled



- Using a system of work that minimises the potential for leaks, spills and escapes of the hazardous substance
- Ensuring that control measures remain effective by inspection, testing, through examination and maintenance of plant and equipment where appropriate
- Providing information, instruction, training and supervision in the safe use and handling of hazardous substances
- Providing staff with suitable personal protective equipment (PPE) and or respiratory protective equipment (RPE) as required by risk assessment and ensuring that they are trained to use and handle the equipment. Where RPE is used, ensure that face fit testing is undertaken
- Ensuring emergency procedures are in place and that arrangements to dispose of waste are implemented
- Determining the need to monitor employee's exposure or if health or medical surveillance is required
- Recording the findings in a COSHH assessment and reviewing the assessment regularly or if is deemed no longer valid
- Providing a copy of each relevant COSHH assessment to those persons considered at risk
- Preparing and implementing, by a competent person, a suitable and sufficient risk assessment
- Regularly monitor compliance to the control measures implemented

Foundation 92 will consider the risks to other persons who may come into contact with hazardous substances, particularly vulnerable groups e.g. visiting children and women of childbearing age.

Diabetes

There are 1.4million people in the UK with diabetes. For each affected employee, the level of treatment will vary greatly from individual to individual and within each individual from day to day. It may therefore be necessary to seek specialist advice.

Symptoms associated with diabetes:

- Weakness, faintness or hunger
- Palpitations and muscle tremors
- Strange actions or behaviours where the casualty may seem confused or drunk, belligerent or may even be violent
- Sweating
- Pallor
- Cold, clammy skin
- A strong pulse
- Deteriorating level of response
- Shallow breathing

The person may have a warning card (medic-alert) or bracelet, sugar lumps, tablets or an insulin syringe (which may look like a pen) among their possessions.



Employers responsibilities

Foundation 92 is aware that people who are diabetic may not wish to reveal their health problem. However, workplace adjustments can only be made if the individual is willing to let the employer know about the condition.

Disclosure should help the individual in their job and facilitate help and support from management and colleagues, in this regard the company will, upon being advised of the condition:

- Carry out a risk assessment of each job (including lone working) to determine whether there are any significant health and safety risks, taking into account individual circumstances
- Introduce the appropriate control measures to remove the risk or manage it
- Meet the cost of making reasonable adjustments, depending on the nature of the adjustment
- Permit staff with diabetes to organise their work area and work time themselves, except in exceptional cases where it is operationally impossible
- Allow more time and greater flexibility for induction training and choose the location for this carefully
- Allow staff affected by diabetes to maintain a check on blood sugar levels throughout the day and to take regular breaks
- Give access to a fridge or cold flask for storing insulin, if required
- Give the employee a private area in which to check blood sugar levels
- Support a diabetic employee by allowing the employee to access his or her GP or diabetic nurse during the working day
- Establish procedures for dealing with a hypoglycaemic attack in conjunction with the affected employee
- Allow special leave for counselling, diabetic management sessions, eye examinations or treatment
- Identify any special training needs of the individual
- Make provision for diabetic staff within the arrangements for first aid, fire and emergency evacuation

Staff responsibility

- To co-operate with the employer in relation to health and safety arrangements
- Follow any training, guidance and instructions
- Report any accident or incident to the employer

Furthermore, a diabetic employee's responsibilities include :

- Alerting the employer if their condition is having an adverse effect on their day-to-day ability to work or increase the likelihood of an accident
- Notifying the employer and the DVLA if receiving treatment with insulin where the job entails driving any type of vehicle
- If the condition is managed by diet or non-insulin medication (or both) there is no obligation to inform the DVLA provided the employee is free from certain diabetes related



complications, listed on the DVLA website, or has not been advised to do so by their GP, specialist or optician

- Co-operation with the management arrangements for health and safety
- Following any training, guidance and instruction provided by the employer

Display Screen Equipment (DSE)

Display screen equipment (DSE) based work can potentially have serious effects on health.

DSE users can experience a range of physical and psychological health problems including eyestrain, blurred vision, headaches, and musculoskeletal problems including repetitive strain injury (RSI) and work related upper limb disorders (WRULD).

Problems are caused by a combination of badly designed jobs, equipment and work environment. However, most of these conditions are preventable by giving attention to the way in which work is organised and providing appropriate equipment and workplaces.

