



Safety Policy

**Old Sarum and Longhedge
Community Centre**

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HEALTH AND SAFETY POLICY

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Old Sarum and Longhedge Community Centre

HEALTH AND SAFETY POLICY

General Policy Statement

The Centre is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all employees and those that may be affected by our activities including the general public.

It is therefore our duty to seek continual improvement in our health and safety and minimise the risks to people by implementing an effective Health and Safety Policy, supervising and monitoring performance and measuring outcomes to ensure that there are progressive improvements in Health and Safety performance and management systems.

The Centre will promote a positive Health and Safety culture by organising effective methods of implementing and maintaining control; improving communication and consultation between individuals and groups; and will ensure the competence of all employees whether newly appointed or transferred to new jobs and or departments.

Resources (including time, manpower and money) will be provided to ensure that:

- (a) the provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health;
- (b) arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- (c) the provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of our employees;
- (d) so far as is reasonably practicable as regards any place of work under our control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks;
- (e) the provision and maintenance of a working environment for our employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.

Competent people will be appointed to assist us in meeting our statutory duties including, where appropriate, specialists from outside the organisation.

Every employee and volunteer have a legal obligation to co-operate with us to enable all statutory duties to be complied with and to take reasonable care for their own health and safety and for the safety of other people who may be affected by their acts or omissions. The successful implementation of this policy requires total commitment from all levels of employee.

This policy will be regularly monitored by the Trustees to ensure that the objectives are achieved and it will be reviewed and revised in the light of legislative or organisational changes. Any such changes will be made known to employees.

Signed
Chair of Trustees

Date:

HEALTH AND SAFETY POLICY

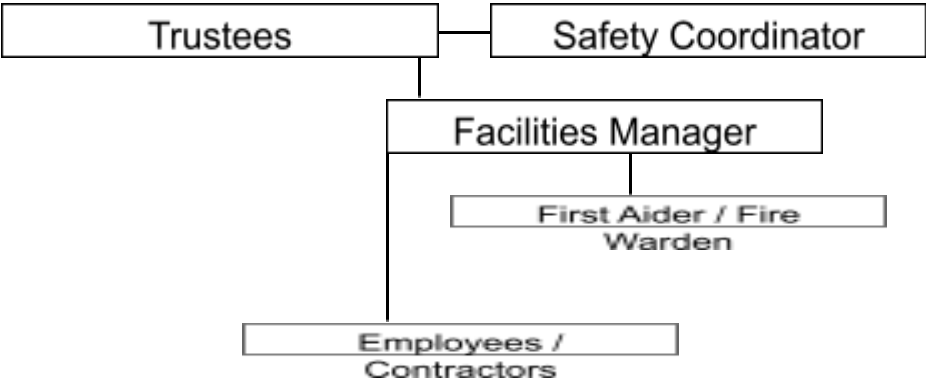
SECTION 2: ORGANISATION & RESPONSIBILITIES

Safety is the concern of everyone, management and employees at all levels.

The Centre is ultimately responsible for the health, safety and welfare of all Centre employees and for the health and safety of visitors to Centre establishments or others who may be affected by Centre's activities.

This responsibility is exercised on its behalf by the Trustees. They, along with external Health and Safety assistance as required, and other members of staff, will assist in the implementation of the Health and Safety Policy.

2 Organisational Structure for Health & Safety



2.1 Trustees

- a) The Trustees are responsible for the implementation of the health and safety policy.
- b) The Trustees cannot delegate or devolve their accountability but in order to discharge responsibilities effectively they may delegate duties and authority to members of the Facilities Manager.
- c) The Trustees are responsible for:
 - 1. the development of the health and safety policy.
 - 2. co-ordinating health and safety matters throughout the Centre by implementation of a strategic safety management system.
 - 3. providing financial resources and include in the annual budget adequate provision for any necessary expenditure on premises, equipment and or training.
 - 4. monitoring the auditing and inspection of the performance of the establishment to ensure good health & safety practice.
 - 5. instigating an investigation and report, if required, to the enforcement authorities any accidents and incidents as required under RIDDOR.

