

Health and Safety policy

There are laws about health and safety.

This policy is not legal advice.

If the law gives more responsibilities than this policy, then you must follow the law.

The name of the person in charge of health and safety is
Victoria Sidwell-Brown (Business and Finance Manager)

General

Our organisation will:

- have someone in charge of health and safety.
- tell everyone who is in charge of health and safety
- provide a safe place to work and meet
- make it safe to get into the office and meeting room
- have safe ways of working
- make sure any equipment is safe
- make sure everyone knows how to do their job without harming themselves or other people
- tell everyone what to do if they are asked to do something unsafe
- make sure no-one is sacked for complaining if they are asked to do something unsafe
- carry out DSE checks on staff workstations and H&S checks in their homes when they start work with AWPF and annually.

Staff and volunteers will:

- take care of their own health and safety at work
- take care of and other people's health and safety at work
- only use equipment if they have been trained to use it safely
- tell the person in charge of health and safety about anything that is risky or unsafe
- help us to obey health and safety laws

A person may be responsible for any accident or injury if

- they did not follow the rules
- they were told something was unsafe and did nothing

The person in charge of health and safety is the Business and Finance Manager.

This person must:

- check that the places people work are safe
- tell the Board if there are any risks or dangers

The person in charge of health and safety has the right to:

- paid time off for training and checking health and safety
- the right equipment, services and information so they can give good health and safety advice.
- be treated fairly. They cannot be sacked or treated badly for making sure people are kept safe at work

Fire Safety

The place staff work needs to have:

- a way to escape if there is a fire
- an easy way for the fire officers to get their equipment into the building
- a fire or smoke alarm that works. It will need to be tested at least every 3 months.

Any office we have will have a fire certificate from the local fire brigade to say the building is safe.

We will train our workers on what to do if there is a fire.

Moving things

Moving things is sometimes called **manual handling**.

It means:

- lifting
- putting down
- pushing
- pulling
- carrying something

If you are not careful, you can hurt yourself when you move things. It is very easy to hurt your back if you move something heavy.

We will not ask people to move things unless:

- it is reasonable
- they have been told how to do it safely

We will give all our workers a copy of the Health and Safety Executive booklet about how to move things safely.

Safe use of computers

The law says you are a **computer user** if

- you need a computer to do your job
- you use the computer every day for more than 1 hour at a time
- you have to concentrate hard while you are using the computer

We will make sure computer users have

- proper lighting
- proper seating
- breaks from the computer during the day

AWPF will pay for an eye test for computer users. We will normally pay for a test every 2 years.

We will give computer users a copy of the Health and Safety Executive booklet on using computers.

We will show all workers how to use a computer safely.

Reporting Injuries and Accidents

The Business and Finance Manager will keep an accident book.

Staff must inform the Business and Finance Manager about any accident or injury even if it is minor.

We will tell the Environmental Health Department if

- someone dies at work or at an activity we organise or attend.
- a volunteer or member of staff is badly hurt.
- a volunteer or member is injured and needs to be treated at a hospital.

Risk Assessment

A risk assessment is a way to check how to keep everyone safe.

When we will do a risk assessment

We will do a risk assessment for:

- where people work.
- events and activities that we organise.

How we will do a risk assessment

We will think about **hazards**.

Hazards are anything that might hurt someone.

Hazards include things like:

- getting cut by sharp knives
- getting knocked over on busy roads
- tripping over cables on the floor
- being hurt by someone

Hazards can be:

- Very serious – someone might get killed
- Serious – someone might get hurt badly
- Not serious – someone might get a little bit hurt

We will think about **risks**.

A risk is how likely someone is to get hurt.

Risks can be:

- High – it is very likely to happen
- Medium – it may happen, but probably will not
- Low – it is unlikely to happen
- No risk – it will not happen

For each workplace, event and activity, we will think about **hazards** and **risks**.

Then we will ask ourselves:

- can we get rid of the hazard altogether?
- can we make it less risky?
- have people had enough information and training?
- do we know what to do if something goes wrong?
- is the activity worth doing despite the risk?

The person in charge of the event or activity will fill in a risk assessment form.

They will show the risk assessment form to their line manager.

The Health and Safety Person will check where people work. He or she will fill in a risk assessment form.

They will show the risk assessment form to their line manager.

When you fill in a risk assessment form, you will:

- look for ways to get rid of hazards.
- look for ways to reduce the risk.

Very serious hazards

We will **not** allow any activity, event or workplace where there is a very serious hazard, unless there is no risk of it happening.

The Board must make the final decision about whether the activity or event can happen, or whether the workplace can be used.

Serious hazards

We may allow an activity or event if there is a low risk of a serious hazard.

The Board must make the final decision about whether the activity or event can happen, or whether the workplace can be used.

Not serious

We may allow an activity or event to take place if there is a low or medium risk of a 'not serious' hazard.

We will take advice before allowing an activity or event to take place with a high risk of a 'not serious' hazard