

IvybridgeLink at the BridgeLink Centre

Health & Safety

Policy and Procedures

Section A

POLICY STATEMENT

It is our policy to provide and maintain safe and healthy working conditions, equipment and systems of work for all staff and volunteers, and to provide information, instruction, training and supervision as is needed for this purpose. Where appropriate, we will provide guidance to our clients (being the lessees and end users of our facility) to safely use the Bridgeline Centre.

We also accept our responsibility for the health and safety of other people who may be affected by our activities. IvybridgeLink actively seeks support from all staff, volunteers and clients whatever their status, in achieving the objectives of this Health and Safety Policy ("the Policy").

The allocation of duties for safety matters and the arrangements for implementation of the Policy are set out in sections B and C of the Policy. The Policy will be kept up to date as required. To ensure this, the Policy and the way in which it is operated, will be reviewed annually.

The Policy is issued to all staff, trustees, and volunteers.

Section B

THE ORGANISATION OF RESPONSIBILITIES FOR IMPLEMENTATION

IvybridgeLink's organisational structure is set out in the diagram below and the schedule of individual health and safety responsibilities detailed below.



Day to day health and safety responsibilities:

- 1) The Centre Administrator is responsible for all day to day health and safety matters relating to the premises at The Bridgeline Centre ("the premises").
- 2) The Centre Administrator is responsible for all day to day health and safety matters relating to the premises and is responsible for carrying out workstation risk assessments for staff and volunteers, copies of which should be forwarded to the Board of Trustees as soon as carried out.
- 3) Staff working from home are responsible for all day to day health and safety matters relating to their home office and are responsible for carrying out workstation risk assessments, copies of which should be forwarded to the Centre Administrator as soon as carried out.
- 4) All staff working away from the office - whilst travelling or working away from their designated office will follow this Policy.
- 5) It is the duty of all employees while at work:-

- a) To take responsible care for the health and safety of him/ herself and of other persons who may be affected by his/ her acts or omissions at work, and
 - b) To co-operate with supervisors and managers to achieve a healthy and safe workplace and to report to the appropriate person any health and safety problems which they are unable to resolve themselves, and
 - c) Not to interfere with or misuse any equipment provided in the interests of health, safety and welfare.
- 6) Any abuse of health and safety responsibilities by an employee or volunteer may lead to disciplinary proceedings being taken against him/her.

Monitoring the Health and Safety Policy

- 7) The Centre Administrator and the Board of Trustees are responsible for checking the correct implementation of controls ensure continued effectiveness of the Policy, particularly that:
- a) Health and safety responsibilities are being properly discharged
 - b) Employees and volunteers are working to relevant health and safety systems and procedures described below
 - c) Employees and volunteers are safety conscious
 - d) Lessees are working to the terms of their lease and are aware of the Good Working practices below.

Health and Safety Budget

- 8) Allocation will be made annually in the budget for the purpose of health and safety, i.e. safety training.

Cleaner

- 9) Any and all cleaners are responsible for their own health and safety procedures and are required to comply with the COSHH assessments carried out by the Bridgelink Centre and notified to them. Lone working procedures for the cleaner can be found in Appendices A and B.

Section C

ARRANGEMENTS FOR HEALTH AND SAFETY SYSTEMS AND PROCEDURES

General safety and conduct of employees

- 10) Employees are reminded of their moral and legal responsibility for conducting themselves in such a manner in their work so as not to expose themselves or others to risk. To this end the Health and Safety Policy is a document that must be read, understood and implemented by all employees. A declaration by the employee must be signed when the Policy has been read and understood. Staff must not promote or participate in horseplay, pranks or practical jokes which may result in an accident or injury.

Accidents

If an accident occurs it is the injured person's responsibility to notify either the Qualified First Aider (the Centre Administrator) or the Chair of the Board of Trustees who will record the accident in the Accident Book. Should the accident be reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), this will be done by the Centre Administrator. **First Aid** - First Aid boxes are situated in the foyer area, the café area and in the upstairs kitchenette - appropriate signs are displayed. Clients will be advised of the identification of the Qualified First Aider and Chair of the Board of Trustees. Trends in accidents will be reviewed to consider whether adjustments are made to the Policy or investment is required, for example in additional PPE.

Safety Training

- 11) All staff are given induction training relating to evacuation procedures, accident procedures and availability of first aid. Other training is carried out by various training providers according to need. Records of all training are kept in the employee's personal file.

Communication

- 12) Health and Safety is an agenda item for all staff meetings which are normally held every two months. All employees are encouraged to raise any matter of concern at the meeting, but if more urgent to raise with the General Manager at any time.

Smoking

- 13) Smoking is not allowed in any Bridgelink Centre work area but is allowed outside of the premises.

Fire Precautions

14) Fire procedures are displayed on each floor of the premises. Fire drills are carried out at least annually and will include evacuation of Clients to ensure that regular users of the facility are trained in evacuation procedures and escape routes. Following evacuation, all staff should report to the assembly point, which is the car park. The Centre Administrator will co-ordinate the fire drills.

