

Group

Address

Health and Safety Policy

and

Risk Assessment

Date

HEALTH AND SAFETY POLICY

Statement of Intent

The Management Committee of the(The Group) recognises its responsibility to provide a safe and healthy environment for the staff, young people and volunteers. They will take all reasonable practical steps within their powers to fulfil this responsibility.

NB – The Group is NOT an employer and uses the HSE Act as a Guideline where appropriate.

Organisation

Health and Safety at Work act 1974

Section 7 of the Health and Safety at Work Act 1974 places a duty on the employee to take care of his own health and safety, and of other persons who may be affected by his acts or omissions and to co-operate with his employer in enabling him to comply with his duties under the Act.

- Perform their tasks in a manner which will safeguard the Health and Safety of themselves and any others who may be affected and give due regard to protection of the environment.
- Co-operate with their employer in order to enable him to comply with his health, safety and environmental duties.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety welfare or the environment.
- Obey all company rules and regulations.
- Take special care to protect children and do NOT encourage them into dangerous areas of the workplace (i.e. Electrical cupboards, Store rooms etc.)
- Be made aware of the possibility of prosecution under Section 8 of the Health and Safety at Work Act 1974.
- Before leaving facility unattended at the end of work:
 - Secure all buildings
 - Make secure all machinery and electrical equipment
 - Ensure all waste products are stored in a safe manner
 - Ensure all cleaning products are stored in a safe manner
 - Make ladders / step ladders inaccessible
 - Lock up all small tools and appliances
 - Isolate any live electrical plant or equipment

The Management of Health and Safety at Work Regulations 1992

Regulation 3 requires every employer and self-employed person to make a suitable and sufficient assessment of:

- The risks to the health and safety of his employees to which they are exposed whilst they are at work.
- The risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking.

General principles of risk assessment

This regulation requires all employers and self-employed persons to assess the risks to workers and any others who may be affected by their undertaking.

Employers with five or more employees must also record the significant findings of that assessment.

Many employers already carry out DE FACTO risk assessments on a day-to-day basis during the course of their work; they will note changes in working practice, they will recognise faults as they develop and they will take necessary corrective actions. This Regulation however requires that employers should undertake a systematic general examination of their work activity and that they should record the significant findings of that risk assessment.

A risk assessment should usually involve identifying hazards present in any undertaking (whether arising from work activities or from other factors, e.g. the layout of the premises) and then evaluating the extent of the risks involved, taking into account whatever precautions are already being taken.

In this approved code:

- A hazard is something with the potential to cause harm (this can include substances or machines, methods of work and other aspects of work organisation);
- Risk expresses the likelihood that the harm from a particular hazard is realised;
- The extent of the risk covers the population which might be affected by a risk; i.e. the number of people who might be exposed and the consequences for them.
- Risk therefore reflects both the likelihood that harm will occur and its severity.

In some cases, this detailed approach may not be necessary since all the hazards are known and the risks are readily apparent and can be addressed directly.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

The reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1994 (RIDDOR) require that any occupational injury, disease or dangerous occurrence be reported as outlined below. The report must be made to the local enforcing authority.

The Group will ensure that incidents and accidents are recorded in an accident book and where necessary reported to the relevant authority.

The authority must be notified by the responsible person as soon as possible (normally by phone) and a written report sent within 7 days if anybody dies or is seriously injured in an accident connected with company business.

A report must be made to the authority within SEVEN DAYS if:

- Someone is absent from work for more than three days as a result of an accident at work.
- As a result of injury or condition reportable under Regulation 3 which causes his/her death within one year of the date of the accident.
- A specified occupational disease (schedule 2 of the Regulations) is certified by a Doctor.

When a reportable disease occurs the Group and any Contractors will keep a record of the following information:

- The date of diagnosis
- The occupation of the person affected
- The name and nature of the disease

Organisational Responsibilities

Overall responsibility for health and safety within the Group rests with the Management Committee. The Group Leader, [name of person] is responsible on a day to day basis for this policy being carried out.

In the absence of the Group Leader, the Chair, [name of person], or the Treasurer, [name of person] will take responsibility.

