Hunslet + Belle Isle Community Project

Kids Youth Families

Hunslet & Belle Isle Community Project

Health and Safety Policy

1.0 General Statement of Policy

Hunslet & Belle Isle Community Project is fully committed to ensuring the Health, Safety and Welfare of all our employees, volunteers and those other parties that may be affected by our activities.

- We will endeavour to maintain a safe and healthy working environment at all times on our rented premises and, as far as reasonably practicable any place where we carry out work activities away from our rented premises, by taking all appropriate steps to comply with statutory requirements, recognised Codes of Practice and guidance.

- We will ensure that the Health and Safety system is reviewed in order to ensure that it complies with legislation, is relevant and is suitable and sufficient for the needs of HBCP. This policy will be reviewed regularly and at least annually or where there are changes to legislation or changes in personnel who hold specific Health and Safety responsibilities.

- We will strive to provide information, instruction, training and supervision to all employees and volunteers within the organisation.

- HBCP requires all employees to ensure they carry out their duty under the Health and Safety at Work etc. Act 1974 and all other relevant legislation. All employees (and volunteers) must co-operate with the organisation to carry out their health and safety responsibilities, to take reasonable care to avoid injury to themselves and others.

2.0 Responsibilities

2.1 General responsibility

If everyone involved with HBCP and its activities takes responsibility for taking reasonable care of themselves and others, health and safety in general from day to day can be maintained well, issues can be identified early and remedial actions taken, ensuring a healthy and safe workplace for all. This can include (but is not limited to):

- Keeping an eye out for items blocking walkways and fire exits, trailing wires and other potential hazards

- Being vigilant when answering the door of a building to visitors

- Keyholders should follow all procedures given for buildings they open or lock up
- Reporting any issues promptly to managers

- Letting other colleagues know about issues, put up temporary signs etc

2.2 Trustees

The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with the trustees of the organisation. The trustees may however delegate specific duties to supervisors/managers as appropriate. The trustees of HBCP have responsibility for the strategic overview of Health and Safety in HBCP; this includes:

- Ensuring that suitable and sufficient resources are provided as required and agreed. These would include: -
    - Finance
    - Training (including that of competent people)
    - Supervision
    - Information
    - Instruction
- Ensure that the organisation strives to maintain a healthy and safe working environment.
- Controlling the development and review of policy

2.3 Delegated responsibilities

The Health and Safety Officer shall be given delegated responsibility for ensuring that the Health and Safety policy is carried out within the organisation.

In particular s/he will be given delegated responsibility for:

- carrying out regular safety inspections in the offices utilised by HBCP
    - ensuring that staff are provided with suitable seating and appropriate computer workstations
    - ensuring that floors and aisles are kept clear, as far as reasonably practicable, of trailing wires, equipment, stationery, etc.
    - ensuring that the general fabric of the offices (including office items & equipment used by staff) is maintained
- investigating and reporting accidents
- ensuring that a Health and Safety Workplace poster on "Health and Safety Law" is displayed
- making office staff and volunteers aware of the specific fire escapes and fire extinguishers within the building
- ensuring staff and volunteers are given a copy of this Policy and understand its contents
- ensuring that staff and volunteers are made familiar with the alarm systems within the building and action to be taken in the event of a fire
- drawing to the attention of the Trustee Board, Chief Officer and staff any new legislation on health and safety relevant to the work of HBCP
- drawing to the Trustee Board's attention any matters which s/he is unable to deal with.

In addition, in respect of offsite staff and volunteers (HBCP projects in the community), s/he will be given delegated responsibility for:

- ensuring staff are given a copy of this Policy and understand its contents

- reviewing with the project leaders at least annually any changes in the project's activities, personnel and buildings/bases used, identifying health and safety measures to be changed, updated or put in place, and advising/training accordingly

- carrying out periodic visits to project activities to complete safety inspections

- drawing to the Trustee Board's attention any matters which s/he is unable to deal with.

In addition to the Health and Safety Officer, **all managers** (as defined by Health and Safety legislation) have responsibility for day-to-day health and safety in all the areas in their control and people for whom they are responsible. This includes the HBCP Core Team Manager for the core team, and the Project Leaders for the offsite projects in the community (see 2.4 for more details).

