

**Great Yarmouth Community Trust  
Health and Safety Policy**



<b>Date policy approved by Trustees</b>	September 2017
<b>Date policy to be implemented</b>	September 2017
<b>Manager/s responsible for policy review</b>	Carol Elkerton
<b>Date of next review</b>	September 2018
<b>John Holmes – Chair of Board</b>	<b>Andrew Forrest – Executive Director</b>

## **INTRODUCTION**

The Great Yarmouth Community Trust (the “Trust”) recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its staff (paid or volunteer) and other visitors to its premises under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care.

## **STATEMENT**

Throughout this Statement, terms such as “staff” and “employees”, include both paid and volunteer staff. It is the policy of the Trust to promote the health and safety of all staff, volunteers and visitors to any of the Trust’s premises and to that intent to:

- Take all reasonably practicable steps to safeguard the health, safety and welfare of all personnel on the premises;
- Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety;
- Encourage persons on the premises to co-operate with the Trust in all safety matters, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory;
- Ensure the provision and maintenance of plant, equipment and systems of work that are safe;

- Maintain safe arrangements for the use, handling, storage and transport of articles and substances;
- Provide sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute to their own safety and health;
- Provide specific information, instruction, training and supervision to personnel who have particular health and safety responsibilities (eg a person appointed as a team Health and Safety Representative);
- Make, as reasonably practicable, safe arrangements for protection against any risk to health and safety of the general public or other persons that may arise for the Trust's activities;
- Make suitable and sufficient assessment of the risks to the health and safety of employees and of persons not in the employment of the Trust arising out of or in connection with the Trust's activities;
- Make specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen;
- Provide information to other employers of any risks to which those employer's staff on the Trust's premises may be exposed.

This policy statement and/or the procedures for its implementation may be altered at any time by the Board of Trustees. The statement and the procedures are to be reviewed each year by the Health and Safety group or by other persons appointed by the Board.

## **HEALTH AND SAFETY RULES**

All staff must exercise ordinary care to avoid accidents in their activities at work and comply with the following general rules and with any further rules which the Trust may publish from time to time.

## **ACCIDENT FORMS AND BOOK**

The book must be kept in a locked drawer once completed.

Any injury suffered by a worker or visitor in the course of employment or otherwise on the Trust premises, however slight, must be recorded, together with such other particulars as are required by statutory regulations, on an accident form maintained by the Trust.

## **FIRE PRECAUTIONS**

All personnel must familiarise themselves with fire escape routes and procedures and follow the directions of the Trust in relation to fire.

## **EQUIPMENT AND APPLIANCES**

No equipment or appliance may be used which has not been PAT tested by the Trust, or any other than as provided by or specifically authorised by or on behalf of the Trust and any directions for the use of such must be followed precisely.

## **SAFETY CLEARWAYS**

Corridors and doorways must be kept free of obstructions and properly lit.

## **MAINTENANCE**

Defective equipment, furniture and structures must be reported as such without delay.

## **HYGIENE AND WASTE DISPOSAL**

Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

## **FOOD HYGIENE**

When handling or preparing food there are specific hygiene requirements:

- Regularly wash hands before and during food preparation and especially after using the lavatory;
- Tell your supervisor of any skin, nose, throat, or bowel problem;
- Ensure cuts or sores are covered with correct waterproof dressings;
- Keep yourself clean and wear clean clothing;
- Remember that smoking in a food room is illegal;
- Never cough or sneeze over food;
- Clean as you go. Keep all equipment and surfaces clean;
- Prepare raw and cooked food in separate areas. Keep perishable food covered and either refrigerated (less than 8°C) or piping hot (above 63°C);
- Ensure waste food is disposed of properly. Keep the lid on rubbish bin and wash your hands after putting waste in it;
- Avoid handling food as far as possible;
- Tell your supervisor of any defects or concerns regarding the facilities – eg uncleanness, refrigeration malfunction, cracked food preparation surfaces.

