

## Health and safety

### Introduction

The Britannia Youth Organisation CIC is committed to ensuring that all reasonable precautions are taken to provide and maintain working conditions which are safe and healthy and comply with all the statutory requirements.

BYO will, so far as is reasonable and practicable:

- Provide and maintain equipment and systems of work that are safe and without risk to health
- Provide such information, training and supervision as is necessary to ensure the health and safety at work of its staff and others
- Maintain all premises under its control in an acceptable and safe condition
- Carry out its activities in such a way as to ensure that staff and others are not exposed to risks to their health and safety.
- Carry out the necessary risk assessments.
- Keep and maintain accurate records of accidents, injuries, dangerous occurrences and known exposure to health risks at work and the costs thereof. Inform the appropriate enforcement authority of reportable injuries, diseases and dangerous occurrences.
- Provide the services of an external health and safety worker when required.

The policy is designed to minimise or control risks to health, safety and welfare of our employees and of others working or visiting our offices.

### Our Responsibilities

#### Board of Directors

- To ensure the organisation's compliance with legislation and with the policy set out in 1.
- To ensure that appropriate information and training for health and safety matters are available to all management and staff.
- To ensure that sufficient resources are available to provide appropriate health and safety equipment, training and the provision of eye tests for staff who habitually use VDU as a significant part of their normal work.

#### Staff and Volunteers

- Take reasonable care of their own Health and Safety
- Refrain from intentionally misusing or recklessly interfering with anything that has been provided for Health and Safety.

- Report any hazardous item or equipment, or shortcomings in the existing safety arrangements to the Designated Officer without delay.
- Consider the safety of other persons who may be affected by their acts or omissions.
- Ensure all workplaces, emergency routes and exits are maintained and kept clear.
- Not undertake any task for which authorisation and or training has not been given.
- Central Management will monitor the policy on a regular basis and will provide information and training for staff to achieve and maintain as high a standard of safety as is reasonably practicable.
- Project Managers are responsible for providing leadership in and promoting responsible attitudes towards health and safety and will ensure that:
  - Each new members of staff is, as part of their induction training, shown the location of first aid boxes, fire exists and fire-fighting equipment
  - All staff for whom they are responsible are aware of the health and safety policy.
  - The condition and location of all equipment is reviewed periodically in the light of working requirements
  - Accidents and concerns are reported to the Designated Officer.

## Procedures

### Reporting accidents or work-related disease

- In the case of an accident causing injury you must ensure that the injured person is being cared for and send immediately for a first aider. Do not move the injured person.
- In the case of an emergency dial 999 and ask for the Ambulance service.
- Record details of the event in the accident book or Health & Safety report form, providing a clear, detailed account of the incident.
- Inform your line manager who will make appropriate recommendations for removing or reducing the identified risk. The form should be sent to the Designated Officer.
- The designated Officer can be contacted at:  
The Britannia Youth Organisation CIC  
36 St Joseph's Road  
Birmingham B8 2JU

### Reporting serious concerns or near miss

- If there appears to be any serious or imminent danger, staff may stop work and move to a place of safety before reporting.
- Follow steps c-e in 3.1
- The Designated Officer will investigate and determine what action should be taken
- After the investigation the employee will be informed that either:

- All accidents are investigated, with a view to preventing any recurrence
  - The organisation has so far as reasonably practicable eliminated the danger and employees must resume normal working
  - The organisation does not consider that the matter constitutes a grave risk to health or safety and the employees must resume normal working
- The organisation will undertake further investigation and may, if necessary, obtain expert opinion. Employees will be suspended on full pay or transferred to alternative work whilst the investigation takes place.
  - Refusal to resume normal working when instructed will be a breach of discipline and the matter will be dealt with under the organisation's normal disciplinary pro

## First Aid

- First aid boxes should be kept in each BYO office and on mobile units and detached workers will carry a small emergency first aid kit with them while working. It is important to ensure that these are adequately maintained and replenished as necessary. Each first aid box / kit should include a first aid book or a Health & Safety report form that needs to be completed as detailed in section 3.1.
- A notice in a prominent position should indicate the identity of the first aiders/ appointed persons and the location of the first aid boxes.
- There will be at least one appointed person in each project to look after the first aid equipment, to take control when somebody is injured or ill and to call the emergency services if necessary. We will aim to have at least one First Aider in each BYO office/team.

