



HEALTH  
AND  
SAFETY  
POLICY

The Walworth  
Society

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Health and Safety at Work Act, 1975

Statement of The Walworth Society

Health and Safety Policy

Policy agreed and adopted on:

17/May/17

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# PART ONE

## General Statement of Policy, Duties & Responsibilities

### 1.1 Policy Statement

The Walworth Society recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers (paid or volunteer) and other visitors to its premises under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care. Throughout this Statement, terms such as “staff”, “workers”, “employees”, include both paid and volunteer workers.

It is the policy of the Society to promote the health and safety of the committee members, volunteers, staff and of all visitors to the Society’s/Group’s/Organisation’s (“the Organisation”/“Group”) premises (“the Premises”) and to that intent to:

- Take all reasonably practicable steps to safeguard the health, safety and welfare of all personnel on the premises we use;
- Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety;
- Encourage persons to co-operate with the Organisation in all safety matters, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory;
- Provide sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute to their own safety and health;
- Provide specific information, instruction, training and supervision to personnel who have particular health and safety responsibilities (eg a person appointed as a Health and Safety Officer or Representative-this will be the project manager on any given project);
- Make, as reasonably practicable, safe arrangements for protection against any risk to health and safety of the general public or other persons that may arise for the Groups/Organisation’s activities;
- Make suitable and sufficient assessment of the risks to the health and safety of employees and of persons not in the employment of the Groups/Organisation arising out of or in connection with the Group’s activities;
- Make specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen;

This policy statement and/or the procedures for its implementation may be altered at any time by the Group’s Management Committee (“the Committee”). The statement and the procedures are to be reviewed in the (*autumn*) of each year by the Health and Safety Subcommittee *or by other persons appointed by the Committee*. A report on the review, with any other proposals for amendment to the statement of procedures, is to be made to the next following ordinary meeting of the Management Committee.

## **1.2 Statutory Duty of the Group**

The Group will comply with its duty to ensure, as far as is reasonably practicable, the health, safety and welfare of its workers and of visitors to its activity:

- Make places safe and without risks to health;
- Ensure articles and substances are moved, stored and used safely;
- Give volunteers/ workers the information, instruction, training and supervision necessary for their health and safety.

In particular, the Group will:

- Assess the risks to health and safety of its volunteers/workers and members of the public;
- Make arrangements for implementing the health and safety measures identified as necessary by this assessment;
- Record the significant findings of the risk assessment and the arrangements for health and safety measures;
- Set up emergency procedures;
- Provide adequate First Aid facilities;
- Make sure that work equipment is suitable for its intended use as far as health and safety is concerned, and that it is properly maintained and used;
- Prevent or adequately control exposure to substances that may damage health;
- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise or radiation;
- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury;
- Provide health surveillance as appropriate;
- Provide free any protective clothing or equipment, where risks are not adequately controlled by other means;
- Ensure that appropriate safety signs are provided and maintained;
- Report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.

## **1.3 Statutory Duty of the Groups Workers**

Employees also have legal duties, and the Organisation confidently requests non-employed (voluntary) workers also to observe these. They include the following:

- To take reasonable care for their own health and safety, and that of other persons who may be affected by what they do or do not do;
- To co-operate with the Group on health and safety;
- Not to interfere with or misuse anything provided for health, safety and welfare purposes;

# **PART TWO**

## **Organisation of Health and Safety**

### **2.1 Health and Safety Person**

The Management Committee will appoint a Health and Safety Sub-committee liaison person as appropriate when projects are undertaken.

- To have a broad overview of Health and Safety matters;
- To keep the Organisation's Health and Safety policy and procedures under review;
- To conduct safety tours of the premises we use;
- To ensure that risk assessments are carried out, including assessments regarding substances hazardous to health (COSSH Regulations);
- To take such action as may be required to ensure that the Organisation's responsibilities for Health and Safety are fulfilled;
- To report to the Management Committee on their performance of these responsibilities.

### **Fire Precautions**

All personnel must familiarise themselves with fire escape routes and procedures and follow the directions of the Group in relation to fire and relevant risk assessments.

