



for accessible play and support



Registered Charity Number 117597

Health & Safety Policy and Procedures Manual

This document is divided into three columns

1. Heading: for each sub section of the policy
2. Explanation: why the section is there and what it should contain
3. Section content: contains the wording to be used in this section which can be added to / adjusted according to the needs and practices within your organisation.

Instructions: Once you have completed content in the third column (headed 'Section Content'), you can delete this introduction and the middle column (writing is in blue) leaving you with your policy. Some organisations may prefer a different format (e.g. non tabular), in which case, the section content can be cut and pasted as required.

Please note- You may find that some sections are not relevant to your organisation or that they are covered in other organisational policies. You may also find that you can simplify some of the 'responsibility' aspects of each section to avoid repetition.

SPACE

Health and Safety Policy and Procedures Manual

Contents Page

Organisation chart

Employee/ Volunteer confirmation of reading

Section 1: Health and Safety Policy Statement of Intent

Section 2: Responsibilities

Section 3: Risk Assessments

Section 4: Display Screen Equipment (DSE)

Section 5: The Control of Substances Hazardous to Health (COSHH)

Section 6: Manual Handling

Section 7: Equipment

Section 8: Lone Working

Section 9: Young Persons at Work

Section 10: Management of Contractors

Section 11: Home working

Section 12: Violence and AggressioN

Section 13: Summary of Information, Instruction, Training & Supervision

Section 14: Accidents (including Reporting of Disease and Dangerous Occurrences Regulations RIDDOR)

Section 15: Emergency Procedures, Fire and Evacuation

Section 16: Work- related stress

Section 17: Smoking

Section 18: Alcohol and drugs

Section 19: Insurance

Section 1: Health and Safety Policy Statement of Intent

SPACE is fully committed to ensuring the Health, Safety and Welfare of all our employees, volunteers and those other parties that may be affected by our activities. This statement of intent should be read in conjunction with our Health and Safety Policy and Procedures Manual.

We will endeavour to maintain a safe and healthy working environment at all times on our premises and, as far as reasonably practicable any place where we carry out work activities away from our own premises.

We will ensure that the Health and Safety system is reviewed in order to ensure that it complies with legislation, is relevant and is suitable and sufficient for the needs of SPACE. This policy will be reviewed annually or where there are changes to legislation or changes in personnel who hold specific Health and Safety responsibilities

We will also ensure that the objectives are clear and that all changes to legislation will be understood and implemented.

We will strive to provide information, instruction, training and supervision to all employees, volunteers and provide competent staff to carry out their duties within the organisation.

SPACE requires all employees to ensure they carry out their duty under the Health and Safety at Work etc. Act 1974 and all other relevant legislation. All employees and volunteers must co-operate with the organisation to carry out their health and safety responsibilities. To neglect these responsibilities would be seen as a direct infringement of the Health and Safety policy and will be dealt with through the disciplinary procedures.

Signature of Trustee:

Signature of SPACE Manager:

Date this policy adopted by the committee:

Date that next review is due:

Date policy reviewed:

Date that next review is due:

Date policy reviewed:

Date that next review is due:

Employee Confirmation of reading the Health & Safety Policy and Procedure Manual for SPACE

I confirm that I have been made fully aware of, and understand the contents of, the Health and Safety Policy and Procedures Manual.

Copies of the Policy and Procedure Manual are available from the main office in the centre.

Under the H & S Consultation of Employees Regulations 1996 should you have any objections or implications as to your working practices under the Health and Safety Policy please consult with the Charity Manager and indicate below.

Please complete the details below and return this completed form to the Charity Manager.

Employee Name :

Employee Signature:

Further consultation required? Yes /No
Details of further consultation (if applicable)

Accepted: Yes / No (delete as applicable)

Dated:

Comments:

Section 2: Responsibilities

Sections within this document specify responsibilities for the different aspects of Health and Safety in SPACE. However, in general, the following responsibilities apply:

1. Strategic overview is the responsibility of the trustees. This includes:
 - Ensuring that suitable and sufficient resources are provided as required and agreed. These would include: -
 - Finance
 - Training (including that of competent people)
 - Supervision
 - Information
 - Instruction
 - Ensure that the organisation strives to maintain a healthy and safe working environment.
 - Controlling the development and review of policy
2. Ongoing day to day implementation and monitoring of this policy is delegated to the Charity Manager.

As outlined in the above Statement of Intent, all employees / volunteers have a responsibility to cooperate with the organisation in health and safety matters, in the interests of themselves and others whom their actions or omissions may affect. They must never intentionally or recklessly misuse or interfere with the Health, Safety provisions.

Section 3: Risk Assessments

Risk assessment involves identifying all hazards, assessing the risks, and putting in place measures to reduce risk to an acceptable level and we constantly assess risks in our day to day life.

