

Alnwick Community Development Trust

Health and Safety Policy

It is the policy of Alnwick Community Development Trust to take all measures, which are reasonably practicable to:-

- a. Ensure the health, safety and welfare of all people at work.
- b. Protect contractors, visitors and the general public attending its premises/sites or undertakings, against risks to their health and safety, which may arise from the Trust's activities.

The Trust recognises that so far as is reasonably practicable its duties extend to include the provision and maintenance of:-

- a. Equipment and systems of work that are safe and without risks to health.
- b. Arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- c. Such information, instruction, training and supervision as is necessary to ensure the health and safety at work of the Trust's employees.
- d. Any place of work under the Trust's control in a condition that is safe and without risks to health, and the means of access to and egress from it that are safe and without such risks.
- e. A working environment for the Trust's employees that is safe without risks to health, and adequate as regards facilities and arrangements for their welfare at work.

The Trust recognises, without detracting from its responsibility as an employer, that its employees have a duty within their areas of responsibility, to take all necessary steps to implement the Trust's Health and Safety Policy. This Health and Safety Policy will only be successful if it actively involves employees.

The Trust reminds its employees of their general duty under Section 7 of the Health and Safety at Work Act 1974, to take reasonable care for the health and safety at work of themselves and of other persons who may be affected by their acts or omissions. They must co-operate with any person discharging a duty or requirement on behalf of the Trust under relevant statutory provisions as to health and safety, to enable that duty or requirement to be performed or complied with. Failure by an employee to comply with the Policy can, depending on the circumstances, lead to disciplinary action.

The Policy will be reviewed from time to time and, where necessary, modified. Every Trustee and employee has a responsibility for keeping the Policy under review in so far as it affects his or her role.

INTRODUCTION, AIMS AND OBJECTIVES

1.1 Introduction

In accordance with the Health and Safety at Work Act 1974, it is the policy of the Trust to maintain safe and healthy working conditions, equipment and safe systems of work for all Alnwick Community Development Trust employees and visitors. Whilst also providing such information, training and supervision as is needed for this purpose.

To achieve this, the Trust will regard the promotion of health and safety measures as a mutual objective for all staff. The Trust also accepts its responsibility under the Act for the health and safety of others who may be affected by its activities.

The Health and Safety at Work Act, requires each employer of more than five people to write a statement of policy setting out arrangements for compliance with the Act.

This policy will be reviewed annually by the Trustees and more frequently if required. It is the responsibility of the Trust Manager to monitor the effectiveness of the arrangements. The Trust Manager will recommend to the Trustees that revisions to the policy statement be issued when they

become necessary. Anyone who wishes to have the most up-to-date information on any point should contact the Trust office. This policy statement will be available from the Trust office and the Trust website.

1.2 Aims of the Policy

1. To conduct all of the Trust's undertakings so as to avoid, or control to an acceptable level, risks to the health or safety of all its employees, all users of its services, all members of the general public who are exposed to its activities, and all other people who work on, or visit, its premises.
2. To create and maintain a positive health and safety culture within all of the Trust, so that there is a continuous, cost effective, improvement in health and safety performance.

These aims will be pursued regardless of whether the particular services, which form part of the Trust's undertakings are performed by its own employees or by outside contractors.

1.3. Objectives of the Policy

To comply always with the Health and Safety at Work etc Act 1974 and the Management of Health and Safety Regulations 1999, and all other relevant statutory provisions, Health and Safety Executive codes of practice and guidance, and relevant fire safety legislation and Home Office guidance.

1. To effectively identify all significant hazards arising from its activities, to assess all the resultant risks to the health and safety of its employees, visitors, and other people, and to develop the appropriate preventative and protective measures necessary to control these risks.
2. To effectively plan, organise, implement, control, monitor and review the preventative and protective measures.
3. To establish, and where necessary implement, appropriate emergency procedures to be followed in situations of serious and imminent danger. In this respect to co-operate and co-ordinate with the emergency services.
4. To provide and maintain suitable and safe vehicles, equipment, and systems of work.
5. Where necessary, to provide employees with adequate health and safety training and supervision, and to take account of employees' capabilities as regards health and safety matters when assigning tasks to them.
6. To avoid safety, health and fire risks in connection with the use, handling and storage of articles and substances.
7. To provide a safe place of work and a healthy working environment.