The fire alarm is tested monthly by the Centre Administrator who also carries out monthly visual checks on all fire extinguishers. All fire extinguishers are serviced annually by Chubb, or other qualified contractor. All drills checks and annual servicing are recorded in the Fire Log Book maintained by the Centre Administrator.

Personal Protective Equipment

15) The Bridelink Centre will comply with applicable directives put forward by the London Borough of Hounslow relating to PPE. No other personal protective equipment is currently considered necessary following risk assessments. This will be regularly reviewed, particularly with any changes to activities and suitable equipment purchased as required.

Good Working Practices

16) Good Working Practices including safety precautions to be taken when working alone are set out in Appendix B.

Electrical Safety

17) All portable electrical appliances are checked annually by qualified electrical contractors. The installation is checked every five years in accordance with the Electricity at Work Regulations 1989 and the Institute of Electrical Engineers Wiring Regulations 16th Edition.

Visitors

18) Health and Safety guidance for visitors is displayed on the ground floor.

Vehicle Safety

19) Never drive or operate a vehicle in the area of the BridgeLink Centre unless you are authorised to do so and hold the appropriate licence. Only use vehicles for the purpose for which they are intended.

Manual Handling

20) Ivybridge Link Centre follows the Health and Safety Executive guidelines for lifting e.g. no employee is expected to lift over 25kg without assistance or suitable equipment. All staff who may be involved in physical handling will be trained in the correct procedures to adopt. Training records are available for inspection.

Display Screen Equipment

21) All staff have been informed of the various ill health conditions associated with the use of display screen equipment. They have also been trained in the correct use of computers, the positioning of desk, chair monitor etc., to enable them to avoid the various ill health problems. All staff are aware that their employer will provide an eye test should it be requested. Training records are available for inspection.

Hazardous Substances

22) Only two hazardous substances are used on the premises and use is restricted to the cleaner. The substances have been assessed; copies of the assessments are retained by the Centre Administrator and appropriate information supplied to the cleaner.

Risk Assessments

Risk Assessments have been carried out in the following subject areas:-

- a) General risk assessment including fire hazards
- b) Display screen equipment
- c) Hazardous substances

Assessment records are all available for inspection.

Health and Safety Inspections

23) The work area has been assessed as low risk and an inspection will be carried out annually unless circumstances dictate otherwise.

Venue Hire

24) For each venue hired by the BridgeLink Centre a Venue Health and Safety checklist schedule, Appendix D, will be issued and the completed form reviewed by the Co-ordinator. This procedure will be followed on the first hiring of any venue to ensure implementation of this Policy. For subsequent hirings enquiries should be made to ascertain whether the information supplied is still current.

Female Workers of Child Bearing Age

25) Should any person in this category notify Ivybridgelink of pregnancy a risk assessment will be carried out on her work according to the requirements of the management of Health and Safety at Work Regulations 1999.

Policy Review

26) This Policy will be reviewed and updated following any major changes in legislation, procedures, personnel or annually whichever occurs first.

In case of emergency contact the emergency services and ask for the appropriate service(s). In non-emergency situations contact should be made by telephone to the Centre Administrator

APPENDIX B

GOOD WORKING PRACTICES

1. All Staff will record their arrival and departure in the daily log maintained in the office, and all visitors must be asked to record their arrival and departure in the Visitors Book, so that at all times the persons on the premises can be ascertained in the event of an emergency.
2. Keep all passageways clear of obstructions
3. Do not obstruct any Fire Exit
4. Keep all electrical leads tidy and ensure that they do not form an obstruction
5. When alone in the building ensure that the entrance door is closed and secure, i.e. that it cannot be opened from outside except by means of a key.
6. When alone, don't admit any caller who is not known to you or does not have a prior appointment
7. Staff travelling to other premises during the normal working day should leave an itinerary on the premises and ensure that others are informed of their whereabouts.
8. When visiting other premises staff should where ever possible ensure that all reasonable precautions are taken to avoid risk to their personal safety e.g. they should park in a public area and, if after dark, in a well-lighted area as close as possible to the premises to be visited
9. When meetings are held at the premises, the senior member of staff present, or the chairman of the meeting, must ensure that all visitors are informed of fire escape exits
10. Staff should take all reasonable precautions when meeting with unknown persons outside a normal office environment including for a colleague to be in attendance if in any doubt as to their safety.
11. Employees responsible for booking venues for events must take all reasonable steps to ensure that the premises satisfy the Management of Health & Safety Regulations 1992
12. The last person out of the building at any time should observe Last Person Out instructions, a copy of which is appended hereto.

APPENDIX C

Last Person Out Please Check That All Lights Are Off

Check That All Appliances Are Switched Off, Except:

- The Fridge
- The Telephones
- The Server
- Storage Heaters (In Winter)

That All Windows Are Shut And Are Locked

That The Answerphone Is Switched On

Ensure That Door To Office Is Securely Locked

Set Alarm

Exit The Building And Lock The Door

The Venue Health & Safety Checklist, available from the Bridgeline Office, must be carried out on venues used by the Centre as part of Health & Safety policy.

Date Revised by Centre Administrator **6 July 2020**

Date Approved by IvybridgeLink Board of Trustees
