



HEALTH AND SAFETY POLICY



General Statement of Intent

The OCHL Committee is committed to ensuring, by all reasonable practicable means, the health, safety and welfare of all OCHL staff, volunteers, contractors, visitors and others affected by our activities and accept that the Committee is accountable for health and safety.

This commitment will be delivered through the following policy towards safety:

- ensuring that OCHL's legal duties, statutory obligations, policies and procedures are complied with at all times
- using a risk assessment process to minimise personal injury, ill health, fire or damage to property
- creating an environment which encourages staff to identify and prevent unsafe acts at source
- providing staff and volunteers with sufficient training, instruction, information and supervision to develop and encourage safety awareness
- encouraging the understanding and implementation of the policy at all levels as well as employee involvement and consultation in the management of safety
- maintaining adequate records to enable easy presentation of evidence of the operation of safety systems.

A successful safety policy depends on the full commitment and cooperation of all OCHL staff and volunteers.

Purpose

OCHL is committed to meeting its duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of all its employees. This policy addresses not only the duties of OCHL to protect the health, safety and welfare of its employees and volunteers, but also the obligations placed upon every employee or volunteer while at work.

Scope

This policy applies to all OCHL employees (full or part time, temporary or permanent) and volunteers. This policy should be read in conjunction with OCHL's other safety and occupational health related policies and procedures, including: Accident Reporting; Evacuation, Fire Drills and Assembly Points; Maternity, Paternity and Adoption Policy; First Aid; Eyesight Tests Policy; Harassment Policy.

Risks

These are assessed identifying the main activities undertaken by staff or volunteers; listing any significant hazards associated with the tasks and selecting appropriate control measures to minimise hazards.

Risk assessments will be carried out by the staff / volunteer performing the tasks and the manager.

Accident reporting and investigation

OCHL's policy is to use preventative measures to stop accidents occurring. On the occasion of accidents, incidents, near misses (a "near miss" is an event which under slightly different circumstances could have resulted in an accident) and occupational ill-health, the circumstances are to be reported and investigated promptly. When the underlying causes have been identified action is to be taken to prevent recurrence.

Ogwell Community Hub (OCH) Ltd - HEALTH AND SAFETY POLICY

Reporting responsibilities

It is the responsibility of: all employees / volunteers to ensure that all accidents, incidents, near misses and instances of occupational ill-health are reported and remedial action taken and any injury, disease or dangerous occurrence that falls with the categories outlined in RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995), is reported within the relevant timescale.

First aid

OCHL provides first aid with the objectives of preserving life, limiting the effects of the condition and promoting recovery. To meet these objectives OCHL has ensured that adequate first aid provisions are in place for employees, volunteers and/or visitors including contractors should they become injured or ill whilst at work at OCHL.

The nearest Accident & Emergency is at Torbay Hospital (open 24 hours, 365 days a year), address. First aid boxes are located in the XXXXXXX with a sufficient quantity of suitable first-aid material. Box locations will be easily identified and contents employees are provided with appropriate information at induction to ensure they are aware of first-aid provisions.

Fire and emergency evacuation

It is OCHL's policy that its premises will be subject to a fire risk assessment to determine the level of fire precautions and that staff will be trained to enable them to act correctly in the event of a fire. All staff are fully informed and trained in local evacuation procedures at induction and will receive suitable refresher training as appropriate.

Risk assessments are carried out annually to ensure that, as far as is reasonably practicable, all fire hazards and/or risks are minimised; all escape routes are easily identified and kept clear of obstructions at all times. Emergency lighting, fire alarms and fire fighting equipment is suitably maintained and tested at regular intervals, fire drills are carried out at least every 6 months. Fire alarms are tested on a weekly basis (every Wednesday at 10.00am).

Risk assessments will cover the whole working environment including equipment and lighting; all employees are entitled to have a free eyesight test every two years on appointment and on request. More detailed information is available in OCHL's Eyesight Tests,

Pregnant workers and new mothers

On receipt of the formal notification of pregnancy OCHL shall arrange for a risk assessment relevant to that persons work to be completed; for any potential risks that are identified and which could represent an additional risk, efforts will be made by OCHL to eliminate or minimise them; employees / volunteers should report any changes in their health, and/or specific advice given by a medical practitioner during the course of their pregnancy immediately to the manager. Further details are set out in the Maternity, Paternity and Adoption Policy.

Manual handling

OCHL's policy in respect of manual handling is to identify and minimise risks in compliance with the Manual Handling Operations Regulations Regulations 1992. Employees / volunteers should never attempt to lift heavy, awkward or dangerous loads and will be trained on correct manual handling .

Control of substances hazardous to health (COSHH)

As a matter of policy, OCHL does not use strong chemicals and hazardous substances as part of day to day activities. For example cleaning materials used are normal household products. Whenever a potentially hazardous substance must be used a risk assessment will be undertaken to minimise any risk; and full training and information will be given to all employees who are required to handle such substances and appropriate personal protective equipment issued.

Ogwell Community Hub (OCH) Ltd - HEALTH AND SAFETY POLICY

Portable electrical equipment

All portable electrical appliances will be inspected and tested annually by a competent person and appropriate records kept.

Building maintenance

Planned preventative maintenance for key building services such as, heating, hot and cold water supplies are the responsibility of the Landlord. Where appropriate, copies of reports to demonstrate compliance with statutory requirements will be obtained from the Landlord by the Committee; and for services directly under the control of OCHL such as lighting, cleaning, fire extinguishers, intruder alarm systems, sanitary facilities and general decoration, appropriate records will be kept by the Committee

Premises security

Appropriate security measures will be in place at OCHL and these will be actively OCH. Arrangements will be made for the provision of sufficient key holders and suitable training and information will be provided.

Alcohol and/or drug misuse

Consuming alcohol during working hours, and working while intoxicated may be considered gross misconduct. Alcohol and/or drug misuse may be treated as an illness when health, occupational, domestic or social problems occur. If you suffer such an illness, OCHL will treat you fairly, and in confidence, and you will be encouraged to seek appropriate external professional assistance. OCHL will also, as far as possible adopt a sympathetic attitude to any employee undergoing drugs and/or alcohol rehabilitation.

Stress

OCHL recognises the potential dangers of work-related stress, and seeks to offer support should you suffer from stress. Should you suffer work-related stress please discuss this matter with your line manager.

Training

Provision will be made to ensure all employees receive adequate information, instruction and training with respect to health and safety. New starters will receive health and safety training during their initial induction; and on the job training will take a number of different forms depending on the job role.

Job and performance review

OCHL is committed to a process of continually improving its arrangements for ensuring the health, safety and welfare of its employees, so far as is reasonably practicable. It recognises health and safety auditing as an essential component in measuring and validating the organisation's compliance with legal requirements and its organisational objectives

This policy is for guidance only and does not form part of your contract of employment.

DECLARATION: I have read and understood OCHL's HEALTH AND SAFETY POLICY and agree to work to the expected standards.

Signature.....

Date..... Print

Name.....

PLEASE RETURN TO THE SHOP MANAGER

Adopted 19th February 2024