With respect to outside contractors engaged to undertake work or services on behalf of the Trust:

- to ensure they comply with legislation #
- monitor and exercise appropriate control over the health and safety performance of the contractors.

ORGANISATION

Responsibility for health and safety

2.1 Trust Manager

1. The Trust Manager has overall responsibility for all matters relating to the health, safety and welfare of all persons employed by the Trust and for ensuring that members of the general public who may be affected by any activity undertaken by the Trust are not thereby exposed to risks to their health or safety.
2. Will periodically appraise the effectiveness of the policy and ensure that any necessary changes are made.
3. Will be familiar with the basic requirements of the Health and Safety at Work etc Act 1974 and any new safety legislation, which affects the Authority.
4. Will advise on the certificates and registers required to be kept under any relevant legislation.
5. Will investigate serious accidents, dangerous occurrences and similar incidents and prepare reports for submission to the Trustees and the Health and Safety Executive, as necessary, and make recommendations to prevent recurrence.
6. Where necessary, will recommend appropriate training of employees and assist with its implementation
7. Will monitor both employees and contractors in compliance with this policy.
8. Will ensure that the Health and Safety Policy is reviewed in the light of changes of legislation

2.2 All Employees

Will ensure proper application of such a policy and fully support all persons who carry out that policy.

Will ensure that the Health and Safety Policy is understood and will co-operate fully in training

Will be familiar with the basic requirements of the Health and Safety at Work etc Act 1974 and any new safety legislation,

3.1. ACCIDENTS

Accident Prevention

It is the intention of the Trust that all reasonable measures will be taken for the prevention of accidents. The Trust considers that accident prevention can only succeed if all employees co-operate at all times in identifying hazards that arise in the course of their work, and bringing them to the attention of their line manager.

Accident Reporting

Where a member of the public advises an employee that they have been involved in an accident, that employee should take details of that person's name, address, telephone number and injury received, and pass these details to the Trust Manager who will follow the Trusts procedure.

Reporting under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

It will be the responsibility of the Trust Manager to report incidents in accordance with RIDDOR. In cases of a fatality, major injury or dangerous occurrence, they will immediately telephone the Health and Safety Executive and subsequently send a completed F2508 to them.

3.2 FIRST AID AND FIRST AIDERS

First Aid

The aim of first aid is to reduce the effects of injury or illness suffered at work, either caused by the work itself or by some factor outside the Trust's control. First-aid provision must be 'adequate and appropriate in the circumstances'. This means that sufficient first-aid personnel and facilities should be available to give immediate assistance to casualties with both common injuries or illness and those likely to arise from specific hazards at work,

Serious cases of injury should receive qualified medical attention.

All accidents should be reported to the Health and Safety Advisor in accordance with the internal accident reporting procedure.

3.3 FIRE AND EMERGENCY PROCEDURES

Bomb Threats

Where any employee becomes aware of a suspect package they should advise the Trust Manager who will make enquiries as to the contents of the package without disturbing it. If enquiries fail to reveal the nature of the package, then the Trust Manager will be responsible for making a decision to contact the police.

If a bomb threat telephone call is received, the person receiving the call should take the following action:-

1. Let the caller finish the message.
2. Whilst the caller is talking, write down what they are saying.
3. Note conditions affecting speech eg. drunkenness, laughter or anger.
4. Note peculiarities of speech eg. accent, speech impediment.
5. Listen for background noises.

After the caller has finished speaking, the person taking the call should try to continue the conversation and establish the following:-

1. The location of the bomb.
2. The time of the intended explosion.
3. When it was placed.
4. Why it was placed.
5. Who the caller is.
6. Where the caller is.

The person receiving the call should write down as much information as possible as well as the precise time of the call. Immediately after the call notify the police.

The evacuation will be the same as for fire except where a bomb site is reported to be in the vicinity of an assembly point in which case the Fire Warden will re-direct people to an alternative point.