2.2 Facilities Manager

It is the responsibility of the Facilities Manager:

- a) to ensure that the organisation and arrangements for meeting the Centre's Health and Safety policy are effectively implemented.
- b) to assist with the co-ordination of health and safety matters throughout the Centre by implementation of a strategic safety management system.
- c) to ensure that financial resources are included in their annual budget provision for any necessary expenditure on premises, equipment and or training.
- d) to demonstrate by example safe and healthy working practices and to encourage such practices by all employees and contractors.
- e) where and when appropriate to bring the Centre's Health and Safety policy to the notice of external organisations and or contractors.
- f) to consult with employees to improve the Centre's health and safety performance.
- g) to provide adequate training, information, instruction and supervision to ensure that work is conducted safely.
- h) to take immediate and appropriate steps to investigate and rectify any risks to health and safety arising from the work activity including accidents and near misses.
- i) understands that there is an additional duty of care to ensure the safety of young person's at work, pregnant and breast-feeding staff and those with a temporary or permanent physical or mental disability.
- j) To compile and maintain with the assistance of others an 'Active Plant and Equipment Schedule' for the purposes of risk assessments and portable appliance testing of electrical equipment.
- k) To compile and maintain with the assistance of others an 'Active in Use Chemical Schedule' for the purposes of COSHH assessments.
- l) To arrange for the necessary statutory inspections of plant and equipment and maintain records of these inspections.
- m) To ensure that the redundant and waste materials produced by the Centre's processes are disposed of in the correct manner and that records are kept showing a proper waste control strategy.
- n) To assess the need for and display appropriate notices, documents and safety signs as a means of keeping employees informed and to meet statutory requirements.

2.3 Health and Safety Advisor

The Health & Safety Advisor will:

- a) assist with monitoring the Health and Safety Programme.
- b) monitor the effectiveness of the implementation of the Health and Safety Policy.
- c) report to the Trustees concerns relating to Health and Safety matters, making recommendations as necessary.
- d) assist in investigating all accidents and dangerous occurrences, as directed by the Trustees and recommend corrective action as necessary.
- e) assist when required, in inspecting all new plant, buildings and equipment for potential hazards.
- f) undertake reviews under for example 'The Control of Substances Hazardous to Health Regulations', 'The Management of Health and Safety at Work Regulations' and other Regulations appropriate, calling in experts in specific fields as necessary.
- g) prepare, regularly review and update the Centre's Health and Safety policy and to bring the policy and any changes and amendments to the notice of the Trustees.
- h) provide advice and guidance on the health and safety content of job descriptions, job training programmes and safe systems of work.
- i) assist in the provision of adequate training, information, instruction and supervision to ensure that work is conducted safely.

2.4 Contractors

- a) All contractors will be expected to comply with this policy for Health, Safety and Welfare whilst work is carried out on behalf of the Centre.

- b) All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on the premises and the general public.
- c) All plant or equipment brought onto the premises by sub-contractors must be safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certificates available for checking. Information and assessment on noise levels of plant, equipment or operations to be carried out by the sub-contractor must be provided to the Centre before work commences.
- d) Power tools or electrical equipment of greater than 110 volts may be brought onto the premises only if they are used in conjunction with a Residual Current Device (RCD). All transformers, generators, extension leads, plugs and sockets must be to latest British Standards for industrial use and in good condition.
- e) Any injury sustained or damage caused by sub-contractors' employees whilst on the Centre's premises must be reported immediately.
- f) Sub-contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials, etc. cleared as work proceeds.
- g) All operatives, sub-contractors, visitors, etc. on Centre premises will wear appropriate personal protective equipment at all times where there is a foreseeable risk of injury. Signs erected that safety equipment is to be worn must be complied with by sub-contractor personnel.

