

SUMMARY

- Broomhall Centre (BHC) recognises the duty it has to provide for the health and safety of all its employees, volunteers, service users and visitors. In aiming to fulfil this duty, BHC will, as far as reasonably practicable, have particular regard to:
 - The provision of adequate control of the health and safety risks arising from our work activities, by carrying out risk assessments as and when necessary.
 - The maintenance of safe and healthy working conditions.
 - Consultation with our employees on matters affecting their health and safety.
 - The provision and maintenance of safety equipment.
 - Ensuring the safe handling and use of substances.
 - The provision of information, instruction and supervision for employees, including effective procedures for the evacuation of the building in the event of fire, bomb scare, or any other emergency.
 - The provision of adequate training to ensure that all employees are competent to do.
 - The prevention of accidents and cases of work-related ill health.
 - The provision of first aid facilities and treatment for any injuries at work.
 - Maintaining a system to record all accidents and dangerous occurrences and to monitor these events in order to prevent recurrence.
 - Ensuring that this policy is reviewed and revised as necessary at regular intervals.
- This policy complies with the letter and spirit of the Health and Safety at Work etc Act 1974 and other relevant legislation.

1. Policy

1.1. The Management Board's responsibilities

The Management Board has overall responsibility for ensuring that this policy and associated arrangements are developed, maintained and implemented throughout BHC and that the policy is reviewed annually. The Board will delegate responsibility for this policy being carried out to the Centre Staff and will nominate one Board member to liaise with them.

See **Appendix A**: Named individuals with responsibility.

1.2. Employees' and volunteers' responsibilities

All employees and volunteers shall recognise and accept the general duties which are imposed upon them under the Health and Safety at Work etc Act, 1974 and whilst at work shall be expected to:

- Take responsible care of the health and safety of themselves and of other persons who may be affected by their acts and omissions whilst at work.
- Co-operate with BHC as their employer, or any other person employed so as not to obstruct the health and safety requirements in any way.
- Set a personal example and counsel those who fail to consider their own wellbeing and that of others around them.

- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.
- Understand and carry out all emergency procedures, including evacuation procedures as laid down.
- Observe the laid down system of work and the precautions that must be taken, as well as using the correct equipment to do the job.
- Observe all warning and restrictive notices.
- Work in a safe and proper manner at all times and seek advice on safety if you are unsure what to do.
- Report at once all accidents or situations likely to cause an accident and any ill health, which you believe is connected with work.

Full details of the main terms of the Health and Safety at Work Act etc 1974 are on display in a notice in the main entrance for employees and volunteers to read.

1.3. Responsibilities of service users and other visitors

BHC recognises that it has a duty to ensure the safety of service users and other visitors to its premises. All staff will ensure, as far as is reasonably practical, that whilst on Broomhall Centre premises or involved in activities organised and managed by BHC, these groups of people are not exposed to risks to their health and safety and will give them any information about BHC which may be necessary to ensure this. Staff should ensure that a risk assessment has been carried out prior to activities taking place.

All service users and other visitors shall:

- Co-operate with the staff on health and safety matters, in order to enable Broomhall Centre to carry out its statutory duties in maintaining health and safety and welfare at work.
- Take reasonable care of the health and safety of themselves and of all the people they come into contact with at work.
- Observe health and safety instructions at all times.
- Wear or use appropriate personal protective equipment issued for safety purposes.
- Report all incidents that have led, or may lead, to injury.
- Co-operate in the investigation of accidents with the object of introducing measures to prevent a recurrence.

2. Procedures

2.1. Risk assessments

BHC as an employer is required to:

- Carry out risk assessments of potential work hazards.
- Identify who is likely to be affected.
- Identify whether existing measures are effective in controlling or removing those risks.
- Take measures to reduce or remove the hazards identified.
- Review the effectiveness of the measures taken.

Broomhall Centre also recognises that whilst a written risk assessment document is not legally required until such time that it has five or more paid employees, it is nevertheless good practice to produce such a document and to ensure that it is regularly reviewed.

See **Appendix B**: Risk Assessment Procedure.

2.2. Health and safety consultation

The Management Board

- The Board will be responsible for policy and procedural issues and oversee the implementation of the policy.
- A member of the Board will act as health and safety representative and will liaise with the designated worker over issues to be brought to Board meetings. They will also meet every six months to monitor health and safety and to oversee policy and procedures.