As an employer with a duty of care, (insert name of organisation) arranges the undertaking of risk assessments and conveys findings to those concerned before work commences. Risk assessments are a **suitable and sufficient** assessment of risk to employees, volunteers and others who could be affected by our activities and identification of control measures necessary to make the activity as safe as possible to undertake.

Risk assessment records

As an employer with a duty of care, SPACE arranges the undertaking of risk assessments and conveys findings to those concerned before work commences. Risk assessments are a **suitable and sufficient** assessment of risk to employees, volunteers and others who could be affected by our activities and identification of control measures necessary to make the activity as safe as possible to undertake.

Risk assessment records

SPACE maintains the significant findings of risk assessments, these are kept in a 'Risk Assessment' file in the centre's main office.

General process

- Risk Assessments will be carried out on all areas where a significant risk is identified by the Charity Manager
- The findings of this assessment will be reported to the trustees
- The trustees will approve action required to eliminate, rectify or make safe any risks identified.
- Assessments will be reviewed annually or as changes to working practices or staff occur.

- All assessments will be kept in a 'Risk Assessment' folder in the centre's office.
- Information about risk assessments will be conveyed to employees/volunteers

The following sections of this Policy and Procedure Manual contain information on key risk areas common to all organisations, which are governed by specific legislation. They are:

- Display Screen Equipment
- Control of substances hazardous to health
- Manual handling
- Equipment
- New and Expectant Mothers
- Young people
- Lone Working
- Fire and Emergency Procedures

New and expectant mothers

New and expectant mothers are a key area identified in the Management Regulation updates of 1999 and require specific risk assessment to ensure that both the mother and the unborn child are not placed at risk.

Section 4: Display Screen Equipment (DSE)

The Health and Safety (Display Screen Equipment) Regulations 1992 (Amended 2002) include specific requirements for risk assessment for users of computers and liquid crystal display equipment, including laptop computers (if used as the main machine), as well as microfiche and process control screens, with the exception of screens used predominantly for viewing television or film pictures.

SPACE undertakes to identify all employees and volunteer classed as users and conduct DSE assessments as required by law.

Work Related Upper Limb Disorders (WRULDs)

Ergonomics of the workstation and equipment are important when working with display screen equipment, with bad design and incorrect equipment potentially leading to WRULDs. Whilst normally associated with secretarial roles, increasing use of DSE equipment leads to increased risk for all DSE users.

Common factors implicated in onset of WRULDs:

- Badly designed or incorrect workstation or equipment
- Repetitive actions
- Poor working posture
- Excessive time at a given task or in a given position
- Psychosocial factors

Any potential symptoms of WRULDs must be reported to the Centre Manager as soon as possible.

Display Screen Equipment Users and Assessments

- The Responsibility for identifying people who are users of display screen equipment rests with the Charity Manager.
- Responsibility for ensuring assessments are conducted rests with the Charity Manager.
- All assessments will be conducted on induction or as-and-when the activity is changed, e.g. new employee, desk, workstation, office or software.
- If an issue arises, employees/ volunteers should consult the Charity Manager..

- All DSE assessment records will be retained.

Section 5: The Control of Substances Hazardous to Health (COSHH)

The use, transportation and storage of chemicals and other hazardous substances in the workplace is regulated by the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

Encountering Hazardous substances

Within the work of SPACE, hazardous substances might be encountered through:

(Insert activities/ how hazardous substances are generated by expanding on the following list

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

Identification, assessment and communication

- The person responsible for identifying all substances requiring a COSHH Assessment and for undertaking such Assessments is
- The person responsible for informing all relevant employees about COSHH Assessments is the Charity Manager
- The person responsible for ensuring that any new substances will be assessed as required and all relevant employees made aware of the findings is the Charity Manager
- COSHH data sheets and Assessments will be kept in the @risk assessment folder in the main centre office.

Only competent persons may use chemicals

- in the work area. A competent person in this instance is someone who has been trained in the use of the specific substance.

Section 6: Manual Handling

The Manual Handling Regulations 1992 (amended 2002) cover all aspects of load handling in the workplace.

Manual handling Risk Assessments and control measures

- Risk Assessments carried out will have identified those operations that include manual handling and those that require a full Manual Handling Assessment.
- The risk assessment will include identification of control measures required.
- Within the risk assessments, consideration will be given to avoiding manual handling where possible and appropriate. Where manual handling cannot be avoided,
- individual employees at risk e.g. pregnant women, those with injuries or medical conditions. The person responsible for carrying out such risk assessments for individuals is Charity Manager and this will be done through consultation with the individual by the line manager resulting in drawing up the risk assessment.
- Completed risk assessments are located in the centre's main office.
- The person responsible for identifying all areas requiring a full manual handling operation and ensure manual handling risk assessments are undertaken is the Charity Manager.
- The person responsible for ensuring that all relevant employees (and volunteers) are informed about the risks associated with manual handling in the tasks undertaken is the Charity Manager.

Instruction and training

Manual handling instruction at an appropriate level will be given to all employees and volunteers at risk.