2.5 Employee (Including all volunteers)

All employees must:

- a) take reasonable care of their health and safety.

- b) consider the safety of any other persons who may be affected by their acts or omissions.
- c) work in accordance with the information and training provided.
- d) refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons or purpose.
- e) report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay.
- f) not undertake any task for which authorisation and/or training has not been given.
- g) co-operate with management in all matters of accident prevention, reporting and investigation.
- h) put forward any suggestions and ideas for the improvement of health and safety activities and any recommendations for eliminating or minimising hazards in the workplace.
- i) seek advice or assistance on any matters related to health and safety from their Manager.

2.6 Appointed Persons for Fire Wardens

- a) To supervise the orderly evacuation and assembly of employees and visitors.
- b) To continually observe the standard of housekeeping in relation to fire hazards and ensure that employees remove any hazards in their workstation area. Ensure fire extinguishers and fire exits are not obstructed.
- c) In conjunction with the Facilities Manager, arrange for the replacement of any used, damaged or missing fire extinguishers as soon as known.
- d) To attend training courses as required by the Centre or statutory regulations.

2.7 Appointed Persons for First Aid

- a) To attend to any employee or visitor requiring first aid.
- b) To ensure that the First Aid Equipment is as per stock lists and statutory requirements.
- c) To ensure that every accident they assist at is recorded accurately and completely in the Accident Book and where the incident requires i.e. the employee is off work for seven consecutive days or more, to report to the Trustees for further reporting to the HSE under RIDDOR.
- d) To assist in the Centre's Accident Investigation Reports.
- e) To attend first aid training as required by the Centre and statutory authorities and to be re-examined from time to time to ensure that a valid and current certificate of competence is in existence.

SECTION 3: SAFETY ARRANGEMENTS AND PROCEDURES

3.1 Accident Prevention

- a) It is in the interest of all employees and part of their statutory obligation under the Management of Health and Safety at Work Regulations that possible unsafe practices and equipment are drawn to the attention of the Trustees so that a thorough investigation is made and any preventative measures are taken as soon as possible.

3.2 Accident Reporting

- a) If you sustain an injury whilst working on the Centre's premises then you must report immediately to a First Aider or if unable to do so, get someone to contact a First Aider to come to you for any necessary treatment. The names and location of the First Aiders are posted around the Centre's buildings.
- b) Any injuries to visitors or contractors whilst on the Centre's premises must also be reported and entered in the accident book.

3.2.1 Action by a First Aider

- a) All accidents or near-miss situations, however minor, which occur on the Centre's premises, must be reported to the Trustees.
- b) Treat any injured person in accordance with the training received and current practice and to arrange if necessary, the calling of an ambulance or the referral to a doctor for further treatment.
- c) Fully complete an entry in the Accident Book.

3.3 Accident Investigation (Action by the Trustees)

- a) All employees must assist in the investigation and completion of the Internal Accident Investigation Report Form.
- b) Complete, where applicable, the Statutory Accident Report Form (F 2508) in accordance with RIDDOR via the HSE's website.
- c) To complete a thorough investigation of the accident and report to the necessary authorities and promulgate any relevant safety information to the Centre's employees.

3.4 Asbestos in the Workplace

- a) The Centre was constructed after the year 2000 and therefore does not contain asbestos.

3.5 Communication and Consultation

- a) The Centre will arrange for all employees to attend meetings to discuss the Centre's affairs, a section on health and safety issues will be included at each meeting. Written minutes of these meetings will be kept for future reference.

- b) Employees will be consulted either directly or through a nominated representative.

The following are examples / issues that could be discussed under the health and safety issues section:-

- ❖ the introduction of any measure that may substantially affect the Health and Safety of employees,
- ❖ the arrangements for appointing 'competent persons'
- ❖ any Health and Safety information that must be provided to employees including the location of the Health and Safety at Work Law Poster
- ❖ the Health and Safety consequences of new technology to employees.

