

# Health & Safety Policy

## SECTION A

### POLICY STATEMENT

It is our policy to provide and maintain safe and healthy working conditions, equipment and systems of work for all staff, volunteers and service users (in accordance with the Health and Safety at work Act 1974). It is also our responsibility to provide information, instruction, training and supervision as is needed for this purpose.

We also accept our responsibility for the health and safety of other people who may be affected by our activities.

Highfields Community Association actively seeks support from all staff, volunteers and service users whatever their status, in achieving the objectives of this Health and Safety Policy.

The allocation of duties for safety matters and the arrangements for implementation of the Policy are set out in sections B and C of the Policy. The Policy will be kept up to date as required. To ensure this, the Policy and the way in which it is operated, will be reviewed annually.

The Policy is issued to all staff and volunteers.

Signed: Priya Thamotheram

Head of Centre

Dated: 1<sup>st</sup> February 2023

Review Date: 1<sup>st</sup> February 2024

## **SECTION B**

### **THE ORGANISATION OF RESPONSIBILITIES FOR IMPLEMENTING THE POLICY**

#### **Day to day health and safety responsibilities:**

- 1) The Health & Safety Representative is responsible for all day to day health and safety matters relating to the premises at Highfields Centre, 96 Melbourne Road Leicester.
- 2) The Health & Safety Representative is responsible for all day-to-day health and safety matters relating to the premises and is responsible for carrying out workstation risk assessments, copies of which should be forwarded to the Health & Safety Representative as soon as carried out.
- 3) Staff and volunteers working from home are responsible for all day to day health and safety matters relating to their home office and are responsible for carrying out workstation risk assessments, copies of which should be forwarded to the Health & Safety Representative as soon as carried out.
- 4) All staff and volunteers working away from the office - whilst travelling or working away from their designated office will follow this Policy.
- 5) It is the duty of all employees and volunteers while at work:-
  - a) To take responsible care for the health and safety of him/ herself and of other persons who may be affected by his/ her acts or omissions at work, and
  - b) To co-operate with supervisors and managers to achieve a healthy and safe workplace and to report to the appropriate person any health and safety problems which they are unable to resolve themselves, and
  - c) Not to interfere with or misuse any equipment provided in the interests of health, safety and welfare.
- 6) Any abuse of health and safety responsibilities by an employee or volunteer may lead to disciplinary proceedings being taken against him/her.

## **Monitoring the Health and Safety Policy**

- 7) The Highfields Community Association's Governing Body (ie. Directors) are responsible for checking the Policy to ensure continued effectiveness, particularly that:
- a) Health and safety responsibilities are being properly discharged
  - b) Employees and volunteers are working to health and safety rules
  - c) Employees and Volunteers are safety conscious

## **Health and Safety Budget**

- 8) Allocation will be made in the budget for the purpose of health and safety, i.e. safety training as and when required.

## **SECTION C**

### **ARRANGEMENTS FOR HEALTH AND SAFETY SYSTEMS AND PROCEDURES**

#### **General safety and conduct of employees**

- 9) Employees and volunteers are reminded of their moral and legal responsibility for conducting themselves in such a manner in their work so as not to expose themselves or others to risk. To this end the Health and Safety Policy is a document that must be read, understood and implemented by all employees. A declaration by the employee must be signed when the Policy has been read and understood. Staff and volunteers must not promote or participate in horseplay, pranks or practical jokes, which may result in an accident or injury.

#### **Accidents**

- 10) If an accident occurs, it is the injured person's responsibility to notify either the Qualified First Aider or their Line Manager who will record the accident in the Accident Book. Should the accident be reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), this will be done by the Health & Safety Representative.

#### **First Aid**

The First Aid box is situated in Reception/kitchen/office. Appropriate signs are displayed

The Qualified First Aiders are: Pat Gardner, Priya Thamotheram, , Aiyub Zamakda, Fatimah Li and Rafik Abdulla.,

## **Safety Training**

11) All staff are given induction training relating to evacuation procedures, accident procedures and availability of first aid. Other training is carried out by various training providers according to need. Records of all training are kept in the employee's personal file.

## **Communication**

12) All employees and volunteers are encouraged to raise any matter of concern at the staff meetings, but more urgent matters are to be raised with the Health & Safety Representative at any time.

## **Smoking**

13) Smoking is not allowed in any Highfields Centre work area.

