

# Health and Safety Policy

## 1. Statement of general policy

Teesdale Community Resources (TCR) will take all steps necessary to ensure the health, safety and welfare of all volunteers and paid employees at work.

TCR will also take responsibility for the health and safety of clients and other visitors to TCR premises.

TCR will adhere to the requirements of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, and other relevant health and safety legislation and codes of practice such as:-

- *The Workplace (Health, Safety and Welfare) Regulations 1992*
- *The Manual Handling Operations Regulations 1992*
- *The Control of Asbestos at Work Regulations 2012*
- *The Health and Safety (Display Screen Equipment) Regulations 1992*
- *The Electricity at Work Regulations 1989*
- *The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995*
- *The Control of Substances Hazardous to Health Regulations 2002*
- *The Provision and Use of Work Equipment Regulations 1998*
- *The Equality Act 2010*
- *The Health and Safety (First Aid) Regulations 1981*
- *The Regulatory Reform (Fire Safety) Order 2005*

To achieve those objectives it will appoint designated member(s) of staff to be responsible for the organisations health and safety; to keep workplace health, safety and welfare procedures under constant review; to liaise with the Health and Safety Executive or local authority, as applicable, where necessary; and to keep TCR and the trustee board abreast of new legislation, EU directives, Regulations and British Standards, in order to ensure ongoing compliance with the law.

TCR will:

- establish, maintain and regularly review safety systems and risk assessments
- Have a programme for Risk Assessments and keep and up to date record of the outcomes of Risk Assessments carried out
- make regular risk assessments available to all staff
- take appropriate preventative / protective measures resulting from Risk Assessments
- provide adequate and competent supervision of all activities involving risk
- ensure that appropriate training in health and safety is delivered
- establish and maintain systems for consulting workers about health and safety issues

premises

- maintain accurate records of accidents and other events with health and safety implications and review and monitor these records to establish what remedial action, if any, should be take
- appoint competent personnel to secure compliance with statutory duties and to undertake reviews of the policy as necessary.

## **2. Organisation**

### **TCR trustee board**

TCR trustee board has overall responsibility for health and safety in TCR, and for ensuring that TCR fulfils its legal responsibilities, that policy objectives are achieved and that effective machinery is in place for the achievement of policies concerned with health, safety, welfare and environmental protection. The board is also responsible for ensuring that procedures and systems are agreed and implemented. To these ends the board will ensure the allocation of the resources necessary to maintain sound and efficient health and safety arrangements.

### **Manager**

The manager is responsible for the effective implementation of procedures and systems including monitoring, prevention of hazards and taking remedial action in their area of responsibility.

The manager will ensure that supervisors are properly trained and receive the support they need to perform their duties.

The manager will ensure that all paid staff are informed about safety issues and that there are adequate signs about hazards and emergency procedures.

The manager will bring the health and safety policy and all associated procedures to the attention of all staff.

### **Competent person**

The trustee board shall appoint a competent person to assist in undertaking the measures required to comply with the requirements and prohibitions imposed by the relevant statutory provisions.

A person shall be regarded as competent when he / she has sufficient training or knowledge and other qualities to enable him / her properly to assist in this task.

The following individuals have been designated competent persons for the responsibilities shown:

***Tom Whittaker and Jonathan Elliott***

### **Employees**

All employees will ensure that:

- they are fully conversant with this safety policy

- they take care of themselves and others who may be affected by their acts or omissions
- they report all accidents, near misses and dangerous occurrences immediately to their manager
- they are fully conversant with all fire procedures applicable to the area in which they are working
- if they identify any condition which in their opinion is hazardous, they report the situation to the manager.