### **Equipment and Appliances**

No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of the Group and any directions for the use of such must be followed precisely.

### **Safety Clearways**

Corridors and doorways must be kept free of obstructions and properly lit if used for performance or talks.

### **Food Hygiene**

When handling or preparing food there are specific hygiene requirements:

- Regularly wash hands before and during food preparation and especially after using the lavatory;
- Ensure cuts or sores are covered with correct waterproof dressings;
- Keep yourself clean and wear clean clothing;
- Remember that smoking in a food room is illegal;
- Never cough or sneeze over food;
- Clean as you go. Keep all equipment and surfaces clean;
- Prepare raw and cooked food in separate areas. Keep perishable food covered and either refrigerated (less than 8°C) or piping hot (above 63°C);
- Ensure waste food is disposed of properly. Keep the lid on rubbish bin and wash your hands after putting waste in it;
- Avoid handling food as far as possible;
- Tell your supervisor or representative of the Committee of any defects or concerns regarding the facilities – eg uncleanness, refrigeration malfunction, cracked food preparation surfaces.

## **Display Screen Equipment**

The Group/Organisation recognises its responsibility to ensure the well-being of workers who habitually use display screen equipment for a significant part of their normal work. Volunteers/Workers are advised to ensure that they take a five minute break from the display screen equipment at least once an hour and are advised that, if they experience vision defects or other discomfort that they believe may be wholly or in part a consequence of their use of such equipment, they have the right to an eye-test at the Organisation's expense.

## **Alcohol, Drugs and Tobacco**

Smoking within the premises and the use of Drugs (except under medical supervision) on the premises are prohibited at all times. The use of intoxicants (alcohol) is prohibited during working hours, and no employee/volunteer may undertake his/her duties if under the influence of alcohol or drugs (except under medical supervision)

## **APPENDIX A – ACCIDENT REPORTING**

### **1. Accidents**

All accidents which occur during work for the Group and/or for the User/Hirer, or on premises under the control of the Group/Organisation must be recorded.

### **2. Accidents to Workers or Contractor's Staff**

- a) For ALL Accidents

**Complete Accident Form and give to Health & Safety Officer**

- b) **For accidents reportable to the Health & Safety Executive** (for contractors see c))

If accident results in incapacity for work for more than 3 calendar days then complete the online form F2508 with copies to the Chair of the Management Committee.

If accident results in fatality, fracture, amputation or other specified injury (see section 4, below) then **immediately notify:**

Health & Safety Executive on HSE's Infoline Tel: 0845 345 0055

**And** the Chair of the Management Committee

**Follow up within seven days** with completed online form F2508 with copies to the Chair of the Management Committee

- c) If a reportable accident involves a contractor's employee and the premises are under the control of someone other than the contractor then the person in control of the premises is responsible for reporting the accident.

If a contractor's employee is at work on premises under the control of the contractor then it is the contractor or someone acting on his/her behalf who is responsible for reporting the accident.

### 3. Accidents to Members of the Public

1. For ALL Accidents  
Complete Accident Form and give to Health & Safety Officer
2. For accidents reportable to the Health & Safety Executive  
If an accident results in fatality, fracture, amputation or other specified injury (see section 4 below) then **immediately notify**:

Health & Safety Executive, Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG

**And** the Chair of the Management Committee

Some injuries may not be fully identified until the casualty has been to hospital. It is therefore essential that, if it is known that an individual has gone to hospital as a result of an accident, follow up action is carried out.

### 4. Definition of Specified Major Injuries or Conditions

- Fracture of the skull, spine or pelvis; any bone in the arm or wrist, but not a bone in the hand; any bone in the leg or ankles, but not a bone in the foot.
- Amputation of; a hand or foot, a finger, thumb or toe; any part thereof if the joint or bone is completely severed
- Other specified injuries and conditions:
  - The loss of sight of an eye; a penetrating injury to the eye, or a chemical or hot metal burn to an eye
  - Injury (including burns) either requiring immediate medical treatment, or involving loss of consciousness, resulting (in either case) from electric shock from any electrical circuit or equipment, whether or not due to direct contact
  - Loss of consciousness resulting from lack of oxygen
  - Decompression sickness requiring medical treatment
  - Either acute illness requiring treatment, or loss of consciousness, resulting (in either case) from absorption of any substance by inhalation, ingestion or through the skin
  - Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material
  - Any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours

**IF IN DOUBT REPORT IT**

### 5. Dangerous Occurrences

In the event of any of the following:

- Collapse/Overturning of machinery
- Explosion/collapse of closed vessel/boiler
- Electrical explosion/fire

Notify the following immediately:

Health & Safety Executive, Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG HSE's Infoline Tel: 0845 345 0055  
email: [hse.infoline@natbrit.com](mailto:hse.infoline@natbrit.com)

**And** the Chair of the Management Committee

## 6. Occupational Diseases

- Poisoning
- Skin Diseases
- Lung Diseases
- Infections

On receipt of a written diagnosis from a Doctor, report the disease using online form F2508A to: [hse.infoline@natbrit.com](mailto:hse.infoline@natbrit.com)

**And** the Chair of the Management Committee

Full details of Dangerous Occurrences and Occupational Diseases can be found in HSE RIDDOR Booklets 11 and 17.

### IF IN DOUBT REPORT IT

## Appendix B – CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH REGULATIONS)

### 1. Assessment

The assessment must be a systematic review

- What substances are present and in what form?
- What harmful effects are possible?
- Where and how are the substances actually used or handled?
- What harmful effects are given off, etc.?
- Who could be affected, to what extent and for how long?
- Under what circumstances?
- How likely is it that exposure will happen?
- What precautions need to be taken to comply with the COSHH Regulations?
- What procedures need to be put in place to comply with the Control of Asbestos at Work Regulations 2002?



## Prevention or Control

Employers have to ensure that the exposure of workers to hazardous substances is PREVENTED or, if this is not reasonably practicable ADEQUATELY CONTROLLED.

On the basis of the assessment, the employer has to decide which control measures are appropriate to the work situation in order to deal effectively with any hazardous substances that may be present. This may mean PREVENTING exposure by

- Removing the hazardous substance by changing the process
- Substituting with a safe or safer substance, or using a safer form

Or, here this is not reasonably practicable, CONTROLLING exposure by

- Totally enclosing the process
- Using partial enclosure and extraction equipment
- General ventilation
- Using safe systems of work and handling procedures

It is for the employer to choose the method of controlling the exposure and to examine and test control measures, if required.

The Regulations limit the use of Personal Protective Equipment (e.g. dust masks, respirators, protective clothing) as the means of protection of those situations ONLY where other measures cannot adequately control exposure.

Employers must provide any of their workers and, so far as is reasonably practicable, other persons on site who may be exposed to substances hazardous to health, with suitable and sufficient information, instruction and training so that they know the risks they run and the precautions they must take.

Employers must ensure that anyone who carries out any task in connection with their duties under COSHH has sufficient information, instruction and training to do the job properly.

## Appendix E – DISPLAY SCREEN EQUIPMENT

### 1. Who is a Display Screen User?

The regulations are for the protection of workers (including self-employed workers and volunteers) who habitually use display screen equipment for a **significant part of their normal work**.

In some cases it will be clear that the use of Display Screen Equipment is more or less continuous on most days and the individual concerned should be regarded as users. Where use is less continuous, 'user' status would apply if most or all of the following criteria are met:

- The individual depends on the use of display screen equipment to do the job, as alternative means are not readily available for achieving the same results.
- The individual has no discretion as to the use or non-use of the display screen equipment
- The individual needs significant training and/or particular skills in the use of display screen equipment to do the job
- The individual uses display screen equipment in this way more or less daily
- Fast transfer of information between the user and the screen is an important requirement of the job
- The performance requirements of the system demand high levels of attention and concentration by the user; for example, where the consequences of error may be critical.

***We request that our Staff, Volunteers, Member and Visitors respect this Policy, a copy of which will be available on demand.***

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**Approved by the Management Committee**

Signed.....Jeremy Leach.....

(Chair of Walworth Society)

Date..... 17<sup>th</sup> May 2017 .....