

Health and Safety Policy Statement

Contents

1	Policy Statement	2
2	Introduction	3
3	Accidents, Incidents & Reporting Requirements	4
4	Safety Instructions	5
5	Named First Aiders.....	9
6	Named Fire Marshalls	9
7	Risk Assessors:	9
8	Types of Reportable Injuries to the HSE	10
9	Changes, Reviews and Approvals for this Policy.....	12

1 Policy Statement

This policy is issued by St Mary Islington Community Partnership (referred to as Mary's in this policy) in accordance with its responsibilities under Section 2(3) of the Health and Safety at Work etc Act 1974. Mary's will provide, so far as is reasonably practicable, safe and healthy working conditions for its employees and will ensure that its activities do not endanger the health and safety of service users, or other members of the public.

In particular, Mary's will ensure, so far as is reasonably practicable:

- compliance with statutory requirements for health and safety
- provision and maintenance of the workplace in a condition that is safe and free from risk to health
- provision and maintenance of plant and equipment that is safe and without risk to health
- arrangements are implemented to maintain safe and healthy work operations in connection with the handling, operation, storage, transport and use of articles, equipment, machines or substances
- provision of information, instruction, training and supervision as is necessary for its staff

All staff, in accordance with Sections 7 and 8 of the Health and Safety at Work etc Act 1974, must ensure that they:

- comply with the Health and Safety Policy, safety notices and safety instructions
- conform with all measures taken to comply with statutory legislation
- use properly the means and facilities provided to ensure health and safety at work
- refrain from any action that might endanger themselves or others
- refrain from wilful misuse of, or interference with, anything provided in the interests of health, safety, and welfare.

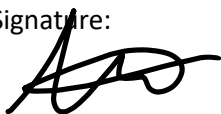
Failure by staff to observe these requirements can render them liable to prosecution by the enforcing authority and disciplinary action by Mary's.

Mary's encourages staff representatives to assist with implementing effective health and safety measures throughout its premises. Mary's also encourages staff to report accidents, incidents and hazards so that these matters can be resolved as quickly as possible.

This policy will be reviewed on a regular basis and the safety instructions on the following pages will be amended and updated when required. Any alteration or amendment will be brought to the attention of all staff following appropriate consultation.

By signing this statement, I accept that I am responsible for ensuring that the requirements of the Health and Safety at Work etc Act 1974 are met at Mary's.

Signature:



Name: Aston Wood

Position: Chief Executive Officer

2 Introduction

In the interest of reducing risk and operating safe guidelines, personal details, emergency contact and medical information are required from all service users upon registration to any of the available provisions. Relevant medical information will be shared on a need-to-know basis with staff (including volunteers) that may be responsible for offering additional support to respective users/groups.

Guidelines for any subsequent administering of medication can be found in Mary's Activity risk assessments where the safe storage and administration of medicines is required.

This policy is to be adhered to by members of staff, honorary staff and volunteers.

2.1 Who is Responsible?

Day to day management of health and safety will be the responsibility of the CEO of Mary's. Mary's Lease agreement states that the repair and maintenance of the building including fire alarm and emergency systems are the responsibility of the Landlord, St Mary's Church. Mary's CEO will seek and obtain assurances on a periodic bases from the Landlord that all the necessary checks and maintenance standards are met for Mary's to continue to use the facilities.

