



PETERBOROUGH ASYLUM AND
REFUGEE COMMUNITY
ASSOCIATION

HEALTH AND **SAFETY POLICY**

Health and Safety Policy

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Statement of PARCA's Safety Policy

Peterborough Asylum and Refugee Community Association (PARCA) recognises and accepts its health and safety duties under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1992. The charity commits to creating a safe environment for all its employees, volunteers, and service users.

1. Policy Objectives

PARCA will take all reasonable steps to meet its responsibilities paying particular attention to the provision and maintenance of:

- a) A safe workplace, safe access, and exit from the premises.
- b) A healthy working environment.
- c) Safe equipment and systems of work.
- d) Sufficient information, instruction, training, and supervision to avoid hazards.
- e) Mental health support through trained first aiders and staff awareness.
- f) Reasonable, practical and safe arrangements for protection against risk to health and safety of public or other persons which may arise from PARCA activities.

2. Management Responsibilities

The CEO is responsible for ensuring that the safety policy is carried out and that responsibilities for the safety, health and welfare are properly assigned and accepted at all levels.

3. Employees' Responsibilities

It is the duty of all employees to take reasonable care of the lives of themselves and others who may be affected by their acts and omissions. Every employee and volunteer MUST:

- a) Take care of their health and safety and that of others.
- b) Report accidents and dangerous occurrences.
- c) Comply with all safety instructions.
- d) Co-operate with PARCA to carry out its own responsibilities successfully.
- e) Not wilfully misuse, or interfere with any item provided in the interests of health and safety or welfare.
- f) Report at the earliest opportunity injuries, accidents or dangerous occurrences at work including those involving the public and participants in any organised activities.
- g) Mental Health Awareness:
 - Be attentive to mental health and seek support where needed.
 - Participate in mental health training sessions.
 - Know how to access mental health services.

4. Mental Health First Aid

- Designated Mental Health First Aiders will be available to support colleagues.
- Training will be provided to those interested in becoming Mental Health First Aiders, in line with Health and Safety Executive (HSE) guidance.

5. Policy for Visitors, Volunteers and Contractors

On arrival all visitors and volunteers should log their details in the visitors' book provided and be directed to the appropriate member of staff. This person will take responsibility for their visitors and assist in their evacuation from the building during an emergency or arrange help in event of an accident.

Contractors working in the building MUST sign in on arrival and sign out on departure. Any concerns related to your own safety or suspected unsafe working practices by the contractors should be reported to the duty administrator or PARCA staff, who will investigate and liaise with the contractors as appropriate.

6. Employees' Duties

It is every employee's responsibility while at work:

- a) To take reasonable care for the Health and Safety of him/herself and of other persons (including members of the public) who may be affected by his/her acts or omissions at work.
- b) As regards any duty or requirement imposed on his/her employer, or any other person, by or under any of the relevant statutory provisions, to co-operate with him/her to enable that duty or requirement to be performed or complied with.
- c) Not intentionally or recklessly to interfere with or misuse anything provided for the purpose of Health and Safety in pursuance of a statutory requirement.
- d) To ensure adequate numbers of first aiders, including those trained in AED usage.

Employees are also responsible for ensuring:

- a) The proper and safe usage of any equipment, dangerous substances, transport and safety devices in accordance with training and instructions given.
- b) He/she inform his/her employer of any employee's lack of regard for Health and Safety in his/her workplace.
- c) He/she inform his/her employer where training instruction does not cover adequately the arrangements for Health and Safety.
- d) The cleanliness of the workplace.
- e) Waste is properly and regularly disposed of.
- f) Floor space is kept clean and clear.
- g) Shelves are stacked properly so as not to create a hazard.
- h) Fire doors and exits are kept closed.
- i) Fire doors and exits are kept clear of obstruction.
- j) All equipment is used in accordance with manufacturer's instructions.

