



HEALTH AND SAFETY POLICY

1.0 Health and Safety Policy Statement

Our statement of general policy is:

- to maintain safe and healthy working conditions;
- to review and revise this policy as necessary at regular intervals;
- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees/volunteers on matters affecting their day to day health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling, storage and use of substances;
- to provide information, instruction and supervision for employees/volunteers;
- to ensure all employees/volunteers are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health; and
- to implement emergency procedures – evacuation in case of fire or other significant incident.

2.0 Responsibilities

Overall and final responsibility for health and safety is that of the board of trustees of Bournemouth and Poole CVS.

Day-to-day responsibility for ensuring that this policy is implemented is delegated to the Chief Executive (CEO).

To ensure that health and safety standards are maintained/improved the following people have responsibility in the following areas

2.1 Managers and other staff with supervisory responsibility

- Induction of new staff/volunteers in respect of office fire procedures and security procedures. Ensuring that all team members (paid staff and volunteers) are provided with adequate information, instruction and training in all matters relating to their health & safety at work and for adequate supervision to ensure they adhere to health and safety policies and rules.

- Ensuring that their team members are advised of the risks involved in working away from the office and that they are adequately trained to carry out such work.
- Ensuring that all staff and volunteers in their own team are able to do risk assessments of their own working environments.
- Ensuring that team members are provided with all equipment that they need in order to work safely.
- Ensuring that all accidents in their area of responsibility are reported and investigated as appropriate.

2.2 Senior Advisor

Provision of advice on changes to legislation or events that necessitate a review of existing policy and practice.

2.3 Health and Safety Officer (HSO), see Policy Officer List in Staff Handbook:

- Carries out and monitors risk assessments
- Ensures regular health and safety checks are carried out
- Investigates and reports, when appropriate, accidents and dangerous occurrences.

2.4 Appointed first aider (see Policy Officer List) will:

- Regularly check the first aid box
- Advise staff, volunteers and visitors on appropriate emergency first aid and action (e.g. calling an ambulance)

2.5 All employees/volunteers have to:

- Co-operate with supervisors and managers on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own health and safety and that of others who may be affected by their acts and omissions
- Follow the agreed H&S Procedures; and
- Report all health and safety concerns to their immediate line manager or another manager.

3.0 Arrangements

3.1 Risk assessments

Risk assessments (other than Individual Risk Assessments) will be carried out by the HSO.

The findings of the risk assessments will be reported to the CEO, Bournemouth and Poole CVS. The managers as above will be responsible for arranging that appropriate action is taken where required.

Assessments will be reviewed every two years or when the work activity changes, whichever is soonest.

The risk assessments will be held on file in the Bournemouth and Poole CVS office in order that they are accessible to people.

Each year employees/volunteers will carry out an Individual Risk Assessment which will be held by their line manager, who will ensure that any identified action is implemented. A copy of completed assessments will also be held by the CEO

3.2 Off-site Risk Assessments

When Bournemouth and Poole CVS organises meetings away from its offices a risk assessment will be carried out by the member of staff organising the event and information will be sought from the venue as to first aid and emergency fire arrangements. A check list will be completed and stored in the office for one year after the event. During the event all efforts will be made by Bournemouth and Poole CVS staff attending to minimise any risk to those attending, e.g. tripping hazards will be minimised by taping down leads, any spillages will be quickly dealt with.

3.3 Consultation with employees/volunteers

All employees/volunteers will be involved directly in discussions involving their health and safety. This will take place at routine staff meetings and at other times as required.

At each Annual Appraisal members of staff will complete an Individual Risk Assessment form and any issues identified will be discussed with line managers and actions will be recorded.

Employees/volunteers are encouraged to raise any issue relating to H&S at staff meetings or immediately if the situation demands this.

Any decisions made at Board meetings concerning health and safety will always be recorded and made available to employees/volunteers.

3.4 Safe plant and equipment

The HSO will be responsible for identifying all equipment/plant needing maintenance; ensuring effective maintenance procedures are drawn up; and ensuring that all identified maintenance is implemented:

Any problems found with plant/equipment should be reported to the HSO.

The HSO will check that new plant and equipment meets health and safety standards before it is purchased.