The CEO is responsible for:

- ensuring staff receive adequate instruction, information and training to enable them to work safely and without risk to health
- investigating the causes of all accidents and "near-miss" accidents and making suitable recommendations to prevent recurrences
- maintaining suitable training records of all staff concerning health and safety on Mary's HR database
- keeping suitable records of all accidents in the appropriate accident log and, when necessary, reporting the circumstances of the accident to the Environmental Health Officer
- ensuring that adequate assessments of workstations are carried out before they are brought into use or as soon as possible afterwards, and at regular intervals thereafter f) ensuring assessments of all hazardous substances in use are undertaken and that these are brought to the attention of all users
- ensuring assessments for work equipment, manual handling, pregnant women, work experience students and high-risk activities are written and the information is conveyed to appropriate persons
- ensuring that fire precautions in operation are maintained and updated as necessary and that the requirements of The Regulatory Reform (Fire Safety) Order 2005 are observed
- to make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of COSHH as per the 2002 regulations
- undertaking occasional safety inspections, identifying potential hazards and making recommendations when appropriate
- making recommendations for updating the policy when necessary and for reporting issues of major concern to the Landlord's representative

2.2 Use of Safety Advisor

In accordance with the Management of Health and Safety at Work Regulations 1992, Mary's will use the services of a qualified registered safety practitioner as a Safety Advisor, as and when necessary, to:

- advice on assessments of workstations, manual handling tasks and hazardous substances
- b) investigate all serious accidents or "near-miss" accidents making recommendations when necessary
- provide suitable advice on health and safety legislation, updating management as and when necessary
- give advice about and/or organise suitable training in Health and Safety for staff
- assist, when requested, with any update of the Health and Safety Policy
- provide advice and assistance when requested concerning contractors' method statements and systems of work.

2.3 Staff Consultation

In accordance with the Health and Safety (Consultation with Employees) Regulations 1996, Mary's will consult all employees on health and safety information with respect to:

- introduction of measures, which may affect staff
- arrangements for the appointment of Health and Safety Group representatives and Fire Officers that are required by any regulation
- planning and organising of health and safety training
- introduction of new technology, which may affect staff

3 Accidents, Incidents & Reporting Requirements

3.1 Accident reporting

All staff must report any accident to their line managers or to the Chief Executive Officer as soon as possible after the event and record details into Mary's Accident Report Form.

Details of the accident will be entered into the Accident Report Form found on the Mary's Intranet Hub <https://marysforgood.sharepoint.com/sites/Hub>

3.2 Reporting to the Health & Safety Executive (HSE)

If someone has died or has been injured because of a work-related accident this may have to be reported to the HSE. Not all accidents need to be reported. A RIDDOR report is required only when:

- the accident is work-related
- it results in an injury of a type which is reportable

For a detailed list of types of reportable injuries please see Appendix B

3.3 Incidents and hazards

Staff should report any hazard, incident or "near miss" accident to the Chief Executive Officer as soon as possible after the event in order that action can be taken to prevent a recurrence.

An Incident/Hazard Report form should be completed by the member of staff involved using the Report Form found on the Mary's Intranet Hub <https://marysforgood.sharepoint.com/sites/Hub>

The Chief Executive Officer will investigate the causes of any serious accident, incident or "near miss" and investigate appropriate action to rectify the situation. Details of action taken will be recorded on the form.

4 Safety Instructions

4.1 First Aid

In accordance with the Health and Safety (First Aid) Regulations 1981, Mary's will appoint qualified First Aid Officers and appointed persons (as necessary) and will ensure all qualified persons receive regular retraining at the prescribed intervals.

The First Aid Officer will be responsible for ensuring the first aid boxes are kept suitably and correctly stocked and that staff requiring first aid as a result of an accident report their accidents to their line managers who will record it on the electronic accident log.

Signs showing the names and telephone numbers of First Aid Officers will be displayed in prominent positions and updated as necessary.

First Aid Officers will have the first aid symbol printed on their staff ID cards.

4.2 Fire and Bomb Emergencies

All staff must make themselves familiar with the Fire and Emergency Procedures

The Chief Executive Officer is responsible for ensuring that the requirements of the fire risk assessments are carried out in accordance with the Fire Precautions (Workplace) Regulations 1997.

Occasional fire evacuation tests will be undertaken by the church Premises Manager. All Mary's staff must cooperate in these exercises and not remain in the building unless authorized for security or operational reasons.