7. First Aid and Accident Reporting

First Aid

- a) There will be adequate numbers of trained first aiders in the building.
- b) First aid boxes are provided and maintained according to HSE guidelines, and all accidents will be reported in the accident book.
- c) Refresher training for first aiders will be provided to maintain competency

Accidents

- a) In the event of an injury or illness, call for a member of staff or ring for an ambulance directly. To call an ambulance – dial 999 and ask for an ambulance
- b) All accidents must be reported to a member of staff on duty immediately or as soon as practical.
- c) All accidents must be entered in the accident book situated with the Administrator.

8. Fire Drills and Evacuation Procedures

Fire Drills

- a) PARCA complies with the Fire Safety Act 2021 and Building Safety Act 2022.
- b) All staff must know the fire procedures, position of fire appliances. (See Staff Induction Pack, Volunteer Induction Pack and wall notices).
- c) Fire drills will be conducted regularly, and fire equipment will be maintained.
- d) Fire exits must be kept free from obstruction and the PARCA Administrator will check these regularly.
- e) The emergency lighting system will be tested regularly.
- f) Risk assessments will ensure compliance with updated fire safety legislation.

In the event of a fire:

- a) Persons discovering a fire should sound the nearest alarm
- b) The first duty of all staff is to evacuate all people from the building by the nearest exit immediately.
- c) All persons must evacuate the building, and where possible without personal risk, leave all doors and windows closed.
- d) The assembly point for the whole building is across the road opposite the front of the building.
- e) The staff diary and visitors book, where possible, will be removed from the building for registration and checking to ensure that everyone has evacuated.

No one should leave the assembly point without the permission of a member of staff.

- f) If a fire occurs the Fire Brigade must be called immediately by dialling 999 and asking for Fire.
- g) When the Fire Brigade arrives advise whether all persons are accounted for and location of fire.

9. Bomb Warnings

If you receive a warning, try and find out from the caller

- Try and RECORD EXACTLY WHAT IS SAID.

- The approximate location of the bomb and likely time of detonation.
- Whether the police and fire brigade have been notified.
- DO NOT SOUND THE FIRE ALARM but evacuate the building taking into consideration any information from the bomb warning.
- Notify the Police immediately
- Assemble across the road opposite the front of the building.
- Await further instructions from the Police.

10. Risk Assessments

Comprehensive risk assessments will be conducted regularly in line with the **Management of Health and Safety at Work Regulations 1999**. Risk assessments will also account for communicable diseases like COVID-19, with appropriate precautions implemented.

11. Food Hygiene

When handling or preparing food there are specific hygiene requirements.

- Regularly wash hands before and during food preparation but especially after using the toilet.
- Tell the Administrator of any skin, nose, and throat or bowel problem.
- Ensure cuts and sores are covered with waterproof dressings.
- Keep yourself clean and wear clean clothing.
- Do not smoke in a food room (it is illegal and unhygienic).
- Never cough or sneeze over food.
- Clean as you go. Wipe up spills as soon as they occur. Keep all equipment and surfaces clean.
- Prepare raw and cooked food in separate areas. Keep food covered and either refrigerated or piping hot.
- Ensure waste food is disposed of properly. Keep the lid on the dustbin and wash your hands after putting waste in it.
- Avoid handling food as far as possible.
- Tell the Administrator if you cannot follow the rules.
- Advise the Administrator of any defects or concerns regarding the facilities e.g. cleanliness, refrigeration operation, cracked food preparation surfaces.

12. Communicable Diseases Precautions

- Measures include regular cleaning, provision of hand sanitizers, and encouraging regular handwashing.
- Employees showing symptoms of a communicable disease will be encouraged to stay home.

13. No Smoking Policy

- a) Smoking is prohibited inside the building and in company vehicles, in compliance with the **Health Act 2006**.
- b) Designated smoking areas will be maintained outside the building, with receptacles for safe disposal of cigarette butts.