Marking weight

Nearly all commercial deliveries e.g. of stationery supplies are marked with a weight. If the organisation creates a load which is significant it will be marked with a weight or warning such as heavy item/ requires two people to carry.

Section 7 : Equipment

All equipment used or purchased must be “fit for purpose” and comply with all relevant regulations relating to the area it is to be used. This affects all pieces of equipment for use at work and these are covered by the Provision and Use of Workplace Equipment Regulations 1998 (PUWER). There are a number of other regulations which also relate to equipment used at work, including electrical safety, CE marking, machine guarding and the Road Traffic Act.

Purchasing equipment

All equipment purchased must conform to the relevant safety standards as dictated for that equipment at the time of use.

- The person who carries the responsibility to ensure that the equipment conforms to the required standards is the Charity Manager.

Existing equipment

- All existing equipment must comply with PUWER (Provision and Use of Work Equipment Regulations) ie is fit for the purpose it is intended for and complies with the current relevant legislation related to that type of equipment.. Old electrical equipment may not comply with current legislation and therefore it should not be used. Any guards identified must be fitted before use and protective equipment must be made available. The person responsible for ensuring that guards are available, in place and that any protective equipment is made available is the Charity Manager.
- Before using equipment, employees/ volunteers should carry out the following basic process:
 - Performing a visual check to see if it is working order and safe to use
 - Referring to any written instructions about the use of the equipment (an Instruction Manual folder can be found in the main office).
 - Ensuring that, if required, personal safety equipment is used such as gloves, safety goggles, steel toe-capped boots
- Defective or unsafe equipment must be marked as such and removed from circulation until repaired by a competent person or destroyed.
- The person to whom any failures and defects should be reported is the Charity Manager.
- Instruction in the safe use of all equipment will be given as identified by risk assessments. Any instructions will be presented in the following fwritten form as a safe system of work or method statement, or through demonstration
- If further instruction is required, employees/ staff should request assistance from the most senior member of staff at that time.

Testing electrical equipment

- The frequency for testing portable and transportable equipment will be determined by risk assessment. In low risk environments eg an office, a visual inspection will normally suffice, in higher risk environments (out in all weathers, or used in extremes of temperature) more frequent and thorough testing will be required.
- Inspections will take place on the following basis (insert basis- eg annual), using HSE guidelines

Inspection and Testing of Portable and Transportable Electrical Equipment in a Low Risk Environment

Equipment / environment	User checks	Formal Visual Inspection	Combined inspection and testing
Battery operated (less than 20 volts)	No	No	No
Extra low voltage (less than 50 volts AC) e.g. Telephone equipment, low voltage desk lights	No	No	No
IT e.g. Desktop computers, VDU screens	No	Yes 2-4 years	No if double insulated, otherwise up to 5 years
Photocopiers, fax machines NOT handheld, rarely moved	No	Yes 2-4 years	No if double insulated, otherwise up to 5 years
Double insulated equipment NOT hand-held, moved occasionally e.g. Fans, table lamps, slide projectors	No	Yes 2-4 years	No
Double insulated equipment HAND-HELD e.g. Some floor cleaners, hairdryers.	Yes	Yes 6-12 months	No

Earthed equipment (Class 1) e.g. electric kettles, some floor cleaners	Yes	Yes 6 months – 4 years depending on the type of equipment it is connected to	Yes 1-5 years depending on the type of equipment it is connected to
Cables (leads) and plugs connected to the above, extension leads (mains voltage)	Yes	Yes 6 months – 4 years depending on the type of equipment it is connected to	Yes 1-5 years depending on the type of equipment it is connected to

Notes:

1. This guidance is for equipment used in low risk environments only. Frequency and testing regimes in higher risk environments should be defined by risk assessment.
2. Source: HSE

Portable Appliance Testing (PAT) testing

A competent body specialist PAT company or individual, or electrician) will carry out PAT inspections in accordance with the scheme/timetable devised.

Equipment from uncontrolled sources

The position of the organisation with regard to use of electrical equipment brought in from uncontrolled sources e.g. from employee/ volunteer homes is as follows:
SPACE does not permit the use of electrical equipment brought in from uncontrolled sources

Mains electricity testing

In addition, mains electricity testing will be done on a 5 years basis by a competent person. Responsibility for arranging the mains testing rests with the Charity Manager.

Section 8: Lone Working

This section identifies the way in which the SPACE will ensure that lone workers are not exposed to additional risks by virtue of their lone working, and identifies a process to ensure that risks are assessed and that control measures are in place.