3.6 Contractors and Visitors.

- a) All Contractors entering the premises must report and be signed into the building. The Contractor is the responsibility of the Centre whilst on the premises.
- b) A Contractor may not start work on the premises without a risk assessment being first undertaken and risk control measures identified and implemented in a method statement. This information will be made available to the Facilities Manager in advance for monitoring purposes.
- c) All Contractors who are to work on the premises shall be provided with information and appropriate instructions on the health and safety risks to which they may be exposed. The information must be comprehensible and relevant and details any facts peculiar to the contractor's activity or premises.
- d) Typical information for contractors could include:
1. Condition of the premises, such as fragile roofing.
 2. Hazardous materials, either in use, or in the fabric of the building,
 3. Location of gas, water and electricity mains.
 4. Relevant site rules, for example on where eating, drinking and smoking are not allowed.
 5. Fire evacuation procedures and the staff responsible for implementing them.
- e) Visitors are to be provided with safety related information for the building they are entering and are the responsibility of the Centre whilst on the premises.

3.7 Control of Substances Hazardous to Health (COSHH)

- a) Modern working methods involve the use of substances, principally chemicals, which

may pose a risk to the health of people using them. Consequently, no substance may be introduced into the workplace without a COSHH assessment being completed beforehand and any exposure to the substance reduced to a minimum.

- b) If the substance is classifiable under the COSHH Regulations then its details must be entered on the COSHH Register, data sheets made available, control and emergency arrangements identified, and users appropriately trained.
- c) For more information seek advice from the Facilities Manager

3.8 *Coordinating Safety.*

- a) The Trustees will ensure that the Centre has in place a Safety Management Program that describes how the Centre manages risk across its activities in order to meet the expectations of the Health and Safety Policy.
- b) The Trustees have a duty to ensure that reviews/checks/inspections take place (that this is recorded in their meeting minutes), and that recommended actions are considered, and if approved are dealt with. Any matters which have a bearing on risk should be carried forward and related to the annual updating process in the Risk Register.

3.9 *Damage to plant and buildings or near-miss incidents*

- a) Where incidents occur that nearly cause an injury to a person(s) or result in damage to buildings or equipment these should be reported to the Facilities Manager for further investigation.
- b) The incident must be thoroughly investigated to identify the circumstances and measures introduced to prevent a re-occurrence.

3.10 *Display Screen Equipment*

- a) Under the Health and Safety (Display Screen Equipment Regulations)

The Centre will:

1. carry out an assessment of each workstation, taking into account the DSE, the furniture, the working environment and the worker.
2. take necessary measures to remedy any risks found as a result of the assessment.
3. take steps to incorporate changes of task within the working day, in order to prevent intensive periods of on-screen activity.
4. review software to ensure suitability for the task.
5. arrange for the provision of eye and eyesight tests where a visual problem is experienced and where the person is defined as a USER under the Regulations.
6. arrange for the free supply of any corrective appliances (glasses or contact lenses) where required specifically for working with DSE.

7. provide sufficient information, instruction and training as is necessary

3.11 Electricity

- a) Any person touching live electrical contacts or un-insulated wire is likely to suffer the effects of electric shock. The injuries received may range from minor burns to death. All employees must be aware of the hazard and take the following precautions:
 1. Never tamper with electrical equipment unless you are suitably trained and qualified.
 2. Never make connections into a mains circuit without that particular circuit being isolated from the mains supply.
 3. Never clean or work on electrical equipment without removing the plug from the socket or locking off from the mains supply. Test that it is isolated before working on the equipment.
 4. Never touch electrical equipment with wet hands or if the equipment itself is wet.
 5. Do not attempt to remove a person from a live electrical source without first turning off the power supply.
 6. Electrical leads to appliances are to be kept as short as possible and where they 'trail' to be secured or covered by a proper cable cover. If an electrical lead has to cross a walkway a cable cover must cover it.
 7. Users of any electrical appliance must regularly carry out a visual inspection of the appliance in the interest of their own and the safety of other personnel. All faulty electrical equipment must be reported to your immediate manager and supervisor who will arrange for the necessary repairs and replacement to be carried out as soon as possible.
- b) All portable electrical appliances are recorded in a register and checked on a risk based format by an approved and competent electrician.
- c) Wiring inspection tests on the buildings will be carried out every five years or when changes occur.
- d) When working with live or high voltage equipment, the Centre shall appoint an "Appointed Person" as specified in the Electricity at Work Regulations to undertake such works. Such work to be carried out under a permit to work system.