14. Electrical and Gas Services

The Electricity at Work Regulations 1989 requires that both fixed electrical installations and portable electrical equipment must be regularly checked and maintained to prevent danger. The testing and inspections must be carried out by an electrician or similar competent person; staff may carry out however, visual checks looking for external damage to cables, plugs and sockets. Should any visual fault be identified, then the equipment must be labelled as faulty, taken out of use (e.g. by taking off the plug) and then checked by an electrician or competent person. By concentrating on a simple system of looking for visible signs of damage or faults most of the electrical risks will be controlled.

The Gas Safety (Installation and Use) Regulations 1994 are primarily designed to safeguard the public from the dangers arising from the use of gas. Accidents and deaths involving gas services include CO poisoning, fires and explosions.

15. Manual Handling

Material handling is a fundamental activity in all work situations, to which the Manual Handling Operation Regulations 1992 apply. Avoidance of Manual Handling activities is the primary objective, but where this is not possible the Secretary must make a suitable and sufficient risk assessment for protective and preventative measures.

A few basic reminders are:

- a) Think before doing anything. Consider the weight, size, and shape of the object. Is there enough space to do the work? Do you need help?
- b) Stand as close to the load as possible. Spread your feet to create a stable base (slide the load close to you at a shelf corner).
- c) Bend your knees and keep your back in a natural line. Do not bend your knees fully, as this will leave little power to lift.
- d) Grip the load firmly. Hold the object close to your body and keep a firm grip.
- e) Raise your head as you start to lift.
- f) Lift with your leg muscles. Use your leverage, momentum, balance and timing for a smooth action. Move your feet.
- g) Hold the load close to the centre of your body and carry steadily.

16. Cleaning Materials, General Machinery and High-Risk Areas

- a) All portable machinery must be switched off and unplugged when not in use.
- b) Wandering cables are a hazard, use with caution and safety in mind.
- c) Slippery floors are dangerous, use warning signs.

17. General

- a) All thoroughfares, exits and gates must be left clear in case of emergency.
- b) Furniture or equipment must not block corridors, stairs and fire exits.
- c) Hazards or suspected hazards or other Health and Safety matters should be reported to the office staff immediately or as soon as practical, so that action can be taken. If the hazard is of a serious nature immediate action must be taken to protect the area or clear the area to prevent injury to staff or other users.

18. Review and Monitoring

The Policy will be reviewed and updated annually to ensure ongoing transparency and compliance.

Change Record

Date of Change:	Changed By:	Version	Comments:
27/11/2023	CEO	1.0	Policy approved by the Trustees
14/10/2024	CEO	1.1	Policy revised for clarity and legal compliance
23/11/2024	CEO	1.1	Review and approved by the trustees

Renewal date: 22/11/2025

12. Appendices

- a) Accident reporting
- b) Display Screen Equipment
- c) Fire Prevention
- d) Safety Tours
- e) Procedure for Equipment
- f) First Aid Equipment
- g) Risk Assessments
- h) Smoke Free Policy

We request that our Employees, Volunteers and Visitors respect this Policy, a copy of which will be available on demand.

Health and Safety Policy Appendix A – Accident Reporting

1. Accidents

All accidents, which occur during work for PARCA or, on premises under the control of the PARCA, must be recorded.

2. Accidents to Employees at Work or Contractors

For ALL accidents

Complete the Accident Book Form located with the Centre Administrator.

For accidents reportable to the Health and Safety Executive (For Contractors see 2(a) below)

If accident results in incapacity for work for more than 3 calendar days, then complete form F2508 with copies to:

- *Secretary or PARCA Chairperson.*

If an accident results in a fatality, fracture, amputation or other specified injury then immediately notify the Administrator or CEO or PARCA Chairperson.

Follow up within seven days with completed F2508 with copies to the Administrator, CEO and PARCA Chairperson.

Contractors

If a reportable accident involves a contractor's employee and the premises are under the control of someone other than the contractor then that person in control of the premises is responsible for reporting the accident.

