



# HEALTH AND SAFETY – POLICY AND GUIDANCE

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## 1. GENERAL STATEMENT

**This is the Health and Safety Policy Statement of:**

**Broadwindsor & District Community Enterprise Ltd**

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### **Health and Safety at Work etc Act 1974**

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities
- to consult with our employees and volunteers on matters affecting their health and safety
- to provide and maintain safe equipment
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for employees
- to ensure all employees are competent to do their tasks, and given adequate training
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions
- to review and revise this policy as necessary at regular intervals.

Signed: FRASER HUGHES..... (Chair)

Date: 11 DECEMBER 2017.....

Review date: DECEMBER annually

## **2. RESPONSIBILITIES AND ARRANGEMENTS FOR HEALTH & SAFETY MANAGEMENT**

### **2.1 The Management Committee**

2.1.1 The Health and Safety at Work Act 1974 places a statutory duty to ensure, so far as is reasonably practicable, the safety, health and welfare of all employees at work and other people who may be affected by their activities, e.g. users, volunteers, members of the public.

2.1.2 The Management Committee will periodically review the operation of its health and safety policy towards Broadwindsor Community Stores ('BCS'), and will ensure:

- employees and volunteers as appropriate receive sufficient information, training and supervision on health and safety matters
- a risk assessment is undertaken and the results written up and made available to all employees and volunteers
- accidents are investigated and reported to the Management Committee
- there are arrangements in place to monitor the maintenance of the premises and equipment

2.1.3 Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Shop Manager (the Health and Safety Officer).

### **2.2 All Employees**

2.2.1 All employees and volunteers have to:

- co-operate with the Shop Manager on health and safety matters
- not interfere with anything provided to safeguard their health and safety
- take reasonable care of their own health and safety
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

### **2.3 Fire Officer**

2.3.1 The Management Committee will appoint a Fire Officer who has received appropriate training. At the time of issue of this policy this is Chris Edgerley

2.3.2 The responsibilities of the Fire Officer are to:

- be instructed on potential fire hazards and the use of fire fighting equipment
- ensure the testing of fire alarm system
- assist with the efficient evacuation of staff and visitors
- liaise with the Fire Brigade at the assembly point
- ensure staff and volunteers at BCS are aware of the fire alarm system.

## **2.4 First Aid Person**

2.4.1 At the time of issuing this policy, Kevin Madder – Smith, the Shop Manager has undertaken to take a recognised training course approved by the Health and Safety Executive (HSE) and is the first aid person for BCS.

2.4.2 The trained first aid person named above will ensure that the first aid box is kept in the correct place, which is the Manager's Office, containing the items laid down in the Code of Practice and Guidance Notes published by the HSE and is regularly checked and restocked.

## **2.5 Risk Assessment**

2.5.1 The Management Committee will ensure that a risk assessment will be carried out by a competent person in accordance with the 1992 Management of Health and Safety at Work Regulations and the Approved Code of Practice (ACOP). This risk assessment has been written up by Stewart Urry, and will be made available to all staff and volunteers.

2.5.2 The written risk assessment will be reviewed and updated annually to ensure it covers all employees and volunteers against all risks, and to ensure that any action identified as needed in the risk assessment has been carried out. The risk assessment will also be updated every time that there is a major change in working practices. The risk assessment will cover all employees and volunteers of BCS, and will cover all aspects of their work.

## **2.6 Training**

- 2.6.1 The Shop Manager will ensure that new employees and volunteers receive information on health and safety as part of their induction.
- 2.6.2 The Shop Manager will organise training for employees and volunteers on health and safety matters as appropriate, including: general health and safety training, manual handling, fire safety, risk assessment.

### **3. BUILDINGS**

- 3.1 BADCE has a responsibility to provide a safe and healthy environment for staff and volunteers.
- 3.2 All the staff of BCS are responsible for spotting hazards or potential hazards. If a hazard is seen, it should be removed or dealt with as soon as possible.

#### **3.3 Examples of Hazards**

##### 3.3.1 Items out of reach:

Chairs or other furniture must not be used to stand on for the purpose of replacing light bulbs, reaching for things off top of shelves, etc. A properly maintained, undamaged step ladder must be used.

##### 3.3.2 Damaged equipment:

Regular checks must be carried out on furniture and equipment for damage which leaves sharp edges protruding or other hazards. Any damaged furniture must be reported for repair or condemnation straight away and must be removed from use.

##### 3.3.3 Damage to fabric of building, windows, etc:

All such damage must be reported immediately.

##### 3.3.4 Misplaced furniture, equipment or supplies:

Any furniture, equipment or supplies left in an inappropriate place, for example obstructing a gangway, must be removed immediately and placed in an appropriate, safe place.

##### 3.3.5 Building maintenance

All building maintenance such as carpentry, painting, electrical repairs etc, should be carried out by skilled people. Staff should

not endanger themselves and others by carrying out such work.