## Fire

- BYO is responsible that all fire equipment, including fire alarm, will be checked at regular intervals. Evacuation drills will be staged on a regular basis.
- Fire exits must be kept clear from obstruction.
- All staff must know their evacuation route and assembly point in case of fire. The name of the fire officer and evacuation details should be display in a prominent place. Permanent signposting must clearly show the way out in an emergency.
- In case of fire:
  - Shout "Fire" to warn those in the immediate vicinity and operate the nearest fire alarm call point.
  - Dial 999 and ask for the fire brigade, explain location and nature of the fire.
  - Only if you have been trained in the use fire appliance and without personal risk, try to put out the fire by directing the hose or extinguisher to the base of the flame.
  - Leave the premises immediately by the nearest fire exit, closing doors and windows as you go and report to your nearest assembly point. Do not panic and do not stop to collect personal belongings.
  - A designated person in each project will be responsible to check that the designated areas are evacuated of staff and visitors.

## Working environment

- BYO will ensure that appropriate standards of space, cleanliness, temperature, seating, ventilation and lighting are provided on its own premises as required by the Workplace (Health, Safety and Welfare) Regulations 1992. In particular legislation requires that each employee must have a minimum of 40 square feet space in which to work. Offices must reach a minimum temperature of 16 degrees centigrade after the first hour.
- Commensurate with efficiency of working, offices and desks should be kept clean and tidy.
- Windows must be kept clean, and for those on upper storeys the opening should be restricted.
- Floors should be cleaned on a regular basis and waste bins should be emptied daily.
- Ensure that articles and substances are returned to designated locations after use.
- Electrical and telephone cords must not be allowed to lie uncovered on the floor and should be taped down, since they are major tripping hazards.
- Ensure that floor areas are well lit and free of obstruction.
- Spilled coffee or other drinks should be cleaned up immediately.

## Smoking

- Smoking is not permitted in any workplaces.
- Staff and volunteers are not allowed to smoke in the presence of young people.
- Failure to comply with this rule may be considered a disciplinary offence.

## Personal safety

- Working alone at isolated sites should be avoided, if possible, or practical measures taken to minimise the risk.
- All staff should ensure that colleagues are aware of their location at all times.
- Special measures will be taken by detached workers. Mobile telephones should be available for them and an appointed person should be contacted after every session.

## Electrical equipment

- All electrical equipment and electrical installations will be checked by a competent person as required by the Electricity at Work Regulations 1989. We will aim at having this checks on an annual basis.
- All staff are responsible for reporting faults immediately. Do not continue to use faulty equipment.
- Do not carry out repairs unless you are qualified and authorised to do so.
- Never use electrical equipment in damp surroundings or where flammable vapours may be present, unless it is suitable for that purpose.
- Switch off all equipment when not required, unless continuous operation is necessary.

# Display Screen Equipment

- The Health and Safety (Display Screen Equipment) Regulations 1992 have introduced new obligations. These include the written assessment of the existing work environment, furniture, equipment and job design. Any risk identified has to be rectified as soon as reasonably practicable. Each worker will be responsible for the assessment of his or her own workstation.
- Free eyesight tests are provided to all regular users of display screen equipment. Tests can be:
  - Before commencing regular VDU work
  - For current VDU users
  - At annual intervals after the first test or at the discretion of the optician appointed by the employer
  - On experiencing visual difficulties.
- Employees will be reimbursed for the cost of basic corrective appliances where it is found that these are necessary specifically for the use of display screen equipment. Where glasses/contact lenses are required for general use the cost remains the responsibility of the individual.
- Where possible, users will be given the discretion to decide the timing and extent of off-screen tasks. Any employee who believes that his or her DSE workload does not permit adequate breaks should bring this to the attention of management.

# Welfare

- A worker's average weekly working time, including overtime, shall not exceed 48 hours for each 7 day period. If the average weekly working time exceeds 48 hours over a period of 17 weeks, the worker should sign an agreement to do so or the manager should re-arrange work patterns so that the worker is not forced to work over the weekly time limit. BYO keep adequate records to show whether the limit on maximum weekly working time is being complied with for each worker for a period of 3 years.
- No worker should accrue Time Off in Lieu (TOIL) without prior authorisation (using the leave booking system) and when doing so should give a reason why TOIL was accrued. This enables the organisation to monitor the hours worked by individual staff members and to ensure their welfare is protected.
- Never take personal risks by overreaching, twisting, stretching, stooping or overexerting during a handling task.