If a contractor's employee is at work on premises under the control of the contractor, then it is the contractor or someone acting on his behalf that is responsible for reporting the accident.

3. Accidents to Members of the Public

For ALL accidents

- Report the accident in the accident book.

For accidents reportable to the Health and Safety Executive

If accident results in a fatality, fracture, amputation or other specified injury then immediately notify the Administrator, CEO or PARCA Chairperson.

Follow up within 7 days with complete F2508, copies to the Administrator, CEO and PARCA Chairperson

Some injuries may not be fully identified until the casualty has been to hospital. It is therefore essential that, if it is known that an individual has gone to hospital as a result of an accident, follow up action is carried out.

4. Definition of Specified Major Injuries or Conditions

- a) Fracture of the skull, spine or pelvis; any bone in the arm or wrist, but not a bone in the hand; any bone in the leg or ankles, but not a bone in the foot.
- b) Amputation of a hand or foot; or a finger, thumb or toe; or any part thereof if the joint or bone is completely severed.
- c) Other specified injuries and conditions:
 - The loss of sight of an eye; a penetrating injury to the eye, or a chemical or hot metal burn in an eye.
 - Either injury (including burns) requiring immediate medical treatment, or loss of consciousness, resulting (in either case) from electric shock from any electrical circuit or equipment, whether due to direct contact.
 - Loss of consciousness resulting from lack of oxygen.
 - Either acute illness requiring treatment, or, loss of consciousness, resulting (in either case) from absorption of any substance by inhalation, ingestion or through the skin.
 - Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material.
 - Any other injury, which results in the person, injured being admitted immediately into hospital for more than 24 hours.

5. Dangerous Occurrences

In the event of any of the following:

- Explosion Boiler
- Electrical Explosion/ Fire

Notify the following immediately:

- Administrator, CEO and PARCA Chairperson.

On receipt of a written diagnosis from a Doctor, report the disease using form F2508A to the Health and Safety, Executive Committee, Secretary or PARCA Chairperson.

IF IN DOUBT, REPORT IT

Health and Safety Policy Appendix B – Control of Substances Hazardous to Health

The Control of Substances Hazardous to Health (COSHH) Regulations are a set of legal requirements in the UK that aim to protect workers from health risks caused by hazardous substances used or encountered in the workplace. Below is an up-to-date overview of key requirements and guidance under the COSHH Regulations 2002, including recent updates:

1. Key Obligations under COSHH:

- Risk Assessment: Employers must assess risks to health from hazardous substances in the workplace. This includes identifying hazardous substances, understanding how they are used or stored, and evaluating potential exposure.
- Prevention or Control of Exposure: Employers must either eliminate the use of hazardous substances where possible or control exposure to safe levels. Control measures can include proper ventilation, protective equipment (like gloves or masks), and safe storage and disposal practices.
- Use of Personal Protective Equipment (PPE): If exposure cannot be adequately controlled by other means, employers must provide appropriate PPE to protect workers.
- Monitoring and Health Surveillance: Where there is a risk to health, employers may need to carry out regular health monitoring (e.g., lung function tests for exposure to respiratory hazards) and ensure that workers are under appropriate health surveillance.
- Training and Information: Employers must provide training and information to all employees about the risks and precautions related to hazardous substances. Workers should know how to use control measures and PPE correctly.

2. Substances Covered by COSHH:

COSHH applies to a wide range of substances, including:

- Chemicals and products containing chemicals (cleaners, paints, etc.)
- Fumes, dust, and vapours from industrial processes
- Biological agents (e.g., bacteria and viruses)
- Nanomaterials
- Substances produced during work activities (e.g., dust from sanding or fumes from welding)

3. COSHH Essentials:

The HSE provides an online tool called COSHH Essentials, which offers practical guidance on controlling exposure to hazardous substances. It helps

employers by generating control advice sheets based on the substances and tasks used.