Associated health issues:

- Musculoskeletal injuries
- Work related upper limb disorders (WRULD)
- Repetitive strain injury (RSI)
- Visual fatigue and headaches
- Stress

Employers responsibilities

Foundation 92 is committed to ensuring that staff are not subjected to adverse health effects as a result of the use of DSE. For the purpose of this policy, a user is defined as someone who is required to use DSE for a significant part of his/her working day (approx. 20 hours or more per week).

Foundation 92 will:

- Identify all DSE users as defined by regulations
- Undertake workstation risk assessments with the involvement of staff
- Reduce the risks associated with DSE to the lowest reasonable practical level
- Provide suitable work equipment (including where required equipment such as stands, back rests or standing tables)
- Provide all DSE users with sufficient information, instruction, training and supervision
- Incorporate task changes within the working day in order to prevent intensive periods of on-screen activity and ensure arrangements for regular breaks
- Arrange and pay for eye and eyesight tests on request by identified DSE users
- Contribute towards corrective appliances (glasses), where recognised users require these solely and specifically for working with DSE

Foundation 92 will ensure that, where required, all new starters complete a DSE assessment questionnaire.



Where a user raises a matter related to health and safety in the use of DSE, Foundation 92 will:

- Take all necessary steps to investigate the circumstance
- Review the DSE risk assessment and implementation of any additional controls required
- Ensure appropriate corrective measures are taken
- Advise the user of the actions taken

Staff responsibility

Staff will:

- Inform their line manager in confidence as soon as possible, if a health problem arises through the use of DSE
- Work in accordance with any advice of guidance given by the charity
- Familiarise themselves with the contents of the relevant risk assessments
- Request Foundation 92 to arrange and pay for eye tests where required and if the employee is identified as a user of DSE equipment

Door

Description – All doors within the premises must be designed, installed and maintained, so that staff and visitors can utilise them without risk of injury.

Associated Hazards

- Fire/products of combustion
- Slips, trips and falls
- Object movement
- Struck by moving object
- Entrapment

Employers responsibilities

Foundation 92 will ensure that:

- All doors are designed so that staff and visitors can utilise them safely
- A general workplace risk assessment will be undertaken which will consider safe access/egress within the premises
- Automatic door closers will be fitted where possible and required
- Doors will be hung to open outwards where possible
- Where necessary vision panels will be provided
- Where necessary fire doors will be fitted with electromagnetic door catches that will the door closed automatically on activation of the fire alarm
- All doors will be marked with suitable signs e.g. fire doors, keep closed
- Where needed install anti finger trapping devices that completely cover the gap that is created on the hinge side of a door when it is in the open position
- Use doorstops or jammers at the top of the door
- Where necessary cupboard doors will be fitted with safety catches



Staff responsibility

- Not to chock or wedge fire doors open
- Report any damage to doors, fixings or signs to the employer
- Report any accidents or near misses to the employer

Driving at Work

Promoting safe driving practices and a good safety culture at work is beneficial to staff and could reduce the potential for staff getting injured in a road traffic accident whilst away from work.

Associated hazards:

- The driver: with no competency, no training, poor fitness and health
- The Vehicle: suitability, mechanical condition, safety equipment (seat belts) and ergonomic considerations
- The journey: routes, scheduling, time, distance, weather conditions
- Crime: theft, violence, personal injury, property damage

Employer's responsibilities

Foundation 92 will ensure that:

- Risk assessments are carried out for all work related driving activities
- Appropriate control measures are implemented and communicated to staff
- Drivers are competent to drive, hold a valid driving licence, are suitably insured, are familiar with the vehicle, understand the risk assessment findings and control measures and have received appropriate training, as necessary
- Journeys are planned. Scheduling will take into account routes, times, distances and weather conditions
- Drivers are instructed on the need to carry out basic safety checks and instructed on what to do in the event of an emergency
- Vehicles are fit for the task and regularly maintained in a roadworthy condition. Privately owned vehicles will not be used for work purposes unless insured for business use and have an MOT certificate, where required
- Company vehicles carry suitable equipment, based on risk assessment, to aid in an emergency, breakdown or bad weather conditions. Equipment may include First aid kits, mobile phones, de-icing equipment, PPE etc
- Any persons, equipment, chemicals or medicines carried in the vehicle are properly secured following where relevant, manufacturer's recommendations

Mobile telephones

The road safety act sets fixed penalty fines and points for using a hand-held phone whilst driving. Penalties also apply for not having proper control of a vehicle – a measure that can also be used where a driver has been distracted by using a hands-free mobile phone.

