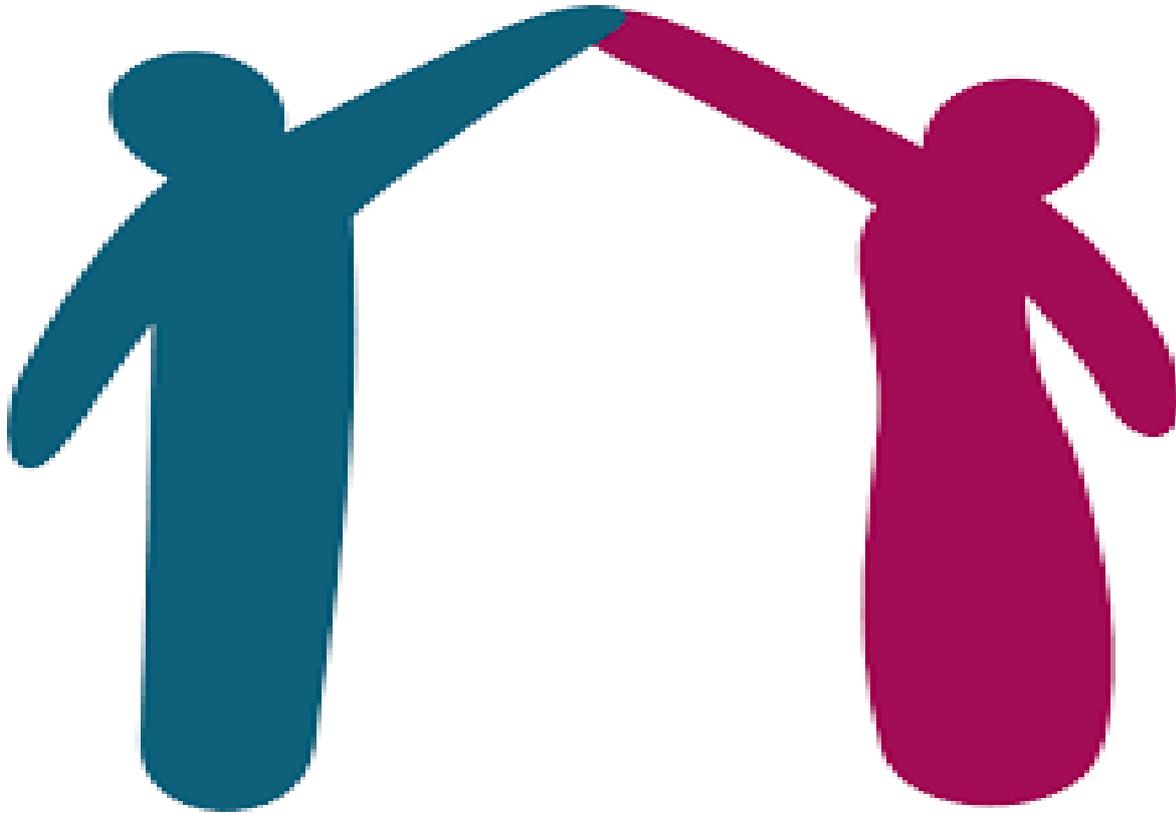


# Health and Safety Policy



Date of Issue: March 2018

Date of last review approval 2019

Date of update: **January 2022**

**Signed:**

Date of review: January 2023

## HEALTH AND SAFETY POLICY UPDATES

PAGES	ISSUE	DATE
Whole document revised	1	January 2022

The following policy has been approved by the Trustee appointed for Safeguarding and Senior Leadership Team and the Board of Trustees.

The policy will be reviewed on an annual basis unless circumstances arise requiring the policy to be reviewed earlier.

Approved by Board of Trustees: January 2022

Board signatory:

Planned review: January 2023

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## 1. About this policy

1.1 This policy sets out our arrangements for ensuring we meet our health and safety obligations to staff and anyone visiting our premises or affected by our work.

1.2 The Chair has overall responsibility for health and safety and the operation of this policy.

1.3 This policy does not form part of any employee's contract of employment and we may amend it at any time. We will continue to review this policy to ensure it is achieving its aims.

## 2. Our Responsibility

**NToS and L2L** is committed to upholding excellent levels of health and safety in order to safeguard the health and wellbeing of all our volunteers, staff, young people and visitors. To ensure this, **NToS and L2L** is committed to:

2.1 Comply with legal requirements, codes of practice and safe working procedures regulations, through discussion, consultation and communication.

2.2 Providing adequate control of the health and safety risks arising from our activities through a risk assessment process

2.3 Ensure the maintenance of sites, buildings and equipment to a reasonable safe level for all employees, volunteers, committee members and young people.

2.4 Maintain a safe working culture which positively promotes and encourages safe and healthy working conditions in all aspects of our work.

2.5 Ensure that all volunteers and committee members are aware of their legal health and safety responsibilities and encourage compliance

2.6 Provide where necessary appropriate and adequate information, instructions, training and supervision to ensuring all workers are competent to do their tasks.

2.7 Provide relevant health and safety information and literature to employees, volunteers, committee members and young people.

2.8 Provide and maintain a suitable accident reporting procedure and encourage and promote the reporting of accidents with an appropriate subsequent investigation.

2.9 Consider at planning and contract stages means of eliminating and reducing risks of danger, injury or damage.

2.10 Ensure that no charge is levied on any employee, volunteer, committee member or young person in respect of anything done or provided in respect of health and safety legislation and requirements

2.11 Liaise with the Health and Safety Executive, Government departments and other relevant external agencies as appropriate.