4. Penalties for Non-compliance:

Failure to comply with COSHH regulations can result in significant penalties, including fines and, in severe cases, imprisonment for serious breaches. The HSE has been proactive in enforcing COSHH regulations through inspections and issuing improvement notices.

5. Responsibilities of Employers and Employees:

- Employers: Must ensure that they take reasonable steps to protect their employees from exposure to hazardous substances. This includes providing proper training, monitoring, and control measures.
- Employees: Have a responsibility to follow safety procedures, use PPE as instructed, and report any failures in control measures or unsafe conditions to their employers.

Health and Safety Policy Appendix C – Display Screen Equipment

The use of Display Screen Equipment (DSE) is regulated by the Health and Safety (Display Screen Equipment) Regulations 1992 (amended in 2002). These regulations set out guidelines for employers to protect employees who use DSE, such as computers, tablets, and smartphones, as part of their work. Here's an overview of the current requirements and best practices:

1. Who is Covered?

The DSE regulations apply to workers who use display screen equipment as part of their regular job. This includes:

- Office workers using computers for a significant part of the day.
- Remote workers using laptops or other devices from home.
- Workers who regularly use tablets, smartphones, or other electronic devices for their role.

Employees who use DSE for short periods or infrequently are not covered by the full scope of the regulations, though employers should still manage the risks to these workers.

2. Key Obligations for Employers:

Under the DSE regulations, employers must:

- **Conduct Risk Assessments:** Assess and reduce the risks associated with the use of DSE. This includes evaluating the workstation setup and the nature of tasks performed.
- **Ensure Workstations Meet Minimum Requirements:** Workstations should be designed to meet ergonomic needs, including proper seating, screen height, and lighting. This helps reduce the risk of musculoskeletal problems, visual fatigue, and other health issues.
- **Provide Information and Training:** Employers must inform DSE users about the risks associated with screen use and provide training on how to set up their workstation correctly.
- **Ensure Breaks or Changes in Activity:** Employers should encourage employees to take regular breaks from screen work. A common recommendation is to follow the 20-20-20 rule, where every 20 minutes, workers should look at something 20 feet away for 20 seconds to reduce eye strain.
- **Eye Tests and Corrective Glasses:** Employees who use DSE for significant periods have the right to request an eye test paid for by the employer. If the test shows that special glasses are needed specifically for DSE work, the employer must provide them.

3. Workstation Requirements:

Employers must ensure that workstations meet minimum ergonomic standards. Key requirements include:

- **Screen:** Should be positioned at eye level and free from glare. The screen must be clear and stable, and brightness and contrast should be adjustable.
- **Keyboard:** Should be separate from the screen and adjustable. There should be enough space on the desk to support hands and wrists.
- **Chair:** Must be adjustable in height, and the backrest should provide proper support for the lower back.
- **Desk:** Should have enough space for all necessary equipment and materials, and users should have enough room to move their legs freely.
- **Footrest:** Should be provided if needed to support a comfortable posture.

4. Breaks and Changes of Activity:

Prolonged use of DSE without breaks can lead to discomfort, fatigue, and long-term health issues such as repetitive strain injuries (RSI). To mitigate this:

- Employees should take regular breaks or changes in activity to reduce the risk of strain from repetitive tasks or prolonged sitting.
- Breaks should not involve more DSE work (e.g., browsing a phone); instead, it should involve non-screen-related activities.

5. Health Risks Associated with DSE Use:

The regulations focus on preventing common health issues that arise from prolonged DSE use, including:

- Musculoskeletal Disorders (MSDs): Including back, neck, and shoulder pain, often caused by poor posture or workstation setup.
- Eye Strain and Fatigue: Caused by focusing on screens for long periods, leading to discomfort and headaches.
- Stress and Fatigue: Long hours of DSE use without breaks can contribute to mental and physical fatigue, increasing stress levels.