Where necessary, hands-free kits will be provided to members of staff who are required to use mobile telephones whilst working away from the premises.



Under no circumstances are staff permitted to use hand-held telephones other than via hands free kits, or similar hand-held devices whilst driving. The prohibition also applies when stationary at traffic lights or other delays that may occur.

Mobile Phone Use

If mobile phones are used whilst driving it is important that the phone is held in a cradle.

Drivers still risk prosecution (for failure to have proper control) even if they use handsfree phones when driving.

The following guidance is given to all drivers who are required to use mobile phone hands-free kits:

- Only use the phone when it is safe to do so
- Understand how your phone operates
- Only acknowledge incoming calls on a hands-free system where answering is automatic or one touch button
- Only use short responses and indicate that you will return the call when it is safe to do so. Only use mobile phones when it is essential to do so and do not talk longer than is necessary
- Whenever possible, drivers should not make outgoing calls whilst driving
- When making calls to, or receiving calls from mobile phones, always ask whether it is safe to speak

Staff Responsibilities

- Staff must follow any advice, information, instruction and training given by the employer
- All staff who are expected to drive on company business must have a valid drivers licence for the class of vehicle they are driving
- Staff must provide a copy of their driving licence, on request and declare any driving convictions. Staff using their own vehicles for work should also provide a copy of their insurance certificate and a valid MOT certificate for the vehicle where applicable
- Drivers must ensure, so far as is reasonably practical, that the vehicle is adequate for the purpose including being roadworthy, is in safe mechanical condition, is not overloaded, loads are secure and belts are worn
- Drivers shall comply with traffic legislation and the highway code, be conscious of road safety and demonstrate safe driving
- Staff driving vehicles on company business will not be under the influence of drink or drugs and must not drive while disqualified
- Drivers must stop after a crash or similar incident in which they are involved
- Staff must inform management if they become aware of any medical condition or take medication that might effect their ability to drive
- Promptly report defects, hazards and concerns to management

Personal Safety – Staying Safe In Your Vehicle

Plan Ahead

- Check your route; keep a map in the vehicle
- Check if the place you are visiting has parking. If not, try and use a manned, well-lit car park
- Check you have enough fuel
- Check basic vehicle maintenance, i.e. oil, water, tire pressure etc.



- Check vehicle breakdown cover and keep the number with you
- Check you have something in the vehicle to keep you warm, e.g. coat or blanket, bottle of water, food snack and a torch in the event of unexpected, lengthy delay due to road traffic accident or inclement weather
- Ensure your office know where you are travelling to, whom you are meeting, and your expected time of return. Inform them if you change your journey plan
- Take a mobile phone with you and ensure it is fully charged (do not use the phone whilst driving)
- Keep any valuables, including handbags, mobile phones and laptops out of sight. They can easily be snatched when you stop at traffic lights, especially if windows are left open and doors unlocked
- Do not leave luggage or documents on display within your vehicle
- Do not leave the parking ticket on display – unless it is a requirement of the car park facility
- When returning to your vehicle, immediately lock the doors and drive off promptly
- Avoid taking unnecessary risks – be aware - if someone is flagging you down it may not be genuine. You may be as much help by reporting the incident by phone to the emergency services
- Do not get into a vehicle with a stranger, or offer a stranger a lift.

In The Event Of A Vehicle Breakdown

- Try to reach the side of the road and contact the vehicle breakdown services. Advise them if you are female and alone
- Switch on hazard warning lights
- If someone stops, ring the police and give them the vehicle registration details. If the driver approaches, inform him/her you have contacted the police who will be arriving shortly. Avoid opening doors or windows to converse with strangers
- If you decide to get out of the vehicle and await breakdown assistance (this is dependent on how safe you feel outside the vehicle) ensure you take the ignition key with you. Lock all the doors with the exception of the passenger door. This should be left wide open so you can quickly get back into the vehicle. If you breakdown on a motorway hard shoulder it is always advisable to get out of the vehicle and await assistance behind a barrier or away from the road side
- When the breakdown vehicle arrives, check they know your name and have your details – especially if the vehicle you were expecting is not clearly identifiable, e.g., AA, RAC.

