

NORTH OXFORD ASSOCIATION

Health and Safety Policy (2018)

1. Statement of General Policy

North Oxford Association (NOA) fully accepts the obligations placed upon it by the various Acts of Parliament covering health and safety. NOA requires all trustees, employees, and volunteers to ensure that the following policy is implemented and to report annually on its effectiveness.

2. Management Organisation and Arrangements

This policy has been prepared and published under the requirements of Health & Safety at Work legislation. The purpose of the policy is to establish general standards for health and safety at work and to distribute responsibility for their achievement to all trustees and other employees and volunteers through the normal line management processes.

3. Management Responsibilities

4. NOA Council

The Council have overall responsibility for the implementation of NOA's policy. In particular, they are responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored.

5. Safety Officer

The Safety Officer Joe Shuter (Centre Manager) is responsible for co-ordinating effective health and safety policies and controls across the organisation. In his absence, Wayne Prescott (maintenance supervisor), will assume responsibility.

6. The Safety Officer is responsible for:

- 6.1. The production and maintenance of NOA's policy;
- 6.2. Its application;
- 6.3. procuring the annual production of a health & safety risk assessment by Maintenance supervisor and circulating the results of that assessment to the trustees for action;
- 6.4. monitoring and reporting on the effectiveness of the policy;
- 6.5. the provision of general advice about the implication of the law;
- 6.6. The identification of health and safety training needs. The safety officer also acts on behalf of the Trustees, as NOA's formal link with the Health and Safety Executive, Environment Health Departments and other external agencies;

8. Health and Safety Management Process

- 8.1. NOA believes that consideration of the health, safety and welfare of staff is an integral part of the management process. The provision of the Health and Safety at Work Act, associated Codes of Practice and EU Directives will be adopted as required standards within NOA.
- 8.2. Responsibility for health and safety matters shall be explicitly stated in relevant individual job descriptions.
- 8.3. NOA requires staff to approach health and safety in a systematic way, by identifying hazards and problems, planning improvements, taking executive action and monitoring results to NOA's Trustees.
- 8.4. NOA's trustees will formally consider health and safety issues and overall compliance concerns and developments in a formal manner. This is best achieved by ensuring that Health and Safety is a formal mandatory item to report on at director meetings at least once a year.

9. Health, Safety and Welfare Guidelines

- 9.1. It is the policy of NOA to check that all hirers have appropriate health and safety policies or guidelines relevant to their activities. These should embody the minimum standards for health and safety held by NOA.
- 9.2. It shall be the responsibility of the Safety Officer to bring to the attention of all members of staff, regular hirers and volunteers the provisions of the guidelines, and to consult with them as appropriate about the updating of these guidelines.

10. Identification of Health and Safety Hazards

- 10.1. It is the policy of NOA to require a thorough examination of health and safety performance against established standards annually. The technique to be adopted for such examinations will be the 'Safety Audit'. The Audit requires review of:
 - 10.2. Standards laid down in the policy;
 - 10.3. Relevant regulations;
 - 10.4. Environmental factors;
 - 10.5. Staff and volunteer attitudes;
 - 10.6. Staff and volunteer instructions;
 - 10.7. Methods of work; including lone working
 - 10.8. Contingency plans;
 - 10.9. Recording and provision of information about accidents and hazards and the assessment of risk.
 - 10.10. Changes in regulations
 - 10.11. Changes to the premises
 - 10.12. The information obtained by the Audit will be used to form the basis of the plan for NOA for the following year.
- 10.13. The responsibility for ensuring that audit activity is carried out as part of this policy rests with the NOA Council who will ensure that it be carried out by the Safety Officer.

- 10.14. It is The Centre Manager's responsibility to ensure that any deficiencies highlighted in the Audit are dealt with as speedily as possible.
- 10.15. In addition to carrying out Safety Audits, it is the responsibility of the Safety Officer to check, at least quarterly, all portable equipment, including electrical appliances, in their area, and to ensure that all problems are immediately dealt with.
- 10.16. The Safety Officer have a continual responsibility for the elimination of hazards in order to maintain a safe working environment and will also be expected to carry out regular risk assessments in line with the Health and Safety Executive Guidelines; that is follow the 6 steps:
 - 10.17. Identify the hazards
 - 10.18. Decide who might be harmed and how
 - 10.19. Evaluate the level of the risks
 - 10.20. Record measure in place to reduce risk
 - 10.21. Review further action that may help reduce risk and when it is planned for
 - 10.22. Identify who needs to be aware of the risk assessment

11. Safety Officer

NOA will support its Safety Officer in carrying out their role and give all reasonable assistance. The Safety Officer will be encouraged to discuss specific health and safety issues with the relevant Trustees.

12. Training

Health and Safety training shall be incorporated within annual training programmes, as part of the development of a systematic training plan. Health and Safety training needs will, therefore, be identified and planned for in the same manner as other training needs.