## **DISPLAY SCREEN EQUIPMENT**

The Trust recognises its responsibility to ensure the well-being of staff who habitually use display screen equipment for a significant part of their normal work. Volunteers/Staff are advised to ensure that they take a five minute break from the display screen equipment at least once an hour and are advised that, if they experience vision defects or other discomfort that they believe may be wholly or in part a consequence of their use of such equipment, they have the right to an eye-test at the Trust's expense.

## **ALCOHOL, DRUGS AND TOBACCO**

Smoking within the premises and the use of Drugs (except under medical supervision) on the premises are prohibited at all times. The use of intoxicants (alcohol) is prohibited during working hours, and no employee/volunteer may undertake his/her duties if under the influence of alcohol or drugs (except under medical supervision)

## **PROCEDURES**

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The Health and Safety group, is responsible for ensuring that the safety policy is carried out and that responsibilities for safety, health and welfare are properly assigned and accepted at all levels.

### **FIRE**

**Brief outline of Fire Drills and Evacuation Procedures – Detailed procedure to be found in Trust Fire Policy**

#### *Fire Drills*

- All staff and volunteers must know the fire procedures, position of fire appliances and escape routes.
- The fire alarm points, fire exits and emergency lighting system will be tested in accordance with the Trust Fire Policy.
- The last person securing the premises will ensure Fire Prevention Checks are made of all parts of the premises at the end of a session.

#### *In the event of Fire*

- Please follow and adhere to the Trust Fire Policy and Procedures;
- Persons discovering a fire should sound the nearest alarm;
- The first duty of all staff is to evacuate all people from the building by the nearest exit immediately the fire is discovered;
- All persons must evacuate the building and, where possible without personal risk, leave all doors and windows closed;
- No-one should leave the assembly point without the permission of a member of staff;

#### *Bomb Warnings*

- If you receive a warning try to find out from the caller:
  - The approximate location of the bomb and likely time of detonation;
  - Whether the police and fire brigade have been notified;
- Try to RECORD EXACTLY WHAT IS SAID:
- Notify the Police immediately on 999;
- DO NOT SOUND THE FIRE ALARM but evacuate the building taking into consideration any information from the bomb warning;
- Assemble in the designated fire evacuation meeting point unless the bomb warning implies otherwise.

## *Public Entertainment – Licensed Events*

In addition to the general conditions of the licence(s):

- Hirers/users must be aware of the Health and Safety Policy;
- Emergency lights in the areas used must be kept illuminated;
- Advise of the Health and Safety representative for the area, of any defects or concerns regarding the facilities, eg uncleanness, refrigeration operation, cracked food preparation surfaces.

## *Cleaning Materials, General Machinery and High Risk Areas*

- All portable machinery must be switched off and unplugged when not in use;
- Wandering cables are a hazard; use with caution and safety in mind;
- Slippery floors and dangerous; use warning signs;
- Use protective clothing and equipment provided and as instructed on machinery/equipment/material. It is the duty of a worker to report any loss of or defect in protective clothing or equipment.

## *General*

- All thoroughfares, exits and gates must be left clear at all times;
- Corridors and fire exits must not be blocked by furniture or equipment;
- Vehicles must not be parked near to the building so as to cause any obstruction or hazard;
- Hazards or suspected hazards or other health and safety matters should be reported to the designated Health and Safety representative for the area or the staff member on duty immediately or as soon as practicable, so that action can be taken. If the hazard is of a serious nature, immediate action must be taken to protect or clear the area to prevent injury to staff or other users.

## **FIRST AID AND ACCIDENT REPORTING**

### **First Aid**

- The current First Aider(s) for the premises is/are displayed on the Notice Board in your area.
- First Aid Boxes are provided in every department of the Trust.

### **Accidents**

- In the event of an injury or illness, call for a member of staff or ring for an ambulance directly. To call an ambulance – dial 999 and ask for “ambulance”;
- All accidents where injuries were sustained must be reported to the Health and Safety group or another member of staff on duty immediately or as soon as practicable;

- The Health and Safety representative within the area in which the accident occurred will investigate incidents and accidents, writing a detailed report for the Health and Safety group to consider any actions necessary to prevent recurrence.

