



Junction Community Trust Health and Safety Policy

Date	
15/05/2023	
Board Approved	May 2023
For Review:	April 2024

Updated May 2023

POLICY STATEMENT

This policy is issued by Junction Community Trust in accordance with its responsibilities under Section 2(3) of the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999, and all other relevant statutory obligations.

Junction Community Trust will provide, so far as is reasonably practicable, safe and healthy working conditions for its employees and will ensure that its activities do not endanger the health and safety of either the public visiting the premises or contractors working on its premises.

In particular, Junction Community Trust will ensure, so far as is reasonably practicable:

- a. compliance with statutory requirements for health and safety
- b. provision and maintenance of the workplace in a condition that is safe and free from risk to health
- c. provision and maintenance of plant and equipment that is safe and without risk to health
- d. arrangements are implemented to maintain safe and healthy work operations in connection with the handling, operation, storage, transport and use of articles, equipment, machines or substances
- e. provision of information, instruction, training and supervision as is necessary for its staff

All staff, in accordance with Sections 7 and 8 of the Health and Safety at Work etc Act 1974, must ensure that they:

- a. comply with the Health and Safety Policy, safety notices and safety instructions
- b. conform with all measures taken to comply with statutory legislation
- c. use properly the means and facilities provided to ensure health and safety at work
- d. refrain from any action that might endanger themselves or others
- e. refrain from wilful misuse of, or interference with, anything provided in the interests of health, safety and welfare.

Failure by staff to observe these requirements can render them liable to prosecution by the enforcing authority and disciplinary action by Junction Community Trust.

Junction Community Trust encourages staff representatives to assist with implementing effective health and safety measures throughout its premises. Junction Community Trust also encourages staff to report accidents, incidents and hazards so that these matters can be resolved as quickly as possible.

This policy will be reviewed on a regular basis and the safety instructions on the following pages will be amended and updated when required. Any alteration or amendment will be brought to the attention of all staff following appropriate consultation.

By signing this statement, I accept that I am responsible for ensuring that the requirements of the Health and Safety at Work etc Act 1974 are met at Junction Community Trust.

Health and Safety Officer – Megan Foster - Spear Centre Manager, Dan Frith - Foodbank Manager

Risk Assessor – Megan Foster - Spear Centre Manager, Dan Frith - Foodbank Manager

ORGANISATION

Day to day management of health and safety will be the responsibility of the Centre Manager and they are specifically responsible for:

- a. ensuring staff receive adequate instruction, information and training to enable them to work safely and without risk to health
- b. investigating the causes of all accidents and "near-miss" accidents and making suitable recommendations to prevent recurrences
- c. maintaining suitable training records of all staff concerning health and safety
- d. keeping suitable records of all accidents in the appropriate accident book and, when necessary, reporting the circumstances of the accident to the Environmental Health Officer
- e. ensuring that adequate assessments of workstations are carried out before they are brought into use or as soon as possible afterwards, and at regular intervals thereafter
- f. ensuring assessments of all hazardous substances in use are undertaken and that these are brought to the attention of all users
- g. ensuring assessments for work equipment, manual handling, pregnant women, work experience students and high-risk activities are written and the information is conveyed to appropriate persons
- h. liaising with contractors who work in the premises to ensure they observe safe working practices
- i. ensuring that fire precautions in operation are maintained and updated as necessary and that the requirements of any fire certificate are observed
- j. undertaking occasional safety inspections, identifying potential hazards and making recommendations when appropriate
- k. making recommendations for updating the policy when necessary and for reporting issues of major concern to the Chair of Trustees
- l. appointing one or more persons in writing to undertake any or all of the above matters on their behalf.

In accordance with the Management of Health and Safety at Work Regulations 1992, Junction Community Trust will use the services of a qualified registered safety practitioner as a Safety Adviser, as and when necessary, to:

- a. advise on assessments of workstations, manual handling tasks and hazardous substances
- b. investigate all serious accidents or "near-miss" accidents making recommendations when necessary
- c. provide suitable advice on health and safety legislation, updating management as and when necessary
- d. give advice about and/or organise suitable training in Health and Safety for staff
- e. assist, when requested, with any update of the Health and Safety Policy
- f. provide advice and assistance when requested concerning contractors' method statements and systems of work.