13. Four areas of need shall be given special priority:

- 13.1. In-house training for volunteers and staff, to equip them with an understanding of their responsibilities under this policy;
- 13.2. In-house training for all members of staff to acquaint them with the main provisions of the law and its practical implication, the main features of this policy and key safety rules;
- 13.3. Induction and in-house training for staff and volunteers to acquaint them fully with new requirements and hazards.
- 13.4. Records, Statistics and Monitoring
- 13.5. NOA will operate systems for recording, analysis and presentation of information about accidents, hazard situations and untoward occurrences advice on systems will be provided by the Safety Officer, in conjunction, where appropriate with specialist advisory bodies for example local Environmental Health Departments, and the responsibility for the operation of these systems rests with the Centre Manager. Information obtained from the analysis of accident statistics must be acted upon where necessary.

- 13.6. An accident/incident book is maintained at the front desk for the purposes of recording any accidents or incidents. It is kept in the office overnight and whenever the desk is unattended

14. Accidents affecting to adults on site partaking in NOA events or using the coffee bar

The following is a list of the categories of accident which must be reported to the Health & Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR) provisions:

15. 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.

16. Specified injuries to workers\contractors

- 16.1. fractures, other than to fingers, thumbs and toes
- 16.2. amputations
- 16.3. any injury likely to lead to permanent loss of sight or reduction in sight
- 16.4. any crush injury to the head or torso causing damage to the brain or internal organs
- 16.5. serious burns (including scalding) which:
 - 16.5.1. covers more than 10% of the body
 - 16.5.2. causes significant damage to the eyes, respiratory system or other vital organs
- 16.6. any scalping requiring hospital treatment
- 16.7. any loss of consciousness caused by head injury or asphyxia
- 16.8. any other injury arising from working in an enclosed space which:
 - 16.8.1. leads to hypothermia or heat-induced illness
 - 16.8.2. requires resuscitation or admittance to hospital for more than 24 hours

17. Over-seven-day incapacitation of a worker\contractor

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.

18. 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.

19. Non-fatal accidents to non-workers (eg members of the public)

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.

20. Occupational diseases

- 20.1. NOA must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include:
- 20.2. carpal tunnel syndrome;
- 20.3. severe cramp of the hand or forearm;
- 20.4. occupational dermatitis;
- 20.5. hand-arm vibration syndrome;
- 20.6. occupational asthma;
- 20.7. tendonitis or tenosynovitis of the hand or forearm;
- 20.8. any occupational cancer;
- 20.9. any disease attributed to an occupational exposure to a biological agent.

21. Additional considerations if the accident effects a child

- 21.1. We keep written records of all accidents, incidents or injuries to a child together with any first aid treatment given. Any event, however minor, is recorded by completion of an "Accident/ Incident Report" and the procedure is the same for both types of events as follows:
- 21.2. An Accident/ Incident Report is completed by the member of staff who witnessed the event.
- 21.3. Each new Accident/ Incident Report is to be placed on the desk of the Safety Officer.
- 21.4. The Accident/ Incident Report includes the child's name, the date of the accident or incident, details of the accident or incident, the initials of the member of staff who completed the report and of the Safety Officer who also carries out the final checks on the report before filing it away in the Health & Safety File which is stored in the Office.
- 21.5. If said child was attending a NOA course/event and was under NOA care it is the responsibility of the class tutor to ensure that parents are notified in a timely fashion

22. Reports to the Council of Trustees

The responsibility for meeting the requirements of RIDDOR to the Health and Safety Executive, shall rest with the Safety Officer.

23. Specialist Advisory Bodies

Certain bodies and the individual members of those bodies, have always had a Health and Safety role, most notably, the Health & Safety executive, or local Environmental Health Departments. If further specialist advice is required, this may be obtained from expert individuals or bodies outside NOA.

24. First Aid

It is the policy of NOA to make provision for First Aid in accordance with the First Aid Regulations (1982). The Safety Officer is nominated for those Regulations' purposes as the Responsible Officer whenever on site, and is responsible for ensuring the Regulations are implemented and ensuring that the first aid box is adequately stocked with supplies within their marked expiry dates.

25. Fire

- 25.1. The Centre Manager is responsible for ensuring that the staff and volunteers receive adequate fire training.
- 25.2. In addition NOA will nominate a Fire Officer to
- 25.3. report and advise on the standard of fire safety in NOA's premises and the standard of fire training of its staff;
- 25.4. undertake overall responsibility for fire training;
- 25.5. assist in the investigation of all fires in NOA's premises and to submit reports of such incidents.
- 25.6. A copy of Instructions in the event of a fire are clearly visible in every hireable and public spaces clearly stating procedure in the event of a fire at stating nearest exit. First time hirers should have their attention drawn to these signs and be given the opportunity to ask any questions.
- 25.7. NOA staff will carry out a biannual fire drill with youth club participants and maintain a log of when such drills are carried out.
- 25.8. When on site, Joe Shuter is the designated Fire warden.