## **Fire Precautions**

14) Fire procedures are displayed in the premises. Fire drills are carried out termly. Following evacuation, all staff and volunteers should report to the assembly point, which is outside the Highfields Centre, and by the adjacent parade of shops.. The Project Manager will co-ordinate the fire drills.

The fire alarm/smoke alarm is to be tested weekly by the Health & Safety Representative who also carries out monthly visual checks on all fire extinguishers.

All fire extinguishers are serviced annually by a qualified contractor. All drills checks and annual servicing are recorded in the Fire Log Book maintained by the Health & Safety Representative

## **Personal Protective Equipment**

15) No personal protective equipment is considered necessary following risk assessments having been carried out. However, the Covid-19 pandemic has resulted in all staff being issued with face masks and other associated PPE.

## **Good Working Practices**

16) Good Working Practices including safety precautions to be taken when working alone are set out in Appendix B.

## **Electrical Safety**

17) All portable electrical appliances are checked annually by qualified electrical contractors. The installation is checked every five years in accordance with the Electricity at Work Regulations 1989 and the Institute of Electrical Engineers Wiring Regulations 16<sup>th</sup> Edition.

## **Visitors**

18) Health and Safety guidance for visitors is displayed in the reception/office.

## **Vehicle Safety**

19) Never drive or operate a vehicle on Highfields Community Association business unless you are authorised to do so and hold the appropriate licence.

Only use vehicles for the purpose for which they are intended.

## **Manual Handling**

22) Highfields Community Association follows the Health and Safety Executive guidelines for lifting e.g. no employee or volunteer is expected to lift over 25kg without assistance. All staff and volunteers who may be involved in physical handling will be trained in the correct procedures to adopt. Training records are available for inspection.

## **Display Screen Equipment**

20) All staff and volunteers have been informed of the various ill health conditions associated with the use of display screen equipment. They have also been trained in the correct use of computers, the positioning of desk, chair monitor etc., to enable them to avoid the various ill health problems. Training records are available for inspection.

## **Hazardous Substances**

21) Only two hazardous substances are used on the premises and use is restricted to the cleaner. The substances have been assessed; copies of the assessments are retained by the Health & Safety Representative and appropriate information supplied to the cleaner.

## **Risk Assessments**

Risk Assessments have been carried out in the following subject areas:-

- a) General risk assessment including fire hazards
- b) Display screen equipment
- c) Hazardous substances
- d) Covid-19

Assessment records are all available for inspection.

### **Health and Safety Inspections**

- 22) The work area has been assessed as low risk and an inspection will be carried out annually unless circumstances dictate otherwise.

### **Female Workers of Child Bearing Age**

- 23) Should any person in this category notify Highfields Community Association of pregnancy, a risk assessment will be carried out on her work according to the requirements of the management of Health and Safety at Work Regulations 1999.

### **Policy Review**

- 24) This Policy will be reviewed and updated following any major changes in procedures, personnel or annually whichever occurs first.

# Emergency Procedure

In case of emergency, contact the emergency services by using the telephone in the office or reception by dialling 999 and ask for the appropriate service(s).

In non-emergency situations, contact should be made by telephone to:

**any of the following Management Team:  
Priya Thamotheram, Pat Gardner, Aiyub  
Zamakda or Fatimah Li.**

## Appendix 2

### GOOD WORKING PRACTICES

1. All Staff and volunteers will record their arrival and departure in the signing in book, and all visitors must be asked to record their arrival and departure in the Visitors Book, so that at all times the persons on the premises can be ascertained in the event of an emergency.
2. Keep all passageways clear of obstructions
3. Do not obstruct any Fire Exit
4. Keep all electrical leads tidy and ensure that they do not form an obstruction
5. When alone in the office ensure that the entrance door is closed and secure, i.e. that it cannot be opened from outside except by means of a key
6. When alone in the office do not admit any caller who is not known to you or who does not have a prior appointment
7. Staff volunteers travelling to other premises during the normal working day should leave an itinerary in the premises and ensure that others are informed of their whereabouts.
8. When visiting other premises, staff volunteers should where ever possible ensure that all reasonable precautions are taken to avoid risk to their personal

safety e.g. they should park in a public area and, if after dark, in a well-lit area as close as possible to the premises to be visited

