



INTACT HEALTH & SAFETY POLICY

Author: Lynda Lockwood/Denise Hartley MBE

Date Implemented; 8 November 2016

Review Date: 8 November 2018

Signed:
Chief Executive Officer

INTACT is committed to complying with all legal requirements of the Health and Safety at Work Act (HSAWA) 1974.

INTACT STATEMENT OF GENERAL POLICY IS;

- INTACT recognises and accepts its responsibility as an employer and voluntary sector organisation for ensuring that, as far as possible, every employee, trustee and volunteer has a place to carry out tasks which is both safe and without risk to health
- INTACT will take all reasonable steps to ensure the continued and systematic development of health, safety and welfare matters for all staff, directors and volunteers
- Appropriate information, training and supervision will be provided to all staff and others who may be affected by the activities of INTACT
- This policy will be kept up to date, in accordance with any changes to working environment and will be reviewed on an annual basis or if necessary more frequently in light of experience or organisational changes
- The responsibilities and arrangements outlines in the statement specifically relate to INTACT, 49 Whitby Avenue, Ingol, Preston PR2 3YP.

HEALTH & SAFETY RESPONSIBILITIES

Overall responsibility for Health and Safety (H&S) within INTACT rests with the INTACT Board of Directors. (See INTACT Directors Handbook)

Responsibility for general H&S at INTACT rests with Denise Hartley, INTACT CEO.

The responsibility for the premises and reporting of accidents/incidents and general maintenance and up keep falls to Lynda Lockwood – Finance & Executive Administrator

This information is displayed in Reception.

All employees, Directors and volunteers have a responsibility under law to take care of the H&S of themselves and others. All employees, directors and volunteers must:

- Co-operate with the above on H&S matters,
- Not interfere with anything provided to safeguard the H&S of themselves or others;
- Take reasonable care of their own, colleagues' and visitors' H&S;
- Immediately report all H&S concerns to the appropriate person as listed above;
- Take regard at all times to the potential hazards with the INTACT Centre and its immediate environs.

Consultation with employees, directors and volunteers

Consultation with employees and directors will form part of the agenda for Management, Staff and Volunteer meetings. Urgent concerns may be addressed to the INTACT CEO.

HEALTH & SAFETY ARRANGEMENTS

Risks arising from work activities

One main potential risk (other than those of a normal office environment) is that of possible abuse either verbally or physically from the public. The procedure to reduce this risk is covered in the INTACT Acceptable Behaviour Policy and Working Alone Policy.

Annual building risk assessments will be undertaken by the Finance & Executive Administrator Manager and Acton Jennings and reports will be kept on file. The Finance & Executive Administrator will monitor the building quarterly.

Risk assessments for pregnant and nursing mothers, staff/directors/volunteers with disabilities, under 18's, home workers/flexitime workers, lone workers, contractors and visitors are the responsibility of the Finance & Executive Administrator. The Working Alone Policy will support this.

Risk assessments are to be reviewed annually or earlier if there is reason to suspect that they are no longer valid or there has been significant change. Additional risk assessments will be undertaken where necessary.

The finding of the risk assessments will be reported to the INTACT CEO.

Action required to remove/control risks will be approved by the INTACT CEO.

The Finance & Executive Administrator will check that hazards have been removed; risks reduced and ensure actions required are implemented.

ARRANGEMENTS

Accident reporting (see also First Aid)

All accidents and cases of work related ill health are to be recorded in the accident book which is kept in the main office at INTACT.

In addition, all accidents and follow up actions must be fully reported on the notification of accident/near accident form, signed by the various parties and forwarded to the Finance & Executive Administrator.

The Finance & Executive Administrator is responsible for investigating/taking any necessary follow up action after the accident/incident.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

The Finance & Executive Administrator is responsible for reporting accidents (resulting in 3 or more day's absence), incidents or dangerous occurrences and reportable work-related diseases to HSE and for commissioning and collating reports and information for inclusion in the Annual Report.

COSHH (Control of substances hazardous to health)

All cleaning and other hazardous substances are stored in correct, clearly labelled containers in locked cupboards or boxes. Persons using hazardous substances must be authorised and trained to do so, and personal protective equipment (PPE) made available.

Equipment

Furniture (desks, chairs etc.) is provided from various sources. Where a risk assessment shows a need for further ergonomic advice this can be obtained by completing an access to Work application form from the Disability Employment Advisor through the Job Centre. If the Access to Work legislation is not able to help, further assessment is available through the ACAS website.

Electrical Equipment

Provision and maintenance of toasters, microwaves, water boilers, refrigerators and other office equipment (including computers, printers, photocopiers etc. are the responsible of the INTACT CEO.

The movement of computers should only be carried out by authorised and trained personnel.

Portable appliance testing (PAT testing) is undertaken annually and is the responsibility of the Finance & Executive Administrator.

Emergency Procedures – Fire and Evacuation

Fire risk assessments are conducted by the Finance & Executive Administrator every year to ensure compliance with

Fire Regulations. All fire signage complies with current Fire Regulations

Fire Liaison Officer -	INTACT CEO
Fire Warden -	Lynda Lockwood- Finance & Executive Administrator
Deputy Fire Warden –	Iain Mackie

The Fire Alarm can be raised by verbally shouting ‘FIRE’

The Meeting Point is at the front of the playground of the Ingol Community School. This is located by exiting the building, turn right and follow the footpath until you reach the school gates.

Fire drills are held annually. The Finance & Executive Administrator ensures that a report of drills (such as evacuation time) and any points for improvement is sent to all staff immediately following the drill.