Company Driving

Further to the use of personal vehicles some staff will be able to use company vehicles including cars, vans and mini bus.

The Drivers of these vehicles will be of a minimum age of 25years old and be registered with Foundation 92 insurance. Each employee will be looked on a case by case bases to determine if they are suitable to drive base on drivers responsibilities.

Drivers Responsibilities:

- Drivers will have appropriate training and licenses
- Drivers will only transport players they have been authorized to transport. Drivers must check that the appropriate parental consent has been given.
- Drivers must ensure that all those being transported are wearing seat belts.
- Drivers must ensure that all those being transported remain seated throughout the journey.
- Should a driver be left with one child he/she must insist that the child is sitting in the rear of the car/mini bus.
- Regular check will be made to ensure that the individuals driving license is clean and valid.

Please refer to the drivers policy for further guidelines on our company vehicles and how to manager the individual safety of each one.

Foundation 92 staff will follow guidelines on transporting participants in line with the trusts safeguarding policy.



First Aid in the workplace

Description

People at work can sustain an injury or become ill and it is important that they receive immediate attention and that an ambulance is called for in serious situations. The provision of adequate first aid cover is essential, it can save lives and prevent minor injuries becoming major ones.

Associated Hazards

Bodily injuries: blows, cuts, impact, crushing, stabs, cuts, grazes, scalds, falls

Illnesses: asthma, diabetes, epilepsy etc.

Employer s Responsibilities

Foundation 92 will carry out a first aid risk assessment for each workplace to identify:

- The level of first aid cover required, e.g. First-Aiders (i.e. those who have either a First Aid at Work or Emergency First Aid at Work certificate) or Appointed Persons . Consideration will be given to cover annual leave, sickness etc
- First aid equipment and facilities
- Emergency procedures
- Ensure staff are aware and kept aware of the first aid arrangements for each workplace including in vehicles and on third party premises
- Provide the minimum numbers of first aid personnel at all times
- Display the names of trained first aiders and the location of first aid kits
- Regularly monitor the contents of first aid kits and replenish stock
- Provide training and refresher training of First Aiders and Appointed Persons
- Dispose of contaminated waste properly.

First Aid Kits In Vehicles

Where at-risk staff travel in and operate from a specific vehicle, the First Aid kit may be allocated to the vehicle (where it must remain) rather than an individual. The contents of these first aid kits must be monitored.

First Aid Provision For Non-Employees

Whilst the Health and Safety (First Aid) Regulations place a duty on employers to make provision for their own employees, there is no legal responsibility towards nonemployees. However, the Health and Safety Executive (HSE) strongly recommends they be included in an organisation s first aid provision. Therefore, when calculating the number of First Aiders for a workplace, the number of persons that may use or be present in the building at any one time should be taken into account.

First-Aiders Are Responsible For:

- Undertaking an appropriate training course and, if required, attending refresher courses annually
- Ensuring that their First Aid at Work or Emergency First Aid at Work Certificate is kept up to date
- Assessing the immediate situation where first aid is being applied, acting without placing themselves or others in danger and making the area safe
- Administering first aid as required but within their capabilities. Where there is any doubt, managing the situation while waiting for medical assistance to arrive.

Appointed Persons Are Responsible For:

- Calling for the appropriate medical assistance
- Keeping first aid signs up to date and legible
- Ensuring first aid kits are checked regularly and contents are in date



- Notifying the designated person if there are any entries in the accident book.

Staff Responsibilities

- To reduce the risks of suffering personal injury or delay in getting treatment, staff must:
- Co-operate with management arrangements for first aid in the workplace
- Know the procedure for summoning help
- Follow any guidance or instruction given, to prevent injury or ill health
- Report any hazardous or dangerous situations to the employer.

Hazard Reporting

Description

A hazard is something that has the potential to cause harm, ill health or injury, the associated risk is the likelihood that a hazard will cause harm during the course of the work activity.

Associated Hazards

- Tripping on trailing wires or loose floor coverings
- Faulty electrical fittings
- Unguarded edges
- Obstructed emergency exit routes.

N.B. This list of hazards is not exhaustive.

Near misses are hazardous incidents with the potential to cause an injury, e.g. staff tripped over a trailing cable but no injury occurred.

Employer s Responsibilities

Foundation 92 accepts that some of its work activities could, unless properly controlled, create hazards to staff and other people. To reduce the likelihood of injury or loss we will take all reasonable steps to reduce the risks to an acceptable level.