2.4 Office Staff and Volunteers

All office staff and volunteers have a responsibility to:

- read and fully understand HBCP's Policy statement and the procedures to be carried out in the event of an emergency. If there is any doubt about the meaning, staff must seek clarification from the Health and Safety Officer

- co-operate with the Trustee Board and the Health and Safety Officer, as appropriate, to achieve a healthy and safe workplace and to take reasonable care of themselves and others
- report to the Health and Safety Officer within 24 hours any accident occurring:
    - on the premises
    - off the premises whilst acting on behalf of HBCP
- bring to the notice of the Health and Safety Officer any potentially dangerous circumstances that the employee is unable to put right

- never intentionally or recklessly misuse or interfere with the Health and Safety provisions.

2.5 Offsite Project Leaders/Activity Leaders

All project leaders and staff or volunteers responsible for project activities in offsite locations have a responsibility to:

- check the health and safety policies and procedures of any building / location they carry out work in, liaise with the people on site that are responsible for Health and Safety, and abide by the relevant policies whilst using the building / location

- to undertake risk assessments for each activity, and update these when necessary, keeping a record on file
- to cascade relevant information and training to staff, volunteers and activity participants for whom they are responsible at the time, including fire safety information and procedures

2.6 Offsite staff and Volunteers

All offsite staff and volunteers have a responsibility to:

- co-operate with the Project Leader/Activity Leader and the relevant Health and Safety Officers of the activity base or building, as appropriate, to achieve a healthy and safe activity environment or workplace and to take reasonable care of themselves and others

- carry out activities in accordance with training and instructions
- report to the Project Leader/Activity Leader any accident occurring

- bring to the notice of the Project Leader/Activity Leader and/or relevant Health and Safety Officer at the location any potentially dangerous circumstances that they are unable to put right

- never intentionally or recklessly misuse or interfere with the Health and Safety provisions.

2.7 Consultation

HBCP will consult directly with employees and volunteers through regular team meetings and face-to-face discussions, on any changes which may substantially affect their health and safety at work, for example new equipment, new ways of working and new procedures. Employees and volunteers will have opportunity to raise questions and concerns before decisions and changes are made.

Employees and volunteers can also make recommendations at any time for measures which will improve this policy or safety systems used in HBCP or its projects.

2.8 Policy Review

The Health and Safety Officer, in conjunction with the HBCP Manager, will review this policy regularly to reflect any changes in legislation, or to incorporate recommendations made by staff, volunteers or others. The policy will be fully reviewed at least every 2 years, unless any changes internally or externally, and will be subject to approval by the trustees.

3.0 Risk Assessments

Risk Assessments will be carried out, recorded, kept and updated as follows:

- Risk Assessments will be carried out on all areas where a significant risk is identified by the relevant manager or project leader
- Actions and plans to reduce risks identified will be carried out by the lead person for the activity or base

- A risk assessment form will be completed by the lead person for the activity or office base in each case, and kept on file electronically and/or as a hard copy on file at the location or office base of the relevant project or at the HBCP central office
- Relevant information about risk assessments will be conveyed to relevant employees/volunteers through team briefings or by other communications

- Risk assessments will be reviewed annually or earlier if work activities or conditions change significantly
- Project Leaders /Activity leaders will seek advice from the Health and Safety Officer wherever necessary

4.0 Key Risks

4.1 Display Screen Equipment / VDU

The Health and Safety Officer and respective managers/project leaders for specific areas of work have responsibility for ensuring that use of workstations is analysed and risks reduced including putting controls in place, providing information and training to staff and volunteers, and ensuring that eye and eyesight tests and are provided if needed to regular users of DSE/VDUs who use the equipment for more than an hour continuously.

4.2 Safe use of hazardous substances (COSHH)

The use, transportation and storage of chemicals and other hazardous substances in the workplace is regulated by the Control of Substances Hazardous to Health Regulations 2002

(COSHH). The Health and Safety Officer has responsibility for checking that new substances can be used safely before they are purchased for use at HBCP offices and checking

with off-site project leaders for any hazardous substances they may wish to purchase in the course of their activities. Only those trained in the use of such substances (competent persons) will be able to use them in the work area. HBCP does not currently use or store any substances which need a COSHH assessment.

4.3 Manual handling

The Health and Safety Officer and respective managers/project leaders for specific areas of work have responsibility for ensuring that hazardous manual handling operations are avoided so far as is reasonably practicable. When necessary tasks will be redesigned to avoid moving the load or by automating or mechanising the process.
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. Specific risk assessments will be undertaken as necessary for individual employees at risk e.g. pregnant women, those with injuries or medical conditions.

Where possible, mechanical assistance, for example, a sack trolley or hoist, will be provided. Where this is not reasonably practicable changes to the task, the load and the working environment will be explored.
If it is identified that certain employees will be regularly involved in activities or new types of work which will involve manual handling operations, these employees will be provided with full Manual Handling training.