Staff must ensure that all doors leading to fire exits and escape routes are clear.

The first staff member noticing the fire is responsible for contacting the emergency services in the event of a fire.

Mary's will follow the Fire and Emergency Procedures issued by the building operator .

Fire Marshals will have the fire marshal symbol printed on their staff ID cards.

4.2.1 Personal emergency evacuation plans (PEEPS)

A PEEP is a plan for a person who may need assistance, for instance, a person with impaired mobility, to evacuate a building or reach a place of safety in the event of an emergency.

The University of Exeter takes its obligations to fire safety extremely seriously. Some members of staff will require additional assistance to ensure their safety in case of fire or other emergency. These people may need a personal evacuation plan (PEEP).

Who needs a PEEP

The key question to ask is “Can this person leave the building unaided in an emergency?”

If the answer is No, they need their own evacuation plan.

A PEEP may be needed for someone with an impairment or disability such as:

- Mobility impairment
- Sight impairment
- Hearing impairment
- Cognitive impairment
- A medical condition or injury which might cause them to need assistance to evacuate safely.

Sometimes the requirement for a PEEP may be temporary for instance, someone who is using a wheelchair because of a broken leg or someone in the late stages of pregnancy.

IMPORTANT – the plan must not rely on the Fire and Rescue Service’s intervention to make the plan work.

Who’s responsibility is a PEEP

A manager is responsible for ensuring the safety of their staff, names activity leaders are responsible for the safety of participants. It is their responsibility to identify individuals who may require a PEEP and to implement the PEEP assessment.

4.3 Risk Assessments

Risk assessments will be carried out for workstations, Control of Substances Hazardous to Health (COSHH), manual handling, and any activity that presents a significant risk of injury to staff or members of the public.

In addition, the Risk Assessor will carry out specific risk assessments for expectant mothers and young persons under the age of 18 years of age.

Where a young person attending Mary’s for work experience is under 16, a copy of the risk assessment of the activities that will or may be undertaken will be forwarded to either the parent or guardian of the young person, or to the school/educational establishment prior to commencement of the placement.

When a woman informs Mary’s that she is expecting a child, a risk assessment of all her work activities will be carried out and a copy of the results given to her.

The Chief Executive Officer is responsible for ensuring that suitable fire risk assessments are carried out to meet the requirements of current legislation and copies of all risk assessments will be kept for five years.

4.4 Workplace

The Chief Executive Officer will ensure that the provisions of the Health and Safety Workplace (Health, Safety and Welfare) Regulations 1992 are met in its premises.

Mary’s CEO will liaise with building operators to raise any issues regarding the cleanliness, functionality and safe usability of the premises the building operator is responsible to maintain.

Mary's will ensure suitable and sufficient lighting is provided in the Youth Club office to meet the types of work undertaken using as far as possible natural light from windows.

Display Screen Equipment (DSE) training is available for all staff who are expected to use a computer or sit at a desk for long periods of time. An assessment of workspace should be carried out using the guidance in the publication: Working with display screen equipment (DSE): A brief guide Leaflet INDG36(rev4) HSE books 2013 www.hse.gov.uk/pubns/indg36.htm

4.5 Prevention of Violence to Staff

Mary's recognises its responsibilities towards the prevention of violence to its staff both in its offices and during outreach activities.

Managers will be responsible for the prevention of foreseeable violence and to undertake this role they will receive suitable training, as necessary.

A professional counsellor will be appointed, if appropriate, to counsel staff who have been involved in violence.

4.6 Hours of Work

Mary's will ensure that the provisions of the legislation concerning hours of work for staff are met in all its premises.

When staff are required to work regularly in excess of 48 hours per week, written agreement will be sought from those concerned. Staff are not obliged to work more than 48 hours per week except where they have consented to an increased work pattern.

4.7 Electricity

Where the tests indicate that faults exist, the equipment will be taken out of use immediately until repairs have been carried out.