Consequently, Foundation 92 will inform staff of likely hazards by means of risk assessments, information, instruction, signage, training and documentation.

To aid the recording of hazardous situations Foundation 92 has implemented a hazard reporting procedure for staff, this will encourage safety awareness in the workplace. By encouraging the workforce to use these systems, accidents should be reduced and lead to a safer working environment. In turn, this should improve the attitude of the workforce towards safety.

Staff Responsibilities

- Staff will use the employer s hazard reporting system as a means of communicating potentially dangerous situations or practices that may be present in the workplace
- When a hazard has been identified it must be reported immediately to your supervisor. It is their duty to assess the situation and introduce the necessary control measures, so far as is reasonably practicable, to prevent injury or unsafe conditions.

Lone Working

Description

Lone workers can be anyone who works by his/herself without direct contact or supervision.

Examples include: - a person working on their own in a workshop, home workers, persons working in an office on their own, persons working outside normal hours on their own and mobile or peripatetic workers.

Associated Hazards

- Accidents



- Fire
- Inadequate provision of rest, hygiene and welfare
- Violence whilst at work
- Manual handling activities
- Transport breakdown/accident enroute
- Severe weather conditions
- Tracing of home address through vehicle registration
- Injury received whilst entering unsafe premises
- Poor visibility and lighting.

Employer s Responsibilities

Foundation 92 realize that there may be concerns surrounding lone working, to allay these fears we will:

- Identify all staff who are lone workers
- Make a suitable and sufficient assessment of the risk to the health and safety of these staff and others who may be affected
- Identify the preventative and protective measures needed, so far as is reasonably practicable
- Provide adequate security for lone workers, e.g. locks, CCTV
- Ensure that mechanisms are in place to account for and trace the whereabouts of staff who work alone and that these systems are regularly checked
- Ensure that training in interpersonal skills, managing aggression and personal safety, that emphasizes prevention and the continual assessment of risk is in place and available to staff
- Check that lone workers have no medical conditions, which make them unsuitable for working alone
- Supervision of lone workers will be provided which will be based upon the findings of the risk assessment
- Establish emergency procedures in consultation with staff
- Consider installing or providing devices to raise an alarm in the event of an emergency, e.g. mobile phones, panic alarms, man- down systems
- Provide access to first aid facilities as identified by the work activity risk assessment
- Ensure that appropriate support is given to staff following an incident
- Ensure lone workers are covered by the Employer s liability insurance cover.

Staff Responsibilities

Staff who are recognized as lone workers, must:

- Co-operate with the employer by following rules and procedures designed to protect their safety as a lone worker
 - Attend personal safety training programme as directed by the employer
 - Provide information on their whereabouts during working hours to the employer
- Report all incidents relating to lone working using Foundation 92 reporting procedure.

Manual Handling

Description

Manual handling injuries can occur wherever people are at work. Manual labor, awkward postures, manual materials handling and previous or existing injury are all risk factors implicated in the development of manual handling injuries. Manual handling is defined as the supporting and transporting of a load by human effort and includes lifting, lowering, pushing, pulling or carrying.

Associated Hazards

- Heavy, unstable or unpredictable loads
- Restrictive working environment
- Uneven or wet floors



- Poor manual handling technique.

Employer s Responsibilities

Foundation 92 will ensure that:

- Manual handling operations that present a risk of injury are identified
- Handling operations which present a risk of injury are avoided, so far as is reasonably practicable, by eliminating the need for the load to be moved or by the introduction of automation or mechanization
- Those operations that cannot be avoided are assessed using an ergonomic approach that considers the Task, Individual capacity, Load and Environment (TILE) elements to determine the level of risk. The assessment will be recorded to show that it has taken place and to allow for easy review if circumstances change
- Measures required to eliminate the risk, or reduce it to the lowest level that is reasonably practicable, are identified from the information in the risk assessment and are used to implement a safe system of work
- Suitable, fit for purpose equipment including personal protective equipment (PPE) is provided to minimize harm from manual handling tasks
- Any new work that might involve manual handling operations is assessed and safe systems of work are implemented before the work commences
- Annual reviews of assessments are made to ensure that they are still valid but re-assessment is carried out immediately if any of the components of the work situation have changed
- Incidents that result in musculoskeletal injury to staff are fully investigated and risk assessments and systems of work are reviewed in the light of such incidents
- Staff recruited to posts involving manual handling are suitable for the work they are required to undertake, that job descriptions sent to applicants for employment include details of manual handling tasks where these are part of requirement of the post, and that staff in post continue to be suitable for the work
- Suitable information, training and supervision is provided for all staff engaged in manual handling tasks and that such training is recorded, monitored, evaluated and reviewed
- Sufficient information about loads and environment is given to other employers who have control of workers on the premises and to self-employed contractors that will enable them to meet their responsibilities under the regulations
- Premises outside the regular workplace at which staff may have to perform manual handling operations are taken into consideration when undertaking a manual handling assessment
- Any specific arrangements for complying with the Regulations that are introduced are documented and incorporated into the safety policy.

