

FordHaven – Health and Safety Policy

A. STATEMENT OF INTENT

1) FordHaven is committed to ensure the health, safety and welfare of its volunteers/staff and other persons who may be affected by our activities. We shall ensure that the requirements of the Health and Safety at Work etc Act 1974 and other relevant statutory provisions are carried out so far as reasonably practicable. In particular we will so far as reasonably practicable, provide:

- Premises which are well maintained in a safe condition.
- Environments that are safe and without risk to health.
- Equipment that is safe and without risk to health.
- Arrangements to identify and assess/minimise risk to volunteers/staff and others who may be affected by our activities.
- Sufficient information, instruction, training and supervision to ensure the health and safety of volunteers/staff and others who may be affected by our activities.
- Adequate facilities and arrangements to enable volunteers / staff to be consulted on any matter relating to their health, safety and welfare whilst at work.

2) The implementation of this policy will be regularly monitored to ensure that the objectives are being achieved. The policy will also be reviewed and if necessary revised to reflect any changes in organisational or legislative requirements.

B. ORGANISATION

Ultimate responsibility for health and safety lies with the Trustees who will ensure that adequate re-sources are made available to achieve the aims set out in this policy statement. The person responsible for the coordination of Health & Safety matters is Paul Ford. The successful implementation of this policy requires total commitment from all volunteers/staff within the organisation. Each individual has a legal obligation to take reasonable care of his or her own health and safety, and the safety of other people who may be affected by his or her acts or omissions.

A. Line of Reporting

Management Committee
Health and Safety Officer
Centre Volunteers

B. Health & Safety Responsibilities

Management Committee

- Responsible for ensuring that this Health & Safety policy is followed by all staff / volunteers.

- Responsible for approving any action recommended by risk assessments undertaken by the Safety Officer.
- Responsible for investigating any accidents with the Safety Officer that have been reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995).

Health & Safety Officer

- Responsible for coordinating Health & Safety matters for the Organisation.
- Responsibility for ensuring this policy is put into practice at the Centre.
- Responsibility for carrying out a fire risk assessment and emergency procedures.
- Responsibility for carrying out risk assessments as appropriate including an assessment into the risk associated with pushing and pulling of loads.
- Responsibility for reporting the findings of all risk assessments to the Management Committee who will also approve any action required to remove or control risks.
- Responsibility for ensuring the action required is implemented and that these actions have re-moved or reduced the risks.
- Responsibility for carrying out periodic formal active monitoring to check workplace precautions continue to work effectively.
- Responsibility for reviewing risk assessments annually or when the work activity changes, which-ever is soonest.
- Responsibility for recording all accidents in the accident book and for reporting accidents under RIDDOR – another staff member should be nominated for this in the absence of this person.
- Responsibility for investigating significant accidents following the investigation procedure and will act on findings to prevent a recurrence.
- Responsibility for providing induction training for staff and consulting with staff on Health & Safety issues.

All Centre staff / volunteers (including the staff mentioned above)

- Responsibility for co-operating with supervisors on health and safety matters.
- Responsibility for not interfering with anything provided to safeguard their health and safety.
- Responsibility for taking reasonable care of their own health and safety, complying with any rules or regulations in place and any safe systems of work.
- Responsibility for using equipment in accordance with instructions and training provided, not intentionally damaging or recklessly interfering with anything provided for the health and safety of themselves or others.

- Responsibility to check that workplace precautions continue to work effectively to reduce risk.
- Responsibility for reporting on all health and safety concerns to the Centre Coordinator, Safety Officer or Management Committee as appropriate.
- Responsibility for reporting any accidents to the Centre Coordinator / Safety Officer or alternative staff member if the nominated person is not available.
- Responsibility for following regulations regarding security.
- Responsibility for ensuring that any visitors and users of the Centre are supervised during an emergency evacuation.
- Responsibility for undertaking training as required.

Any volunteers/staff failing to comply with these principles will be subject to disciplinary action, which could lead to dismissal.

C. ARRANGEMENTS

Emergencies

a) Fire and evacuation

The Safety Officer is responsible for ensuring that a fire risk assessment is undertaken and implemented for the Organisation. There is a fire procedure which all staff, volunteers and users of the FordHaven are made aware of.

In the event of a fire, fire extinguishers should not be used unless advised otherwise by the local Fire Authority.

Staff / Volunteers must acquaint themselves with the locations of both Fire exits and Fire alarm points.

b) Security of Staff / Volunteers and Centre users

The Health & Safety Officer is responsible for ensuring that a security risk assessment is undertaken and implemented for FordHaven staff / Volunteers and Centre users.

The last person to leave the premises must ensure that the windows are closed, appliances and lights are switched off and doors are locked. Staff should request identification from any visitor that they do not recognise and appears suspicious and should call the police if unsure.

c) Accidents

A First Aid box must be kept at FordHaven. This is held in the store cupboard and is over-seen by the manager. Items must be given to **parents/carers the appointed first aider, not volunteers**, to use if a child has been injured. The box will normally contain:

- Assorted sterile adhesive dressings (plasters).
- Small, medium and large sterile dressings.
- Sterile eye pads.
- Micropore tape.
- Triangular bandages.

- Safety pins.
- Disposable gloves.
- Advice leaflet.

All accidents are to be reported to the manager, Roxana Ford (or nominated person in the absence of the Centre Coordinator) and recorded in the accident book that is kept in the Store Cupboard. The Manager or other nominated person is responsible by law for reporting serious accidents, diseases and dangerous occurrences under RIDDOR. (See the Health and Safety Responsibilities section for duties relating to the investigation of accidents).

This policy is reviewed and if necessary updated annually.
Check you know location of all alarm buttons and fire exits.

In case of a fire;

- Activate nearest fire alarm (press hard)
- Vacate the building via nearest fire exit – do not take belongings
- Go to assembly point – Car Park
- Ring 999 and give postcode BA6 9NQ
- Keep a phone, book and pen with you.
- Put on hi-vis vest.
- Call Register of all children and team members. Ask for raised hands.
- NO ONE TO RE-ENTER BUILDING UNTIL FIRE SERVICE ADVISES

Approved by: Roxana Ford - Director
Last reviewed: March 2024
Next review due by: March 2025