

Alwoodley Community Association

HEALTH AND SAFETY POLICY STATEMENT

This is the Health and Safety Policy Statement of Alwoodley Community Association (“ACA”)

Our statement of general policy is to:

- Prevent accidents and cases of work-related ill health by managing health and safety risks in the workplace
- Provide clear instructions and information, and adequate training, to ensure employees and volunteers are competent to do their work
- Engage and consult with employees, volunteers and members on day-to-day health and safety conditions
- Implement emergency procedures / evacuation in case of fire or other significant incident
- Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery and ensure safe storage / use of substances
- Review and revise this policy as necessary at regular intervals.

Responsibilities

Overall and final responsibility for health and safety is that of the Trustees of ACA. Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Chair.

All employees, volunteers and members must:

- co-operate 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; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

Health and safety risks arising from our activities

Risk assessments will be undertaken as appropriate.

The findings of the risk assessments will be reported to the Trustees.

Action required to remove/control risks will be approved by Chair or in their absence the most senior member of staff available

Health and safety risks and significant incidents will be reported regularly to trustees

Consultation with employees and volunteers

ACA will consult with employees and volunteers on the following:

- any new measure which may substantially affect their health and safety, for example new equipment, new ways of working and new procedures
- arrangements for getting competent people to satisfy health and safety requirements
- information we provide to employees and volunteers on the risks to health and safety arising from their work, measures to reduce or get rid of these risks and what they should do if they are exposed to a risk, including emergency procedures
- planning and organizing health and safety training and

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- health and safety consequences for them of any new technology we plan to introduce.

The information provided to employees and volunteers will be in a form that can be easily understood.

Safe equipment

Any problems found with equipment should be reported to the Chair or in their absence the most senior member of staff available immediately.

The Chair will have responsibility for ensuring that new equipment meets health and safety standards before it is purchased.

Safe handling and use of substances

The Chair will have overall responsibility for checking that new substances can be used safely before they are purchased. ACA does not currently use or store any substances which need a COSHH assessment.

Manual handling

The Chair has responsibility for ensuring that hazardous manual handling operations are avoided so far as is reasonably practicable. An assessment of the risk of injury from any hazardous manual handling operations that cannot be avoided will be made and any risk of injury from those operations will be reduced so far as is reasonably practicable.

Accidents, first aid and work-related ill health

Health surveillance is not required in relation to any jobs at ACA

The first aid box is kept in the kitchen

All accidents and cases of work-related ill health are to be recorded in the accident book which is kept in the kitchen.

The Chair is responsible for ensuring reporting of relevant accidents, diseases and dangerous occurrences to relevant external agencies and to the Trustees

Monitoring

To check our working conditions, and ensure our safe working practices are being followed, we will investigate any accidents or sickness absences that occur.

The Chair is responsible for ensuring action is taken on investigation findings to prevent a recurrence and that trustees are kept informed and consulted about action taken

Emergency procedures – fire and evacuation

The House Manager is responsible for ensuring a fire risk assessment is undertaken, implemented and regularly reviewed.

Escape routes are checked regularly by the House Manager

Fire extinguishers are maintained and checked by the House Manager every year.