Staff Responsibilities

Staff involved with manual handling activity should:

- Follow the safe system of work designed and introduced by the employer and should not deviate from this without good reason
- Not undertake a manual handling activity when a reasonably practicable alternative exists
- Use any mechanical aids that have been provided for their use and for which they have been trained. Any faults with mechanical aids should be immediately reported to the employer
- Assist and co-operate with the process of the assessment of risk
- Assist the employer with the implementation of staff training, attend training sessions as required and should apply the knowledge gained from training to their daily work
- Report all accidents, injuries and near misses involving handling activities however trivial
- Inform the employer if they are unable to undertake their normal manual handling duties because of injury, illness or any other condition
- Not undertake any manual handling operation that they believe is beyond their capability
- Report any unsafe systems of work to the employer.



PART FOUR

Appendices

APPENDIX A – ACCIDENT REPORTING

1. Accidents

All accidents which occur during work for the Group/Organisation and/or for the User/Hirer, or on premises under the control of the Group/Organisation must be recorded.

2. Accidents to Workers or Contractor's Staff

- a) For ALL Accidents

Complete Accident Form and give to Health & Safety Officer

- b) **For accidents reportable to the Health & Safety Executive** (for contractors see c))

If accident results in incapacity for work for more than 3 calendar days then complete the online form F2508 with copies to the Chair of the Management Committee.

If accident results in fatality, fracture, amputation or other specified injury (see section 4, below) then **immediately notify:**

Health & Safety Executive on HSE's Infoline Tel: 0845 345 0055

And the Chair of the Management Committee

Follow up within seven days with completed online form F2508 with copies to the Chair of the Management Committee

- c) If a reportable accident involves a contractor's employee and the premises are under the control of someone other than the contractor then the person in control of the premises is responsible for reporting the accident.

If a contractor's employee is at work on premises under the control of the contractor then it is the contractor or someone acting on his/her behalf who is responsible for reporting the accident.

3. Accidents to Members of the Public

1. For ALL Accidents

Complete Accident Form and give to Health & Safety Officer

2. For accidents reportable to the Health & Safety Executive

If an accident results in fatality, fracture, amputation or other specified injury (see section 4 below) then **immediately notify:**



Health & Safety Executive, Incident Contact Centre, Caerphilly Business Park,
Caerphilly, CF83 3GG

And the Chair of the Management Committee

Some injuries may not be fully identified until the casualty has been to hospital. It is therefore essential that, if it is known that an individual has gone to hospital as a result of an accident, follow up action is carried out.

4. Definition of Specified Major Injuries or Conditions

- Fracture of the skull, spine or pelvis; any bone in the arm or wrist, but not a bone in the hand; any bone in the leg or ankles, but not a bone in the foot.
- Amputation of; a hand or foot, a finger, thumb or toe; any part thereof if the joint or bone is completely severed
- Other specified injuries and conditions:
 - The loss of sight of an eye; a penetrating injury to the eye, or a chemical or hot metal burn to an eye
 - Injury (including burns) either requiring immediate medical treatment, or involving loss of consciousness, resulting (in either case) from electric shock from any electrical circuit or equipment, whether or not due to direct contact
 - Loss of consciousness resulting from lack of oxygen
 - Decompression sickness requiring medical treatment
 - Either acute illness requiring treatment, or loss of consciousness, resulting (in either case) from absorption of any substance by inhalation, ingestion or through the skin
 - Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material
 - Any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours

IF IN DOUBT REPORT IT

5. Dangerous Occurrences

In the event of any of the following:

- Collapse/Overturning of equipment
- Explosion/collapse of closed vessel/boiler
- Electrical explosion/fire