# Stress

## Definition

The Health and Safety Executive define stress "the adverse reaction people have to excessive pressure or other types of demand placed on them". This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

## Role of the organisation

- Through the process of risk assessment BYO will aim to identify work related stressors with the objective of reducing them so far as reasonably practicable.
- Revisit or develop policies regarding discrimination, aggression, bullying and harassment that can cause high levels of stress.
- Develop and promote the requirement to inform and ensure there is participation in decision-making. It is recognised that good communication is an effective stress avoidance mechanism.
- Maintain a clear approach to managing attendance at work and to rehabilitating employees back into full and gainful employment.
- Ensure that managers receive adequate support in dealing with stress in the workplace. This could mean training, instruction and information.
- Ensure that staff are fully trained to discharge their duties.

## Role of the Managers

- Conduct a risk assessment to identify all workplace stressors, to eliminate stress or to control the risks from stress. This risk assessment will be regularly reviewed.
- Be attentive and supportive. Ask what can be done rather than assume a course of action.
- When necessary provide scope for short term varying of working routine, tasks, hours, etc. Address the issues that can easily be dealt with locally, involving the individual in the decision making process.
- Attend training as necessary.

## Role of individuals

- Approach the line manager as soon as possible, before the stress becomes unmanageable.
- Take personal responsibility for seeking professional advice and support.
- Practice self-help in the recovery from stress and for future avoidance. This may include staying active, eating well, getting enough sleep, being assertive, improved time management.

## Process of risk assessment

Potential work-related stressors (according to “Work related stress” short guide published by the Health and Safety Executive, 2002) include:

- Culture: lack of communication and consultation, a culture of blame, an expectation that people will regularly work excessively long hours or take work home.
- Demands on the job: not enough time, lack or excess of training, boring or repetitive work, working environment, not enough casework.
- Control: lack of control over activities.
- Role: confusion about how people fit in, feelings of having to behave in conflicting ways at the same time.
- Relationships: poor relationships with colleagues, bullying, harassment.
- Change: uncertainty, fears about job security.
- Support: lack of support from managers and colleagues, not being able to balance work and life.

When completing an assessment consider the following:

Determine whether responsibilities are realistically apportioned.

- Assess the impact of new projects in relation to existing workloads.
- Ensure that staff structures are realistic.
- Are workloads adequate from both a quantity and quality perspective?
- Are there any physical environmental factors at play?
- Are there sources of aggression in the role?
- Review whether performance improved if specific responsibilities were re-allocated.
- Check whether managers receive effective support from their staff
- Establish whether staff are working excessive hours and are taking their annual leave.
- Investigate high sickness levels.

## Rehabilitation

- Completion of an early return to work interview with the line manager.
- Where reasonably practicable alterations to the work should be made to remove a stress factor
- Make sure that the person undertakes the range of duties, which could be expected of a person doing that job but reduce those elements of work that led to illness. A gradual phased return to full work may be appropriate.

## Role of the designated Lead Officer

- The Designated Lead Officer for BYO is: Hassan Ali.
- Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, the Designated Officer will be responsible for reporting the enforcement authority via the Incident Contact Centre of the following work-related incidents:
  - Deaths
  - Major injuries
  - Over 3-day injuries
  - Injuries to members of the public where they are taken to hospital - Work-related diseases
  - Dangerous occurrences
- In the case of serious concerns the Designated Officer will investigate and determine what action should be taken
- The Designated Lead Officer is responsible for reviewing the BYO Health & Safety Policy & Procedures at least every 3 years and making any recommended changes to the Senior Management Team & Board of Directors.
- The Designated Lead Officer is responsible for ensuring there are designated officers in BYO buildings and that each officer has received Health & Safety training.

## Role of designated officers

- The Designated Officers in each BYO building will ensure that all the accidents, near misses or work-related diseases reported are entered in the Accidents Book kept in the each BYO office.
- In the case of concerns or repeated minor accidents Designated Officers will bring the matter to the attention of the Designated Lead Officer to ensure that an investigation takes place and that recommendations are considered to remove or reduce the identified risk.