3.12 Electric Shock

- a) In the event of anyone discovering a person who is receiving, or has received, an electrical shock, the following action should be taken:
 1. Turn off the power supply.
 2. When the power supply has been turned off, AND NOT BEFORE, remove the injured person from further danger.

3. Call an ambulance by telephoning 999.
4. Make the injured person comfortable and keep them warm until the arrival of the ambulance or a qualified First Aider,
5. Report the matter to the Facilities Manager.

3.13 Emergency Procedures

- a) Emergency procedures are designed to give warning of imminent danger and to allow personnel and other parties to move to a place of safety.
- b) Except when being used for firefighting, fire extinguishers should not be removed from their locations and must be accessible and visible at all times. Any use or accidental damage to appliances must be reported immediately.
- c) Employees should make themselves familiar with the location of fire exits and the procedure in case of fire.

3.14 Environmental Management

- a) The Trustees understand the need for the control of pollution and waste management and undertake to do everything that is reasonably practicable to reduce the amount of waste that the Centre produces.
- b) Hazardous waste will be segregated and dealt with in accordance with Local Authority requirements.
- c) Only bona fide waste removal contractors will be contracted to remove waste from the Centre's premises and waste transfer notes will always be obtained for every waste removal and held by the Facilities Manager as a record.

3.15 Fire Prevention Measures

- a) Smoking is not permitted.
- b) The Centre will arrange for a fire risk assessment to be carried out on Centre premises and reviewed yearly by the Facilities Manager and on a 3-yearly basis by an external competent person.
- c) The Centre will arrange for a fire risk assessment to be carried out for construction works being undertaken.

General fire prevention measures:-

1. Emergency evacuation drills will be held at least once a year.
2. Operate a hot works permit where naked flames / sparks etc maybe generated,
3. If the process requires it switch off machines at night and remove the plug from the electric socket, where computers are involved ensure that all non-essential equipment is turned off such as printers.
4. Do not allow waste materials to build up and ensure that bins are emptied on a

regular basis.

5. Store flammable liquids in the designated area and where used in the process and immediately clean up any spillage.
 6. Do not overload electrical sockets by using multipoint adapters. Use one plug per socket.
 7. Do not tamper with electrical equipment or wiring.
 8. Do not prop open fire doors or obstruct fire exit routes with boxes, stores, filing cabinets, cupboards, etc. That may be your only way out of the building.
 9. Report to the Facilities Manager anything that you think constitutes a fire risk.
 10. Ensure that you are aware of the action taken at your place of work in the event of fire, and the action to be taken if you discover a fire.
- c) If you need to evacuate the premises, do so quickly, but without panic. Walk out of the building, do not run, and assemble at the point previously designated so that your presence can be checked. If anyone is unaccounted for, the Fire Brigade will assume that they are still inside the building and will place their lives at risk in a search of the building.

3.16 First Aid

- a) The Centre will maintain suitable numbers of first aid personnel based on a first aid risk assessment to deal with minor accidents and emergencies at the workplace. These personnel will have sufficient training and qualifications in accordance with statutory requirements. Personnel working off site are provided with a travelling First Aid kit, subject to the Centre risk assessment process.

3.17 Gas

- a) The Centre will carry out suitable and sufficient assessments of the risks regarding having gas on site and will ensure that the system and appliances are tested and certificated by a registered Gas Safe Engineer.