Employees and volunteers

- Consultation with employees will be carried out on a regular basis in staff meetings and as part of supervision and appraisal sessions.
- Employees will be made aware of the identity of the dedicated health and safety worker as part of the induction process.

Service users and other visitors

- Service users and other visitors to BHC's premises can ask to see the Centre's health and safety policy and any written risk assessments relating to the building at any time.

2.3. Health and safety information

The designated worker will ensure that:

- The health and safety law poster is displayed in the main entrance and that the information on it will be up-to-date.
- Relevant health and safety leaflets can be provided on request.
- Employees and volunteers will receive regular health and safety updates at staff meetings.

2.4. Induction

New employees and volunteers will be directed to the designated health and safety worker as part of the induction process.

2.5. Monitoring

To check that working conditions are safe and to ensure that safe working practices are being followed, BHC will:

- Carry out regular risk assessments of its premises.
- Ensure that any health and safety issues identified are recorded in the risk assessment document and acted on.
- Ensure that employees and volunteers are encouraged to log all accidents, however minor, in the accident/incident book.
- Keep sickness records and monitor patterns of staff absence to identify and deal with work-related issues and trends.
- Amend existing health and safety procedures where failures have been identified.

- Ensure that, where appropriate, all employees, volunteers, service users, visitors and contractors are aware of basic procedures and any changes to these procedures.

The designated health and safety worker is responsible for investigating accidents and work-related causes of sickness absences and is responsible for acting on investigation findings to prevent a recurrence.

2.6. Insurance

BHC's insurance brokers are Ladbrook Insurance and the policy is with Victor Insurance.

BHC holds employer's liability insurance of £10,000,000 – policy number CC008551, renewable annually on 21st December.

3. Specific Hazards

3.1. Equipment

The designated health and safety worker will:

- Be responsible for ensuring effective maintenance procedures are drawn up and will ensure that all identified maintenance is implemented. Any problems found with equipment should be reported immediately.
- Check that new equipment meets health and safety standards before it is purchased.

3.2. Safe handling and use of substances

It is BHC policy that wherever possible non-hazardous substances will be used in place of any hazardous ones. If this is not possible designated health and safety worker will:

- Ensure a COSHH assessment is carried out where necessary and that all actions identified in the assessment are implemented.
- Be responsible for ensuring that all relevant employees, volunteers and service users are informed about any COSHH assessment.
- Ensure personal protective equipment (gloves, overalls etc) are provided and that staff or service users are trained to use them.
- Check that new substances can be used safely before they are purchased.

3.3. First aid, accidents and work-related ill health

First aid

A first aid boxes is kept in the Classroom, Kitchen and Crèche. A record of workers who are appointed first aiders is attached to the policy. Broomhall Centre will ensure that sufficient staff are trained in first aid to cover all its activities.

Accidents and work-related ill health

All accidents and cases of work-related ill health are recorded in the accident/incident book, which is kept in the Classroom. The designated health and safety worker will review the accident/incident book

regularly. Results are fed back to the Board/Management Committee and to workers during staff meetings.

The designated health and safety worker will be responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority under the RIDDOR regulations.

3.4. Emergency procedures, fire and evacuation

- The designated health and safety worker is responsible for ensuring that fire risk assessment is undertaken and implemented at all sites.
- All workers must check fire escape routes and fire equipment regularly.
- Emergency evacuation procedures will be tested quarterly.
- Fire equipment is checked quarterly by competent outside contractors.
- All employees, volunteers and service users will receive information and training on fire safety and emergency evacuation procedures.

3.5. Housekeeping

A high standard of housekeeping is important to:

- Avoid the build up of waste which could be a fire hazard.
- Prevent hazards associated with tripping, slipping and falling.
- Ensure work areas and surfaces are clean.

In particular:

- Rubbish: all waste must be disposed of in the bins provided. Special care should be taken in the disposal of broken glass and other sharp objects.
- Floors and stairs: consideration should be given to the condition of floors and stairs (e.g. lifting and worn carpets and stair coverings are tripping hazards). Insecure handrails, obstructions or inadequate lighting on stairs can cause people to fall.
- Electrical cables (e.g. from telephones, computers and other appliances) must be placed in such a way that no tripping hazards are present.
- Spillage: all spillages must be cleared up immediately, particularly on non-carpeted floors where they would be a slipping hazard.
- Safe stacking and storage: heavy or bulky items should not be stored above shoulder height and all shelves and cupboards will be securely fixed and used for the purposes for which they are designed.
- Personal work areas: all employees and volunteers should ensure that their personal workspaces are kept clean and tidy.