26. **Fire wardens are responsible for:**

- 26.1. Familiarising themselves with their areas of responsibility, the escape routes and any problem areas.
- 26.2. Monitoring to ensure that fire routes and exits are kept clear at all times.
- 26.3. On hearing the fire alarm they are responsible for:
 - 26.3.1. Ensuring the safe evacuation of everyone in their area(s) of responsibility
 - 26.3.2. Checking all rooms in their area(s) of responsibility; including toilets, rest rooms and store rooms; to ensure that everyone has safely left the building.
 - 26.3.3. Where possible, closing windows and doors as each room is checked;
 - 26.3.4. Reporting to the Incident Manager to inform them that everyone has safely evacuated the building, or to report any problems;
 - 26.3.5. Ensuring that nobody re-enters the building until the Incident Manager has stated it is safe to do so;
 - 26.3.6. Ensuring they are available, after the evacuation, to attend a debrief meeting to discuss the evacuation, identify any problems and share information.

28. Food Hygiene

- 28.1. The Centre Manager is responsible for ensuring that any staff or volunteers who assume responsibility for food acquisition, storage, processing and serving, undertake these functions are undertaken to the necessary legal standards and have received the appropriate training.
- 28.2. Where NOA staff assist with the preparation or delivery of food to Service Users they must act in a way which keeps the Service User as safe as possible from food poisoning and related food associated illness by the adoption of high standards of food hygiene and food preparation. Poorly prepared, stored or contaminated food can be the source of potentially fatal infections such as salmonella and listeria.
- 28.3. Any suspected outbreak of food poisoning or other unexplained and possibly food related incidents must be reported to the Safety Officer. Staff or volunteers involved in food handling who become ill should see their GP and should only return to work when their GP states that they are safe to do so.

29. Lifting and Handling

- 29.1. More than a quarter of all accidents reported each year at work are associated with manual handling – the transporting or supporting of loads by hand or bodily force. The Manual Handling Operations Regulations were introduced to replace a number of old pieces of legislation to provide a comprehensive approach to reducing back problems at work.
- 29.2. The Trustees are responsible for informing staff of safe lifting techniques. The Safety Officer will identify specific training needs.

30. Non-Smoking On NOA Premises

Legislation now exist which makes it illegal to smoke in enclosed public spaces. Smoking is therefore strictly prohibited on all NOA premises (including entrances and exits).

31. Computer Installations and Visual Display Units

All new computer installations must adhere to the British Standard Specifications and comply with the Health and Safety (Display Screen Equipment) Regulations 1992. All new employees operating VDUs are issued with a copy of the Health and Safety Executive Booklet entitled 'Working with VDUs'. New employees who regularly use VDUs will be required to undergo sight screening.

32. Control of Working Time

NOA is committed to the principles of the Working Time Regulations. No member of staff is expected to work more than 48 hours per week (including overtime) unless

there are exceptional circumstances. Similarly all other requirements of the regulations e.g. in relation to breaks, night workers etc. will be complied with.

33. Health and Safety and the Individual Employee

The Health and Safety at Work Act requires each employee 'to take reasonable care for the Health and Safety of himself and of other persons who may be affected by their acts and omissions' and co-operate with management to enable management to carry out their responsibilities under the Act. Employees have equal responsibility with NOA for Health and Safety at Work.

34. People Working On NOA Premises Not Employed By NOA

Persons working in NOA premises who are employed by other organisations are expected to follow NOA Health and Safety Policies with regard to the safety of NOA employees and volunteers, their own personal safety (and that of other parties such as the general public if appropriate) and their method of work. This responsibility will be included in contracts or working arrangements. Similarly seconded NOA employees working in other host premises will be expected to follow the host employers Health and Safety Policy.

35. Visitors and Members of the Public

NOA wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of visitors NOA will be of the highest standard.

Any member of staff or volunteer who notices persons acting in a way which would endanger other staff or volunteers, should normally inform the Safety Officer or, if not present contact. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary. It is equally important not to over-react to a situation.

36. Contractors

NOA wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of Contractors working in NOA will be of the highest standards. In addition, Contractors and their employees have an obligation so far as is reasonably practicable to ensure all equipment, materials and premises under their control are safe and without risks to health.

37. Third party activities

Where NOA is hosting activities to users which involves accessing services provided by third party suppliers, whether on or off site, we will request that that third party has

completed a risk assessment for that activity for any hazards which may happen during the delivery of said activity. NOA may request to see this risk assessment before finalising booking. This will be retained together with any risk assessment prepared by NOA relating to any aspect of the activity for which NOA bears responsibility.

Approved by Council
Date 29/10/18