In accordance with the Health and Safety (Consultation with Employees) Regulations 1996, Junction Community Trust will consult all employees on health and safety information with respect to:

- a. introduction of measures, which may affect staff
- b. arrangements for the appointment of Health and Safety Group representatives and Fire Officers
- c. that required by any regulation
- d. planning and organising of health and safety training
- e. introduction of new technology, which may affect staff

Junction Community Trust will consult with staff directly, unless staff requests an official election of a Health and Safety representative.

Where employees are elected as Representatives of Employee Safety, they will be afforded the time and means to carry out their functions in accordance with the regulations.

SAFETY INSTRUCTIONS

Accident reporting

- a. All staff must report any accident to the Centre Manager as soon as possible after the event.
- b. Details of the accident will be entered into the accident book held in an accessible place in each location.
- c. If the injured person is absent from work for more than three days, excluding the day of the accident, but including Saturdays and Sundays, the Centre Manager will inform the Environmental Health Officer using the prescribed accident form within ten days of the accident occurring.
- d. Likewise, if the accident results in a major injury occurring such as a broken bone (except in the hand or foot), any amputation, or one which results in the injured person being admitted to hospital for more than 24 hours, the Centre Manager will immediately contact the Environmental Health Officer by telephone and submit the accident form within ten days of the accident occurring.
- e. If a member of the public is injured and taken to hospital by whatever means, the Centre Manager will contact the Environmental Health Officer immediately and send a copy of the details of the accident on an accident form, with as much information as possible, within ten days.
- f. The Centre Manager will investigate the causes of any serious accident with the Safety Adviser, if necessary, and make suitable recommendations to prevent a recurrence.

Incidents and hazards

- a. Staff should report any hazard, incident or "near-miss" accident to the Centre Manager as soon as possible after the event in order that action can be taken to prevent a recurrence.
- b. An Incident/Hazard Report form should be completed by the member of staff involved. Forms are available from the office.
- c. The Centre Manager will investigate the matter and instigate appropriate action to rectify the situation. Details of action taken will be recorded on the form.

First Aid

- a. In accordance with the Health and Safety (First Aid) Regulations 1981, Junction Community Trust will appoint qualified First Aid Officers and appointed persons (as necessary) and will ensure all qualified persons receive regular retraining at the prescribed intervals.
- b. The First Aid Officer will be responsible for ensuring the first aid box kept in the Office is suitably and correctly stocked and that staff requiring first aid as a result of an accident report their accident to the Centre Manager who will keep a written record in the Accident Book.
- c. Signs showing the names and telephone numbers of First Aid Officers will be displayed in prominent positions and updated as necessary.

Fire and Bomb Emergencies

(see also separate document "Fire and Emergency Procedures")

- a. All staff must make themselves familiar with the Fire and Emergency Procedures.
- b. The Spear Centre Manager & Foodbank Manager are responsible for ensuring that the requirements of the Fire Certificate are met and that fire risk assessments are carried out in accordance with the Fire Precautions (Workplace) Regulations 1997.
- c. The Spear Centre Manager & Foodbank Manager are responsible for ensuring Junction Community Trust fire extinguishers are regularly maintained and that staff are kept informed of any changes to the fire action procedures.
- d. Regular testing of the BGTC fire alarms will be undertaken by the building managers. Fire Officers will ensure that these can be heard in all work areas and that any problems are reported immediately to the Centre Manager.
- e. Occasional fire evacuation tests will be undertaken. All staff must co-operate in these exercises and not remain in the building unless authorised for security or operational reasons.
- f. Staff must ensure that all doors leading to fire exits and landings are kept closed and not wedged open. And main aisles, stairways and landings must not be used for storage nor must fire exits be blocked.
- g. The Building Manager or designated person is responsible for contacting the emergency services in the event of a fire.
- h. No smoking is permitted in Junction Community Trust offices.
- i. Fire and Emergency Procedures will be issued and circulated to all staff on a regular basis. Signs showing the names and telephone number of the Fire Officer will be displayed in prominent positions on each floor and updated as necessary.

Risk Assessments

- a. Risk assessments will be carried out for workstations, Control of Substances Hazardous to Health (COSHH), manual handling, and any activity that presents a significant risk of injury to staff or members of the public.
- b. In addition, the Risk Assessor will carry out specific risk assessments for expectant mothers and young persons under the age of 18 years of age. Whilst it is not the policy of Junction

Community Trust to employ young persons under 18, it is accepted that Work Experience Students (WES) may be taken on for short periods.

