
Health and Safety Policy



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1. **General Statement of Policy**

- a. Action 21 will comply with the terms of the Health and Safety at Work Act 1974 and subsequent legislation, in order to provide and maintain safe and healthy working conditions, equipment and systems of work for all our staff and volunteers and to provide such information, training and supervision as they need for this purpose.
- b. A copy of this policy will be displayed in the rest room and be available on Action 21's website.
- c. The individuals with responsibility for this policy:

Competent Person	General Manager
Fire Officers	General Manager Shop Managers Bicycle Workshop Manager Furniture Workshop Manager
First Aiders	General Manager Shop Managers

2. **Responsibilities for Health & Safety Management**

- a. The Board of Trustees has overall responsibility for health and safety matters and for ensuring compliance with relevant health and safety legislation. Action 21 accepts its responsibility for the health and safety of its staff and volunteers at any location when working for Action 21.

- b. The General Manager has overall responsibility for ensuring that the health and safety policy is put into practice. As the Competent Person the General Manager will assess the health and safety risks to Action 21's staff and volunteers and will implement measures to maintain health and safety.
- c. The Fire Officers are responsible for good housekeeping and assisting with the safe evacuation of the building in the event of a fire or fire drill.

3. Arrangements for Health & Safety Management

- a. Accidents are recorded, investigated and, where appropriate, will be reported to the Board of Trustees by the General Manager. The nominated trained First Aider will ensure that the First Aid box is kept in the correct place, contains the necessary items and is regularly restocked.
- b. Staff and volunteers will receive suitable and sufficient information, training and supervision on health and safety matters. All staff and volunteers have a responsibility to co-operate with the General Manager and the Board of Trustees to achieve a safe and healthy workplace and to take reasonable care of themselves and others. Should a volunteer notice a health or safety problem which they are unable to put right, they must inform a member of staff, or the General Manager as soon as possible.

4. Building Maintenance and Good Housekeeping

- a. A safe and healthy environment will be maintained for staff and volunteers. The General Manager will be responsible ensuring that any repairs or modifications are properly carried out. Aisles and gangways must be kept clear from obstructions and materials must be stored in safe areas.
- b. All staff and volunteers are responsible for spotting hazards or potential hazards. If a hazard is seen, it should be removed or dealt with as soon as possible or reported to the General Manager. Adequate lighting will be provided and any faults or broken electrical equipment must be reported to the General Manager.
- c. All building maintenance such as electrical work, carpentry, painting etc. will be carried out by suitably skilled individuals.
- d. Equipment must not be left lying around and must be suitably stored when not being used. Wires must not be left trailing across floors and rubbish bins must be positioned in suitable locations.

5. Welfare Arrangements

- a. Suitable and sufficient toilets, washing facilities are provided for the staff and volunteers.
- b. A suitable seating and rest area and fresh drinking water will be provided for the staff and volunteers.

6. Security and Safety

- a. All windows and entry doors will be lockable.
- b. Under no circumstances should staff put themselves at risk and any incident of aggression or violence should be reported to the General Manager. Staff and volunteers must report any situation which they consider to be a threat to their personal safety.
- c. Action 21 will comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations 1992.

- d. Equipment will be properly maintained and tested. Suitable guarding and effective dust and noise control measures must be in place. Staff and volunteers will be provided with PPE when necessary.
- e. Staff and volunteers will be provided with a uniform and when appropriate they will receive manual handling training.
- f. Action 21 motor vehicles will be regularly checked and maintained to ensure they are safe. Accidents must be reported to the General Manager as soon as possible and a record of the incident will be kept on file.

7. Fire Safety

- a. It is the responsibility of all staff to be aware of fire hazards, to know the location of fire exits and the assembly point. Staff and volunteers will sign in and out on arrival departure and fire drill instructions will be part of the induction process for all new staff and volunteers.
- b. Details of the location of fire extinguishers, emergency call points and evacuation routes will be prominently displayed on floor plan drawings throughout the building.
- c. A Fire Drill and a test of the firefighting equipment and emergency lighting will be carried out annually.

8. First Aid and Accident reporting

- a. The General Manager and Shop Managers will receive appropriate First Aid training.
- b. First Aid provision will be available at all times in an appropriate and accessible First Aid Box. A record of all First Aid cases treated will be kept.
- c. All new staff and volunteers will be informed as part of their induction of the location of First Aid equipment and the employees who have received First Aid training.
- d. Volunteers must report all incidents which actually caused or nearly resulted in personal injury to a member of staff and it is the responsibility of that member of staff to ensure that any necessary follow up action is taken.
- e. The General Manager is responsible for reporting incidents which come within the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR).

9. COSHH

- a. A written assessment of the risks related to hazardous substances will be carried out by the General Manager.
- b. Such substances shall be enclosed within a safe environment and protective equipment will be issued to ensure the safety of staff and volunteers.

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