## **ACCIDENT REPORTING**

All accidents which occur during work for the Trust and/or for the User/Hirer, or on premises under the control of the Trust must be recorded.

### **Accidents to Staff or Contractor's Staff**

For ALL Accidents

**Complete Accident Form and give to Health & Safety Officer**

**For accidents reportable to the Health & Safety Executive** (for contractors see below)

If accident results in incapacity for work for more than 3 calendar days then complete the Accident book and provide copies to the departmental Line manager and department Health and Safety representative.

If accident results in fatality, fracture, amputation or other specified injury (see section 4, below) then **immediately notify:**

**Executive Director on 01493 743001 or 7901 and**

**Director of Business Support on 01493 743035 or 7935**

### **Contractors**

If a reportable accident involves a contractor's employee and the premises are under the control of someone other than the contractor then the person in control of the premises is responsible for reporting the accident.

If a contractor's employee is at work on premises under the control of the contractor then it is the contractor or someone acting on his/her behalf who is responsible for reporting the accident.

### **Accidents to Members of the Public**

For ALL Accidents

**Complete Accident Form and give to Health & Safety representative.**

**For accidents reportable to the Health & Safety Executive**

If an accident results in fatality, fracture, amputation or other specified injury (see section 4 below) then **immediately notify:**

**Executive Director on 01493 743001 or 7901 and**

**Director of Business Support on 01493 743035 or 7935**

Some injuries may not be fully identified until the casualty has been to hospital. It is therefore essential that, if it is known that an individual has gone to hospital as a result of an accident, follow up action is carried out.

#### **Definition of Specified Major Injuries or Conditions**

- Fracture of the skull, spine or pelvis; any bone in the arm or wrist, but not a bone in the hand; any bone in the leg or ankles, but not a bone in the foot.
- Amputation of; a hand or foot, a finger, thumb or toe; any part thereof if the joint or bone is completely severed
- Other specified injuries and conditions:
  - The loss of sight of an eye; a penetrating injury to the eye, or a chemical or hot metal burn to an eye
  - Injury (including burns) either requiring immediate medical treatment, or involving loss of consciousness, resulting (in either case) from electric shock from any electrical circuit or equipment, whether or not due to direct contact
  - Loss of consciousness resulting from lack of oxygen
  - Decompression sickness requiring medical treatment
  - Either acute illness requiring treatment, or loss of consciousness, resulting (in either case) from absorption of any substance by inhalation, ingestion or through the skin
  - Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material
  - Any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours

**IF IN DOUBT REPORT IT**

#### **Dangerous Occurrences**

In the event of any of the following:

- Collapse/Overturning of machinery
- Explosion/collapse of closed vessel/boiler
- Electrical explosion/fire

Notify the following immediately:

**Director of Business Support on 01493 743035 or 7935**

**IF IN DOUBT REPORT IT**

## CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH REGULATIONS)

### Assessment

The assessment must be a systematic review

- What substances are present and in what form?
- What harmful effects are possible?
- Where and how are the substances actually used or handled?
- What harmful effects are given off, etc.?
- Who could be affected, to what extent and for how long?
- Under what circumstances?
- How likely is it that exposure will happen?
- What precautions need to be taken to comply with the COSHH Regulations?
- What procedures need to be put in place to comply with the Control of Asbestos at Work Regulations 2002?

### Prevention or Control

Employers have to ensure that the exposure of staff to hazardous substances is PREVENTED or, if this is not reasonably practicable ADEQUATELY CONTROLLED.

On the basis of the assessment, the employer has to decide which control measures are appropriate to the work situation in order to deal effectively with any hazardous substances that may present. This may mean PREVENTING exposure by

- Removing the hazardous substance by changing the process
- Substituting with a safe or safer substance, or using a safer form
  
- Or, here this is not reasonably practicable, CONTROLLING exposure by
- Totally enclosing the process
- Using partial enclosure and extraction equipment
- General ventilation
- Using safe systems of work and handling procedures

It is for the employer to choose the method of controlling the exposure and to examine and test control measures, if required.