Escape routes are checked monthly by the Finance & Executive Administrator.

Fire extinguishers are checked and maintained through appropriate suppliers.

INTACT operates a no smoking policy within the Centre and its grounds.

First Aid Arrangements (see also accident reporting)

First Aiders - Lynda Lockwood, Iain Mackie, Steph Lees-Pinson, Helen Dixon, Verity Griffiths

Minor injuries suffered should be treated on the premises by the trained first aider. If a more serious injury is sustained or suspected, an ambulance should be called immediately and, wherever possible the injured person will be accompanied to the hospital by an INTACT representative. (This will depend on available personnel at the time of the incident).

The First Aid Boxes are located around the building at INTACT. The up keep and replenishment of the First Aid Box is the responsibility of the Finance & Executive Administrator.

The nearest hospital with an Accident and Emergency Department is Royal Preston Hospital.

Food Hygiene

Food brought in by outside caterers should not be left at room temperature for more than 4 hours and any leftovers should be disposed of.

Waste food should be disposed of in the plastic lined waste bin in the Kitchen area of INTACT.

Staff are responsible for those items they have placed in the refrigerator. Out of date items should be disposed of and not left for others. All spillages should be cleared up by the person responsible.

Good Housekeeping

Temperature, humidity and lighting are the responsibility of the Finance & Executive Administrator.

Fire escape routes must be kept clear at all times.

Spillages should be cleared up as soon as possible and if necessary a warning sign displayed. Minor spillages should be cleaned up by the individual responsible. All other spillages should be reported to the Finance & Executive Administrator who will arrange clearing up and display of warning signage.

Cleaners' cupboards should be kept locked shut.

Boxes, equipment and other items should be stored appropriately with safety in mind and should not block doors, corridors or exit routes. Boxes and heavy equipment should not be stored on top of cupboards.

Cables should not be allowed to cause a hazard. Where this is temporarily unavoidable hazard tape should be used.

Information Instruction and Supervision

The Health & Safety law poster is displayed within the Centre. This gives information about the right to work in a safe environment and also gives names of the organisations Health & Safety representatives.

Health & Safety and in particular fire procedures should always be included in induction for new staff, directors and volunteers. This is the responsibility of the INTACT CEO and/or Volunteer Manager.

All relevant Health & Safety information should be communicated to all staff. This is the responsibility of the INTACT CEO.

Supervision of young workers, trainees or work placement individuals will be the responsibility of the Volunteer Manager.

Supervision of visitors is the responsibility of the Finance & Executive Administrator. Under no circumstances should young children/babies be left unaccompanied at the Centre.

Visiting staff, directors or volunteers should never knowingly put themselves in danger or visit alone in areas or at times known to be potentially unsafe. Staff, volunteers or directors who find themselves in any situation which raises doubts about their personal safety should immediately abandon the visit and make alternative arrangements.

Staff, directors or volunteers who visit the premises of other organisations should ensure that they safeguard their own safety by reporting in and out, familiarising themselves with evacuation procedures, and abiding by any other procedures and conditions laid down for visitors.

Staff working late or at weekends in the Centre should ensure that the INTACT CEO is aware of their presence and the guidelines contained in the Working Alone Policy are adhered to when appropriate.

Manual Handling

Manual handling within the Centre is generally limited to the receipt of INTACT deliveries. Staff, directors and volunteers should be aware of the correct lifting techniques and should make others aware of any individual limitations.

Pregnant/Nursing Mothers

Specific risk assessments will be undertaken by the Finance & Executive Administrator for every pregnant worker and nursing mother in accordance with the Management Health and Safety at Work Act 1999.

Records

Records of all risk assessments undertaken should be filed and kept up to date by the Finance & Executive Administrator.

Security

We all have a duty to ensure that security of staff, directors, volunteers and premises is maintained.

Staff, directors and volunteers are reminded of the importance of keeping personal property secure at all times. If not kept on the person, personal items such as handbags should be locked away.

Signage

All fire signage is checked annually to confirm that it compiles with current Fire Regulations.

Toilets

All workplaces must have at least one toilet if up to five people work there, and more where six or more people are employed. Where men are employed, there can be a mixture of toilets and urinals. All toilets must be enclosed and should ensure adequate privacy. If people of both sexes are employed, separate facilities must be provided for each sex unless the toilet is in a separate room which can be locked from the inside.

Training

All, staff, directors and volunteers are provided with the appropriate H&S training.

Washing Facilities

Washing facilities must be provided in accessible and convenient places for employees in all workplaces. Wash basins are adequate to allow for hand washing. The washing facilities will include a supply of clean, running, cold and hot or warm water, soap and clean towels or other suitable means of washing and drying. The washing facilities will be well lit, ventilated and should be kept clean and tidy.

Waste Disposal

Broken glass should be disposed of in the appropriate manner and protective gloves and a brush and shovel should be used. Under no circumstances should broken glass be disposed of without the use of protective gloves. Waste food should be disposed of in the plastic lined waste bins in the Staff Rest Room or Whitby’s kitchen.

Sanitary waste is placed in the sanitary bin in the ladies toilets. The contract is renewed on an annual basis and is the responsibility of the Finance & Executive Administrator.

Young Visitors

All young visitors should be closely supervised by the person bringing them into the Centre.

Non Compliance

Local disciplinary procedures will be followed if a member of staff, volunteer or student does not comply with this policy.

Signed:

Date:

On behalf of the Ingol and Tanterton Community Trust