

Hawkesbury Upton Hospital Hall

Health and Safety Policy

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1. Health and Safety Statement

HAWKESBURY UPTON HOSPITAL HALL accepts its responsibilities under the 'Health and Safety at Work' Act 1974 and will ensure the risks to the health and safety of staff members/volunteers, service, visitors and others affected by its operations are as low as is reasonably practicable.

Statement of general policy is to:

- Provide adequate control of the health and safety risks arising from our work activities
- Consult with staff members/volunteers on matters affecting their health and safety
- Provide and maintain safe plant and equipment
- Ensure safe handling and use of substances
- Provide information, instruction and supervision for staff members/volunteers
- Ensure all staff members/volunteers are competent to do their tasks, and to give them adequate training
- Prevent accidents and cases of work-related ill health
- Maintain safe and healthy working conditions
- Review and revise this policy as necessary at regular intervals

All staff members/volunteers have a responsibility under the Health and Safety at Work Act 1974 to work safely and not to endanger others or themselves by committing or condoning unsafe actions – please remember your personal responsibilities and encourage your colleagues to do likewise.

2. Relevant Legislation and Related Documents

▪ Relevant Legislation

- Health and Safety at Work Act 1974

▪ Related Legislation

- Health and Safety (First Aid) Regulations 1981
- Electricity at Work Regulations 1989
- Manual Handling Regulations 1992 (as amended)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended)
- Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002)
- The Regulatory Reform (Fire Safety) Order 2006
- Smoke Free Premises Regulations 2007

▪ Related Documents

- Absence Management Policy
- Lone Working Policy
- Managing Performance Policy

3. Responsibilities

HAWKESBURY UPTON HOSPITAL HALL accepts responsibility for the health and safety of its employees as far as reasonably practicable.

- Overall and final responsibility for health and safety is that of the Trustee Board
- Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Health and Safety Officer, who is the Hall Committee
- The Hall Committee will keep a record of all safety issues brought to their attention and the action taken

Overall, the final responsibility for health and safety sits with the Hall Committee, who will also ensure that the organisation has adequate insurance for the activities in which it is engaged.

All staff members/volunteers should:

- Cooperate with the Hall Committee on health and safety issues
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety
- Report all health and safety concerns to the Hall Committee
- The Hall Committee will ensure that any organisation it sub-contracts work to has an agreed Health and Safety Policy and relevant procedures in place

4. Consultation with Staff Members and Volunteers

5.

The Hall Committee will ensure as far as reasonably practicable that monitoring and consultation is carried out and that arrangements are made for promoting and coordinating Health and Safety procedures.

Consultation between and staff members/volunteers will be through:

- Team meetings
- Supervision
- Appraisal

6. Risk Assessments

- Risk Assessments will be carried out by the Hall Committee
- The findings of the risk assessments will be reported to the Hall Committee
- Action required to remove/control risks will be approved by the Hall Committee
- The Hall Committee will be responsible for ensuring the action required is implemented
- Assessments will be reviewed annually or when the work activity changes.
- All accidents and cases of work-related ill health are to be reported on an accident at work form. The forms are kept by the Hall Committee
- The Hall Committee is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority

7. Safe Equipment

- The Hall Committee will be responsible for identifying all equipment needing maintenance
- The Hall Committee will be responsible for ensuring effective maintenance procedures are drawn up
- The Hall Committee will be responsible for ensuring that all identified maintenance is implemented
- Any problems found with plant/equipment should be reported to the Hall Committee
- The Hall Committee will check that new plant and equipment meets health and safety standards before it is purchased
- Assessments will be reviewed every twelve months or when the work activity changes, whichever is soonest

8. Safe Handling and Use of Substances

- The Hall Committee will be responsible for identifying all substances which need a COSHH assessment
- The Hall Committee will be responsible for either undertaking COSHH assessments or engaging a suitably qualified consultant to do the assessment
- The Hall Committee will be responsible for ensuring that all actions identified in the assessments are implemented
- The Hall Committee will be responsible for ensuring that all relevant employees are informed about the COSHH assessments
- The Hall Committee will check that new substances can be used safely before they are purchased
- Assessments will be reviewed every twelve months or when the work activity changes, whichever is soonest

9. Guidelines on Manual Handling

There is some lifting and handling involved in most workers' tasks [eg carrying display boards, boxes of leaflets]. In order to reduce the risk of injury the following guidelines should be followed by all workers:

- Workers are not required to lift or handle any object which they perceive would put themselves at risk of injury. Assistance or guidance should be sought from another worker
- Where possible use mechanical aids, eg sack cart
- Use common sense to minimise risk, eg carry the minimum weight possible, minimise the amount of time you spend walking with the load by involving other people in a "human chain"
- Follow the good handling techniques as advised
- If in doubt, don't lift the object and speak to the Hall Committee for guidance

10. Accidents, First Aid and Work-Related Ill Health

- The first aid box is kept in the kitchen area on the window sill.
- The appointed person is Chris Rispin and the first aider is to be named.
- All accidents, near misses and cases of work-related ill health are to be recorded on an accident at work form. The forms are kept by the Hall Committee.
- The Hall Committee is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority

11. Work Related-Stress

Risk assessments should include consideration and identification of possible workplace stressors. Measures to eliminate reduce or control risks from stress in line with the HSE Management Standards for Work Related Stress (www.hse.gov.uk/stress/standards/index.htm) should be adopted where possible.

