

Bishop Creighton House

Health and Safety Policy

BCH recognises and accepts its health and safety duties as an employer for providing a safe and healthy working environment so far as reasonably practicable for all its employees under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1992 and other relevant legislation.

If you are unclear about any of the points covered by this policy, please contact BCH management for clarification.

1. Policy Objectives.

BCH will take all reasonable practicable steps to meet its responsibilities paying particular attention to the provision and maintenance of:

* + a safe place of work and safe access to (and exit from) it;
  + a healthy working environment;
  + plant, equipment and systems of work that are safe;
  + safe arrangements for the use, handling, storage and transport of articles and substances;
  + sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute to their own safety and health at work;
  + reasonably practical safe arrangements for protection against risk to health and safety of the general public or other persons which may arise from BCH’s activities.

BCH reserves the right to not implement any “reasonable adjustment” to the physical or operational environment that would result in a greater risk being introduced. This is in accordance with the Disability Discrimination Act part III (1995) (DDA).

BCH is committed to providing as much information, instruction and training as possible to staff and volunteers.

1. Management Responsibilities

The CE (Rory Gillert as at July 2021) is responsible for ensuring that the health and safety policy is carried out and that responsibilities for health, safety and welfare are properly assigned and accepted at all levels. He is also the appointed H & S representative.

1. Employees’ Responsibilities

It is the duty of all employees under Section 7 of the Health and Safety at Work Act to take reasonable care for the lives of themselves and others who may be affected by their acts and omissions. Every employee must:

* + take care of their safety whilst at work;
  + take care for the health and safety of all members of the general public who may be affected by their actions or omissions with particular consideration for the needs of children and young persons and the elderly and infirm using BCH services;
  + comply with all safety instructions;
  + co-operate with BCH so as to enable it to carry out its own responsibilities successfully;
  + not wilfully misuse nor interfere with any item provided in the interest of health, safety or welfare;
  + report at the earliest opportunity injuries, accidents or dangerous occurrences at work, including those involving the public and participants in BCH organised activities.

1. Tenant Organisations’ Responsibilities

BCH is responsible for implementing its Health & Safety Policy in its own office accommodation and in communal areas. It is the sole responsibility of tenant organisations to ensure that all statutory and legal health and safety requirements including risk assessment are met in full in their own accommodation.

Please read through this policy carefully for guidance in particular areas.

BCH has written information on health and safety legislation and good practice which it is happy to share with tenant organisations - please ask for more information if needed.

1. Policy for Visitors & Contractors

On arrival all visitors should be directed to the appropriate member of staff or user/hirer. This person will take responsibility for their visitors and assist in their evacuation from the building during an emergency or arrange help in event of an accident.

Contractors working in the Centre

Any concerns relating to your own safety or suspected unsafe working practices by the contractors must be reported to the CE, who will investigate as soon as is practically possible. Any incident resulting in injury or near injury must be reported to the CE.

We request that visitors respect this policy, a copy of which is available on request.

1. First Aid and Accident Reporting

BCH displays copies of appointed first aiders and locations of first aid boxes throughout the building.

Accidents

In the event of an injury or illness, call for an appointed first aider (see Appendix 1) or ring for an ambulance directly. to call an ambulance - dial (9) 999 and ask for ambulance.

All accidents must be reported to CE, (or an appointed first aider in his absence) immediately or as soon as practical.

All accidents must be entered in the accident book situated in the Centre Coordinator’s office (room 36) by the staff member dealing with the incident.

The procedures for “notifiable accidents” must be followed – see Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) Procedure.

The CE will investigate all incidents and accidents. Serious occurrences will be reported to the BCH board of trustees to consider the actions necessary to prevent a recurrence.

The CE will be responsible for reporting all relevant incidents to the relevant authorities.

1. Fire Drills and Evacuation Procedures

Appointed fire stewards for each floor are listed in throughout the building.

Fire Drills and Equipment

All staff must know the fire procedures, positions of fire appliances and escape routes.

The fire alarm points, fire exits and emergency lighting system will be tested by appointed staff at least every 6 months, and entered in the log book provided.

The CE shall arrange for fire drills and fire prevention checks to be carried out at least once every three months and entered in the log book. In addition, the Centre Coordinator or appointed staff member will be responsible for an annual fire risk assessment.

The Centre Coordinator or appointed staff will be responsible for regular testing and replacement of fire extinguishers and firefighting equipment.

In the event of fire

Persons discovering a fire should sound the nearest alarm.

If a fire occurs the Fire Brigade must be called immediately by dialling 999 (or 9 999 on BCH phone lines) and asking for Fire. Give the location of BCH (378 Lillie Road, Fulham SW6 7PH).

During office hours it is the duty of fire stewards to evacuate all people from the building by the nearest exit immediately the fire is discovered.

All persons must evacuate the building, and where possible without personal risk, leave all doors and windows closed, but not locked.

The assembly point for the whole building is the corner of Hawksmoor Street and Lillie Road.

No-one should leave the assembly point without the permission of a fire steward.

When the Fire Brigade arrives fire stewards will advise whether all persons are accounted for and the location of the fire.

All staff and visitors should ensure they sign in on entering the building and sign out on leaving.

No-one should re-enter the building without the permission of the stewards.

1. Bomb Warnings

If you receive a warning, try and find out from the caller

* + the approximate location of the bomb and likely time of detonation
  + whether the police and fire brigade have been notified
  + try and record exactly what is said.

Notify the Police immediately.

Do not sound the fire alarm, but evacuate the building taking into consideration any information from the bomb warning.

Assemble on the corner of Hawksmoor Street and Lillie Road. Follow the same instructions as for fire evacuation.

