

Brighton and Hove Speak Out



Policy: Health and Safety at Work Act 1974 Safety Policy

Date agreed by Governance Board: November 2017

Review Date: November 2020

General Statement of policy

The policy of Speak Out is to provide and maintain safe and healthy working conditions, equipment and work methods for all employees, volunteers and users of Speak Out in order to prevent accidents, work related ill health and provide adequate control of health and safety risks from work activities.

We seek to ensure that all venues used for Speak Out activities are both accessible and safe for disabled people, staff, visitors, members of the public and volunteers.

We shall provide all necessary information and training to staff and volunteers and maintain a programme to foster the awareness of health, safety and welfare issues.

The allocation of duties for safety matters and the specific arrangements to implement this policy are set out below. This policy and the way in which it operates will be reviewed every three years by the managers and the Governance Board.

Signed:

Date:

Trustee of Brighton & Hove Speak Out (the employer)



Responsibilities

1. Levels of responsibility

- 1.1 The Trustees have overall and final responsibility for Health and Safety and are also responsible for ensuring that procedures and systems are agreed and implemented. An employee is annually appointed by the Trustees as the Health and Safety Officer to effectively implement the procedures and systems including monitoring, prevention of hazards and taking remedial action.
- 1.2 The Safety Officer should ensure that the Governance Board receives quarterly report on health and safety issues, and may call a special meeting of the Governance Board where a health and safety matter requires the Committee's urgent attention.
- 1.3 The Safety Officer is responsible for liaising with Westwerks buildings manager over health and safety in areas of shared responsibility.
- 1.4 The Safety Officer is responsible for ensuring that Speak Out has adequate cover under the Employers' Liability Act 1969 and Public Liability insurance.

2. Safety Officer

- 2.1 Day to day management of Health & Safety will be delegated to a named member of staff. The member of staff named in September 2017 is Sarah Pickard.
- 2.2 The Safety Officer is responsible for arranging the following: safety training; safety inspections; monitoring of the maintenance of equipment; and investigation of accidents.
- 2.3 The Safety Officer is responsible for ensuring Risk Assessments are carried out of work practices, use of equipment and other hazards in accordance with HSE Risk Assessment guidelines.

3. Employees

3.1 Health & Safety forms part of the induction for all new employees. All employees have the responsibility to develop, within the staff team, measures to achieve a healthy and safe workplace and to take reasonable care of themselves and others. All work environments, on or off site, and all new activities will be assessed for risk and appropriate action taken to ensure the safety and wellbeing of staff, volunteers, beneficiaries or participants in training activities. The overall purpose of the risk assessment is to help the staff member understand a situation, along with the likely outcomes. A risk matrix is used to help define risks which is followed by a plan to control the activities and therefore reduce risks. Any staff/ volunteers who have a disability which might compromise their safety should complete a Personal Emergency Evacuation plan (PEEP)

3.2 All employees are responsible for health and safety within their area of work. They will put right a hazard or unsafe work practice as soon as they notice it or have it reported to them. If a hazard cannot be put right, it should be reported to the Safety Officer and the piece of equipment, activity or area of Speak Out should be closed down until it is safe to re-use.



The safety officer will engage and consult with employees on day to day health and safety conditions and provide advice and supervision on occupational health

General Arrangements

4. Accidents

A member of staff or volunteer will always be present during the entirety of any Speak Out group activity, and will be the Appointed Person responsible for taking charge in an emergency.

- 4.1 First Aid boxes are in a prominent position in each room. A portable First Aid kit is stored in the back office of the meeting room to be taken to activities using outside venues.
- 4.2 All waste contaminated by body fluids will be disposed of using the sanitary bin provided in the toilet.
- 4.3 All visiting groups using the meeting room will be issued with a document outlining emergency, fire and first aid procedures.
- 4.4 The Appointed Person responsible for the first aid box is the Officer.
- 4.5 The Safety Officer is responsible for reporting accidents and diseases notifiable under RIDDOR.
- 4.6 The Accident Record book is in the Health & Safety section of the Office cabinet.
- 4.7 Speak out will ensure there are enough trained emergency first aiders to reach the legal minimum