Notify the following immediately:

Health & Safety Executive, Incident Contact Centre, Caerphilly Business Park,
Caerphilly, CF83 3GG HSE's Infoline Tel: 0845 345 0055
email: hse.infoline@natbrit.com



And the Chair of the Board of Trustees

6. Occupational Diseases

- Poisoning
- Skin Diseases
- Lung Diseases
- Infections

On receipt of a written diagnosis from a Doctor, report the disease using online form F2508A to: hse.infoline@natbrit.com

And the Chair of the Management Committee

Full details of Dangerous Occurrences and Occupational Diseases can be found in HSE RIDDOR Booklets 11 and 17.

IF IN DOUBT REPORT IT

Appendix B – CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH REGULATIONS)

1. Assessment

The assessment must be a systematic review

- What substances are present and in what form?
- What harmful effects are possible?
- Where and how are the substances actually used or handled?
- What harmful effects are given off, etc.?
- Who could be affected, to what extent and for how long?
- Under what circumstances?
- How likely is it that exposure will happen?
- What precautions need to be taken to comply with the COSHH Regulations?
- What procedures need to be put in place to comply with the Control of Asbestos at Work Regulations 2002?

2. Prevention or Control

Employers have to ensure that the exposure of workers to hazardous substances is PREVENTED or, if this is not reasonably practicable ADEQUATELY CONTROLLED.



On the basis of the assessment, the employer has to decide which control measures are appropriate to the work situation in order to deal effectively with any hazardous substances that are present. This may mean PREVENTING exposure by

- Removing the hazardous substance by changing the process
- Substituting with a safe or safer substance, or using a safer form

Or, here this is not reasonably practicable, CONTROLLING exposure by

- Totally enclosing the process
- Using partial enclosure and extraction equipment
- General ventilation
- Using safe systems of work and handling procedures

It is for the employer to choose the method of controlling the exposure and to examine and test control measures, if required.

The Regulations limit the use of Personal Protective Equipment (e.g. dust masks, respirators, protective clothing) as the means of protection of those situations ONLY where other measures cannot adequately control exposure.

Employers must provide any of their workers and, so far as is reasonably practicable, other persons on site who may be exposed to substances hazardous to health, with suitable and sufficient information, instruction and training so that they know the risks they run and the precautions they must take.

Employers must ensure that anyone who carries out any task in connection with their duties under COSHH has sufficient information, instruction and training to do the job properly.

Appendix C – FIRE PREVENTION

1. Has the Fire brigade been consulted on:
 - The number and width of escape routes so as to provide a ready means of escape from all parts of the premises?
 - Emergency lighting and its maintenance?
 - The most suitable way of raising an alarm in the event of fire?
 - The contents of fire instruction notices?
 - The numbers and types of fire extinguishers or other fire-fighting appliances which should be provided?
 - Precautions to be taken with any activities involving the use of flammable liquids, naked flames or heating processes?
 - The desirability of battening or clipping seats together in sets of four where moveable seats are used for large audiences?
 - The maximum number of people who should be allowed on the premises at any one time?



- Are seating and gangways in the hall/rooms so arranged as to allow free and easy access direct to fire exits?
 - Are exit doors always unlocked before the start of any session and kept unlocked until the last person leaves?
 - Are escape routes and exit doors clearly sign-posted and marked so that anyone not familiar with the building can quickly see the ways out?
 - Are escape routes and exit doors never allowed to become obstructed or hidden by chairs, stage props, curtains etc.?
2. Is Fire Equipment properly looked after?
- Are fire extinguishers, hose reels and fire alarm systems (where provided) regularly maintained by specialist fire engineering firms?
 - Are staff/duty officers trained to use this equipment?
 - Is equipment kept in its proper position and always clearly visible and unobstructed?
3. Are thorough close-down checks made of all parts of the premises at the end of an evening or session?
- No smouldering fires or cigarettes left burning?
 - Heater and cookers turned off?
 - Televisions and other electrical apparatus turned off and unplugged?
 - Lights off?
 - Internal doors closed?
 - Outside doors and windows closed and secured?
4. Are all reasonable steps taken to prevent fires?
- Smoking not allowed in store rooms or backstage?
 - Substantial ashtrays provided in areas where smoking is permitted?
 - Heating appliances fitted with adequate and secure fire guards?
 - If portable heaters have to be used, are they securely fixed and kept away from combustible materials?
 - Precautions to ensure that convector type heaters are not covered with clothes and curtains?
 - Temporary extensions or additions to the electrical installation carried out and checked by a competent electrician?
 - Sufficient socket outlets provided to obviate the need for long trailing flexes?
 - Damaged leads replaced regularly?
 - Cooking operations supervised by a reliable person?
 - Scenery, decorations and costumes for stage performances treated to make them flame retardant?
 - All parts of the premises kept clear of waste and rubbish, particularly staircases, space under stairs, store rooms, attics and boiler rooms?