- c. Where the WES is under 16, a copy of the risk assessment of the activities that will or may be undertaken will be forwarded to either the parent or guardian of the young person, or to the school/educational establishment prior to commencement of the placement.
- d. When a woman informs Junction Community Trust that she is expecting a child, a risk assessment of all her work activities will be carried out and a copy of the results given to her.
- e. The Centre Manager is responsible for ensuring that suitable fire risk assessments are carried out to meet the requirements of current legislation and copies of all risk assessments will be kept for five years.

Workplace

- a. The Centre Manager will ensure that the provisions of the Health and Safety Workplace (Health, Safety and Welfare) Regulations 1992 are met in its premises.
- b. We will liaise with the building managers concerning the provision of adequate ventilation, heating and cooling for staff and visitors.
- c. Junction Community Trust will ensure that the premises are regularly cleaned by authorised contractors who will be required to use safe systems of work.
- d. Junction Community Trust will ensure suitable and sufficient lighting is provided to meet the types of work undertaken using as far as possible natural light from windows which will be fitted with blinds or curtains where appropriate to minimise glare.
- e. Suitable toilet and washing facilities will be provided for all staff and these will be kept in a clean and hygienic state.
- f. Regular maintenance will be carried out to ensure the workplace is kept in a good condition and free from risks to health and safety. This will be organised by the Centre Manager as and when necessary.

Prevention of Violence to Staff

- a. Junction Community Trust recognises its responsibilities towards the prevention of violence to its staff both in its offices and during outreach activities.
- b. Managers will be responsible for the prevention of foreseeable violence and to undertake this role they will receive suitable training, as necessary.
- c. A professional counsellor will be appointed, if appropriate, to counsel staff who have been involved in violence.

Hours of Work

- a. Junction Community Trust will ensure that the provisions of the legislation concerning hours of work for staff are met in all its premises.
- b. When staffs are required to work regularly in excess of 48 hours per week, written agreement will be sought from those concerned. Staff are not obliged to work more than 48 hours per week except where they have consented to an increased work pattern.

Electricity

- a. Where the tests indicate that faults exist; the equipment will be taken out of use immediately until repairs have been carried out.

- b. Staff should regularly check electrical equipment that they are using for damaged cables, broken plugs, trapped cables (e.g. under floor box covers), trailing cables and any other hazards such as tripping hazards.
- c. Staff must report any electrical fault with portable electrical equipment or machinery immediately to staff. The member of staff reporting the fault should isolate the equipment or machine by unplugging it and attach a warning notice in a prominent position stating "OUT OF ORDER - DO NOT USE".
- d. Access must be maintained at all times to switchboards and isolator switches. Electrical switch rooms and riser cupboards must not be used for the storage of materials.
- e. Remember - electricity can kill - electrical faults can cause fires. REPORT PROBLEMS IMMEDIATELY.

General

- a. Never block aisles and corridors with bags or cases.
- b. Never leave filing cabinet drawers or stonewall doors open after use.
- c. Ensure that equipment and boxes are neatly stored and do not overhang edges of desks or shelves.
- d. Metal bands and plastic straps must be tied up and placed in rubbish bins once they have been cut and removed from cartons and boxes.
- e. Always keep your work area clean and tidy. Use the containers provided for rubbish.
- f. Ensure no computer cables from your desk become tripping hazards.
- g. Keep floor box covers in place and avoid trapping and damaging cables.
- h. Never block fire exits or fire escape routes either inside or outside the building.
- i. Learn the location of all fire extinguishers in your area. Training will be given to all staff on the correct extinguishers to use. Remember, water extinguishers should never be used on electrical fires.
- j. When moving and carrying heavy loads, work in accordance with the Manual Handling training and use a trolley or get assistance when necessary. Never carry heavy loads down stairs - use lifts where possible.
- k. Do not distract, tease, startle or abuse any fellow employee.
- l. No person while under the influence of alcohol, drugs or narcotics will be permitted to enter the premises.
- m. When at a computer, ensure you are working comfortably with an adjustable chair. Take frequent short breaks from looking at the computer screen and ensure it is positioned so as to minimise glare.

Signed: Martyn Layzell



Chair of Trustees
Junction Community Trust

15.05.2023