The standards encourage attention to factors such as:

Demands – workload, work patterns and the work environment

Control – how much say the person has in the way they do their work

Support – the encouragement, sponsorship and resources provided by the organisation, line management and colleagues

Relationships – promoting positive working to avoid conflict and dealing with unacceptable behaviour

Role – whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles

Change – how organisational change (large or small) is managed and communicated in the organisation

The line manager must ensure that no staff work excessively long hours and that allocated rest breaks and holidays are taken as appropriate. They must monitor workloads to ensure that staff are not overloaded. They have a responsibility to be vigilant and offer additional support to a member of staff who is experiencing stress outside work – eg. bereavement or separation.

Issues of work-related stress should be addressed by line managers during supervision and appraisal (see Managing Performance policy).

Rearranging work allocation, flexible working patterns and work related training/mentoring should be considered as health measures where work-related stress is identified. Bullying and harassment must not be tolerated and should be treated as serious disciplinary matters.

In some cases, where stress is a cause or a possible cause of repeated or long-term absence from work, the Absence Management policy should be followed. Counselling or stress management courses may be considered amongst other options for supporting employees.

12. Working in an Office Environment

To avoid tripping hazards, all office accommodation and associated store rooms and stairs must be maintained in a neat and tidy condition and access and egress to all areas must remain unimpeded by any files, equipment or other items, for example, umbrellas left open to dry out.

No objects should be stored on the treads of any staircase. Cables must be routed so as to avoid creating tripping hazards or must be protected with suitable cable covers to reduce the tripping hazards and to prevent damage to the cable.

Storage facilities must be organised in such a way that files or other materials can be stored and retrieved without risk. Only lightweight goods should be stored above shoulder height or below knee height. Where goods are stored at high level, means must be provided so that they can be reached safely, that is office steps. Where such equipment is provided it must be maintained in good order.

Filing cabinets can tip if more than one drawer is opened at any one time. Drawers should be kept closed when not in use. Whenever possible, heavy/bulky files should be stored in the lower half of the filing cabinet.

All furniture and equipment should be maintained in a good state of repair. Defective furniture and equipment, particularly sharp edges on metal furniture, can be hazardous. Any such defects must be reported to the Hall Committee without delay.

Many items of electrical equipment are in use in the office environment. No worker should attempt to rectify any electrical defect. All servicing and maintenance of electrical equipment should only be undertaken by a suitable and qualified competent person. Records must be kept of such servicing and maintenance.

13. Working at Computer Work Stations

- Working at computer work stations is a necessary part of most staff members' duties.
- HAWKESBURY UPTON HOSPITAL HALL will provide appropriate equipment to reduce the risk of injury, including wrist rests, footrests, document holders, appropriate seating and work stations.
- The following guidelines should be followed by all staff members to reduce the risk of injury/damage to health, regardless of the amount of time spent working at computer work stations:

- To reduce the risks of visual fatigue and repetitive strain injury: take regular breaks from the screen (at least once an hour): when possible, try to vary the type of work you do on the VDU so that you are not, for example, inputting data for long periods of time. This is to reduce the risks of visual fatigue and repetitive strain injuries
- Adjust your seat or stop working if you feel uncomfortable
- If you develop physical symptoms which could be associated with working at a computer work station (eg. headaches, problems with vision, sore hands and/or wrists, back pain) you should report these to the Hall Committee or Team Manager as appropriate
- Follow guidance to ensure your work station is set up correctly and that you are sitting properly

14. Guidelines on Working Alone

Workers are not required to enter into or continue working in any situation where they feel at risk. If a worker feels at risk or to have been at risk in a particular situation they must report it the Hall Committee.

▪ Home Visits

If you are intending to make a home visit, another worker should be informed of where you are going and when you are expected to have completed your visit. Details of the client's address and telephone number should be easily accessible.