Appendix D – HEALTH AND SAFETY INSPECTION

1. Inspection

- A Health and Safety inspection of the building should be undertaken **at least** every six months. One of these inspections may be undertaken at the same time as the annual building maintenance check.
- Appointed members of the Management Committee, or a sub-group, should arrange to meet and carry out the inspection
- This inspection group will need to agree how each question needs to be answered
- When the form is complete and has been signed, matters noted as not satisfactory, together with any other concerns raised by the inspection, should be reported to the Management Committee.
- **The inspection group should be authorised, where URGENT action is necessary, to make immediate reasonable response**
- The whole form should be made available to members of the Management Committee
- The forms should be preserved in a file maintained for this purpose. As required action is taken, the responsible person should initial the form in the appropriate box

2. Risk Assessment

- Risk assessments relate to activities within the premises or grounds
- Risk assessments **NEED** to be carried out in relation to every activity undertaken, whether by groups or individuals and including the work of paid staff **AND** volunteers
- Special attention should be paid to the circumstances of workers under the age of eighteen and to expectant mothers, women who have given birth within the past six months or who are breastfeeding
- A risk assessment needs to be carried out whenever a new activity is envisaged
- Assessments need to be repeated whenever circumstances change:
 - Changes in layout of equipment
 - Observing trends on the accident form
 - Changes in staff
 - Introduction of new procedures, processes or materials

Appendix E – DISPLAY SCREEN EQUIPMENT

1. Who is a Display Screen User?

The regulations are for the protections of workers (including self-employed workers and volunteers) who habitually use display screen equipment for a **significant part of their normal work**.

In some cases it will be clear that the use of Display Screen Equipment is more or less continuous on most days and the individual concerned should be regarded as users. Where use is less continuous, 'user' status would apply if most or all of the following criteria are met:

- The individual depends on the use of display screen equipment to do the job, as alternative means are not readily available for achieving the same results.

- The individual has no discretion as to the use or non-use of the display screen equipment
- The individual needs significant training and/or particular skills in the use of display screen equipment to do the job
- The individual uses display screen equipment in this way more or less daily
- Fast transfer of information between the user and the screen is an important requirement of the job
- The performance requirements of the system demand high levels of attention and concentration by the user; for example where the consequences of error may be critical.

2. Workers' Entitlement

2.1 Eye Test

Any worker covered by the Regulations is entitled to request an eye and eyesight test which will be paid for by the employer. Workers should inform their line manager, who will provide them with the forms to take to an option of the worker's choice.

A worker may request a test if he/she:

- Is already a user for a significant part of his/her work
- Is about to start using display screen equipment for a significant part of his/her work
- Is experiencing visual difficulties which may reasonably be considered to be related to display screen work
- It is recommended by an option at the time of an eye examination that the worker should have eye tests at regular intervals

2.2 Spectacles

If as a result of the eye test a worker requires spectacles solely for use with display screen equipment, he/she is entitled to reimbursement of the cost of a basic pair. If the worker wishes to choose more costly spectacles (e.g. a more expensive frame), the employer is not obliged to pay the full cost of these. In this event the worker will only be reimbursed for the cost of basic spectacles.

If as a result of the tests spectacles are required for normal use, e.g. reading or distance vision, but which may also include display screen equipment use, under the Regulations the employer is not required to make reimbursement beyond the cost of the eyesight test and the report.

2.3 Who pays the Optician?

The worker pays the option and then obtains the reimbursement, attaching the receipt(s) and any report to the form DSE1, and gives these to his/her Line Manager who will arrange reimbursement.



We request that our Staff, Volunteers, Member and Visitors respect this Policy, a copy of which will be available on demand.

Approved by the Board of Trustees

Signed.....

(Chair of the Board of Trustees for Foundation 92)

Date.....