3.18 Housekeeping (including slips, trips and falls)

- a) Poor Housekeeping is a common cause of accidents and fire in the workplace and everyone must play a positive part in maintaining cleanliness and order. To this end, The Centre provides, for example, arrangements for personal belongings, storage of materials and disposal of waste, adequate and clear walkways, fire exits and means of escape, washing, toilet and first aid facilities.
- b) The following points contribute to good housekeeping:
 1. Packaging and waste materials must not be allowed to accumulate, but must be disposed of regularly and safely to prevent a fire hazard and risk of injury.

2. Shelving and racking should not be overloaded.
3. Floors should be regularly swept clean and gangways kept clear.
4. Cupboard doors and filing cabinet drawers must be kept closed when not being used to prevent persons walking into or knocking against them.
5. Spillages must be cleaned away as soon as possible after the spillage occurs. Walkways must be kept clear of stored items.

3.19 Inspections and Audits

- a) Health and Safety workplace inspections and audits are forms of proactive monitoring designed to assist the Centre in identifying hazards or the failure of control measures that could lead to an accident occurring. The aim is to maintain standards of Health and Safety in the workplace, with the frequency of inspection and the number of persons involved balanced against the likely risk of injury.
- b) An inspections and audits program will be devised at all levels within the Centre and will involve Managers s and the Health and Safety Advisor undertaking planned and unplanned inspections and audits.
- c) This can include:-
 1. Regular inspection of the workplaces, equipment and materials being used.
 2. Observation of working practices and any further training course.
 3. Perusal of records, fire practices and breakages.
 4. Registration of any 'near miss' incidents.
 5. Checking that security arrangements and instructions are being followed.
 6. Compliance with legislation and Centre best practice.
- d) The Trustees are responsible for keeping the Centre informed of any significant issues arising from these checks/inspections. The Trustees will also annually, at the time that the Centre reviews the Risk Register, update the Centre on the overall situation arising from these checks/inspections.

3.20 Instruction and Training

- a) The Centre will provide adequate health and safety training for all its employees on being exposed to new or increased risks because of changes in responsibilities, work practices new equipment or new policies and procedures.
- b) Training combined with experience leads to competence. New employees are made aware of relevant basic health and safety information at a health and safety induction session carried out by the Managers .
- c) Instruction of employees on safe working methods, based on Risk Assessment Control measures, and the maintenance of these procedures are part of the duties of the Facilities Manager who must also initiate any steps necessary to secure additional training if deemed necessary.
- d) A record of such training will be recorded by the Centre on the Training matrix.

3.21 Legionella

- a) The Centre will create a Legionella Policy that will cover the need for carrying out suitable and sufficient assessments of the risks regarding Legionella and will ensure that an inspection, certification and full risk assessment of their hot and cold-water systems and ensure adequate measures are in place to control the risks.

3.22 Lone working and Personal Safety

- a) The Centre will carry out suitable and sufficient assessments of the risks to employees from lone working and violence and will introduce appropriate control measures following this assessment.

3.23 Manual Handling

- a) The Manual Handling Regulations require the avoidance of hazardous manual handling activities, so far as is reasonably possible.
- b) Where it is not possible to eliminate hazardous manual handling, the Centre will automate or mechanise the operation, where there is still residual risk an assessment must be undertaken to determine the level of risk and suitable controls introduced to reduce the risk of injury.
- c) Simple, common-sense measures can be taken to reduce these risks. The three most important steps are to:
 1. never take personal risks by overreaching, twisting, stretching, stooping or over-exerting during a handling task.
 2. follow the system of work, using handling aids properly and effectively.
 3. report any problems in the working activity or equipment as soon as these arise and ask for assistance where necessary.