4.4 Equipment

All equipment used or purchased must be "fit for purpose" and comply with all relevant regulations relating to the area it is to be used.

The Health and Safety Officer and respective managers/project leaders for specific areas of work have responsibility for ensuring that new equipment meets health and safety standards before it is purchased, for identifying all equipment which will need maintenance, and for ensuring effective maintenance procedures are drawn up and implemented.

Any problems found with equipment should be reported to the Health and Safety Officer at HBCP offices or to the relevant manager/project leader immediately.

Defective or unsafe equipment must be marked as such and removed from circulation until repaired by a competent person or destroyed.

Portable Appliance Testing (PAT) testing

The Health and Safety Officer will ensure a competent body specialist PAT company or individual / electrician will carry out PAT inspections bi-annually on HBCP office equipment. Other testing such as mains electricity testing and equipment belonging to the landlord or fabric of the building will be the responsibility of the landlord.

4.5 Risks specific to certain groups of people

Young People

As required in The Health and Safety (Young Persons) Regulations 1997, HBCP will take the following measures to protect young workers and young volunteers (under the age of 18):

- Assess risks to young people under 18 years old before they start work.
- Take into account their inexperience, lack of awareness of existing or potential risks, and immaturity.

- Conduct specific risk assessments for the work they will undertake

- As appropriate, provide information to the work experience co-ordinator/ parents about the risk and the control measures introduced.
- Take account of the risk assessment in determining whether the young person should be prohibited from certain work activities. This will include taking into account whether the task is necessary for their training, whether risks have been reduced as far as is practical and the amount of supervision to be provided by a competent person

The line manager for the young person will be responsible for ensuring these measures are taken.

New and expectant mothers

As identified in the Management Regulation updates of 1999, in the case of new and expectant mothers HBCP will undertake specific risk assessments to ensure that both the mother and the unborn child are not placed at risk.

4.6 Lone Working

For details of health and safety measures to be followed when employees or volunteers are working alone, please refer to the 'HBCP Personal Safety and Lone Working Policy'.

4.7 Home Working

It is recognised that some HBCP employees/ volunteers carry out work from home, and that health and safety is just as important in these situations.

Activities carried out from home which may have Health and Safety implications could include:

- Handling Loads (lifting boxes, repetitive tasks etc)
- Using work equipment at home (computers, printers etc)

- Using electrical equipment for work at home
- Using substances and materials for work at home (items that come under COSHH for example)
- Working with VDUs /DSEs

The line manager for the employee concerned, together with the employee, will regularly review through supervision/appraisals the working conditions and undertake any risk assessments necessary, putting in place any measures to ensure health and safety is maintained.

4.8 Driving whilst at work

Work related road safety is clearly a matter of shared responsibility between employer and employee (or volunteer). Staff and volunteers have a responsibility not to put themselves and others at risk and to co-operate with the organisation to ensure their own safety and the safety of people they are working with, both other staff and volunteers and clients. This includes all the normal precautions a driver should make, such as:

- Not driving a defective vehicle

- Ensuring they are fit to drive
- Not using a handheld mobile whilst driving or stationary

- Having their eyes tested regularly

Line managers should not place unreasonable expectations for driving on employees or volunteers, which would result in a risk to health and safety.

4.9 Aggression, Assault

Employees/ volunteers should report to the relevant project leader or manager if they experience any incident that subjects them to:

- Physical assault, whether or not injury results
- Verbal abuse, shouting or swearing
- Threatening behaviour, with or without any form of weapon
- Anything that they feel might damage their health through anxiety or stress

Please also refer to the HBCP Equality and Diversity Policy for related procedures to be followed.

5.0 Information, Instruction, Supervision (to be read in conjunction with section 2 – Responsibilities)

The Health and Safety Law poster is displayed at HBCP Offices inside the core team office.

The HBCP Health and Safety Officer is the HBCP Administrator. Health and Safety advice can be obtained from the Health and Safety Officer or the relevant line manager /project leader, or from the Health and Safety Executive https://www.hse.gov.uk/

All new employees and volunteers will be made aware of Health and Safety practices and policies as part of their induction.

Any specific required instruction/training will be identified by line managers/project leaders and arrangements made to complete this as soon as possible. Employees should also raise any safety training needs they have identified with the relevant line manager.

Supervision will be provided at the level deemed necessary for the employees / volunteers, (e.g. young and inexperienced employees / volunteers, will have a higher degree of supervision than those who are more experienced).