6. Homeworking and DSE:

With the increase in remote working, the HSE has provided guidance on DSE for home workers. Employers are still responsible for ensuring home workstations are safe and comply with DSE regulations. This includes:

- Encouraging employees to conduct self-assessments of their home workstations.
- Providing guidance and support to ensure workstations at home meet ergonomic standards.
- Ensuring remote workers take regular breaks.

7. Recent Developments and Best Practices (2023/2024):

- Increased Focus on Remote Work: With the shift toward hybrid and remote working, employers are now extending their DSE obligations to cover home offices. This has led to new training initiatives and the provision of ergonomic equipment for home use.
- Use of Laptops and Tablets: Employers are advised to provide accessories like external keyboards, stands, or docking stations to ensure that these portable devices are used safely, particularly for prolonged periods.
- New Technologies and Eye Strain: The increased use of blue light filters or screen technologies that reduce eye strain has been recommended considering greater screen use during the workday.

8. Penalties for Non-compliance:

Failure to comply with the DSE regulations can lead to enforcement action by the Health and Safety Executive (HSE). This may include improvement notices or fines, particularly if non-compliance results in an employee developing a work-related health condition.

9. Resources and Guidance:

- HSE DSE Guidelines: Employers should regularly consult the HSE website for up-to-date guidance on how to comply with DSE regulations.
- Self-assessment Tools: The HSE provides self-assessment checklists for employees to evaluate their workstations and ensure compliance with DSE best practices.

Health and Safety Policy Appendix D – Fire Prevention

THINK – FIRE

Here are some important Do's and Don'ts that could help to save your life – DO take them seriously – DON'T imagine that FIRE cannot happen

FIRE PREVENTION

DO

Be aware of every source of heat where you work – flame, sparks, electrical, indirect.

Look for overloaded plugs, frayed wires.

Dispose of smoking materials safely. Make sure they are completely extinguished.

Keep exits and passages always clear.

Take particular care using and storing flammable liquids.

Switch off equipment and close windows and doors when you leave.

DON'T

Allow flammable material to encounter heat sources.

Attempt to use faulty or poorly maintained electrical equipment. Switch off and report them.

Ever smoke in restricted areas – the rules are there to protect lives.

Prop open fire doors – or ignore those you come across.

Leave flammable liquids open or lying about.

Fail to check ashtrays and waste bins for smouldering remains.

Health and Safety Policy Appendix D – Fire prevention

YES	NO

- | YES | NO |
|-----|----|
| | |

YES	NO

- | YES | NO |
|-----|----|
| | |

YES	NO

- | YES | NO |
|-----|----|
| | |

YES	NO

end of an evening or session:

- No smouldering fires or cigarettes left burning.
- Heaters turned off.
- Computers, television and other electrical apparatus turned off and unplugged.
- Lights off?
- Internal doors closed?
- Outside doors and windows closed and secured?

Are all reasonable steps taken to prevent fires:

- Smoking not allowed in the building.
- Where smoking is allowed outside is there adequate provision for extinguishing the cigarette?
- If portable heaters must be used, are they securely fixed and kept away from combustible materials?
- Precautions to ensure that convector type heaters are not covered with clothes and curtains.
- Temporary extensions or additions to the electrical installation carried out and checked by a competent electrician?
- Sufficient socket outlets provided to obviate the need for long trailing flexes?
- Damaged leads replaced?
- Cooking operations supervised by a reliable person.
- All parts of the premises kept clear of waste and rubbish, particularly staircases, space under stairs, storerooms, attics and boiler rooms.