Guidance for lone workers

- The following situations may require lone working within our organisation:
Opening/locking up the centre
Working within the centre whilst play sessions are not being run.
- Employees (and volunteers) are expected to follow the following general advice to minimise risks involved in lone working:
Ensure all doors are securely locked where appropriate

Do not allow entry to any unknown person
Should an incident occur, contact the police immediately

- In addition to the guidelines above, a risk assessment will be carried out if it is identified that employees are at risk when lone working, and the likelihood of this occurring.
- The risk assessment will take into account the nature and type of the operation that is being undertaken, emergency procedures, the risk of violence and the level and type of supervision available.
- This risk assessment will be undertaken with the cooperation of those who work alone, and will be recorded in the risk assessment folder.

The risk assessment will be updated and reviewed annually, or when a different situation for lone working occurs or if new information relating to the risk is received

Section 9: Young Persons at Work

Young workers (under the age of 18 are seen as being particularly at risk because of their possible inexperience, lack of awareness of existing or potential risks, and immaturity.

We recognise that children under 13 years old are generally prohibited from any form of employment. Children between 13 and the minimum school leaving age are prohibited from being employed in industrial undertakings such as factories, construction sites, except when on work experience schemes approved by the local education authority.

As required in The Health and Safety (Young Persons) Regulations 1997, our organisation will take the following measures to protect young workers:

- Assess risks to young people under 18 years old before they start work.
- Take into account their inexperience, lack of awareness of existing or potential risks, and immaturity.
- Conduct specific risk assessments for the work they will undertake
- As appropriate, provide information to the work experience co-ordinator/ parents about the risk and the control measures introduced.
- Take account of the risk assessment in determining whether the young person should be prohibited from certain work activities. This will include taking into account whether the task is necessary for their training, whether risks have been reduced as far as is practical and the amount of supervision to be provided by a competent person.

Section 10: Management of Contractors

The Management of Health and Safety at Work Regulations 1999 are of particular importance in any client/contractor relationship. We recognise that as well as being responsible for employees and clients using your premises, the organisation also has a duty of care to contractors. This not only covers making sure that your premises are safe for the contractor to work there, but also making sure that they employ safe working practices.

SPACE and its contractors have legal responsibilities under health and safety regulations dealing with specific hazards (e.g. the Control of Substances Hazardous to Health Regulations 1999, the Control of Lead at Work Regulations 1998 and the Control of Asbestos at Work Regulations 1987).

The person(s) responsible for appointing and monitoring contractors is/are the charity manager. In order to carry out our duties under Health and Safety Law, this person will:

- **Identification of work:** Ensure that the work is clearly identified

- **Competence:** Check that the chosen contractor has a suitable level of competence for the task to be undertaken ie sufficient skills and knowledge to do the job safely and without risk to health and safety. This will be done by asking them for their health and safety policies/ asking them to adopt our policy, details of their qualifications, training records and references from previous clients.
- **Assess the risks of the work :** A risk assessment will be done and the results shared with the contractor. The contractor will be expected to carry out their own assessments and to share them with (name of organisation). We will agree an overall risk assessment and the preventative and protective steps that will apply when work is in progress. This includes the possible health and safety effects of our activities on contractors.
- **Provide information, instruction and training:** We will provide employees with information, instruction and training regarding the health and safety implications of the work being undertaken by the contractors and will expect all our contractors to do the same.
- **Co-operation and co-ordination:** We will ensure that there suitable and sufficient means of liaison with our contractors including regular meetings and briefings. They will; be informed of who to contact regarding any Health and Safety issues on site and given relevant information about the premises. We will also ensure that any other parties who may be affected by any work undertaken, eg neighbours are kept informed.
- **Consulting the workforce:** We will ensure that we consult all employees and volunteers as necessary regarding any work that may have implications for health and safety either through direct contact, team meetings, informal discussion (insert what you will do here)
- **Management and supervision:** We will manage and supervise contractors to a level proportionate to the level of risk associated with any work. Relevant issues include:
 - equipment to be used
 - personal protective equipment provided (by whom) and used
 - working procedures, including any permits-to-work;
 - the number of people needed to do the job;
 - reporting of accidents and safekeeping of records and plans.
-

If any contractor does not meet any legislation standards or agreed health and safety standards we will suspend the work until shortcomings are investigated and standards are met.

Section 11: Home working

It is recognised that some employees/ volunteers carry out work from home.

The organisation is aware that under the Health and Safety at Work Act, employers have a duty to protect the health, safety and welfare of their employees including home workers. Most of the Regulations under the HSWA apply to home workers as well as to employees working at the workplace. These include;

- General management of Health and Safety
- Display Screen Equipment
- General equipment
- COSHH

Activities carried out from home which may have Health and Safety implications include:

- Handling Loads (lifting boxes, repetitive tasks etc)
- Using work equipment at home (computers, printers etc)
- Using electrical equipment for work at home (any electrical equipment used for work such as computers, printers, irons, heat sealers for packing)
- Using substances and materials for work at home (items that come under COSHH for example)
- Working with VDUs

Measures that the organisation takes with regard to home working include:

- Carrying out risk assessments, complying with Section 3 of this policy and recording the appropriate action
- Checking on assessments on an ongoing basis or if there is a change in working conditions.
- Providing necessary instruction to staff
- Setting reasonable targets for completion of work
- Carrying out DSE checks

Section 12: Violence and Aggression

The Health and Safety at Work etc. Act 1974, and the Management of Health and Safety at Work Regulations 1999 impose duties on organisations, including assessing the risk of violence, such as assault or verbal abuse, and protecting employees and volunteers from those risks as far as reasonably practicable.