6.0 First Aid, Accidents (including RIDDOR)

6.1 First Aid

First Aid boxes are located in the HBCP Office and at appropriate HBCP off-site locations. Where employees/volunteers are running activities in other locations such as rented halls they should check there is a First Aid box available on site.
The Appointed First Aider at HBCP Office is the HBCP Administrator.

Projects Leaders of off-site projects running activities with significant risks (such as with young people or children) will ensure they have an appointed person with up to date First Aid training. This will be reviewed annually or where changes in personnel occur.

6.2 Reporting Accidents

All accidents and first aid treatments, plus near misses, no matter how minor, will be reported in the accident book. There is an accident book kept in the HBCP office.
Project leaders and managers will check at off-site locations for accident reporting procedures in the respective locations, and if necessary, ensure an accident book is available at activities.

Accidents should be reported to the Health and Safety Officer or relevant line manager/project leader.

The overall responsibility for ensuring that accidents are reported, investigated and that counter measures are taken to prevent a reoccurrence lies with the Health and Safety Officer, but project leaders and managers have specific responsibilities for ensuring the reporting and reviewing of accidents that happen within their area of work, and working with the Health and Safety Officer in each case.

A near miss incident represents an event that does not cause injury or damage to property but has the potential to cause significant injury or property damage. These incidents must also be recorded and investigated by the relevant manager or Health and Safety Officer.

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

1. fatal accidents

2. major injury accidents/conditions (an injury resulting in broken bones (other than toes and digits) and any injury that results in a person being detained in hospital for a period greater than 24 hours)
3. dangerous occurrences (an event that normally involves damage to property and has the potential to cause serious injury).

4. accidents causing more than 3 days incapacity for work
5. certain work-related diseases.

Reporting can be done in the following ways:

Telephone 0845 3009923
E-mail riddor@natbrit.com

Web site www.hse.gov.uk/riddor/

7.0 Emergency Procedures, Fire and Evacuation

Fire risk assessment and regular checks

In regard to the building housing the HBCP offices, responsibility for fire safety lies with the landlord.

The current premises occupied are one office plus use of meeting rooms and kitchen at Vineyard House/St Michael's Hall, 11 Bennett Road, Leeds LS6 3HN. The current landlord is Wharfedale Vineyard Church.

Please refer to the Fire Safety and Evacuation Document for the building (displayed in the kitchen), the Fire Evacuation map (displayed on the noticeboard by the front door and in HBCP offices).

The HBCP Health and Safety Officer will:

- monitor whether the landlord is carrying out fire drills regularly and follow up accordingly
- check with the landlord when fire extinguishers are to be serviced and fire alarms tested

- ensure all HBCP staff using the offices are aware of the fire evacuation procedures

In regard to premises used by off-site projects, project leaders/managers will be responsible for checking with the building owners/management as to the Fire Safety procedures and equipment in place.

8.0 Work-related Stress

Although a degree of challenge in work is usually normal and healthy, stress is unhealthy and debilitating. The HSE defines work related stress as "the adverse reaction people have to excessive pressures or other types of demand placed on them", but this can be due to a number of factors and is different for each person.

The (HSE) has set standards covering the main factors which can lead to work related stress. These include:

- Demands -are staff able to cope with the demands of the job?

- Control - do staff have some say in the way they do their work?
- Support - do staff have adequate information and support?

- Relationships - are staff subject to unacceptable behaviours e.g. bullying?
- Role - do staff understand their role and responsibilities?

- Change - are staff kept informed during periods of organisational change?

All line managers have an ongoing responsibility to

- review the above aspects for each of the employees in their area of work

- identify any issues that may occur well in advance and make necessary changes or arrange support
- create openness in team meetings and supervision meetings to allow employees to raise any potential issues before they escalate

If work related stress is identified, the support processes put in place may include:

- one to one discussions,

- analysis of work processes,
- recuperation time or temporary or permanent role changes.

- conduct a 'return to work' interview following absence due to stress (or sickness related absence) to check that the person is fit to work and to plan their schedule so that they can manage their workload/ tasks.

- Temporary reduction in working hours
- Temporary adjustment in working duties e.g. reduced workload if appropriate

- Additional training or support
- More flexible working arrangements

- More regular supervision if appropriate

9.0 Monitoring

This Health and Safety policy document has outlined how records will be kept allowing monitoring to ensure that the policy is being followed.
The main records include:

- Risk Assessments

- Checklists

- Accident reports (accident books)

The Health and Safety officer will report to the trustees annually on these records and issues arising.

DATE OF LAST REVIEW: November 2026