5. General Fire Safety

- 5.1 The Safety Officer is responsible for Fire Safety arrangements; these include ensuring that the Westwerks buildings manager provide adequate signed escape routes from the building and that Fire Action notices are kept up to date.
- 5.2 All employees have a duty to be aware of the Fire Action instructions and the location of Fire Alarms.
- 5.3 Staff are responsible for ensuring that they, and any visitors, sign in and out of the building when they leave and enter. During a fire, all visitors follow the Fire Action instructions and leave the building safely.
- 5.4 All staff are responsible for checking that escape routes and exits are clear and fire extinguishers in place at all times.
- 5.5 The Westwerks building manager is responsible for weekly checks of smoke alarms, emergency lighting, fire exit signs and Fire Action notices (in accordance with the Maintenance checklist) and servicing of fire extinguishers.
- 5.6 Fire Alarms are part of a system for the whole building and are the responsibility of Westwerks building manager.
- 5.7 The Fire Alarm break points will be tested by Westwerks.
- 5.8 The Safety Officer is responsible for liaising with Westwerks building manager



- over Fire Action and the Joint Fire Safety Procedure which covers areas of the building shared between Westwerks and Speak Out.
- 5.9 There will be a Speak Out fire drill annually, utilising the fire drills organised by Westwerks. A form will be completed after the drill, noting evacuation time and any problems encountered.
 - 5.10 All electrical equipment will be checked annually.
 - 5.11 Flammable substances will not be purchased unless absolutely necessary. In this case they will be stored safely away from other combustible or inflammable substances, in a closed area.
 - 5.12 Combustible materials, such as paper, will be stored in a way that does not pose a trip, manual handling or fire hazard. Stored paper will not conceal, or be in direct contact with electrical wiring.

General work environment and practices

6. Hygiene and welfare

- 6.1 Any staff that notices rubbish and recycling bins becoming full should empty them in order that they do not become a health and safety or fire issue. All employees are responsible for general office cleaning and washing up of cups and plates.
- 6.2 Hazardous waste will be disposed of using the sanitary towel disposal unit in the toilet.
- 6.3 Floors and spaces underneath furniture must be kept clear of trailing cables and other obstructions.
- 6.4 Furniture and equipment must be positioned so that it does not pose a hazard to passers-by and so that wheelchair users are able to have safe access to all equipment. Filing cabinets and cupboard doors should be kept closed.

7. Safe Practices

- 7.1 All employees should move around the offices and open doors with due care and generally behave with consideration towards other staff and Speak Out visitors.
- 7.2 Staff should ensure that all visitors behave in a safe manner and do not cause hazards for themselves or others.
- 7.3 All employees should follow Manual Handling procedures and take care that visitors do not run the risk of injury through bad lifting techniques.

8. General welfare

- 8.1 The Safety Officer is responsible for measures to enhance the general welfare of staff and users, including areas such as temperature, ventilation, general noise levels, and lighting in Speak Out.



Hazards

9. Electricity

- 9.1 Main switches are on the first floor landing in Westwerks
- 9.2 We aim for there to be a trained emergency first aider in the building at all times who will be called upon in the event of some receiving an electric shock.

10. Equipment in staff areas

- 10.1 The staff are responsible for checking that electrical cables, plugs and connections and other equipment are in good condition and reporting it if they are not in good condition.

11. Dangerous Substances

- 11.1 The Safety Officer is responsible for carrying out a COSHH assessment of all substances in use or stored and for ensuring that all employees are fully aware of listed substances. Speak Out does not currently use or store any notifiable Major Hazard substances.
- 11.2 The Safety Officer should maintain full details of the usage, storage, disposal, components, hazards and First Aid measures (including Product Safety Data Sheets where appropriate).

12. Personal Safety

- 12.1 The Trustees and project managers are responsible for developing procedures and staff training to ensure the personal safety of staff while on duty whether in or outside the office. (see Procedure for Safety during Lone Working).
- 12.2 The Trustees and Project Managers responsible for ensuring that practices, procedures and training are in place to ensure the personal safety of volunteers and partners with learning disabilities (see policy on Protection of Vulnerable Adults).

Advice

Environmental Health:

Ehl.environmentalhealthprotection@brighton-hove.gov.uk

For further health and safety advice and contacts, visit the HSE website at <http://www.hse.gov.uk/>