The SPACE will endeavour to eliminate or reduce the likelihood of violence at work, recognising its risk to the individuals concerned and the detrimental effect on staff morale and the reputation of the organisation.

We will assess the risks to all our staff/ volunteers and introduce all reasonable steps to minimise and control the risk of violence, verbal abuse or intimidating behaviour. These control measures within the risk assessments would include:

Reminding parents will be responsible for their children whilst at lay sessions

- Providing specific instruction or training to enable staff to minimise the risk

SPACE accepts that, in general, facing aggressive behaviour or excessive violence is not part of an employee's job/ volunteer's role and the reporting of such incidents will not reflect badly on employees/ volunteers.

Employees/ volunteers should report to the Charity Manager if they experience any incident that subjects them to:

- Physical assault, whether or not injury results.
- Verbal abuse, shouting or swearing.
- Threatening behaviour, with or without any form of weapon.
- Anything that they feel might damage their health through anxiety or stress.

Section 13: Summary of Information, Instruction, Training & Supervision

Consultation and communication

All employees (and volunteers) will be consulted regarding health and safety issues involving the activities they are taking part in and all issues should be dealt with at source and at the time.

Consultation/ communication will be through:

team meetings

one to one meetings

briefing sheets

Display of Health and Safety information is via poster, located in the kitchen.

This poster contains details of employers' legal obligations, the local enforcing authority and the nominated competent person within the company.

This information should be read in conjunction with Section 2 of this Health and Safety policy, entitled Responsibilities.

Health and Safety advice can be obtained from the Charity Manager or the Health & Safety Executive as displayed on the Health and Safety Law information.

Instruction, training and supervision

Any required training will be identified by the Charity Manager and arrangements made as soon as practicable.

Where an employee identifies a safety training need then they should raise it for consideration with line manager.

Training records will be kept **in HR files in the office.**

Supervision will be provided at the level deemed necessary for the employees / volunteers, (e.g. young and inexperienced employees / volunteers, will have a higher degree of supervision than those who are more experienced).

Section 14: Accidents (including Reporting of Disease and Dangerous Occurrences Regulations RIDDOR)

First aid

- SPACE has nominated staff trained in the use of first aid. These people are listed in Health and Safety Law poster in the kitchen.
- First aid equipment is located in the kitchen and the playroom.
- The person with responsibility for replenishing first aid kits is the Charity Manager.

Reporting accidents

- All accidents and first aid treatments, plus near misses, no matter how minor, will be reported in the accident log book which is held in the resource room and this is also to be reported the Charity Manager. They should be reported within 24 hours
- Any accidents requiring the use of the emergency services must be dealt with prior to recording in the log book.
- Serious injury involving emergency services or absence from work for more than 3 days should be reviewed and reported to the HSE under RIDDOR (Reporting of Incidents, Diseases and Dangerous Occurrences Regulations). Informing the HSE for reportable incidents will be undertaken by the Charity Manager Accidents or near misses can be reported in the following ways:

Telephone	0845 3009923
Fax.	0845 3009924
E-mail	riddor@natbrit.com
Web site	www.hse.gov.uk/riddor/

Asbestos and Lead at work are covered by specific legislation and should be treated accordingly. (Further information can be obtained from the HSE website at www.hse.gov.uk)

Categories of accidents covered by this reporting procedure are as specified on the HSE RIDDOR website <http://www.hse.gov.uk/riddor/guidance.htm>

The responsibility for ensuring that accidents are reported, investigated and that counter measures are taken to prevent a reoccurrence lies with the Charity Manager.

Near Miss Incidents

A near miss incident represents an event that does not cause injury or damage to property, but has the potential to cause significant injury or property damage. The person responsible for carrying out investigations of near miss incidents is the Charity Manager. The person responsible for ensuring other parties are informed and will monitor the progress of any actions to be taken to prevent a recurrence is the Charity Manager.

Dangerous Occurrences A dangerous occurrence represents an event that normally involves damage to property and has the potential to cause serious injury. Dangerous occurrences are clearly defined within the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995, Schedule 2. Employees and volunteers should report dangerous occurrences to the Charity Manager. as soon as practicable. Where the occurrence is reportable under RIDDOR, the person responsible for ensuring that the HSE are informed is the Charity Manager.

Potentially Disabling or Disabling Accidents

Potentially disabling injuries represent any injury suffered whilst at work, which requires the injured party to seek treatment from a qualified medical practitioner.

A disabling injury represents an injury where the injured person is unfit for work on the day following that on which the injury occurred.

