

HEALTH & SAFETY POLICY

Last Updated: Feb-2017

Principles:

The organisation is committed, to providing a safe environment for all staff, volunteers and guests and will take all reasonable steps to ensure their health, safety and welfare.

Policy Details:

1. Spring Educational Society will manage health and safety by:
 - a. Controlling the health and safety risks at work
 - b. Consulting employees on health and safety issues that affect them
 - c. Ensuring that where employees work, and any equipment they use, is safe
 - d. Ensuring that employees, especially new employees, have access to the relevant information and training on health and safety.
 - e. Ensuring that employees can do their jobs, and are adequately trained
 - f. Trying to prevent accidents and work-related health problems
 - g. Regularly checking that working conditions are safe and healthy
 - h. Regularly reviewing this policy and making changes if necessary
2. Overall responsibility for health and safety belongs to the Board of Trustees.
3. Daily responsibility for managing this policy is given to the Executive and Co-Director.
4. The following people have responsibilities for health and safety:
 - a. Health & Safety Supervisors:

- Erhan Ermis (Birmingham Branch)

- Nurgul Pinar (Leicester Branch)

b. Health & Safety Supervisor Responsibilities:

- Fire Warden
- Health & Safety Supervisor
- Accident recording, investigating and reporting
- First Aider

5. All staff are responsible for:

- a. Co-operating with people who are responsible for health and safety
- b. Using safety equipment when it is necessary
- c. Taking care of their own health and safety
- d. Reporting health and safety concerns to the correct person as given in this policy

Controlling the health and safety risks at work

6. The Health & Safety supervisor will do annual health and safety risk assessments.

7. The General Manager should agree any action needed to manage the risks that have been found.

8. The Health & Safety supervisor will carry out the agreed action points.

9. The Health & Safety supervisor will check that the actions taken have reduced the risks.

10. Assessments will be carried out every 12 months, or when there is a change to the way we work.

Involving employees

11. Employees will be involved in health and safety through updates and discussion at staff meetings.
12. Any decisions made at Board Meetings concerning health and safety will always be recorded and made available to staff.

Making sure that the workplace and equipment are safe

13. The Health & Safety supervisor will be responsible for making sure that there is a maintenance procedure for the workplace and any equipment being used.
14. The Health & Safety supervisor will be responsible for checking to see if any equipment being used for work, or parts of the workplace, need maintenance.
15. The Health & Safety supervisor will be responsible for making sure that all the necessary maintenance is done.
16. Any problems with work equipment or the workplace should be reported to the Health & Safety supervisor immediately.

Using and storing dangerous substances

The Health & Safety Supervisor Responsibilities:

17. The Health & Safety supervisor will check if any substances being used at work need COSHH (Control of Substances Hazardous to Health) assessment.
18. The Health & Safety supervisor will do any appropriate COSHH assessments.
19. The Health & Safety supervisor will make sure that any action points from the COSHH assessments are implemented.

20. The Health & Safety supervisor will make sure all employees are told about the COSHH assessments.

21. The Health & Safety supervisor will check how to use new substances safely before they are bought.

22. COSHH assessments will be reviewed every 12 months, or when there is a change in the way we work.

Health and Safety Information and Support

23. The Health and Safety supervisor will make sure "The Health and Safety Law poster" is displayed at the building.

24. The current employers' liability insurance details can be found in the office management and maintenance files. The Health and Safety supervisors are responsible for this documentation and renewal of the insurance when due.

25. People using any equipment for the first time will be supervised by the Health & Safety supervisor.

Training and Induction

26. The Health & Safety supervisor will carry out safety induction training for new members of staff and volunteers

Accidents and Work Related Health Problems

27. The Health & Safety supervisor makes sure that the first aid box is kept at a visible place at each building.

28. All accidents and work-related health problems should be recorded in the accident book by the Health & Safety supervisor..

Checking Work Conditions are Safe and Healthy

29. To ensure that we are working safely and that this health and safety policy is being followed we will: assess policy and its effectiveness annually and investigate accidents.
30. General Manager is responsible for investigating accidents at work.
31. General Manager is responsible for investigating work-related causes of absence (e.g. stress).
32. The General Manager is responsible for acting on the results of the investigation to stop the same problem happening again.

Fire and Evacuation

33. The Fire warden is responsible for making sure that the fire risk assessment is done and any action points are carried out.
34. The Fire warden is responsible to plan escape routes and ensure that escape routes are kept clutter free.
35. The fire warden is responsible for fire extinguishers are maintainance. Annual maintenance checked shall be done.
36. Fire wardens are responsible to set up alarm tests at each building and perform regular tests with staff and customers.
37. Fire wardens are responsible are responsible to setup Emergency evacuation plans
38. The evacuation procedure is:
 - a. If the alarm sounds:
 - Evacuate the building immediately by the nearest exit.
 - Ensure any visitors leave the building.

- Do not put yourself at risk.
- Assemble in front of the building.
- Do not re-enter the building for any reason until the Fire Officer or fire brigade confirm that it is safe to do so.

b. If you discover a fire:

- Raise the alarm by operating the break glass switch at the nearest fire alarm call point.
- Evacuate the building immediately as above.

Some Areas of Risk to Consider

- Electricity and electrical equipment
- Food hygiene
- Slips, trips and falls
- Stress