YES	NO

Health and Safety Policy Appendix D (2) – Fire Prevention

Date of this Inspection:

Year:

Next Inspection Date:

Year:

<i>Item</i>	<i>Yes</i>	<i>No</i>	<i>Action Required</i>
Are all fire extinguishers clearly visible, accessible and mounted on wall?			
Are the tests/ replacement dates clearly shown on extinguishers?			
Are all fire doors clearly marked and free from obstruction?			
Are all fuseboxes in good order and locked?			
Have fire alarms been tested recently?			
Are all flammable liquid containers marked and stored?			
Have staff been told what to do in the event of fire?			
Has there been a recent fire drill?			
Area Checks			
Reception			
Floors/ walls/ ceiling			
Furniture			
Equipment			
Room(s)			
Visible electrics			
Floors/ walls/ ceiling			
Furniture			
Equipment			
Visible electrics			

Health and Safety Policy Appendix E – Safety Tours

Reasons why a Safety tour may be necessary:

- Changes in staff.
- New procedures, processes or materials.
- Changes in layout of equipment.
- After an accident or incident.
- After observing trends in the accident book.
- Checking that recent training has been effective.
- When a previous inspection revealed problems.
- Changes in legislation.

HEALTH AND SAFETY POLICY – APPENDIX E

SAFETY TOUR/ INSPECTION

Date of Inspection: Next Inspection:

The Building Surrounds

- ◆ Are paths cleared, as necessary, of wet leaves snow and ice?

The Building – External

- ◆ Are there any loose gutters, drainpipes, stones or bricks, slates or tiles?
- ◆ Are gutters, drainpipes and drains always kept clear?
- ◆ Are steps, ramps and handrails to entrance(s) and from exists (especially emergency exits) safe?
- ◆ Can emergency vehicles always get to the building?

The Building – Internal

- ◆ Have all doors been checked to see that their opening does not cause a hazard to other users?
- ◆ Are all floors kept dry and in a non-slippery condition?
- ◆ Is access possible for disabled persons?
- ◆ Have all the requirements of the fire Officers, been met?
- ◆ Are cleaning arrangements adequate?
- ◆ Are lighting levels adequate for intended use?

[illegible]

- ◆ Are storage areas secure and any inflammable or noxious substances correctly stored and clearly labelled?

Fire Precautions

- ◆ Are there adequate emergency exits?
- ◆ Are always they unobstructed?
- ◆ Are there illuminated signs above the emergency exits and, where necessary, signs to the emergency exits?
- ◆ Is there a fail-safe system of emergency lighting, regularly maintained?
- ◆ Are there adequate numbers of fire extinguishers, regularly maintained, and any other fire-fighting equipment required by the Fire Authority (e.g. sand buckets)?
- ◆ Do all fire doors close properly? Are staff and users instructed not to wedge them open?
- ◆ Are curtains and upholstery flame-retardant?
- ◆ Is furniture and equipment made of materials which will not give off poisonous vapour if burned?
- ◆ Are adequate gangways always maintained to ensure speedy evacuation of the premises?
- ◆ Are any smoke detector and fire-bell systems used, checked periodically?
- ◆ Do you hold periodic fire drills?

Electrical

- ◆ Are cables and wiring up to standard?
- ◆ In particular, is flexible cable to appliances regularly checked for wear/ fraying?
- ◆ Are plugs/ switches/ sockets checked for cracking and loose wires?
- ◆ Are fuse-boxes and main switches in a place which is accessible but where they cannot be tampered with?
- ◆ Do you prohibit the use of two-way adapters and multiple outlet sockets?

Toilets

- ◆ Are all urinals, W.Cs and basins secure and uncracked.
- ◆ Is there adequate provision for the destruction of used sanitary towels?
- ◆ Is there an adequate supply of hot water and provision for drying hand?
- ◆ Is their access for the disabled?

Furniture & Equipment

- ◆ Is it checked regularly to see that it is safe to use and free of snags, splinters and sharp edges?
- ◆ Is there any loose floor coverings?
- ◆ Are all shelves and storage units securely fixed to walls and/ or floor?
- ◆ Are steps required?
- ◆ Are chairs and tables stacked safely?

Insurance

- ◆ If, despite all reasonable care, an accident does occur, is the organisation's Insurance adequate? Is the Policy checked regularly to see that all risks are covered, and that the total amount of cover is enough to meet any foreseeable claim(s)?

