

Selsey Community Forum



Health & Safety Policy

Aim

Selsey Community Forum aims to provide and maintain safe and healthy working conditions, equipment, and systems of work for its staff, volunteers and Trustees as well as service users and the general public. For the purposes of this policy, 'employees' refers to all staff, volunteers and Trustees.

Legislation and Policy Requirements

The Health and Safety at Work Act 1974 lays down wide-ranging responsibilities of employers to protect the 'health, safety and welfare' at work of all their employees, as well as others on their premises, including the general public. The main requirements of the legislation and of this policy are:

- ◆ Keeping workplaces safe and not putting anyone at risk of injury or ill health.
- ◆ Providing suitable display screen equipment and workstations.
- ◆ Controlling any hazardous substances such as dust and fumes.
- ◆ Controlling noise at work.
- ◆ Providing any protective clothing and equipment needed.
- ◆ Providing and maintaining suitable machinery and equipment.
- ◆ Making sure employees are trained to carry out their tasks safely; for instance, that they know the correct way to lift, carry or move a load.
- ◆ Providing facilities for first aid and precautions against fire.
- ◆ Recording and investigating any incident when anyone is injured, becomes ill due to their work or is exposed to a dangerous situation.

These duties are qualified in the Act by the principle of '*so far as is reasonably practicable*'.

The Management of Health and Safety at Work Regulations 1999 (the Management Regulations) generally make more explicit what employers are required to do to manage health and safety under the Health and Safety at Work Act.

Regulatory Reform (Fire Safety) Order 2005 requires that:

- ◆ Premises meet specified standards.
- ◆ Employees are provided with adequate fire safety training and equipment.
- ◆ A fire risk assessment has taken place to identify and eliminate risks and that procedures are in place to report and rectify fire safety problems.
- ◆ Smoking is not permitted within an enclosed workplace or public building.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (known as RIDDOR) require employers to report any of the following to the HSE or the local council immediately:

- ◆ Fatal accidents.
- ◆ Major injury or conditions which require medical treatment.
- ◆ Dangerous occurrences.

Employers are legally obliged to provide first-aiders and inform all employees of the arrangements for getting first aid. Treatment of injured workers must be addressed without delay by an appointed first-aider.

An employer must record all workplace injuries, diseases, dangerous occurrences, or certain near accidents in an accident book. Employees must also report any accidents or illnesses caused by work and record the details in the accident book.

The Food Safety Act 1990 provides the framework for all food legislation; its main requirements, and the requirements of this policy are:

- ◆ Food must not be treated in any way which might be damaging to the health of people eating it.
- ◆ Items served or sold by food businesses is of the nature, substance or quality which consumers would expect.
- ◆ Packaged food is labelled, advertised and presented in a way that is not false or misleading.
- ◆ Information is to be provided about any allergens in food and account taken of the need for staff training in the handling and storing foods considered to be allergens.

Risk Assessments

Management of Health and Safety at Work Regulations 1999 require employers to carry out risk assessments, make arrangements to implement necessary measures, appoint competent people and arrange for appropriate information and training.

To make sure the Selsey Community Forum is creating safe and healthy working conditions and practices, risk assessments need to be carried out. It is important to identify any hazards in the environment and the way we work, and to assess how these can be controlled. The Selsey Community Forum aims to make sure that the risks are not significant and that the benefits far outweigh any risk taken. Guidance on carrying out risk assessments is given at Selsey Community Forum Risk Assessments Procedure.

Responsibilities

Selsey Community Forum's Trustees have overall responsibility for implementing Health & Safety Policies; they are to ensure that:

- ◆ Risk Assessments are carried out during the planning for all new events, activities, services or workplaces and are to be reviewed in the light of any subsequent changes. The assessments are to include the suitability of the proposed venue and its evacuation arrangements.
- ◆ The Fire Brigade are invited to undertake an initial and, subsequently, annual fire risk assessment of any property occupied by the Selsey Community Forum or used by it for events or activities.
- ◆ Fire evacuation procedures are in place for all Selsey Community Forum premises and any that are used on a regular basis.
- ◆ Staff or volunteers involved in the preparation of food are in possession of an appropriate qualification.
- ◆ A trained First Aider is present at all events and activities.
- ◆ An accident book is kept and used to record any instance of any injury suffered by Trustees, staff, volunteers or service users while involved in Selsey Community Forum business at any location. If applicable, the accident should also be recorded

in the accident book held at the location of the accident.

- ◆ Next-of-kin details are held for all Trustees, staff, volunteers and service users.

Staff, volunteers and service users are responsible for working in accordance with this policy and are to be made aware of their own personal responsibility to:

- ◆ Take reasonable care of their own health, safety and welfare as well as that of other people who may be affected by what you do or do not do.
- ◆ Follow health and safety guidance and instructions.
- ◆ Use machinery and equipment correctly, in the way it was designed for.
- ◆ Use and look after any personal protective equipment provided.
- ◆ Not misuse anything provided for health and safety reasons.
- ◆ Reporting any defects, accidents or ill health caused by their work to your manager or project leader.
- ◆ It is important to appreciate that vulnerable adults may have a cognitive impairment that can prevent them from maintaining their own safety; in these situations staff, volunteers and carers will have a 'duty of care' to ensure that person's safety.

Selsey Community Forum Premises

The Selsey Care Shop and Star Office are currently the only premises for which Selsey Community Forum is directly responsible. A check as specified in the attachment to this policy is to be carried out on such premises to ensure:

- ◆ Fire Equipment including alarms is serviceable.
- ◆ Electrical equipment is safe (visual check only) and its safety certificate is in date.
- ◆ Walkways are clear with no trip hazards.
- ◆ Kitchen and toilet facilities are in good order.
- ◆ Rubbish bins are empty and no rubbish, or combustible materials, are stored.
- ◆ First Aid Boxes are checked and replenished as required.

Other Matters

- ◆ Covid-19 restrictions and guidelines as and when issued by the Government are to be strictly observed.
- ◆ A 'template' is to be made available as part of a Selsey Community Forum procedure to assist in undertaking risk assessments (see separate SCF Project Planning Guidance).
- ◆ Fire safety equipment maintenance is to be undertaken at the specified period.
- ◆ Electrical equipment used by Selsey Community Forum is to be safety tested 2-yearly.
- ◆ All staff and volunteers are to be provided with appropriate induction training and a handbook providing information and guidance on health and safety.

This policy is applicable to all the activities in which Selsey Community Forum is or becomes involved; it is to be reviewed and updated as necessary at least annually.

Reviewed and Approved by Trustees: October 2023

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Mike Nicholls, Chair, Selsey Community Forum