3.6. Manual handling

The correct method of lifting is important in ensuring injuries are not sustained. The following points are for guidance:

- Ask for assistance if one person cannot lift the load safely.
- When lifting a load, do not twist from the waist.
- Ensure that you can see ahead when carrying a load.
- The back should be straight when lifting. Use the calf and thigh muscles to take the strain by bending and straightening the legs.

3.7. VDU screens

Employees and volunteers using computer equipment should minimise the risk of eyestrain, headaches, backache, repetitive strain injury or tenosynovitis by planning their work and taking regular rest breaks (at least once an hour) or changing activity. A number of basic measures can assist with this, including:

- Adjusting anti-glare screens.
- Using copy holders
- Using wrist supports when typing
- Altering the height of chairs and VDU screens.

Employees should report any problems to the designated health and safety worker and should see a doctor immediately.

Eye tests are available free of charge for those using VDU screens.

3.8. Electrical equipment

The designated health and safety worker will ensure that an approved contractor will check all portable electrical equipment and appliances every twelve months. Records will be kept in the office manual.

Information and training on how to use equipment will be provided for employees and volunteers.

It is the responsibility of employees and volunteers to ensure that they are familiar with operating instructions before they operate equipment.

All electrical appliances (excluding fridges, water coolers and computer servers) should be switched off at the end of each day.

Unauthorised persons must not carry out maintenance and repair of electrical equipment and appliances.

3.9. Smoking

Smoking is prohibited on Broomhall Centre premises (see No Smoking Policy).

3.10. Food hygiene

All waste food should be disposed of in the bins provided. Additionally, employees and volunteers should ensure that food items are disposed of after their 'use by' date has expired.

3.11. Violence at work

Any acts of violence occurring as a result of work will be recorded in the accident/incident book and investigated by the designated health and safety worker.

3.12. Stress

BHC will take all practicable measures to reduce the possibility of employees or volunteers suffering work related stress. These will include regular individual supervision for employees, training where appropriate to improve personal coping skills and regular monitoring of workloads, working environment and organisational policies and procedures.

3.13. Lone working

BHC will ensure that appropriate personal safety measures are implemented and maintained to minimise risks to employees and volunteers working alone, whether on Broomhall Centre's or clients' premises.

3.14. Transport

BHC required that any employee or volunteer using their own vehicle for work purposes have adequate business insurance to cover their activities. The designated health and safety worker will be responsible for ensuring that all employees and volunteers are aware of this requirement.

4. General safety

- Walk (don't run) along corridors and up/down stairs.
- Do not carry so many items that vision is obscured.
- Close drawers of cupboards and filing cabinets after use.
- Store items safely – do not pile them on top of one another.
- Clean up everything you spill and pick up anything you drop immediately.
- Put rubbish into the correct container – and empty bins if full.
- Do not leave scissors or sharp objects on desks and work areas.
- Use the lockers provided for the storage of valuables.
- Never leave handbags on desks or wallets in coats unattended and always keep money in a safe place.
- Be careful with keys.
- Ensure that all windows and doors are closed/locked when the premises are empty.
- Never assume a stranger wandering in the building is a member of staff.
- Don't just accept that a stranger is authorised to be in the building just because he/she says so.
- Don't be overawed by callers.
- Never leave callers alone in the office.
- Don't disclose confidential information to strangers.
- Don't assume that all staff are as honest as you.
- Don't stay at work alone after hours.
- Change computer passwords frequently.
- Always back-up work done on computers and store in a secure place.
- Check all storage media (e.g. CDs, DVDs, floppy disks) for viruses before using with office equipment.

END

NAMED INDIVIDUALS WITH RESPONSIBILITY

1. Overall and final responsibility for health and safety is that of the Management Board and the nominated health and safety officer is:

Jillian Creasy (Chair)

2. Day to day responsibility for ensuring this policy is put into practice is delegated to:

Rafik Al Sakkaf (Centre Manager)

The worker named above has responsibility for the health and safety of volunteers involved in their area of work.

3. The following workers/volunteers have current certificates as appointed first aiders:

Name	Address	Phone	Certificate renewal date
None at present			

RISK ASSESSMENT PROCEDURE

WHAT IS A RISK ASSESSMENT?