9. When meetings are held at the premises, the senior member of staff present, or the chairperson of the meeting, must ensure that all visitors are informed of fire escape exits
10. Staff and volunteers should take all reasonable precautions when meeting with unknown persons outside a normal office environment including advising the premises of the circumstances and arranging for a colleague to be in attendance if in any doubt as to her/his safety
11. Employees responsible for booking venues for events must take all reasonable steps to ensure that the premises booked satisfy the Management of Health & Safety Regulations 1992
12. The last person out of the office at any time should observe Last Person Out instructions, a copy of which is appended hereto

## APPENDIX C

### LAST PERSON OUT

#### PLEASE

CHECK THAT ALL LIGHTS ARE OFF

CHECK THAT ALL APPLIANCES ARE SWITCHED OFF EXCEPT:

- THE FRIDGE
- THE PRINTER THE TELEPHONES
- THE SERVER
- STORAGE HEATERS (in winter)
- FANS (in summer)

THAT ALL WINDOWS ARE SHUT AND ARE LOCKED

THAT THE ANSWERPHONE IS SWITCHED ON

SET ALARM

ENSURE THAT THE DOOR TO THE OFFICE IS SECURELY SHUT AS YOU EXIT THE BUILDING

## APPENDIX D

### Venue Health & Safety Checklist

This checklist must be carried out on venues used by HCA as part of the Health and Safety Policy. This must be used on every venue.

Venue: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Number \_\_\_\_\_

#### HEALTH AND SAFETY POLICY (written where 5 employees or more)

Y N N/A

Do you have a current signed Health and Safety Policy

| Comments |  |  |  |
|----------|--|--|--|
|          |  |  |  |

Does the policy contain:

\* A. Statement

\* B. Organisation

\* C. Arrangements

\* D. Designated competent person

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#### 1. HEALTH AND SAFETY LAW

\* Poster on display: "Health and Safety Law - What you should know"

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#### 2. INSURANCES

Do you have Employer Liability insurance?

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\* Insurer's name: \_\_\_\_\_

\* Policy No: \_\_\_\_\_

\* Expiry Date: \_\_\_\_\_

\* Is the Maximum Liability Certificate displayed?

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\* Do you have Public Liability insurance?

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#### 3. NOTIFICATION TO ENFORCING AUTHORITY (where appropriate)

\* Maximum Liability Certificate displayed?

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#### 4. RISK ASSESSMENTS

|  | Yes | No | N/A | Comments |
|--|-----|----|-----|----------|
| Are Workplace Risk Assessments undertaken?             |     |    |     |          |
| Have significant risks been recorded with action plan? |     |    |     |          |

#### 5. FIRST AID ARRANGEMENTS

|   |  |  |  |  |
|---|--|--|--|--|
| * Is there a First Aid Box?                                     |  |  |  |  |
| * Is it clearly signed?   |  |  |  |  |
| * Do the contents of the First Aid Box meet legal requirements? |  |  |  |  |
| * Is there an appointed First Aider?                            |  |  |  |  |

#### 6. ACCIDENTS AND DISEASES

|   |  |  |  |  |
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| Are all accidents entered into the Accident Book?                 |  |  |  |  |
| Are you aware of your duties under the RIDDOR regulations (F2508) |  |  |  |  |

#### 7. EMERGENCY ARRANGEMENTS

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| a. Has a Fire Certificate been issued? (where appropriate) |  |  |  |  |
| * b. Is fire fighting equipment checked regularly?         |  |  |  |  |
| * Are records kept of equipment checked?                   |  |  |  |  |
| * c. Do you carry out Fire Alarm tests?                    |  |  |  |  |
| Are records kept of fire alarm tests?                      |  |  |  |  |

Are emergency fire procedures displayed?

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d. Are evacuation drills carried out?

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Are records kept for evacuation drills?

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e. Are all Fire Exits and escape routes clearly signed?

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f. Is there a named person for emergencies?

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### 8. PREMISES AND WELFARE

Yes No N/A Comments

\* Are the toilets suitable and sufficient?

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\* Is the heating/ ventilation adequate?

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\* Are there washing facilities?

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\* Are adequate safety notices/ signs displayed?

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### 9. GENERAL CONDITIONS OF WORKING ENVIRONMENT AND HOUSEKEEPING

Any other comments:

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I confirm that the above particulars are correct

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\* Evidence to be seen.

Risk Assessment form.

Organisation: Highfields Community Association

Activity .....

| What are the hazards? | Who might be affected by them? | What safety measures will be adopted to reduce risks ? | Who will put these in place? | What steps will be taken in an emergency? |
|-----------------------|--------------------------------|--|------------------------------|---|
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