

## **HEALTH AND SAFETY POLICY STATEMENT**

### **Health and Safety at Work etc Act 1974**

This is the Health and Safety Policy Statement of Sompting Big Local.

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities
- to consult with our employees on matters affecting their health and safety
- to provide and maintain safe plant and equipment
- to ensure safe handling and use of substances
- to provide information, instruction, and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

### **Responsibilities**

Overall and final responsibility for health and safety is that of the Partnership of Sompting Big Local.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the administrator.

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas

All employees must:

- co-operate with partnership and coordinator/administrator 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 work activities**

Coordinator will undertake risk assessments.

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

Action required to remove/control risks will be approved by Partnership.

The Coordinator will be responsible for ensuring the action required is implemented.

Chair will check that the implemented actions have removed/reduced the risks.

Assessments will be reviewed every six months or when the work activity changes, whichever is soonest.

### **Consultation with employees**

Sompting Big Local will consult with employees/volunteers on the following:

- any new measure which may substantially affect their health and safety at work, for example new equipment, new ways of working and new procedures
- arrangements for getting competent people to help satisfy health and safety laws
- the information we give to employees 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 organising health and safety training and
- the health and safety consequences for them of any new technology we plan to introduce.

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

Sompting Big Local will consult directly with employees/volunteers through team meetings and face-to-face discussions.

Sompting Big Local will allow enough time for employees/volunteers to consider the issues and give informed responses. Employees/volunteers are encouraged to ask questions, raise concerns, and make recommendations.

Sompting Big Local will take employee and volunteers' views into account before a final decision is made, respond to any concerns and questions raised and explain the final decision and why it has been taken.

### **Safe equipment**

The coordinator will be responsible for identifying all equipment needing maintenance.

The coordinator will be responsible for ensuring effective maintenance procedures are drawn up.

Chair will be responsible for ensuring that all identified maintenance is implemented. Any problems found with equipment should be reported to the coordinator immediately.

Coordinator will check that new equipment meets health and safety standards before it is purchased.

### **Safe handling and use of substances**

The Coordinator will check that new substances can be used safely before they are purchased. Sompting Big Local does may currently use or store any substances which need a COSHH assessment and these assessments are available in this folder.

### **Information, instruction and supervision**

The Health and Safety Law poster is displayed in Main Office/Kitchen

Health and safety advice is available from the coordinator.

Supervision of young workers/trainees will be arranged/undertaken/monitored by coordinator.

The coordinator and Chair is responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.

**Competency for tasks and training**

Induction training will be provided for all employees by the coordinator.  
Job specific training is not required for any jobs within Sompting Big Local.  
Training records are kept at/by Director.  
Training will be identified, arranged and monitored by coordinator.

**Accidents, first aid and work-related ill health**

Health surveillance is not required in relation to any jobs at Sompting Big Local  
The first aid box is kept in Kitchen  
The appointed person(s)/first aider(s) is Coordinator.  
All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by coordinator in Main Office/kitchen.  
The coordinator is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

**Monitoring**

To check our working conditions, and ensure our safe working practices are being followed, we will carry out inspections and spot checks investigate any accidents or sickness absences that occur.  
Coordinator is responsible for investigating accidents.  
Coordinator and Chair is responsible for investigating work-related causes of sickness absences.  
Coordinator and Chair is responsible for acting on investigation findings to prevent a recurrence.

**Emergency procedures – fire and evacuation**

The Coordinator is responsible for ensuring the fire risk assessment is undertaken and implemented.  
Escape routes are checked by coordinator every day.  
Fire extinguishers are maintained and checked by AVA appointed firm every year.  
Alarms are tested by coordinator every week.  
Emergency evacuation drills are the responsibility of coordinator and will be tested every week.

**Fire Drill Procedure**

A Fire Drill Procedure is carried out periodically and the procedure is on display situated by the Fire Extinguishers.

Partnership will be made available to support the coordinator with all tasks due to the legal obligation of the organisations and supporting coordinator in post with day to day running of the Centre.

Signed.....*SBL Parntership*.....Date.....*06/03/2017*.....

Date of review: March 20<sup>18</sup>.