



St Mary's Millennium Centre (Liverpool) Limited

(Registered in England Number: 3559818 and registered Charity Number: 1071799)

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Policy Document

HEALTH AND SAFETY

Reviewed / Updated: 7th November, 2022

APPROVED BY TRUSTEES		DATE
1	Original issue and approval	4 th July, 2016
2	Reviewed/updated (<i>Wording tidied up, no significant changes</i>)	25 th August, 2021
3	Approved	13 th October, 2021
4	Approved (<i>Reference to COVID removed & Staff names removed from Appendix One</i>)	10 th November, 2022
5	Reviewed and approved	23 rd November, 2023
6	Next review/update due (<i>Or earlier if relevant UK legislation changes</i>)	Annually

HEALTH AND SAFETY

Purpose of policy.

- 1) St Mary's Millennium Centre (Liverpool) Limited (StMMC / the Employer) takes health and safety issues seriously and is committed to protecting the health and safety of its staff and all those affected by its business activities and attending its premises. This policy is intended to help the Employer achieve this by clarifying who is responsible for health and safety matters and what those responsibilities are.
- 2) This is a statement of policy only and does not form part of any contract of employment. This policy may be amended at any time by the Employer at its absolute discretion. The Employer will review this policy at regular intervals to ensure that it is achieving its aims effectively and is compliant with government legislation.

Who is responsible for workplace health and safety?

- 3) Achieving a healthy and safe workplace is a collective task shared between the Employer and staff. This policy and the rules contained in it apply to all staff of the Employer, irrespective of seniority, tenure and working hours, as well as directors/trustees and officers, consultants and contractors, casual or agency staff and trainees. Specific responsibilities of staff are set out in the section headed "Responsibilities of all staff" below.

Employer responsibilities.

- 4) The Employer is responsible for:
 - a. making sure the health and safety policy document is available to all staff and that they understand and comply with the policy;
 - b. taking reasonable steps to safeguard the health and safety of staff, people affected by the Employer's business activities and of people visiting its premises;
 - c. identifying health and safety risks and finding ways to manage or overcome them;
 - d. providing a safe and healthy place of work and safe entry and exit arrangements, including during an emergency situation;
 - e. providing and maintaining safe working areas, equipment and systems and, where necessary appropriate protective clothing;
 - f. providing safe arrangements for the use, handling, storage and transport of articles and substances;
 - g. providing adequate information, instruction, training and supervision to enable all staff to do their work safely, to avoid hazards and to contribute positively to their own health and safety at work. The Employer will give all staff the opportunity to ask questions and advise who best to contact in respect of those questions, if anyone is unsure about how to safely carry out their work;
 - h. ensuring any health and safety representatives receive appropriate training to carry out their functions effectively;
 - i. providing a health and safety induction and appropriate safety training to your role, including:
Manual Handling; Control of Substances Hazardous to Health; First Aid and Defibrillator
 - j. promoting effective communication and consultation between the Employer and staff concerning health and safety matters and will consult with staff directly relating health and safety and

- k. regularly monitoring and reviewing the management of health and safety at work, making any necessary changes and bringing those to the attention of all staff.
- 5) The Board of Trustees / Directors of the Employer has overall responsibility for health and safety and has appointed the Centre Manager as the Health and Safety Officer with day to day responsibility for health and safety matters.
- 6) Any concerns about health and safety matters should be notified in the first instance to the Centre Manager / Health and Safety Officer.

Responsibilities of all staff.

General Responsibilities

- 7) All staff must:
- a. familiarise themselves with the StMMC health and safety policy to enable them to help manage their own and others health and safety;
 - b. take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions;
 - c. co-operate with the Health and Safety Officer and the Employer generally to enable compliance with health and safety duties and requirements;
 - d. comply with any health and safety instructions and rules, including instructions on the safe use of equipment;
 - e. keep health and safety issues in the front of their minds and take personal responsibility for the health and safety implications of their own acts and omissions;
 - f. keep the workplace tidy and hazard-free;
 - g. report all health and safety concerns to the Health and Safety Officer promptly, including any potential risk, hazard or malfunction of equipment, however minor or trivial it may seem;
 - h. co-operate in the Employer's investigation of any incident or accident which either has led to injury or which could have led to injury, in the Employer's opinion and
 - i. sign the 'confirmation certificate' in Appendix One of this health and safety policy document (***NB: The Centre Manager will maintain an annual updated signed document in the office staff personnel file***)

Staff responsibilities relating to equipment.

- 8) All staff must:
- a. use equipment as directed by any instructions given by representatives of management or contained in any written operating manual or instructions for use and any relevant training;
 - b. report any fault with, damage to or concern about any equipment (including health and safety equipment) or its use to the Health and Safety Officer, who is responsible for maintenance and safety equipment;
 - c. ensure that health and safety equipment is not interfered with; and
 - d. not attempt to repair equipment unless suitably trained and authorised.

