



Health and Safety Policy

Reviewed: February 2015

Next Review: February 2017

Responsible: Trustee Board

We aim to establish and maintain, as far as is reasonably practicable, a working environment and working conditions and practices that don't risk the health and safety of our staff, volunteers, visitors, contractors and members of the public. We aim to comply with both the intent and detail of the Health and Safety at Work Act 1974 and EC regulations.

This includes:

- providing adequate control of any health and safety risks arising from work activities
- maintaining all equipment
- ensuring safe handling and use of equipment and substances
- ensuring all employees receive information, instruction and training as is necessary to enable them to safely perform their work activities
- ensuring the prevention of accidents and cases of work-related ill health

Your duties

Staff have a duty under the Health and Safety at Work Act to act with due care for the health, safety and welfare of themselves, their colleagues and other contacts, to report all accidents or potentially dangerous situations, and to comply with instructions issued regarding safe working, fire and first aid procedures. All staff and volunteers are to read and understand the 'Health and Safety Law: What you need to know' Pocket Guide.

Staff and volunteers are required to co-operate with us to enable us to comply with our statutory duties including:

- complying with our health and safety instructions and Community Base's fire regulations and, in the event of a fire or fire drill, take action accordingly
- ensure that entrances, exits, stairways and corridors are not blocked in any way which may cause a fire hazard thus preventing people from leaving the building easily
- co-operating with their line-manager or supervisor on health and safety matters
- not interfering with anything provided to safeguard their health and safety
- taking reasonable care of their own health and safety and for the safety of other people who may be affected by their acts or omissions
- immediately reporting all health and safety concerns to their line-manager or supervisor
- reporting any accident or injury as soon as it happens to their line-manager or supervisor, and completing an accident report and making an entry into the accident book

Training and information

If staff or volunteers require any instructions, information or training on how to work safely they should speak to their line-manager, supervisor or the Central Services Manager. Staff and volunteers are advised to read the guides to manual handling at work and using a display screen equipment which are available. Staff and volunteers are also encouraged to familiarise and

contribute to the office risk assessment which provides information about the hazards and risks they may face in the office, and the measures we have put in place to manage these.

First-aid

A stocked first-aid kit is available above the shelving unit which contains the tea and coffee, in the corridor of the office. The Central Services Manager is responsible for first-aid arrangements eg calling the emergency services in the event of an emergency. There are currently no trained first-aiders in the organisation. In the event of first aid being required please call the emergency services.

General well-being

To ensure a healthy working environment and to keep our work place safe we provide:

- toilets and hand basins, with soap and towels or a hand-dryer
- drinking water
- a place to store clothing
- somewhere to rest and eat meals
- good ventilation in the office
- a reasonable working temperature in the office
- suitable lighting for the work being carried out
- enough room space and suitable workstations and seating
- a clean workplace with appropriate waste containers
- properly maintained premises and work equipment
- floors and traffic routes free from obstruction
- windows that can be opened

Your involvement

We speak with all staff and volunteers about health and safety, including about:

- health and safety and the work they do
- how risks are controlled
- the best ways of providing information and training

All staff and volunteers are encouraged to get involved in our yearly health and safety risk assessment process and to speak with the Central Services Manager about any health and safety risks they are aware of.

Health and Safety Risk Assessment

We consider what in our business activities might cause harm to people and take reasonable steps to prevent that harm. We record the risks that are most likely to cause harm in our Health and Safety Risk Assessment along with the measures being put in place to control those risks, as far as is reasonably practical.

Keeping Safe

At all times we seek to minimise any risk to staff, volunteers and visitors. Staff and volunteers should make themselves aware of Community Base's security procedures and discuss any concerns or issues with their line-manager or supervisor. Please be aware that this duty of care should extend to when you are visiting or working at premises other than ours. If at any time you feel your

well-being is threatened your primary concern should be for your own safety. Please see the Lone Working Policy for more detail on our lone working arrangements.

Fire Safety

If you notice evidence of a fire or another emergency please raise the alarm to signal evacuation of the premises. In the event of an emergency please leave the premises by the nearest fire exit and go directly to the Assembly Point as identified in the Fire Evacuation Procedure. Do not re-enter the building until you have been told to do so by the fire steward or local fire brigade. Your fire steward is named in the Fire Evacuation Procedure. Fire extinguishers are located in each area and are clearly indicated. Instructions for use are printed on the extinguisher.

Manual Handling

Manual handling is any activity, which may involve lifting, lowering, carrying, pushing or pulling. Please do not handle any load, which you believe is beyond your own personal capability, but ask for advice and assistance. If you have a history of back trouble or any other injury which may be adversely affected by manual handling you should make your line-manager or supervisor aware of this fact and avoid such activities. If you require training on manual handling please inform your line-manager or supervisor. A guide on manual handling at work is available.

Working with Display Screen Equipment

We aim to provide ergonomically designed workstations, seating and computer equipment. All Display Screen Equipment Users are entitled to:

- a workstation assessment
- reasonable adaptations
- information and training on use of Display Screen Equipment
- eyesight tests on request, and special spectacles if needed

All staff and volunteers which regular use Display Screen Equipment should complete a Display Screen Equipment workstation checklist, and read the working with display screen equipment guide. Completed checklists should be given to the Central Services Manager. If you require support to undertake a workstation checklist please speak to the Central Services Manager.

As well as undertaking an assessment of their workstation and ensuring they are using their Display Screen Equipment appropriately you should also ensure that you take regular screen breaks.

Eyesight tests

For staff, we can reimburse the cost of an eye sight test specifically for Display Screen Equipment use. If the test shows that a staff member requires glasses specifically for Display Screen Equipment work we can also reimburse the cost of a basic pair of frames and lenses. Staff should speak with their line-manager before booking a suitable eye sight test or purchasing any glasses, and ensure that the test they are requesting is for Display Screen Equipment use. Staff will need to provide us with copies of the results of a Display Screen Equipment eye sight test, which will need to specifically say if glasses are required for Display Screen Equipment work. Staff will need to provide appropriate receipts in order to receive a reimbursement.