The Regulations limit the use of Personal Protective Equipment (e.g. dust masks, respirators, protective clothing) as the means of protection of those situations ONLY where other measures cannot adequately control exposure.

Employers must provide any of their staff and, so far as is reasonably practicable, other persons on site who may be exposed to substances hazardous to health, with suitable and sufficient information, instruction and training to that they know the risks they run and the precautions they must take.

Employers must ensure that anyone who carries out any task in connection with their duties under COSHH has sufficient information, instruction and training to do the job properly.

## HEALTH AND SAFETY INSPECTION

### Inspection

- Health and Safety inspections of the building should be undertaken **twice a year by the area Health and Safety Representative and formally documented through a completed checklist that is then e-mailed out to the group.**
- **The Health and Safety group are authorised, where URGENT action is necessary, to make immediate reasonable response**
- Reports will be provided to and discussed at Health and Safety group meetings.
- The reports should be preserved in a file maintained for this purpose.

### Risk Assessment

- Risk assessments relate to activities within the premises or grounds
- Risk assessments **NEED** to be carried out in relation to every activity undertaken, whether by groups or individuals and including the work of paid staff **AND** volunteers
- Consultants holding groups should also conduct similar risk assessments
- Special attention should be paid to the circumstances of staff under the age of eighteen and to expectant mothers, women who have given birth within the past six months or who are breastfeeding
- A risk assessment needs to be carried out whenever a new activity is envisaged
- Contractors should hold their own risk assessments which need to be shown if requested
- Assessments need to be repeated whenever circumstances change:
  - Changes in layout of equipment
  - Observing trends on the accident form
  - Changes in staff
  - Introduction of new procedures, processes or materials

## DISPLAY SCREEN EQUIPMENT

### Who is a Display Screen User?

The regulations are for the protections of staff (including self-employed staff and volunteers) who habitually use display screen equipment for a **significant part of their normal work.**

In some cases it will be clear that the use of Display Screen Equipment is more or less continuous on most days and the individual concerned should be regarded as users. Where use is less continuous, 'user' status would apply if most or all of the following criteria are met:

- The individual depends on the use of display screen equipment to do the job, as alternative means are not readily available for achieving the same results.
- The individual has no discretion as to the use or non-use of the display screen equipment
- The individual needs significant training and/or particular skills in the use of display screen equipment to do the job
- The individual uses display screen equipment in this way more or less daily
- Fast transfer of information between the user and the screen is an important requirement of the job
- The performance requirements of the system demand high levels of attention and concentration by the user; for example where the consequences of error may be critical.

### **Staff Entitlement**

#### **Eye Test**

Any worker covered by the Regulations is entitled to request an eyesight test which will be paid for by the employer. Staff should inform their line manager, who will provide them with the forms to take to an optician of the worker's choice.

A worker may request a test if he/she:

- Is already a user for a significant part of his/her work
- Is about to start using display screen equipment for a significant part of his/her work
- Is experiencing visual difficulties which may reasonably be considered to be related to display screen work
- It is recommended by an optician at the time of an eye examination that the worker should have eye tests at regular intervals

#### **Spectacles**

If as a result of the eye test a worker requires spectacles solely for use with display screen equipment, he/she is entitled to reimbursement of the cost of a basic pair (up to the cost of £50). If the worker wishes to choose more costly spectacles (e.g. a more expensive frame), the employer is not obliged to pay the full cost of these. In this event the worker will only be reimbursed for the cost of basic spectacles.

If as a result of the tests, spectacles are required for normal use, e.g. reading or distance vision, but which may also include display screen equipment use, under the Regulations the employer is not required to make reimbursement beyond the cost of the eyesight test and the report.

#### **Who pays the Optician?**

The worker pays the optician and then obtains the reimbursement, attaching the receipt(s) and any report to an expenses claim form, and gives these to his/her Line Manager who will arrange reimbursement.