The Group Leader

The Management Committee direct [name of person], in consultation with the Chair to:

- To set up arrangements to cover all Health & Safety legal requirements and bring them to the attention of all staff and visitors.
- To be available to discuss and to seek to resolve any Health & Safety problems.
- To report to the Management Committee those instances where his authority does not allow the elimination / reduction to a safe level, but to take all necessary short-term measures to avoid danger pending rectification.
- To ensure that all equipment is inspected informally on a regular basis and for an annual risk analysis to take place.
- To ensure that a system is established for the reporting, recording and investigation of accidents, and that all reasonable steps are taken to prevent recurrences.
- To ensure that any new members are briefed about safety arrangements.
- To ensure the use of protective clothing and equipment and that it is properly maintained and renewed when required.
- To ensure that effective arrangements are in force to facilitate ready evacuation of any buildings used in case of fire or other emergency.
- To ensure that suitable first aid facilities are provided
- To ensure that this policy is revised and re-written as necessary.

Arrangements

Accidents

All accidents, other than those of a very minor nature, are to be recorded in the accident record book(s). These are kept in the [Location]. The procedure for reporting more serious accidents is stated in the recent RIDDOR guidelines and detailed in the Risk Assessment.

Emergency Services

Hospital: [Name of local Hospital
and contact details]
Hospital A&E

Accident Prevention

Suitable clothing and footwear to be worn at all times.

Avoid creating hazards to health and safety:

- wipe up spills immediately
- keep the floor clear (especially exit areas)
- return everything to its proper place after use
- obtain help to lift heavy objects

Defect Reporting

Whenever any member notices a health and safety problem which they are not able to put right, they must report the matter straight away to the group Leader.

Environmental Protection

- Litter is placed in bins.
- Everyone is encouraged to respect all forms of wildlife.
- The use of sprays, including CFC's, are openly discouraged.

Fire Procedure:

On the discovery of a fire:

- Evacuate the premises being used and close doors if possible.
- **CALL THE FIRE BRIGADE.**
- Take roll call at the assembly point

First Aid

The first aid box is kept with the Group Leader, or in his vehicle as appropriate. All leaders should be informed of First Aid facilities as part of induction training.

General Precautions

With regard to possible accident, fire or health hazards, all people must pay attention to the following:

- Rubbish disposal – sharp objects and broken glass are wrapped in newspaper before being placed in the bin.
- Cleanliness.
- Stacking and storage – avoid overloading shelves.
- Use of protective clothing where appropriate.
- Storage of flammable / toxic substances e.g. cleaning materials.
- Correct labelling and marking of containers.
- Procedure guidelines for the use of equipment

Hazardous Substance (COSHH)

The Group Leader is responsible for all hazardous cleaning substances, cleaning equipment etc. and the storage of them. They are kept locked up when young people present.

An assessment of any substance or process which could be hazardous to the health of employees and others will be conducted. Controls to reduce the risk to health and the environment (as far as reasonably practicable) will be put in place following the assessment.

Any person who may be affected by any of the hazards and associated risks identified in the Risk Assessment will be informed.

Anyone ordering such substances should ensure the relevant health and safety data sheet is obtained before the substance is used.

Induction of new Leaders

All new Leaders will be given a copy of the H&S policy and asked to familiarise themselves with it.

Ladders and steps

Staff will be instructed in the correct use of ladders and steps. It is recommended that a second person should hold the steps. It is up to the user to check the condition of the ladders BEFORE use.

Monitoring

The H&S policy will be reviewed on a 3 year cycle.

Risk Assessment

A regular risk assessment of the premises used will be carried out and arrangements made for any problems to be rectified in consultation with the premises owner.

Control measures should be implemented to reduce risks to an acceptable level before any task is carried out, and the process or task should be continuously monitored and reviewed as necessary.

Smoking

There is no smoking on Group activities.

Training

Opportunities for Leaders to attend H & S courses will be given as appropriate.

RISK ASSESSMENT

This shall be done as required. Leaders should encourage all members to be aware of their surroundings and ensure that proper instruction is given when using any equipment.

In the event of adventurous activities being undertaken, the leaders should read the appropriate Risk assessment and make dynamic risk assessments as appropriate to the venue, the weather and the environment, as well as the skills of those participating.