When you are carrying out a home visit:

- Try to ensure that you have easy access to an unlocked exit at all times (for example, take the seat nearest the door)
- If they are causing you concern, ask that any dogs (or other pets) be removed to another room
- Record and report any indication of your client having had a history of violent or abusive behaviour. Record and report any perceived threat of violent or abusive behaviour
- Leave the premises quickly if your client (or any other person present) becomes aggressive or threatening
- Obtain support and guidance after any situation in which you feel threatened
- Carry a mobile phone and/or personal alarm
- Do not give out your personal address or telephone number

▪ Working Alone in the Office and Personal Safety

HAWKESBURY UPTON HOSPITAL HALL will try and ensure that the times when people work alone are kept to a minimum, particularly outside usual office hours (ie. 9.00am – 5.00pm).

There are various precautions which can be taken to reduce the risk to a worker working alone. These precautions will include any or all of the following depending on the individual situation, and employees should use their own judgement about which of the following apply:

- If you are intending to work outside office hours, another member of staff (preferably your line manager) should be informed
- Keep the external door locked, and only open it to a caller if you judge that this does not present undue risk to yourself. If you decide not to open the door, ask the caller to

make an appointment to come back when there are other people present, or to use the telephone to communicate with the organisation

- Be aware of your personal safety if you are working alone, particularly in the evening, including leaving the office premises, and take appropriate action to safeguard this eg. call for a taxi, park your car as close to the office as possible (if appropriate), ring for assistance (another member of staff, the police) and stay put until help arrives
- Be aware of your personal safety if you are attending external meetings on behalf of HAWKESBURY UPTON HOSPITAL HALL in the evening. Try to walk to car parks or public transport stations with other people you know, or call a taxi if you perceive you could be at risk.

15. Fire Evacuation and Emergency Procedures

- The Hall Committee is responsible for ensuring the fire risk assessment is undertaken
- Escape routes are checked by the Hall Committee regularly
- Fire extinguishers are maintained and checked by local Fire Officer. Staff members/volunteers should not attempt to fight a fire utilising the relevant fire extinguisher unless adequately trained to do so
- Fire alarms are the responsibility of the Committee
- Emergency evacuation will be tested twice a year – this is coordinated by Hall Committee

16. Information and Advice

- Local Health & Safety Inspectors office
- The Health and Safety Law poster is displayed in the kitchen area near the sink. Also see www.hse.gov.uk
- Health and safety advice is available from the Hall Committee

17. Monitoring

- To check our working conditions, and ensure our safe working practices are being followed, the Hall Committee will carry out weekly spot checks in specific risk areas which have been identified
- The Hall Committee is responsible for investigating accidents
- The Hall Committee are responsible for investigating work-related causes of sickness absences
- The Hall Committee is responsible for acting on investigation findings to prevent a recurrence

18. Staff and Volunteers' Induction and Training

During the staff member/volunteer induction period staff members/volunteers will be made aware of organisational policies and the responsibilities of staff members/volunteers to maintain these practices and relevant specialist training agreed.

All staff members/volunteers shall be trained in the operation of equipment before they are required to use it.

19. Review of This Policy

Hawkesbury Upton Hospital Hall's commitment to health and safety is an active one. This document should be amended on a regular basis as part of this active commitment.

Hawkesbury Upton Hospital Hall's health and safety policy will be reviewed in consultation with staff members/volunteers as and when required in line with new developments and actively seek information on this issue.

Date Agreed by Hall Committee: 10/5/2013

Review Date: 10/5/2015

20. Key Dates Checklist for Maintenance and Fire Safety Procedures

| Action needed | Person responsible | Frequency | Last done | Date due |
|---|--------------------|--|-----------|----------|
| Review risk assessments | | Annually or when environment/systems change | | |
| COSHH assessments | | Annually or when new substance is brought into workplace | | |
| Check electricity installation works safely | | Every 5 years | | |
| Check electrical appliances work safely | | Every 1-5 years (see below) | | |
| Check new equipment is safe before purchasing | | As and when | | |

| Electrical equipment | Type of check | Person responsible | Frequency | Last done | Date next due |
|--|---------------------------------|--------------------|---|-----------|---------------|
| IT equipment, photocopier, fax machine if double insulated | Formal visual check | | Every 3 years | | |
| IT equipment as above if not double insulated | Combined inspection and testing | | Up to 5 years | | |
| Double insulated equipment which is not hand-held eg fans, table lamps | Formal visual check | | Every 3 years | | |
| Double insulated equipment which is hand held eg some floor cleaners | Formal visual check | | Every 1-2 years | | |
| Earthed equipment eg kettle | Formal visual check | | Annually | | |
| | Combined inspection and testing | | Every 1-2 years | | |
| Cables and leads connected to the above | Formal visual check | | 6 months – 4 years depending on type of equipment | | |

| Fire Safety Procedures and Equipment | Person responsible | Frequency | Last carried out | Date due |
|---|---------------------------|-------------------|-------------------------|-----------------|
| Escape routes | Appropriate staff member | Daily | | |
| Fire alarms | | Weekly (Monday's) | | |
| Emergency evacuation | | Twice a year | | |
| Fire fighting appliance testing | | Annually | | |