## Roles and Responsibilities

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### **Statutory Duty of the Trust**

The Trust will comply with its duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of its staff and of visitors to its premises and, in general, to:

- Make workplaces safe and without risks to health;
- Ensure plant and machinery are safe and that safe systems of work are set and followed;
- Ensure articles and substances are moved, stored and used safely;
- Give volunteers/ staff the information, instruction, training and supervision necessary for their health and safety.

In particular, the Trust will:

- Assess the risks to health and safety of its volunteers/staff;
- Make arrangements for implementing the health and safety measures identified as necessary by this assessment;
- Record the significant findings of the risk assessment and the arrangements for health and safety measures;
- Draw up a health and safety policy statement and bring it to the attention of its staff;
- Appoint someone competent to assist with health and safety responsibilities;
- Set up emergency procedures;
- Provide adequate First Aid facilities;
- Make sure that the workplace satisfies health, safety and welfare requirements, eg for ventilation, temperature, lighting and for sanitary, washing and rest facilities;
- Make sure that work equipment is suitable for its intended use as far as health and safety is concerned, and that it is properly maintained and used;
- Prevent or adequately control exposure to substances that may damage health;
- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise or radiation;
- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury;
- Provide health surveillance as appropriate;
- Provide free any protective clothing or equipment, where risks are not adequately controlled by other means;
- Ensure that appropriate safety signs are provided and maintained;
- Report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.

### **Statutory Duty of the Trust Staff**

Employees also have legal duties, and the Trust confidently requests non-employed (voluntary) staff also to observe these. They include the following:

- To take reasonable care for their own health and safety, and that of other persons who may be affected by what they do or do not do;
- To co-operate with the Trust on health and safety;
- To use work items provided by the Trust correctly, including personal protective equipment, in accordance with training or instructions;
- Not to interfere with or misuse anything provided for health, safety and welfare purposes;
- To report at the earliest opportunity injuries, accidents or dangerous occurrences at work, including those involving the public and participants in activities organised by the Trust;
- Health and Safety law applies not only to employees in the workplace, it also applies to **representatives of other organisations who use Trust buildings and people who occupy or use the buildings** to which members of the public have access.

### **Policy for Visitors and Contractors**

On arrival all visitors should be directed to the person leading their group who have contracted their services or hired rooms out to them. This person is to take responsibility for the visitor(s) and assist in their evacuation from the building during an emergency or arrange help in the event of an accident.

On arrival, all visitors, including contractors and/or their staff, must sign a record of the date and time of their arrival and, before leaving, should further record their time of departure. Contractors working in the building should have their own appropriate insurance cover, conduct their own risk assessments and any other necessary task required to ensure their own adequate health and safety; also to report any concerns relating to their own safety or suspected unsafe working practices to the person responsible for them who will report it to the appropriate representative within the Trust who will investigate and act in accordance with the findings.

### **Health and Safety group**

The Board of Trustees will appoint a Health and Safety group, with representation from all areas of the Trust:

- To have a broad overview of Health and Safety matters;
- To keep the Trust's Health and Safety policy and procedures under review;
- To monitor safety within their own premises;
- To ensure that risk assessments are carried out, including assessments regarding substances hazardous to health (COSHH Regulations);
- To take such action as may be required to ensure that the Trust's responsibilities for Health and Safety are fulfilled;
- To report to the Executive Director and Board of Trustees on their performance of these responsibilities.

## Training

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- All new staff will receive basic safety instruction, to include fire procedures, VDU use and instruction in any specific equipment no later than within the first week of taking up their appointment.
- All staff will receive the mandatory health and safety training at the Trust Induction and any further training relevant to their job role and work activities.
- Line Managers/Supervisors will be responsible for identifying appropriate safety training during Induction, and this will be reviewed during 1:1's and when staff move to new roles and/or revised activities
- Refresher training will be provided at appropriate intervals; manual handling training refreshers should be undertaken every three years