Potentially disabling or disabling accidents will be reported to the Charity Manager. as soon as is practicable and will be the subject of an immediate investigation. The person responsible for ensuring that the Health and Safety Executive is informed as deemed necessary is the Charity Manager..

Major Accidents. A major injury represents an injury resulting in broken bones (other than toes and digits) and any injury that results in a person being detained in hospital for a period greater than 24 hours. In the event of a major accident, all appropriate personnel will be informed as soon as is practicable. The person responsible for ensuring that the Health and Safety Executive is promptly informed is the Charity Manager. Initial investigations at the site of the accident will be carried out ensuring that there is no disturbance of evidence or items that could have contributed to the cause of the accident. This investigation would be, where practicable, carried out by the Charity Manager.

The initial investigation would be followed up by a detailed investigation. On completion of this investigation, a report of findings, including details of short and long term actions, together with time scales required to prevent recurrence, will be drawn up.

Fatal Accident In the event of a fatal accident, the area of the accident will be isolated and nothing will be moved or interfered with, except by the emergency services or where action is required to protect others who may be at imminent risk.

The person responsible for informing the Health & Safety authorities by telephone as soon as possible is the Charity Manager. Full co-operation will be given by personnel throughout all levels of the company to the Health and Safety Executive representatives conducting any investigations.

ALL ACCIDENTS MUST BE RECORDED IN THE ACCIDENT BOOK NO MATTER HOW MINOR THEY SEEM AT THE TIME.

Section 15: Emergency Procedures, Fire and Evacuation

Fire risk assessment

It is the responsibility of the charity Manager to ensure that fire risk assessment for the building, floor, office that your organisation occupies have been completed on an annual basis

Regular checks

- Escape routes will be checked regularly, on a weekly basis by the Charity Manager or by a nominated competent person.
- Fire extinguishers are serviced and maintained annually by a competent person Jackson Fire. The person in the organisation responsible for organising the checks is the Charity Manager
- Fire drills will be carried out regularly to ensure that evacuation procedures are effective. Records will be kept to show the following: date, time, people present, notes. The records will be kept in (alarm cupboard and maintained by the Charity Manager.
- Fire alarms will be tested (insert timescale eg once per week on a Friday) to ensure that they are functional and can be heard by all areas. Records of weekly tests will be in the alarm cupboard. Responsibility for checking fire alarms and keeping records of testing lies with the Charity Manager.

Training and instruction

- The following training will be provided regarding use of fire-fighting equipment and fire awareness: Jackson Fire.
- **Fire Alarm- The following process will be displayed in each room.**

Section 16: Work-related stress

Although a degree of pressure and challenge may well be beneficial and aid people in their work, the HSE defines work related stress as “the adverse reaction people have to excessive pressures or other types of demand placed on them”.

Stress may demonstrate itself in a variety of symptoms, including drop in productivity, aggression, lateness, increase in sickness days and headaches.

The following processes will help the organisation to identify factors which may lead to work related stress:

- Consideration of roles e.g. volunteers who befriend terminally ill people may suffer stress due to the burden of supporting the dying person and their family.
- Consultation with employees/ volunteers either through one to one meetings, having an ‘open door policy’, team meetings etc so that potential issues are raised well in advance-before they escalate. Individuals should be encouraged to raise issues sooner rather than later so that support can be put in place. Issues are usually raised with line managers. Establishing a regular opportunity for staff and volunteers to talk through workplace issues can prevent many situations getting out of control.

If an individual feels that he/she is under stress, they should raise with line manager before it escalates.

If work related stress is identified, the support processes put in place may include:

- one to one discussions,
- analysis of work processes,
- recuperation time or temporary or permanent role changes.
- conduct a 'return to work' interview following absence due to stress (or sickness related absence) to check that the person is fit to work and to plan their schedule so that they can manage their workload/ tasks.
- Temporary reduction in working hours
- Temporary adjustment in working duties e.g. reduced workload if appropriate
- Additional training or support
- More flexible working arrangements
- More regular supervision if appropriate

Section 17: Smoking

This policy section has been developed to protect all employees, volunteers, service users, customers and visitors from exposure to second-hand smoke and to comply with the Health Act 2006.

Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses.

Smoke Free Policy

Our workplace is smoke free, and all employees have a right to work in a smoke free environment. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace.

Implementation

Overall responsibility for policy, implementation and review rests with the Charity Manager. However, all staff, volunteers and visitors are obliged to adhere to and support the implementation of this non smoking policy.

The person responsible for informing all existing employees, volunteers and contractors of the policy and their role in its implementation and monitoring is the Charity Manager.

Appropriate 'no smoking' signs will be clearly displayed throughout the centre.

Non Compliance

If a member of staff / volunteer does not comply with this policy this may result in disciplinary procedures.

Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution.