1. Electrical and Gas Services

The Electricity at Work Regulations 1989 require that both fixed electrical installations and portable electrical equipment must be regularly checked and maintained to prevent danger. Portable Appliance Testing (PAT) must be carried out annually by an external contractor. Visual checks looking for external damage to cables, plugs and sockets may be carried out by staff. Should any visual fault be identified, the equipment must be labelled as faulty, taken out of use (e.g. by taking off the plug) and checked by an electrician. By concentrating on a simple system of looking for visible signs of damage or faults most of the electrical risks can be controlled.

The Centre Coordinator is responsible for ensuring that the equipment of tenants and user groups is annually checked.

The Gas Safety (Insulation and Use) Regulations 1994 are primarily designed to safeguard the public from the dangers arising from the use of gas. Accidents and deaths involving gas services include CO poisoning, fires and explosions. All gas appliances, pipework and flues must be checked at least annually by a registered Gas Safe company, and a written record kept.

1. Manual Handling

Material handling is a fundamental activity in all work, training and volunteering situations, to which the Manual Handling Operations Regulations 1992 apply. Avoidance of manual handling activities is the primary objective, but where this is not possible the line manager must make a suitable and sufficient risk assessment for protective and preventative measures. If in any doubt about lifting items, do not lift but seek advice from the Centre Co-ordinator, or another member of staff.

1. Cleaning Materials, General Machinery and High Risk Areas

All portable machinery must be switched off and unplugged when not in use.

Trailing cables are a hazard; use with caution and safety in mind. Do not overload temporary cables and extension leads

Use protective clothing and equipment provided and as instructed on machinery / equipment/material. It is the duty of an employee to report any loss or defect in protective clothing or equipment.

Protective gloves must be used when handling body fluids; bleach must be used to clean any surfaces coming into contact with body fluids.

Great care must be taken when handling domestic or office waste; gloves are available where necessary.

Hazardous materials must be kept secure in accordance with COSHH regulations (for requirements see Requirements from H&SE legislation)

1. Computer Use

Regular users of computers should ensure they take regular breaks. BCH recommends a break of 5 - 10 minutes for every 50 - 60 minutes of computer use.

BCH will meet the cost of standard eye tests for staff employed by BCH who use computers on a daily basis.

BCH will provide adequate furniture and equipment for computer use, and it is the responsibility of individual staff members to request any aids or equipment they feel would be helpful or necessary.

1. Risk Assessment

The CE and project managers will be responsible for ensuring that regular assessment of potential risks to health, safety and welfare in communal areas and BCH office accommodation takes place.

It is the responsibility of tenant organisations to ensure that risk assessments are regularly made within their own accommodation, and to report any areas of concern to the CE as soon as is practicable.

Staff are also required to risk assess their own home working environment before they carry out work for BCH at home. This applies whether the work is sedentary i.e. working on a computer, or involving work with tools or machinery.

1. Personal Safety

All staff should ensure that when conducting meetings out of normal working hours or away from BCH, they make colleagues aware of details such as where they will be, with whom, contact details, when they expect to return etc., using the online diary or other agreed way. Staff are reminded to be aware of potential risks to personal safety in such situations, and to make their own safety a priority. Staff are required to follow personal safety guidelines as issued.

It is against the law to use a mobile phone whilst driving on BCH business.

Hands-free kits are also not to be used. It is recommended that mobile phones be switched off while driving and any calls or messages answered only when the vehicle is stationary and parked.

1. Violence

Defined as “any incident in which an employee is abused, threatened or assaulted”.

It is a legal requirement that employers must report all violent incidents which lead to major injury, three days’ absence from work, or if the person assaulted or involved in the incident is unable to do their normal work for three days as a result of the incident.

All incidents must therefore be reported immediately or as soon as is to the CE.

1. Smoking

In order to ensure that BCH provides a healthy environment, smoking is not allowed indoors in any part of the building. This includes use of the building by service users and room hirers and is not restricted solely to staff and volunteers. Smoking is also not permitted in the garden area and BCH vehicles.

1. General

All thoroughfares, exits and gates must be left clear in case of emergency.

Corridors, stairs and fire exits must not be blocked by furniture, equipment, bicycles, rubbish or any other materials. Flammable materials such as waste paper, cardboard boxes etc should be disposed of immediately.

Hazards or suspected hazards or other health & safety matters should be reported to BCH staff immediately or as soon as practical, so that action can be taken. If the hazard is of a serious nature immediate action must be taken to protect the area or clear the area to prevent injury to staff or other users.

1. Monitoring the Health and Safety Policy

The Health & Safety Representative is responsible for checking the policy to ensure continued effectiveness, particularly that:

* + health and safety responsibilities are being properly discharged;
  + employees and volunteers are working to health and safety rules;
  + employees and volunteers are safety conscious.

1. Policy Review

This policy will be reviewed regularly and updated following any major changes in procedures or personnel. The board of trustees will periodically review this policy and revise it as necessary.

See:

* + Fire Procedure for
    - List of nominated health & safety staff, details of fire exits and equipment.
  + Requirements from H&SE legislation for
    - procedure for Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR);
    - procedure for Assessment of Control of Substances Hazardous to Health (COSHH);
    - summary Disability Discrimination Act (DDA) 1995, part III, Code of Practice.

These documents are available on the server.

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| Date | Version | Approved By | Comment | | |
|  | 1 |  | First version issued | | |
| 07 2017 | 2 | Board of Trustees | Reviewed | | |
| 07 2021 | 2.1 |  | Reformatted, content moved around and appendix removed to separate documents | | |
| Nov 21 | 2.2 | Board | Reviewed and approved by Board | | |