### **3. Arrangements**

#### **Risk assessments**

The manager will ensure that all premises and activities subject to risk assessment are assessed in accordance with the relevant legislation. In respect of this the following areas will be subject to regular Risk Assessment:-

- BMX Activities
- Garage
- Canoeing / Kayaking
- Outdoor Multi-Gym
- Bouncy Castle
- High Ropes / Power Fan
- Fishing
- Tai Chi
- Live Music Events
- Recording Studios
- General Noise
- General Internal
- General Outdoor Grounds
- Grounds Maintenance
- Minibus / Vehicles
- Kitchen

Assessments will also be repeated whenever any of the following factors occur:

- change in legislation
- change of premises
- significant change in work carried out
- transfer to new technology
- original assessment is no longer valid
- accident and / or incident occurs

Assessments will be recorded and records maintained by the manager / competent person.

#### **Reporting and investigating of accidents and dangerous occurrences**

- All accidents, dangerous occurrences and near misses will be reported immediately to TCR manager as soon as possible after the event.
- All accidents, dangerous occurrences and near misses will be investigated within 24 hours by TCR manager.

- First aiders will be appointed for TCR in accordance with the Health and Safety (First Aid) Regulations 1981.
- The first aiders will be responsible for taking prompt action following any accident, whether involving an employee or not.
- All accidents, no matter how minor, will be reported on the correct accident report form.

## **Training**

To comply with the general duty to provide such information, instruction, training and supervision as are necessary to ensure, so far as reasonably practicable, the health, safety and welfare of all staff, health and safety training will be provided as follows:

- At inductions.
- On transfer or promotion to new duties.
- On the introduction of new technology.
- When changes are made to systems of work.
- When training needs are identified during risk assessments.

Repeat training will be provided at regular intervals. Managers at all levels will be included in the health and safety training programme.

TCR training team will maintain records of all health and safety training.

## **Consultation**

The health and safety committee will be responsible for carrying out consultation on matters of health and safety as required.

## **Resolution of health and safety problems**

Any member of staff with a health and safety concern must first inform his / her manager or supervisor. If, after investigation, the problem is not corrected in a reasonable time, or the manager decides that no action is required but the employee is not satisfied with the outcome, the member of staff may then refer the matter to a member of the health and safety committee who may make representations to the manager concerned. This must be in writing. If the employee is still dissatisfied, the matter will be entered on the agenda for the next meeting of the health and safety committee.

## **Planning and control**

The trustee board will make, and implement, any appropriate arrangements for the effective planning, organisation, control, monitoring and review of any preventative or protective measures identified as a result of risk assessments.

## **4. Supplementary policies and procedures**

All policies and procedures issued by TCR in the interests of health and safety will be regarded as supplementary to this policy. They include:

1. General risk assessments
2. Display screen equipment (DSE)

4. Fire safety, fire prevention and emergency evacuation procedures
5. Violence in TCR premises
6. Safety and security of TCR staff and premises
7. Work-related stress
8. Reporting and recording of accidents, incidents and ill-health
9. First aid
10. Manual handling
11. Visitors and contractors
12. Lone working

## **5. Review**

This policy will be reviewed annually.

**Signed:**

**Date:**

**Date of Review:**

## **Supplementary Procedures**

### **General Risk Assessments**

See Health and Safety file

### **Display Screen Equipment**

Work station assessment checklist available in H&S file

### **Control of Substances Hazardous to Health**

TCR only keeps normal household cleaning products and whilst some of these contain bleach – they are not particularly hazardous to health

### **Fire safety, fire prevention and emergency evacuation procedures**

TCR has carried out fire safety and prevention work as recommended by an inspection from the Fire and Rescue service in May 2014, and the organisation complies with regulatory reform fire safety order 2005. Please see H&S file for details.

The fire evacuation assembly point is in the car park in front of Hub entrance.

### **Work related stress**

Should any member of staff feel they are suffering from work related stress, they should discuss this with either the Advice Session Supervisor, Training Supervisor or the Manager. These three will then meet to discuss possible solutions to the problems identified.

### **Reporting and recording of accidents, incidents and ill-health**

clients, must be recorded in the Accident Report Book to be found at the front desk.