## **4. GOOD HOUSEKEEPING**

### **4.1 Aisles & Gangways**

Aisles & gangways must be kept clear from obstructions and materials must be stored in safe areas. Under no circumstances must goods or materials be stacked immediately in front of or obstructing doors, fire alarms or fire equipment.

### **4.2 Smoking**

Smoking is not allowed inside the building at BCS.

### **4.3 Ventilation**

BCS will endeavour to provide a well ventilated workplace in which staff have control over their local level of ventilation.

### **4.4 Temperature**

Efforts will be made so far as is reasonably practical to ensure the temperature does not rise to an uncomfortable level.

### **4.5 Lighting**

Adequate lighting must be provided. If lights are found to be out of order, the fault must be corrected as soon as reasonably possible.

### **4.6 Atmospheric Pollutants**

Employees and volunteers will not be expected to work in enclosed spaces with equipment that emits atmospheric pollutants. Spaces where these pollutants are present shall be kept well ventilated.

### **4.7 Equipment Storage and Usage**

- Equipment must not be left lying around but must be suitably stored
- No wires must be left trailing across floors
- Non- flammable rubbish bins must be positioned at various points

Except in emergencies, no paraffin, bar electric or calor gas fires will be used at BCS.

#### **4.8 Electrical and Fire Safety Equipment**

- 4.8.1 All electrical connections on portable or moveable installations must be checked annually by the Shop Manager, and marked appropriately.
- 4.8.2 Staff should use electrical equipment in accordance with instructions. Broken, ineffective or damaged electrical equipment must be reported.
- 4.8.3 All fire safety equipment should be inspected annually, and marked with the annual inspection date.

#### **4.9 Working at height**

The Working at Height Regulations place duties on employers to ensure:

- all work at height is properly planned
- those working at height are competent or supervised
- the risks of working on or near fragile surfaces are properly controlled
- equipment for working at height is properly inspected and maintained

Work at height should be avoided where possible and equipment should be used to prevent or minimise the consequences of falls where working at height is the only option.

### **5. WELFARE ARRANGEMENTS**

#### **5.1 WC and Washing Facilities**

The Committee will ensure that suitable WC and washing facilities are provided for all staff in accordance with the minimum requirements of Health & Safety legislation.

- The toilet will be in a separate, lockable room
- Washing facilities will include a supply of clean hot and cold water, soap and suitable means of drying.
- The general public will be excluded from the WC.

## 5.2 Drinking Water

An adequate supply of drinking water will be provided for all staff.

## 5.3 Hours of Work

Staff should not work excessively long hours, and should take adequate breaks for meals and rest as agreed within their terms and conditions of employment.

## 6. PERSONAL SAFETY

### 6.1 Security

Staff may, on occasions, find themselves in potentially dangerous situations. All windows and entry doors will be lockable.

### 6.2 HOLDING OR CARRYING MONEY OR VALUABLES FOR THE ORGANISATION

Staff who carry money for BADCE have the right to be accompanied by another person.

Large amounts of cash, over and above petty cash should not be kept on the premises of BCS.

Visits to the bank should not be at a regular time.

Under no circumstances should staff put themselves at risk on account of the property of BCS. If money is demanded with threats, it should be handed over.

### 6.3 IN DEALING WITH AGGRESSION

**Try to stay calm** if someone is starting to get angry. Your body language, voice and response can help to defuse a situation. Take a deep breath, keep your voice on an even keel, and try to help.



**Offer an angry person a range of options** from which they can choose the one they prefer. They will find it difficult to stay angry.

**Do not be aggressive back** - this is how anger can escalate into violence.

**Are you the best person to deal with this situation?**

Going to get someone else is often helpful particularly if they can solve a problem that you can't.

**Get on the same level as the aggressor.** If they are standing so should you. It makes you feel less vulnerable and makes it easier for you to get away or fetch help if necessary.

**Keep your balance and keep your distance.**

**Do not touch someone who is angry.**

**Do not let your escape route be blocked.**

**Keep yourself between an escape route and an aggressor** so you can still get away.

**If the situation is dangerous, then get away as fast as you can.** Never remain alone with an actively violent person.

## **6.4 REPORTING AND RECORDING**

All incidents of aggression or violence should be reported to management and recorded in the accident book.

Employers have a responsibility to provide a safe working environment. Staff should report any current or potential situation at work which is a threat to personal safety.

## **7. VISUAL DISPLAY EQUIPMENT**

### **7.1 General**

It is the policy of BADCE to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations 1992.

All workstations must meet the requirements set out in the Schedule to the Regulations.

## **7.2 Equipment**

- (a) provide VDUs with a detachable and adjustable screen, i.e. in height, swivel, etc, to allow for the individual preference of the operator.
- (b) provide appropriate seating must be available to all users.
- (c) provide computer cleaning supplies
- (d) provide a wrist and foot rest at each workstation
- (e) an anti-static mat at each workstation
- (f) provide keyboards which are separate from screens
- (g) provide anti glare screens, where direct light cannot be prevented from falling on the screen
- (h) provide adequate workstation space.