3.24 Occupational Health and Employee Well-being

- a) A prospective new employee may be asked whether and how he or she is able to carry out a function that is intrinsic to the work concerned. When an offer of employment has been made, the prospective employee may be asked to undergo a medical examination which may also include the completion of a questionnaire. Commencement or continuation of employment may be conditional upon a satisfactory report from the Doctor.
- b) Any employee who has been absent for a period of 4 weeks or more, or who has been absent due to medical intervention may be referred to the Centre's Doctor on ensuring they return to work in the safest way possible. Having undertaken the necessary investigations and assessment the Doctor will provide a report which will include some or all of the following advice as appropriate:
 - the employee's fitness for work (or otherwise);
 - confirmation that the employee is suffering from a medical condition which would affect their ability to work;
 - an estimate of the likely date of return to work, or an indication of a minimum period of further unfitness for work;
 - whether the employee will have any residual disability, either temporary or

- permanent, and whether this will have an impact on work;
 - whether the employee will be able to provide regular and efficient service in the future;
 - whether there are any duties which the employee should not undertake because of their health problem;
 - details of any measures which could be taken to help in the employee's rehabilitation back to work, e.g. adaptation to the workplace or phased return;
 - whether the employee's condition will require further treatment necessitating time off in the future;
 - whether consideration be given to redeployment of the employee into alternative work;
 - whether Ill Health Retirement is appropriate.
- c) All managers shall encourage workers to participate in any planned health promotional activities provided by the Centre.
- d) All managers shall take all precautionary measures, where reasonably practicable, for the prevention of any occupational ill health using the "*General principles of prevention*" as laid down in Schedule 1 of the Management of Health and Safety at Work Regulations 1999.
- e) This should include a review of the workplace, workstation and equipment design and the use of alternatives to hazardous substances where possible, monitoring of exposure levels, individual health surveillance, and provision of personal protective equipment and task management.
- f) Managers shall ensure that health monitoring and surveillance is provided where:
 1. Required under statutory provision;
 2. There is an identified disease or adverse health condition associated with the work activity;
 3. There is a reasonable likelihood that the disease or condition may occur whilst carrying out the work activity;
 4. It is likely to benefit the health of the worker.
- g) Workers shall immediately report to their Manager if they suspect that they are becoming ill as a result of any work activity.

3.25 Personal Protection Equipment (PPE)

- a) The wearing of Personal Protection Clothing and/or equipment is considered to be a last line of defence against a hazard to health that cannot be eliminated or controlled by other means. The requirement for PPE would be identified following the risk assessment of an activity.
- b) PPE is only effective in protecting the wearer or user where the following steps are taken:
 1. only use PPE in accordance with employers' and manufacturers' instructions and for the activities during which they are designed to provide protection.
 2. only use PPE if fully trained in its use.
 3. store, clean, repair and maintain PPE correctly, replacing any items which have been damaged and are no longer serviceable.

- c) Employees will be provided with PPE to the required standard based on the Centre's risk assessments. Should the employee wish to upgrade their PPE then this must be agreed with Management in advance.

3.26 Risk Assessment and Hazard Identification

- a) The Centre will carry out suitable and sufficient assessments of the risks to the Health and Safety of its employees and others affected by work activities in compliance with the Management of Health and Safety at Work Regulation.
- b) To ensure that this happens the Centre will:
 - 1. Identify all hazards with a potential to cause harm to our employees and others who may be affected.
 - 2. Evaluate the probability and severity of injury or damage,
- c) Where a risk of serious or imminent danger is identified, the Centre will ensure that the following list of precautions are implemented:
 - 1. Establish appropriate procedures, including the stopping and resumption of work, for controlling exposure to this special risk.
 - 2. Analyse the options for eliminating, minimising or controlling the risks and then take the appropriate action.
 - 3. Review the assessments periodically and particularly where they may no longer be valid or where there has been a significant change in work activities, processes, etc.
 - 4. Keep records in writing or electronic form of the significant findings of risk assessments and identify employees who may be especially at risk.
 - 5. Appoint competent persons(s) to assist us in complying with statutory duties for health and safety.
 - 6. Provide employees and contractors working on our premises with relevant information on risks, preventative and protective measures, emergency procedures and competent persons.