The Health and Safety Executive (HSE) document 'Five Steps to Risk Assessment' describes the process as follows: "A risk assessment is nothing more than a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. The aim is to make sure that no one gets hurt or becomes ill."

Small groups can undertake the assessment themselves. Larger organisations may have a safety representative who can carry out the assessment competently. See below for sources of further help.

'Five Steps to Risk Assessment' highlights two key concepts in the risk assessment process:

- **Hazard** means anything that can cause harm (e.g. chemicals, electricity, working from ladders, etc).
- **Risk** is the chance, high or low, that somebody will be harmed by the hazard.

THE FIVE STEPS TO RISK ASSESSMENT

Carrying out a risk assessment should be relatively straightforward. The HSE recommends a five-step approach:

- **Step 1:** Look for the hazards.
- **Step 2:** Decide who might be harmed and how.
- **Step 3:** Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done.
- **Step 4:** Record your findings.
- **Step 5:** Review your assessment and revise it if necessary.

BHC will use the form kept on "Google Drive/Governance/Policies/Health and Safety" to deal with steps one to four. The resulting risk assessment document will be reviewed regularly (at least annually) in conjunction with the PQASSO quality assurance process.

IDENTIFYING THE HAZARDS

The following list is a useful guide to potential workplace hazards:

Workplace

- Slipping, tripping hazards (e.g. poorly maintained floors or stairs)
- Fire (e.g. flammable materials)
- Ventilation / heating (temperature too high or too low)
- Working space / confined space
- Poor lighting
- Storage or stacking of materials
- Obstructions
- Access and egress

Equipment

- Electricity (e.g. poor wiring)
- Electrical equipment
- Display screen equipment (e.g. computers, televisions)
- Machinery (e.g. guillotines, photocopiers, computers)

Physical

- Noise (e.g. from machinery, people)
- Repetitive work
- Manual handling (e.g. lifting heavy boxes, lifting children)
- Fall of person from height
- Fall of person on same level
- Fall of object/material from height

Substances

- Chemicals (e.g. cleaning agents, photocopier toner)
- Fumes or dust (e.g. cleaning materials, photocopiers, pollution)
- Flammable materials

Work organisation

- Lone working
- Violence and aggression (on the organisation's premises and at other locations)
- Driving
- Vehicles
- Working hours
- Workload
- Stress

WHO MIGHT BE HARMED?

There is no need to list individuals by name – it is sufficient to consider the groups of people who may be affected. For example:

- Staff and volunteers
- People sharing your workplace
- Members of the public
- Visitors from other organisations
- Cleaners or maintenance personnel
- Contractors

However, it is important to pay particular attention to the following groups, which may be more vulnerable:

- People with disabilities
- Visitors
- Inexperienced staff or volunteers
- Lone workers

FURTHER HELP

This listing has been updated September 2019.

Organisations which can provide help on issues relating to risk assessments or general health and safety matters:

The Health and Safety Executive

- HSE priced and free publications are available from the website.
Tel: 0333 202 5070
Text-Phone: 0333 202 5077
Website: <https://books.hse.gov.uk>
- For information about health and safety:
Website: <http://www.hse.gov.uk/contact/contact.htm#health-and-safety-guidance>
Head Office: Redgrave Court, Merton Road, Bootle, Merseyside, L20 7HS
- Sheffield office: Foundry House, 3 Millsands, River Exchange, Sheffield, S3 8NH

Sheffield Occupational Health Advisory Service (SOHAS)

- The Exchange Brewery, 2 Bridge Street, Sheffield, S3 8NS
Tel: 0114 275 5760
Fax: 0114 249 1883
E-mail: sohas@sohas.co.uk
Website: www.sohas.co.uk

Sheffield City Council (Environmental Protection Service)

Tel: 0114 273 4651

Voluntary Action Sheffield

- The Circle, 33 Rockingham Lane, Sheffield, S1 4FW.
Tel: 0114 253 6600

St. John Ambulance

- First Aid at Work Training
Tel: 08700 104950

NCVO (National Council for Voluntary Organisations)

- Society Building, 8 All Saints Street, London N1 9RL.
Tel: 020 7713 6161
Website: <https://www.ncvo.org.uk>

Croner HR (Employment Law, HR and Health and Safety)

- Tel: 0800 880 7285
- Website: <https://croner.co.uk>

Directory of Social Change

- Tel: 020 7697 4200
- Website: <https://www.dsc.org.uk/publications/>
- Links to a substantial list of their publications.