## **8. FIRE SAFETY**

### **8.1 General**

It is the responsibility of all staff and members working at BCS to be aware of fire hazards, to know the location of fire exit and the assembly point. Access to the escape door, extinguishers and other fire fighting equipment must not be obstructed.

### **8.2 Fire Drills**

The fire alarms shall be tested at regular intervals by the BCS Fire Officer.

### **8.3 Fire Drill Procedure**

If the fire alarm sounds:

- Evacuate the building immediately
- Ensure any customers leave the building
- Do not put yourself at risk
- Assemble in front of the building
- Do not re-enter the building for any reason until the Fire Officer or fire brigade confirm that it is safe to do so.

If you discover a fire

- Raise the alarm

- Evacuate the building immediately as above.

## **9. HYGIENE**

All areas must be kept clean and tidy.

The WC must be washed regularly and kept clean.

All wash basins should be provided with hot water, soap, clean paper towels or hand dryers.

## **10. FIRST AID AND ACCIDENT REPORTING**

### **10.1 First Aid**

First Aid provision will be available at all times in an appropriate and accessible First Aid Box.

The First Aid Box is kept in the Shop Manager's office.

All new employees and volunteers will be told of the location of first aid equipment and the employee who has received first aid training.

A record of all first aid cases treated will be kept in the Accident Book, which will be kept with the First Aid Box.

### **10.2 Accidents and Emergencies**

All employees and volunteers must report all incidents which resulted or nearly resulted in personal injury to themselves or others, and make sure the accident is recorded in the Accident Book.

The Health & Safety Officer will ensure that personal details of individual(s) will be stored separately from the Accident Book in a secure location to comply with the Data Protection Act 1998.

It is the responsibility of the Health & Safety Officer to ensure that any necessary follow-up action is taken to reduce the risk of the accident or near accident recurring.

The Health & Safety Officer is responsible for reporting incidents which come within the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR). RIDDOR covers the following incidents:

- (a) fatal accidents
- (b) major injury accidents/conditions
- (c) dangerous occurrences
- (d) accidents causing more than 3 days incapacity from work
- (e) certain work-related diseases.

## **11. HAZARDOUS SUBSTANCES (COSHH)**

### **11.1 General Statement**

Under the 1992 COSHH (Control of Substances Hazardous to Health) Regulations employers have a duty to make an assessment of the risks related to hazardous substances e.g. chemicals, noxious fumes etc. In accordance with the Approved Code of Practice this assessment will be carried out and written down by a nominated competent person.

The person responsible for carrying out this assessment will be Stewart Urry

Following this assessment, in accordance with the Approved Code of Practice (ACOP) Stewart Urry will:

- In the first instance take action to remove any hazardous substances
- If this is not possible, action shall be taken to find a substitute for the hazardous substance
- If this is not possible, such substances shall be enclosed within a safe environment
- If none of the above is possible, protective equipment will be issued to ensure the safety of staff.

### **11.2 Removal, Substitution, enclosure and Protection**

All members of staff shall avoid using hazardous substances at all times if at all possible. Where substitute materials are available they should be used.

## **12. LIFTING AND HANDLING**

The employees and volunteers of BCS should avoid manual lifting where at all possible. However, employees may occasionally be required to manually lift and handle loads. Correct manual lifting and handling reduces the effort required and prevents strain and risk of injury.

Employees should not put themselves at risk by attempting to lift heavy loads which could be taken apart or divided into smaller quantities. The assistance of other employees or volunteers should always be sought for moving large quantities or for lifting heavy and awkward loads.

Any employee feeling a strain should stop immediately and record the incident in the Accident Book.

Aids to reduce the risk of injury (e.g. trolleys) must always be used if available.

## **13. RISK ASSESSMENT**

### **13.1 The purpose of Risk Assessment?**

Risk assessment helps to protect workers volunteers and everyone using your organisation. It helps you focus on the risks that really matter, the ones with potential to cause harm. A risk assessment is, as HSE describe: "a careful examination of what, in your work, could cause harm to people.... the aim is to make sure that no one gets hurt or becomes ill".

### **13.2 Obligation for carrying out a Risk Assessment:**

The Committee will:

13.2.1 ensure that a risk assessment is carried out in respect of the buildings occupied by BADCE and the activities carried on

13.2.2 will re examine these assessments annually, or more often as required

13.2.3 communicate the results of such risk assessments to the relevant individuals within BCS.

## **14. CONTACTS**

**Local health and safety inspector's contact details are:**

Graham Duggan e mail: [g.duggan@westdorset-weymouth.gov.uk](mailto:g.duggan@westdorset-weymouth.gov.uk)

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