3.27 Work Equipment

- a) The Centre will, in accordance with its general duties, make a suitable and sufficient assessment of the risks to the health and safety of our employees to which they may be exposed whilst working with plant and equipment. These risks will then be controlled so far as is reasonably practicable so that neither employees nor others who could also be exposed to them will be put at risk. Responsibility for the implementation of the provisions of this policy lies with the Facilities Manager.
- b) Personnel must only use tools in the situation and manner for which they are

designed.

- c) The Centre will, in consultation with employees:
1. ensure that the correct tool for the job is provided.
 2. ensure that employees do not misuse tools and equipment, which can lead to damage of materials and the tools and equipment themselves as well as possibly leading to injury.
 3. implement a system for reporting defective tools and equipment.
 4. implement a system for servicing and maintaining tools and equipment.
 5. inform users of their responsibility to maintain tools and equipment and report any defects to their immediate supervisor.
 6. ensure that defective tools and equipment are taken out of use.
 7. implement a system for the replacement of defective tools and equipment which will be made known to all employees.
 8. arrange for tools and equipment to be repaired by a competent person.
 9. arrange for regular inspection of electrically powered tools and equipment in accordance with Electricity at Work Regulations; all such tools and equipment will be tagged showing the date of the last test.
 10. provide personal protective equipment if necessary.
 11. ensure that work areas are kept clear of debris and any items that may impede the safe and efficient use of tools and equipment.
 12. provide suitable storage facilities for tools.

3.28 Working at Height

a) CARE AND THOUGHT

All work that involves working at height must be subject to a risk assessment where there is the potential for the person working at height to suffer a physical injury. As required by the Working at Height Regulation 2005

1. Where work cannot be done safely on or from the ground or from part of a building or other permanent structure, the Working at Height Regulation 2005 requires a properly constructed place of work must be constructed. These must be sufficient and suitable for the purpose.
2. A scaffold is any temporary working platform and its supports, ladders, guard rails, toe boards and all other fixings which provide access, or on or from which persons work, or which is used to support materials, plant or equipment.
3. The erection, dismantling and alteration of scaffolding must be carried out under competent supervision and by experienced persons.
4. As necessary, guidance should be obtained from the Health and Safety Executive

guidance note HSG 33 - "Roof Work, Prevention of Falls."

3.29 Use of Ladders

a) INTRODUCTION

Falling off ladders due to improper use or poor maintenance of the ladder is one of the commonest causes of accidents.

b) PURCHASE AND REGISTERING

1. All new ladders must conform to the requirements of the relevant EEC Standard or current British Standards. **NO WOODEN LADDERS ARE TO BE PURCHASED.** On delivery, ladders, stepladders and trestle ladders must be checked to see there has been no damage during transit.
2. Each ladder shall carry an identification mark, which should be etched on to the ladder. The Centre should maintain a register of ladders under its control and must record in the register details of all inspections, defects and repairs made.

c) TREATMENT

1. It is essential that any defect should be clearly visible and ladders must therefore not be painted.

d) TESTING AND MAINTENANCE

1. No ladder should be used for the first time unless it has been thoroughly examined. Employees must examine any ladder before use and report any defect to their Manager and a "defective" tag should be fixed to the ladder to prevent its use until repaired. Any maintenance required should be carried out before the ladder is used again. Ladders to be inspected at periodic intervals.
2. Moveable parts of ladders should be checked to ensure that they operate freely without bending or undue play. Metal bearings of pulleys should be lubricated frequently and any broken or worn members should be replaced and no attempt made to repair them.
3. If a ladder has fallen or received a heavy blow it should be examined immediately and any damage made good.

e) DESTRUCTION

1. If a ladder is found unfit for further use it must be immediately destroyed and the relevant details entered into the register. Destruction must be undertaken only when authorised by the appropriate Facilities Manager.