Health and Safety Policy Appendix F – Equipment Procedure

WORKPLACE (Health and Safety and Welfare) REGULATIONS 1992

These regulations apply to every workplace, it is an extension of Section 2 HASAWA, regarding the employers duty of care to the employees.

The employer has a duty to provide the following:

1. Regular maintenance of the workplace, including equipment and systems.
2. Effective and suitable ventilation.
3. The regulation of a reasonable temperature of a least 16°C, plus enough thermostats to determine the temperature.
4. Where the temperature is too high the employer must take steps to:
 - ◆ Insulate pipes
 - ◆ Provide air conditioning.
 - ◆ Shade windows.
 - ◆ Place workstations away from radiating heat.
5. Sufficient lighting to stairs and the workplace itself. Windows should be cleaned regularly to admit maximum daylight.
6. Furniture, furnishings, fittings, walls and ceilings should be kept sufficient clean.
7. Rubbish must be stored in suitable receptacles only.
8. There must be at least 11 cubic meters of working space per person.
9. The floor surface must be suitable for the purpose of its use. If it is slippery or has holes or slopes etc. adequate measures must be taken to prevent a person falling i.e. the provision of handrails or barriers, until it can be repaired. Floors must also be free from obstruction which could impede access or egress.
10. Suitable provision should be made to ensure that windows can be cleaned safely i.e. harness points, ladders etc.
11. Where doors open in both directions, there should be a clear view of the space at either side. Automatic doors should also be manually operable.
12. Sanitary conveniences must be kept clean, well ventilated and well lit. There must also be a supply of hot and cold water.
13. There must be an adequate supply of drinking water.
14. There must be suitable accommodation for outdoor clothing.
15. Suitable rest facilities should be provided to eat meals, including suitable arrangements to protect non-smokers from discomfort caused by tobacco smoke.

PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1992 (PUWER)

There may be areas where PUWER overlaps with some of the other regulations i.e. Display Screen Regs, Health and Safety and Welfare. However, compliance with the more specific regulation will automatically comply with the general requirement.

This regulation covers work equipment provided for use from 1st January 1993 and includes new equipment, second-hand equipment and hired or leased equipment.

To help you understand the definition of 'equipment' please read the following list:

- | | |
|----------------------|--------------------------|
| • Overhead Projector | • Mobile Access Platform |
| • Ladders | • Socket Set |
| • Hammer | • Photocopier |
| • Duplicator | • Fax Machine |
| • Laminator | • Binding Machine |
| • Television/Video | • Desks |
| • Chairs | • Filing Cabinets |
| • Bookcases | • Cupboards |

1. The regulations place a duty on all employers providing work equipment to ensure that it is properly maintained and suitable for the purpose for which it was intended.
2. Information either written or verbal must be available to users on how to operate the equipment, this includes all staff and volunteers etc.
3. Employers should ensure that all persons using the equipment are aware of any risks and what precautions must be taken to counteract those risks.
4. Employers must take measures to contain any dangerous parts of machinery either by preventing access or stopping movement instantly. This includes parts subject to high or low temperatures.
5. Employers should provide readily accessible stop controls, which should be clearly visible and identifiable.
6. Employers should ensure there is sufficient lighting in any place where a person uses work equipment.
7. Where appropriate, equipment should be marked with any warning requirements/ signs relevant to that machine.

Health and Safety Policy Appendix G
The Requirements for First Aid Equipment and First Aid

ITEM	
Guidance card	1
Individually wrapped sterile adhesive dressings	20
Sterile eye pads, with attachment	2
Triangular bandages	6
Safety pins	6
Medium-sized sterile un-medicated dressings	2
Extra-large sterile un-medicated dressings	3

Health and Safety Policy Appendix H – Risk Assessments

The following are risk assessments for the organisation detailing:

- ♦ Administration and Information Technology
- ♦ Fire.

All the risk assessments have been worked through using the following process:

