

ST MATHEW'S CHILDREN'S ACTION GROUP

HEALTH & SAFETY

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1. OUR STATEMENT OF GENERAL HEALTH AND SAFETY AT WORK POLICY IS TO:

- provide adequate control of the Health and Safety risks arising from our work activities.
- consult with our workers and volunteers on matters affecting their Health and Safety, including work related stress.
- provide and maintain safe plant and equipment.
- ensure safe handling and use of substances.
- provide information, instruction and supervision for workers.
- ensure that all workers and volunteers are competent to carry out their tasks and to provide them with adequate training.
- maintain safe and healthy working conditions.
- review and revise this policy as necessary at regular intervals.
- Enable individuals to understand that as well as the right to protection, they also have to exercises responsibility.

2. RESPONSIBILITIES

The overall and final responsibility for health and safety is that of the Board of Trustees of St Matthews Children's Action Group.

The person with day-to-day responsibility for ensuring this policy is put into practice is the Project Manager or Assistant in his absence.

These are currently: Yogeindra Chauhan, Hafsa Chibbu, and Janet Johnson.

All workers must:

- co-operate with line managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety;
- report all health and safety concerns to an appropriate person (as detailed in this policy).

3. RISK ASSESSMENTS

Risk assessments will be undertaken by persons nominated by the Project Manager. These are currently Yogeindra Chauhan.

The findings of the risk assessment will be reported to the Project Manager.

Action required to remove or control the risks will be approved by the Project Manager.

The person responsible for ensuring the action required is implemented is the Project Manager.

Assessments will be reviewed annually or when work activity changes or new methods or processes are introduced.

In order to reduce risks to workers, procedures/guidelines which should be followed by all workers, have been drawn up regarding the following areas:

- Working alone
- Working with VDUs
- Manual handling/lifting
- Work-related stress
- Other...

These procedures/guidelines are issued to all new workers, and copies of the procedures/guidelines are kept in the policies file in the office.

4. CONSULTATION

Worker representatives are currently: Yogeindra Chauhan

In order to encourage and facilitate consultation with workers, there will be an agenda item for health and safety at any necessary and specific staff meeting.
Health and safety will be an agenda item at any necessary committee meeting.

5. SMOKING

St Matthews Children's Action Group is a no-smoking environment. Staff and service users are not allowed to smoke anywhere on SMCAG premises, including the toilet areas. SMCAG will display "No Smoking" signs and the NHS Smoke free policy on their premises. The Project Manager is responsible for managing the No Smoking policy.

Staff of SMCAG are not allowed to smoke in public whilst on duty/whilst in their uniforms.

6. SAFE EQUIPMENT

The person responsible for identifying all equipment that needs maintaining is the Deputy Play Leader.

The person responsible for ensuring effective maintenance procedures are drawn up is the Deputy Play Leader.

The person responsible for ensuring the above maintenance procedures are carried out is Project Manager.

Problems found with any equipment should be reported to Project Manager.

The person who is responsible for checking that new equipment meets health and safety standards before it is purchased is the responsible manager.

7. SAFE HANDLING OF AND USE OF SUBSTANCES

The person responsible for identifying substances which need a COSHH assessment is Project Manager.

The person responsible for undertaking COSHH assessments is Project Manager.

The person responsible for ensuring all the actions reduce the risks identified in the assessments are implemented is Project Manager].

The person responsible for informing all relevant workers of the outcome of the COSHH assessments is Project Manager.

The person responsible for checking (before purchase) that all new substances can be used safely and are the safest alternative capable of performing the task is the responsible manager.

Assessments will be reviewed annually or when the work/activity changes or other significant change occurs.

8. INFORMATION, INSTRUCTION AND SUPERVISION

Health and Safety Law posters are displayed in the Hall way.

Health and safety advice is available from Voluntary Action Leicester, PERS, and Trade Unions.

Supervision of young workers/trainees will be arranged, undertaken and monitored by the appropriate manager.

The person responsible for ensuring that SMCAG workers working at locations under the control of other employers are given relevant health and safety information is the Chief Officer.

9. HEALTH & SAFETY TRAINING

Induction training will be arranged for all workers by their line manager.

Job specific training will be arranged by each worker's line manager.

Jobs and tasks requiring specific training are listed in the risk assessment.

Training needs and refresher training is identified and arranged by the worker's line manager.

Training records are kept by the worker's line manager.

10. WORK-RELATED STRESS

Risk assessments should include consideration and identification of possible workplace stressors. Measures to eliminate, reduce or control risks from stress in line with the HSE Management Standards for Work Related Stress

(www.hse.gov.uk/stress/standards/index.htm) should be adopted where possible.

The standards encourage attention to factors such as:

Demands – workload, work patterns and the work environment.

Control – how much say the person has in the way they do their work.

Support – the encouragement, sponsorship and resources provided by the organisation, line management and colleagues.

Relationships – promoting positive working to avoid conflict and dealing with unacceptable behaviour.

Role – whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles.

Change – how organisational change (large or small) is managed and communicated in the organisation.

Line managers must ensure that no staff work excessively long hours and that allocated rest breaks and holidays are taken as appropriate. They must monitor workloads to ensure that staff are not overloaded. They have a responsibility to be vigilant and offer additional support

to a member of staff who is experiencing stress outside work – e.g. bereavement or separation.

Issues of work-related stress should be addressed by line managers during supervision and appraisal (see ‘Managing Performance’ policy).

Rearranging work allocation, flexible working patterns and work related training/mentoring should be considered as health measures where work-related stress is identified. Bullying and harassment must not be tolerated and should be treated as serious disciplinary matters.

In some cases, where stress is a cause or a possible cause of repeated or long-term absence from work, counselling or stress management courses may be considered amongst other options for supporting employees.

11. EXTERNAL EVENTS, LEARNERS, SERVICE USERS

It is the responsibility of the person booking the [external/training] venue to clarify the arrangements for obtaining the following information.

It is the responsibility of SMCAG staff to check the following on arrival at external [training] premises and provide details to all [event/training course] attendees.

- Location of fire exits, alarms and extinguishers
- Details of the emergency evacuation procedure
- Location of first aid box
- Information about appointed first aiders
- In the event of an accident, details of how to report it

All service users / learners are responsible for:

- co-operating with SMCAG staff on health and safety matters
- not interfering with anything provided to safeguard their health and safety
- taking reasonable care of their own health and safety
- reporting all health and safety concerns to a member of SMCAG staff

12. ACCIDENTS, FIRST AID AND WORK-RELATED ILL-HEALTH

The First Aid box is kept in the kitchen & main hall.

Information about appointed First Aiders is available from the Deputy Play leader.

All accidents and cases of work related health are to be recorded on an accident sheet these are kept in the Office.

The person responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority is the Project Manager. Riddor reports must be made to the Health & Safety executive online or telephone on **08453009923**.

13. MONITORING

To check our working conditions and ensure safe working practices are being followed, the Deputy Play Leader will make weekly spot checks of specific risk areas which have been identified.

There will be an annual review of the Health and Safety Policy (including risk assessments)

The person responsible for investigating accidents is the Project Manager.

The person responsible for investigating work related causes of sickness absence is the Project Manager.

The person responsible for acting on the findings of the investigation to prevent recurrence is the Project Manager.

14. FIRE EVACUATION AND EMERGENCY PROCEDURES

The person responsible for ensuring the fire risk assessment is undertaken is **Kuljit Singh Walia**.

Escape routes are checked by **Kuljit Singh Walia** every day.

Fire extinguishers are maintained and checked by Chubb.

Fire alarms are the responsibility of The What Cabin and is annually tested and weekly by **Kuljit Singh Walia**.

Emergency evacuation will be tested monthly – this is coordinated by the **Deputy Play Leader** or **Kuljit Singh Walia**.

The **Deputy Play Leader** is responsible for ensuring this is done.

Please see fire policy for further details.

15. WORKING IN AN OFFICE ENVIRONMENT

To avoid tripping hazards, all office accommodation and associated store rooms and stairs must be maintained in a neat and tidy condition and access and egress to all areas must remain unimpeded by any files, equipment or other items, for example, umbrellas left open to dry out.

No objects should be stored on the treads of any staircase. Cables must be routed so as to avoid creating tripping hazards or must be protected with suitable cable covers to reduce the tripping hazards and to prevent damage to the cable.

Storage facilities must be organised in such a way that files or other materials can be stored and retrieved without risk. Only lightweight goods should be stored above shoulder height or below knee height. Where goods are stored at high level, means must be provided so that they can be reached safely, that is office steps. Where such equipment is provided it must be maintained in good order.

Filing cabinets can tip if more than one drawer is opened at any one time. Drawers should be kept closed when not in use. Whenever possible, heavy/bulky files should be stored in the lower half of the filing cabinet.

All furniture and equipment should be maintained in a good state of repair. Defective furniture and equipment, particularly sharp edges on metal furniture, can be hazardous. Any such defects must be reported to management or their representatives without delay.

Many items of electrical equipment are in use in the office environment. No worker should attempt to rectify any electrical defect. All servicing and maintenance of electrical equipment should only be undertaken by a suitable and qualified competent person. Records must be kept of such servicing and maintenance.

16. WORKING AT COMPUTER WORK STATIONS

Working at computer work stations is a necessary part of most workers' duties.

SMCAG will provide appropriate equipment to reduce the risk of injury, including wrist rests, footrests, document holders, appropriate seating and work stations.

SMCAG will pay for annual eye tests for all workers who use VDUs. The responsibility for arranging such a test lies with individual workers. The fee must be in line with the standard NHS fee.

The following guidelines should be followed by all workers to reduce the risk of injury/damage to health, regardless of the amount of time spent working at computer work stations:

- To reduce the risks of visual fatigue and repetitive strain injury: take regular breaks from the screen (at least once an hour): when possible, try to vary the type of work you do on the VDU so that you are not, for example, inputting data for long periods of time. This is to reduce the risks of visual fatigue and repetitive strain injuries.
- Adjust your seat or stop working if you feel uncomfortable.
- If you develop physical symptoms which could be associated with working at a computer work station (e.g. headaches, problems with vision, sore hands and/or wrists, back pain) you should report these to your line manager.
- Follow guidance to ensure your work station is set up correctly and that you are sitting properly.

17. GUIDELINES ON MANUAL HANDLING

There is some lifting and handling involved in most workers' tasks [e.g. carrying display boards, boxes of leaflets]. In order to reduce the risk of injury the following guidelines should be followed by all workers:

- Workers are not required to lift or handle any object which they perceive would put themselves at risk of injury. Assistance or guidance should be sought from another worker.
- Where possible use mechanical aids, e.g. sack cart.
- Use common sense to minimise risk, e.g. carry the minimum weight possible, minimise the amount of time you spend walking with the load by involving other people in a "human chain".
- Follow the good handling techniques as advised.
- If in doubt, don't lift the object and speak to your line manager for guidance.

18. GUIDELINES ON WORKING ALONE

Workers are not required to enter into or continue working in any situation where they feel at risk. If a worker feels at risk or to have been at risk in a particular situation they must report it to their line manager.

Home Visits

If you are intending to make a home visit, another worker should be informed of where you are going and when you are expected to have completed your visit. Details of the client's address and telephone number should be easily accessible.

When you are carrying out a home visit:

- Try to ensure that you have easy access to an unlocked exit at all times (for example, take the seat nearest the door).
- If they are causing you concern, ask that any dogs (or other pets) be removed to another room.
- Record and report any indication of your client having had a history of violent or abusive behaviour. Record and report any perceived threat of violent or abusive behaviour.
- Leave the premises quickly if your client (or any other person present) becomes aggressive or threatening.
- Obtain support and guidance after any situation in which you feel threatened.
- Carry a mobile phone and/or personal alarm.
- Do not give out your personal address or telephone number.

Door-to-Door Leafleting Work

If you are intending to do door-to-door leafleting, another worker should be informed of where you are going and when you are expected to have completed your work. Details of the area to be covered should be passed to your line manager.

- Where possible work in pairs and stay in close contact with your partner.
- Carry a mobile phone and/or personal alarm.
- Do not enter any premises or area which you perceive may be threatening to you.
- Do not work in the dark, or in any areas which are particularly secluded.

Working Alone in the Office and Personal Safety

SMCAG will try and ensure that the times when people work alone are kept to a minimum, particularly outside usual office hours (i.e. 9.00am – 5.00pm).

There are various precautions which can be taken to reduce the risk to a worker working alone. These precautions will include any or all of the following depending on the individual situation, and employees should use their own judgement about which of the following apply:

- If you are intending to work outside office hours, another member of staff (preferably your line manager) should be informed.
- Keep the external door locked, and only open it to a caller if you judge that this does not present undue risk to yourself. If you decide not to open the door, ask the caller to make an appointment to come back when there are other people present, or to use the telephone to communicate with the organisation.
- Be aware of your personal safety if you are working alone, particularly in the evening, including leaving the office premises, and take appropriate action to safeguard this e.g. call for a taxi, park your car as close to the office as possible (if appropriate), ring for assistance (another member of staff, the police) and stay put until help arrives.
- Be aware of your personal safety if you are attending external meetings on behalf of SMCAG in the evening. Try to walk to car parks or public transport stations with other people you know, or call a taxi if you perceive you could be at risk. In both of these circumstances SMCAG will pay the cost of the taxi fare.

19. KEY DATES CHECKLIST FOR MAINTENANCE AND FIRE SAFETY PROCEDURES

Action needed	Person responsible	Frequency	Last carried out	Date due
Review risk assessments	Persons nominated by Project Manager	Annually or when environment/systems change.	Jan 18	Jan 19
COSHH assessments	Project Manager	Annually or when new substance is brought into workplace.	09/03/18	08/03/19
Check electricity installation works safely.	Project Manager	Every 5 years	22/06/2016	21/06/2021
Check electrical appliances work safely.	Project Manager	Every year (see below)	11/06/19	See below
Check new equipment is safe before purchasing.	Project Manager	As and when.	N/A	N/A

Electrical equipment	Type of check	Person responsible	Frequency	Last carried out	Date next due
IT equipment, photocopier, fax machine if double insulated	Formal visual check	Project Manager	Bi Annually	19/02/18	13/08/18
IT equipment as above if not double insulated	Combined inspection and testing	Project Manager	Bi Annually	19/02/18	13/08/18
Double insulated equipment which is not hand-held e.g. fans, table lamps,	Formal visual check	Project Manager	Bi Annually	19/02/18	13/08/18
Double insulated equipment which is hand held e.g. some floor cleaners	Formal visual check	Project Manager	Bi Annually	19/02/18	13/08/18
Earthed equipment e.g. kettle	Formal visual check	Project Manager	Bi Annually	19/02/18	13/08/18
	Combined inspection and testing	Project Manager	Bi Annually	19/02/18	13/08/18
Cables and leads connected to the above	Formal visual check	Project Manager	6 months – 4 years depending on type of equipment	19/02/18	13/08/18
	Combined inspection and testing	Project Manager	Up to 5 years depending on type of equipment	19/02/18	13/08/18

Fire Safety Procedures and Equipment	Person responsible	Frequency	Last carried out	Date due
Escape routes	Deputy Play Leader	Daily		
Fire alarm check	Project Manager	Weekly		
Fire alarm service	Project manager/ Adi security	Every 6 months	24/11/17	23/05/18
Emergency evacuation	Deputy Play leader	Monthly	10/04/18	08/05/18
Firefighting appliance testing	Project Manager	Annually	Nov 17	Nov 18