Staff responsibilities relating to accidents and first aid.

- 9) All staff must:
- a. promptly report any accident at work involving personal injury however trivial, to the Health and Safety Officer so that details can be recorded in the accident book and co-operate in any associated investigation;
 - b. familiarise themselves with the details of the first aid facilities and trained first aiders, which are to be displayed on the notice board in The Centre Entrance Hall;

- c. if an accident occurs, seek out the duty first aider, giving name, location and brief details of the problem;
- d. in the event of serious injury, immediately dial 999 and then notify the Health and Safety Officer of the nature of the incident and any actions taken;
- e. the Health and Safety Officer is responsible for investigating any injuries or work-related disease, preparing and keeping accident records, and for submitting reports under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), where required.

Staff responsibilities relating to national health alerts.

- 10)** If an epidemic or pandemic alert is issued, all staff must comply and co-operate with all instructions, arrangements and advice issued by the Employer as to the organisation of business operations and steps to be taken by staff to minimise the risk of infection. Any questions should be referred to the Health and Safety Officer.

Staff responsibilities relating to emergency evacuation and fire.

- 11)** All staff must:
- a. familiarise themselves with the instructions about what to do if there is a fire, which is displayed on the notice board of The Centre Entrance Hall;
 - b. ensure that they are aware of the location of fire extinguishers, fire exits and alternative ways of leaving the building in an emergency;
 - c. comply with the instructions of the “responsible person” if there is a fire, suspected fire or fire alarm (or a practice drill for any of these scenarios);
 - d. co-operate in fire drills and take them seriously (ensuring that any visitors to the building do the same), fire drills will be held at least once every 12 months;
 - e. ensure that fire exits or fire notices or emergency exit signs are not obstructed or hidden at any time;
 - f. notify the Health and Safety Officer immediately of any circumstances (for example, impaired mobility) which might hinder or delay the evacuation in a fire. This will allow the Health and Safety Officer to discuss a personal evacuation plan for you, which will be shared with staff and colleagues working near you.
- 12)** On discovering a fire all staff must:
- a. immediately trigger the nearest fire alarm and, call the Fire Brigade and notify the location of the fire and persons present; and
 - b. attempt to tackle the fire **ONLY** if they have been trained or otherwise feel competent to do so. All members of staff will be trained in the use of fire extinguishers.
- 13)** On hearing the fire alarm, all staff must:
- a. remain calm and immediately evacuate the building, walking quickly, without running, following the instructions of “the responsible person”;
 - b. leave without stopping to collect personal belongings;
 - c. remain out of the building until notified by the Fire Brigade that it is safe to re-enter.

The Health and Safety Officer is responsible for ensuring fire risk assessments take place and that changes are made where required and for making sure there are regular checks of fire extinguishers, fire alarms, escape routes, signage and emergency lighting.

Risk assessments, hazardous substances, display screen equipment & manual handling.

- 14)** Risk assessments are simply a careful examination, of what in the workplace could cause harm to people. The Employer will assess any risks and consider measures to best minimise any risk. The Employer will carry out general workplace assessments when required or reasonably requested by staff. Managers must ensure that any necessary risk assessments take place and the resulting recommendations are implemented. The Health and Safety Officer is responsible for workplace assessments and any measures to control risks.
- 15)** The use of hazardous substances at work will be avoided where possible and less hazardous alternatives will be used where available. Training on the control of substances hazardous to health (COSHH) will be provided where required.
- 16)** Staff who use a computer for prolonged periods of time should try, where possible to organise short breaks every few hours away from the computer screen, but may request a workstation assessment and/or an eye test by an optician by contacting the Health and Safety Officer. The Health and Safety Officer will then provide you with more details and make arrangements if you would like to proceed.
- 17)** Guidance on manual handling (for example lifting and carrying heavy objects) can be obtained from the Health and Safety Officer and where necessary training will be provided by the Employer, but the Employer will try to minimise or avoid the need for manual handling where there is a risk of injury.

Non Compliance with health and safety rules

- 18)** Any breach of health and safety rules or failure to comply with this policy will be taken very seriously and is likely to result in disciplinary action against the offender, in accordance with the Employer's disciplinary policy, up to and including immediate dismissal.

APPENDIX ONE



Policy Document

HEALTH AND SAFETY PROCEDURE

Reviewed / Updated: 10th November, 2022

STAFF CONFIRMATION CERTIFICATE

I confirm that I have read the above issue of the St Mary's Millennium Centre (Liverpool) Limited, Health and Safety procedure document, and understand its content.

NAME	ROLE	SIGNATURE	DATE
	Centre Manager		
	Cleaner		
	Caretaker		
	Caretaker		

Note:

Per clause 7 (i) The Centre Manager will maintain an annual updated signed document in the office staff personnel file)