Incidences of ill health should either be reported to the Advice Session Supervisor, Training Supervisor or the Manager in person – when they occur within TCR or reported by staff ringing in to TCR if they are unwell and will be absent that day.

### **First Aid**

In accordance with the Health and Safety (First Aid) Regulations 1981 the appointed first aiders are Jonny Elliott; Rachel Tweddle;

### **Manual Handling**

Manual handling within TCR is at minimum, however care should be taken when lifting heavy boxes of files or heavy stationery items such as boxes of photocopying paper. No member of staff will be expected to lift such items should they express a wish not to.

### **Maintaining the safety of TCR staff, premises and clients**

The following measures should be taken to ensure the safety of staff and clients at all times and venues where interface occurs.

### **Running Trips and Activities for Young People**

Trips and Outdoor Activities increases self-confidence. It also helps young people develop their risk awareness and prepares them for their future working lives. Striking the right balance between protecting young people from risk and allowing them to learn from outside trips has been a challenge for many youth organisations, but getting this balance right is essential for realising all these benefits in practice.

#### **Striking the right balance means that:**

- Staff focus on real risks when planning trips;
- Those running trips and activities understand their roles, are supported, and are competent to lead or take part in them;
- The real risks are managed during the trip or activity; and learning opportunities are experienced to the full.

#### **Striking the right balance does not mean that:**

- Every aspect is set out in copious paperwork that acts as a security blanket for those organising the trip;
- Detailed risk assessment and recording procedures aimed at higher-risk adventure activities are used when planning lower-risk school trips;

- All risks must be eliminated.

**TCR Staff who are leading or supervising any activity need to focus on the risks and the benefits to people.**

Staff running trips should clearly communicate information about the planned activities to colleagues and participants (and parents, where appropriate). This should explain what the precautions are and why they are necessary, to help ensure that everyone focuses on the important issues.

It is important that those running trips act responsibly by:

- putting sensible precautions in place, and making sure these work in practice;
- knowing when and how to apply contingency plans where they are necessary;
- heeding advice and warnings from others, for example those with local knowledge or specialist expertise (especially in respect of higher-risk activities).

**Lone Working**

At all times staff should endeavour to ensure there are a minimum of two people staffing the premises at the Hub. Where, for whatever reason, this is not possible, the lone worker should inform the manager or another colleague of their situation.

In circumstances where the lone member of staff has no concerns then they should arrange times at which they will contact the manager, the other colleague or their spouse (partner) by telephone (or vice versa) to reassure them that there are no problems, until such times that they close the premises or another colleague arrives.

Should the lone member of staff not feel comfortable with a client/clients at any time, they should immediately raise their concerns with the manager or another member of staff and ask for their attendance at the premises.

If they continue to be concerned about the demeanour/attitude of a client, the client will be asked to leave the premises.

In the event that the situation with the client worsens and means that any member of staff feels physically threatened by the client, all members of staff should leave the premises and call the emergency services. This should be done, even if it means leaving the client alone in the premises, with possible risk to the premises or the

premises until the emergency services arrive to make them fully aware of the situation.

At no time should a lone worker carry out physical tasks that carry a risk i.e. work at heights / operate potentially dangerous machinery.

### **Normal Opening Times**

Should a member of staff not feel comfortable with a client at any time, they should raise their concerns with the manager or another member of staff.

If staff continue to be concerned about the demeanour/attitude of a client, the client will be asked to leave the premises.

In the event that the situation with the client worsens and means that any member of staff feels physically threatened by the client, all members of staff should leave the premises and call the emergency services. This should be done, even if it means leaving the client alone in the premises, with possible risk to the premises or the client themselves. Members of staff should remain outside the premises until the emergency services arrive to make them fully aware of the situation.

A handwritten signature in black ink, appearing to be 'MAG' with a long horizontal stroke extending to the right.

23/4/2021