Section 18: Alcohol and drugs

It is SPACE's aim to ensure the provision of a safe working environment and a high standard of safety for its employees, volunteers and clients. It therefore has the responsibility to recognise the potential health and safety risks within the working environment which may occur as a result of alcohol and drug abuse or the effects of long-term or temporary use of prescription medication.

Legal Obligations

The organisation would be committing a criminal offence by ignoring the principle legislation in the UK for controlling drug and alcohol abuse. There is a legal requirement under Section 2 of the Health and Safety at Work etc. Act 1974 to "ensure as far as is reasonably practicable, the health, safety and

welfare at work of all employees". Section 7 of the Act requires "employees to take reasonable care of the health and safety of themselves and others who may be affected by their acts and omissions at work".

In addition, the Transport and Works Act 1992 imposes strict regulations regarding the alcohol and drug levels in those staff working in "safety critical" posts, for example driving vehicles and operating machinery.

Awareness, reporting and consequences

- This policy aims to make all personnel within the organisation aware of issues relating to the effects of drug and alcohol misuse in the workplace and the need to understand the potential for some prescription medication to cause either long-term or transient effects on work capabilities.
- Staff and volunteers should not come to work if under the influence of drugs or alcohol or if they have been advised by a doctor not to undertake work activities whilst taking certain prescription medication.
- Managers and trustees should be aware of the issues arising as a result of alcohol or drug related problems. These include absenteeism, high accident levels, impaired work performance, mood swings and misconduct.
- Employees / volunteers should not cover up for colleagues with a drink or drug problem. Collusion represents a false sense of loyalty and will result in compromising health and safety within the organisation and longer term damage for the individual.
- If an employee/volunteer has suspicions about a colleague relating to alcohol or drug abuse, they should report to line manager or volunteer co-ordinator.

If an employee is known to be intoxicated by alcohol or drugs during working hours the following action will be taken: arrangements will be made to escort the individual from the premises. Disciplinary action will take place when the employee has had time to recover from the effects of alcohol/drugs, prior to returning to work. An act of gross misconduct will result in being summarily dismissed.

Volunteers will also be subject to action if found to be intoxicated by alcohol or drugs whilst working within or on behalf of the organisation. This will usually be in the form of a request to go home in the first instance followed by a review meeting to address the particular incident.

Section 19: Insurance

The following insurance cover is held by the organisation:

Employers liability insurance
Public liability insurance

This Health and Safety policy document has outlined how records will be kept in SPACE allow monitoring to ensure that the policy is being followed.

The following reporting will take place to evidence abidance by this policy:

- summary reports to Board of Trustees
- memos/ information about day to day practical arrangements FOR STAFF & VOLUNTEERS.

Appendix 1

Classification of Hazardous Substances

Identification of general Symbol
nature of risk (black on orange)

Very Toxic or Toxic



Corrosive



Explosive



Extremely Flammable or
Highly Flammable



Harmful or Irritant



Oxidising



(insert logo or name of organisation here)

DSE Assessment Worksheet

Name:..... Date:

Location / Building:..... Tel:

Line Manager:..... Email:.....

Assessor:

Further action required?..... Yes No

Required Action:.....

.....

.....

Assessment Completed

Signed by User

Signed by Assessor

Follow-up due on:.....

Follow-up action completed on:

Review Date:.....

1. Pre-existing Issues

Does the user experience discomfort or other symptoms from their DSE?..... Yes No

Details:
.....
.....

2. Display Screen

Is the image stable, i.e. free of flicker and jitter? Yes No

Is the brightness and/or contrast adjustable? Yes No
Separate controls are not essential, provided the user can read the screen clearly at all times.

Are the characters clear and not blurred? Yes No
Change the text and background colours as necessary.

Is the screen clean? Yes No
Clean as necessary.

Is the text size comfortable to read? Yes No
Show user how to adjust screen resolution, right click on Desktop > Properties > Settings.

Is the screen's specification suitable for its intended use? Yes No

Does the screen swivel and tilt? Yes No
Swivel and tilt need not to be built in, but a separate mechanism would need to be provided.

Is the screen free from glare and reflections? Yes No
Adjust blinds as necessary, or provide anti-glare screens.

Are adjustable window coverings provided and in adequate condition? Yes No

Comments:
.....
.....
.....

3. Keyboards

Is the keyboard separate from the screen? Yes No

Does the keyboard tilt and is stable? Yes No
Tilt need not be built in, can be separate mechanism.

Is it possible to find a comfortable keying position? Yes No
Ensure adequate space for arms, hands & keyboard. Users of thick raised keyboards may need a wrist rest.

Does the user have good keyboard technique? Yes No
Hand bent up at the wrist, hitting the keys too hard, overstretching the fingers?

Are the characters on the keys easily readable? Yes No

Comments:

.....
.....

4. Mouse, Trackball, etc

Is the device suitable for the task? Yes No
Would a different design be more appropriate?

Is the device positioned close to the user? Yes No
The device is usually best placed right next to the keyboard.