2.12 Ensuring information, support and guidance is provided on the safe handling, storage and use of hazardous articles and substances.

2.13 Ensure the establishment of safe working practices e.g., in respect of lone workers, adult ratios, manual handling, noise, the use of equipment – including display screen equipment, electrical testing of appliances, maintenance of first aid supplies etc.

2.14 Recommend as appropriate the provision of facilities to meet the requirements of this policy.

2.15 Ensure that this policy and any code of practice or guidance resulting from it are kept under regular review.

### 3. The NToS and L2L Board/Management Committee

The Board/Management Committee is ultimately responsible for the Health and Safety policy and practice of **NToS and L2L**. Their role is to:

- 3.1 Ensure a policy is in place.
- 3.2 Ensure roles are allocated for its enactment.
- 3.3 Monitor and review the policy annually.
- 3.4 Consider reports of accidents and incidents.
- 3.5 Consider training needs.
- 3.6 Ensure adequate resources are allocated for Health and Safety training.

### 4. Employees and volunteers

All workers have an obligation to take reasonable care for their own health and safety, and for that of others, and to co-operate with **NToS and L2L** with respect to health and safety matters. Workers are requested to:

- 4.1 Report any significant hazard or malfunction (e.g., trip hazards or broken equipment) and any health and safety concerns to the L2L lead, Jamal Alwahabi
- 4.2 Report to their supervisor all accidents, whether injury was sustained or not, including any incidents of violence and aggression.
- 4.3 Be sensibly and safely dressed for their particular task, location and conditions and to use appropriately and effectively all safety equipment and any other safety equipment that may be provided.
- 4.4 Avoid improvisation in any form which could create unnecessary risks to health and safety (e.g. climbing on a chair to reach heights)
- 4.5 Not bring into **NToS and L2L**, without the appropriate authority, any tool, substance or piece of equipment of their own which is potentially hazardous to the health and safety of themselves or others.
- 4.6 Attend and participate in training as required.
- 4.7 Be aware of the emergency evacuation procedures, positions of fire alarms, equipment and exits.
- 4.8 Co-operate with management on health and safety matters, including the investigation of any incident.
- 4.9 Conform to all instructions, written or verbal given to promote personal safety and the safety of others.
- 4.10 Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

## 5. Training

5.1 **NToS and L2L** will ensure that all staff and volunteers are given adequate training and supervision to perform their work competently and safely.

5.2 Staff and volunteers will be given a health and safety induction, relevant to their role, and provided with appropriate safety training, including manual handling, control of substances hazardous to health (COSHH), working at height, gas safety, electrical safety and the use of personal protective equipment (PPE).

## 6. Equipment

6.1 Staff and volunteers must use equipment in accordance with any instructions given to them. Any equipment fault or damage must immediately be reported to the L2L lead. Staff and volunteers must not attempt to repair equipment unless trained to do so.

## 7. Accidents and First Aid

7.1 Details of first aid facilities and the names of trained first aiders are displayed on the notice boards.  
Ground Floor Castle Hill

7.2 All accidents and injuries, however minor, should be reported to the Health and Safety Officer and recorded on the Accident and Incident form which is located digitally on the L2L dropbox

7.3 The First Aid Officer is Jamal Alwahabi

7.4 The First Aid kit will be regularly checked and restocked by the First Aider

7.5 The First Aid box is kept on Reception

## 8 Fire Safety

8.1 All staff, volunteers and young persons should familiarise themselves with the fire safety instructions, which are displayed on a notice in reception and appended here.

8.2 If anyone hears a fire alarm, they should leave the building immediately by the nearest fire exit and go to the nearest fire assembly point.

8.3 The Fire Safety Officer is Jamal Alwahabi.

8.4 The Fire Safety Officer will ensure that all staff, volunteers and young persons receive information about Fire regulations at regular intervals.

8.5 The Fire Alarms are located outside the sanctuary, in reception and upstairs by the lift

8.6 The Fire Extinguishers are outside the office, in the kitchen and upstairs by the lift

8.7 The Fire Exits are all sign posted

8.8 The Emergency assembly point is in front of the Church on St Mary's.

8.9 Premises are inspected annually.

## 9. Accident Reporting

It is the responsibility of the health and safety officer to ensure that the following procedures for reporting and investigation of all accidents are implemented, and that all staff and volunteers are aware of these procedures:

9.1 All accidents (and 'near misses') are recorded on the accident and incident form and then logged in the Accident Book; copies of accident and incident forms are kept by the Health and Safety Officer.

9.2 All accidents will be investigated by the Health and Safety Officer and a note of the investigation will be made on the relevant accident and incident form.

9.3 Corrective action is taken to prevent a reoccurrence.

9.4 Report forms and full details of reportable accidents and incidents are kept and maintained.

## 10. Procedures and Guidelines

Whilst the **NToS and L2L** Board has overall responsibility for Health and Safety, the Health and Safety Officer is responsible for co-ordinating the day-to-day implementation of the Health and Safety policy and procedures. This includes:

10.1 Regularly meeting with the First Aid Officer and the Castle Hill Fire Safety Officer to discuss issues

10.2 Ensure the First Aid Officer and the Fire Safety Officer are adequately trained and supported to carry out their roles.

10.3 Carrying out necessary Risk Assessments with colleagues.

10.4 Reporting any Health and Safety issues or incidents to the Board.

10.5 Ensuring that Health and Safety information is included in new volunteer inductions.