Staff should regularly check electrical equipment that they are using for damaged cables, broken plugs, trapped cables (e.g. under floor box covers), trailing cables and any other hazards such as tripping hazards.

Staff must report any electrical fault with portable electrical equipment or machinery immediately to the CEO. The member of staff reporting the fault should isolate the equipment or machine by unplugging it and attach a warning notice in a prominent position stating "OUT OF ORDER – DO NOT USE".

Access must be maintained at all times to switchboards and isolator switches. Electrical switch rooms and riser cupboards must not be used for the storage of materials.

Remember - electricity can kill - electrical faults can cause fires. REPORT PROBLEMS IMMEDIATELY.

4.8 General Guidance

When moving around the office and in workshop space, always walk – never run.

Never block aisles and corridors with bags or cases.

Never leave filing cabinet drawers or stonewall doors open after use.

Ensure that equipment and boxes are neatly stored and do not overhang edges of desks or shelves.

Metal bands and plastic straps must be tied up and placed in rubbish bins once they have been cut and removed from cartons and boxes.

Always keep your work area clean and dry. Use the containers provided for rubbish.

Ensure no computer cables from your desk become tripping hazards.

Keep floor box covers in place and avoid trapping and damaging cables.

Learn the location of all fire extinguishers in your area. Training will be given to designated staff on the correct extinguishers to use. Remember, water extinguishers should never be used on electrical fires.

When moving and carrying heavy loads, work in accordance with the Manual Handling training and use a trolley or get assistance when necessary. Never carry heavy loads downstairs - use lifts where possible.

No person while under the influence of alcohol, illegal drugs will be permitted to enter the premises.

When at a computer, ensure you are working comfortably with an adjustable chair. Take frequent short breaks from looking at the computer screen and ensure it is positioned so as to minimise glare.

5 Named First Aiders

First Aid	Training course	Training date/s	Expiry date
Sally Baxter	Emergency First Aid at Work	18/12/20	17/12/23
Aston Wood	Emergency First Aid at Work	18/12/20	17/12/23
Jake Williams	Emergency First Aid at Work	16/12/22	15/12/25
Michael Mchunu	Emergency First Aid at Work	16/12/22	15/12/25
Jordan Yutan	Emergency First Aid at Work	16/12/22	15/12/25

6 Named Fire Marshalls

Fire Marshal	Training course	Training date/s	Expiry date
Aston Wood	How to be an Effective Fire Warden or Fire Marshal	06/06/2022	05/06/2025
Sally Baxter	How to be an Effective Fire Warden or Fire Marshal	07/06/2022	06/06/2025
Jake Williams	How to be an Effective Fire Warden or Fire Marshal	14/06/2022	13/06/2025
Michael Mchunu	How to be an Effective Fire Warden or Fire Marshal	09/06/2022	08/06/2025
Jordan Yutan	How to be an Effective Fire Warden or Fire Marshal	30/09/2022	29/09/2025

7 Risk Assessors:

Aston Wood (Approvals), Sally Baxter (Approvals), Jordan Yutan, Jake Williams, Michaels

8 Types of Reportable Injuries to the HSE

8.1 The death of any person

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

8.2 Specified injuries to workers

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are:

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours For further guidance on specified injuries is available.

8.3 Over-seven-day incapacitation of worker

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident but does include weekends and rest days. The report must be made within 15 days of the accident.

8.3.1 Over-three-day incapacitation

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days.

8.3.2 Non-fatal accidents to non-workers (eg member of the public/service user)

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

8.3.3 Diseases

Diagnosis of certain occupational diseases, where these are likely to have been caused or made worse by work: These diseases include:

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;

- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent

9 Changes, Reviews and Approvals for this Policy

Date	Changes, Reviews and Approvals	Who By
21/07/2023	Updated names Updates training records for first aiders and fire marshals Formatting and readability changes.	Aston Wood
26/07/2023	Approval	Trustees