Is there support for the device user's wrist and forearm? Yes No
Desk surface, chair arm, wrist rest.

Does the device work smoothly at a speed that suits the user? Yes No
Clean the ball as necessary, check work surface, mouse mat.

Can the user easily adjust settings for speed and accuracy of pointer? Yes No
Show user how to change the mouse settings in Control Panel > Mouse.

Comments:
.....
.....
.....
.....

5. Software

Is the software suitable for the task? Yes No

Does the user have adequate training or experience to use the software? Yes No
Software should respond quickly and clearly to user input.

Comments:
.....
.....
.....

6. Furniture

Is the work surface large enough? Yes No

Can the user comfortably reach all equipment and papers? Yes No

Are surfaces free from glare and reflection? Yes No

Is the chair suitable? Yes No

Is the chair stable? Yes No

Does the chair have working:

- Seat back height and tilt adjustment? Yes No
- Seat height adjustment? Yes No
- Swivel mechanism? Yes No
- Castors or glides? Yes No

Is the chair adjusted correctly? Yes No

Is the small of the back supported by the chair's backrest? Yes No

Are forearms horizontal? Yes No

Is the screen at an appropriate height and distance? Yes No

Top of the screen level with or below eye level, 35 - 70 cm from user.

Are feet flat on the floor / footrest? Yes No

Without too much pressure from the seat on the back of the legs.

Comments:

7. Environment

Is there enough room to change position and vary movement? Yes No

Move, stretch, fidget.

Is the area free from cables that present a trip hazard? Yes No

Is the lighting suitable? Yes No

Not too bright or dim to work comfortably - shading, reposition or remove, provide desk lamp.

Does the air feel comfortable? Yes No

Dry, stale, humid.

Are heat levels comfortable? Yes No

Are noise levels comfortable? Yes No

Comments:

8. Final questions to users....

Has this covered all of the user's problems working with their DSE? Yes No

Advise user of their entitlement to eye and eyesight testing Yes No

Test and lenses specifically for computer use. Speak to HR.

Advise the user to take five minutes break in every hour Yes No

Blink, focus on objects at different distances.

Comments:

.....
.....

9. Overall Comments

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.....
.....
.....
.....
.....

Appendix 3: Risk Assessment template example

SPACE - Risk Assessment Form

Serial number:

Location	Date
Name of Assessor	Job Title
Activity Taking Place	
Hazards Identified	
Persons at Risk	

Risk Matrix

<i>Consequences (C)</i>	Likelihood (L)				
	Rare 1	Unlikely 2	Possible 3	Likely 4	Certain 5
1 - Negligible	1	2	3	4	5
2 - Low	2	4	6	8	10
3 - Medium	3	6	9	12	15
4 - Very High	4	8	12	16	20
5 - Extreme	5	10	15	20	25

Risk Factors

Low Risk	Moderate Risk	Significant Risk	High Risk
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Risk Factor Before Controls in Place	<u>Risk Score (C x L)</u>
<u>Control Measures currently in place</u>	

<u>Control Measures Required</u>	
Signature / Date	<u>Line Manager's Name / Signature /</u> <u>Date when Actions Completed</u>
Assessor.....	Print Name.....
Date.....	Signature..... Date.....
Residual Risk Factor / Score After Measures Taken	Next Assessment Due

Explanation of Risk Matrix

The assessment of risk is based on an event occurring that constitutes a risk to: People, Environment, Assets, Reputation and Security. It is measured in terms of consequences and likelihood.

Risk = Consequences x Likelihood

CONSEQUENCE (C)		
Level	Descriptor	Description
1	Negligible	First-aid treatment. Small environmental damage. Moderate financial loss. Decrease in morale. Some security implications.
2	Low	Medical treatment required. Moderate environmental damage. High financial loss. Moderate loss of reputation. Security implications limit business
3	Medium	Excessive injuries or 3 day lost time injury. Major environmental damage. Major financial loss. Major loss of reputation. Security implications restrict business.
4	Very High	Single death of any person. Environmental damage restricts business. Massive financial loss. Damage to reputation restricts business. Security implications severely restrict business.
5	Extreme	Multiple deaths involving any persons. Environmental damage threatens business viability. Crippling financial loss. Damage to reputation threatens business viability. Security implications threaten business viability

LIKELIHOOD (L)		
Level	Descriptor	Description
1	Rare	The event may occur only in exceptional circumstances.
2	Unlikely	The event could occur at some time.
3	Possible	The event will probably occur at some time.
4	Likely	The event will occur in most circumstances.

5	Certain	The event is expected to occur in all circumstances.
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Risk Assessment Process:

Once the Risk Assessment has been completed discuss with the Line Manager responsible for this Location / Activity about implementing appropriate control measures. Line Manager's will need to Print / Sign their name and Date to say the appropriate actions have been implemented.

If you require any assistance in the completion of this form or additional help in carrying out risk assessments please contact (insert name of person within your organisation).