These procedures will relate to equipment lent out to users as well as that used on the premises. The HSO will ensure that equipment lent out is checked at regular intervals to make sure it is safe to use (staff will visually check any item before loaning out). In the case of portable electrical equipment this will include arranging and recording an annual Portable Appliance Test or other inspection as appropriate for each item.

3.5 Safe handling and use of substances

The HSO will be responsible for:

- identifying all substances which need a COSHH assessment;
- undertaking COSHH assessments;
- ensuring that all actions identified in the assessments are implemented;
- ensuring that all relevant employees/volunteers are informed about the COSHH assessments;
- Checking that new substances can be used safely before they are purchased.

Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

3.6 Information, instruction and supervision

- The Health and Safety Law poster is displayed in the offices.
- The current employers' liability insurance certificate is displayed on the office wall.
- Health and safety advice is available from the Senior Advisor.
- Supervision of young workers/trainees will be arranged/undertaken/monitored by the relevant line manager.
- Line managers are responsible for ensuring that our employees/volunteers working at locations under the control of other employers are given relevant health and safety information.

3.7 Competency for tasks and training

- Induction training into general office routines and H&S will be provided for all employees/volunteers by the relevant line manager and recorded on the Induction Checklist.
- Activity specific training will be provided by the relevant line manager.
- Specific activities requiring special training are:
 - Lone working
 - Working away from the Bournemouth and Poole CVS offices
- Training will be identified by line managers and arranged by them where appropriate. Training will be monitored by line managers and recorded on staff training records.

3.8 Accidents, first aid, work related ill health.

All staff regarded as Display Screen Equipment users are entitled to biannual eyesight tests. Line managers will authorize claims for such tests.

The first aid box is kept in the kitchen at Boscombe Link and in the stationery cupboard at Beech House.

All accidents and cases of work-related ill health are to be recorded on an Accident/near miss report form.

The HSO is responsible for reporting relevant accidents, diseases and dangerous occurrences to the enforcing authority and for ensuring that the CEO is informed.

3.9 Monitoring

- To check our working conditions, and ensure our safe working practices are being followed, we will carry out a routine inspection of premises every fortnight.
- Include H&S as a standing item on the agenda of all team meetings
- Individual staff and volunteers will review their Individual Risk Assessment once a year.
- Annual check of H&S policies and procedures by the CEO, which is reported to the Trustees.

The HSO will investigate accidents as and when they arise. Where it is felt that there is insufficient expertise within the staff team the trustees will be consulted with a view to obtaining external professional advice.

Line Managers are responsible for investigating work-related causes of sickness absences.

Line managers will file an ISO 9000 non-compliance report on any accidents

The Chief Executive and line managers are responsible for acting on investigation findings to prevent a re-occurrence.

3.10 Emergency procedures- Fire and evacuation.

The HSO will be responsible for:

- ensuring that fire risk assessments are undertaken and implemented;
- checking escape routes every two weeks
- Testing fire alarms and emergency lighting or ensuring they are tested by landlords;
- Reviewing the emergency evacuation procedures;
- Monitoring that the landlord maintains fire extinguishers adequately.
- Ensuring evacuation procedures are tested every 12 months.

Bournemouth and Poole CVS will co-operate with other tenants of Beech House and Boscombe Link and will agree an Emergency Fire Safety Plan. All staff and volunteers based at Beech House and Boscombe Link are required to read and sign the Plan.

The evacuation procedure is:

IF YOU DISCOVER A FIRE

1. Raise the alarm using the nearest fire alarm call point.
2. Attack the fire, if possible, with the appliances provided but without taking personal risk.

ON HEARING THE FIRE ALARM

3. Call the Fire Brigade immediately and give the full postal address of Beech House and Floor Number or Boscombe Link.
4. Evacuate the premises using the nearest exit (do not use the lift at Beech House).

- **Beech House:** All staff to assemble in the car park on the other side of Denmark Lane.
- **Boscombe Link:** All staff to assemble at the bicycle stands next to Boscombe Link car park entrance on Palmerston Road.

The Fire Marshalls will take charge of any evacuation and ensure that no-one is left in the building.

DO NOT STOP TO COLLECT PERSONAL BELONGINGS

DO NOT RE-ENTER THE BUILDING

Date:

Signed:

Chair of Bournemouth and Poole CVS Board

Signed:

Chief Executive Bournemouth and Poole CVS

Policy agreed: March 2019

Policy to be reviewed and amended: March 2021.