

Rother Fed

Rotherham Federation of Tenants and Residents Ltd

HEALTH & SAFETY POLICY

1. Statement of Intention

Rother Fed's policy is to provide a healthy and safe working environment for all:

- Employees
- Members of Rother Fed
- Visitors to Rother Fed premises

The Rother Fed Executive Committee (the Board) accepts responsibility for all aspects of accident prevention under the Health & Safety at Work Act 1974 and all subsequent Health & Safety legislation. However the Board can only exercise this responsibility with the active co-operation of all employees (including volunteers).

Duties and responsibilities for safety matters are set out below, along with the particular arrangements for implementation of the above policy.

This policy and the way in which it is operated will be reviewed every year.

2. Duties and Responsibilities

The Executive Committee

The Executive Committee has the overall responsibility for ensuring that this Health and Safety Policy is implemented effectively.

- (a) Ensure Policies and Procedures adopted by Rother Fed on Health & Safety including Risk Assessment are in compliance with statutory legal requirements.
- (b) Review and monitor the effectiveness of the Health & Safety Policy through appropriate and adequate reporting mechanisms.
- (c) Ensure sufficient resources are available to provide health and safety equipment, personal protective equipment and appropriate training.
- (d) Authorise the Manager and/or Safety Committee to implement and co-ordinate health and safety activity.
- (e) Stimulate joint consultation between the Executive Committee and Rother Fed employees on Health & Safety issues.

Rother Fed Manager

The Manager is responsible to the Chair of the Executive Committee for the implementation of Rother Fed's Health & Safety Policy. The Manager will make the necessary arrangements for implementing health and safety Procedures, which will ensure the following:

- a) All new employees will receive as part of their induction, appropriate instruction on health & safety, including fire safety and building security.
- b) All staff are fully aware of the Health & Safety Policy and any subsequent changes, and their responsibilities under it.
- c) Any new or updated Health & Safety legislation (as appropriate) is reported to the Executive Committee, indicating any changes required to Rother Fed's Health & Safety Policy & Procedures.
- d) Accidents/incidents are investigated and recorded, with a view to preventing their recurrence.
- e) Risk assessments are carried out, actions identified and completed.

Rother Fed employees

In carrying out their duties, and whilst on Rother Fed premises, Rother Fed employees have a responsibility to:

- a) Adhere to Rother Fed's Health & Safety Policy and Procedures.
- b) Give due regard to the health, safety and welfare of themselves and others.
- c) Report accidents and incidents following the accident reporting procedure.
- d) Report any potential risk or dangerous situation to their line manager or the Appointed Person.
- e) Co-operate with management when accidents require investigation.
- f) Use equipment and substances only in accordance with training/instruction.
- g) Report any shortcomings in health and safety arrangements to their line manager or Appointed Person.
- h) Inform their line manager if they perceive a need for Health & Safety training.
- i) Attend Health & Safety training where required.
- j) Co-operate with Management where work practices need to be changed to make a safer working environment.

Visitors to the Premises

Any member or Rother Fed or other person visiting Rother Fed premises should:

- Co-operate with employees to maintain a healthy and safe work place and take reasonable care of themselves and others
- Ensure that any children for whom they are responsible are properly supervised, and in particular do not do anything to endanger themselves or others while on the premises.

3. General Health and Safety Arrangements

Staff Safety

A mobile phone will also be provided for use in emergencies when employees are working away from the office. If an employee is alone in the office after 4:30pm, the doors should be kept locked.

Employees should not go on their own to visit people at home unless they know the person concerned. They should instead work in pairs or make alternative arrangements to meet (eg at the Tenant Resource Centre or other public building).

First Aid

A first aid box is kept in a prominent place in the Tenant Resource Centre. The Rother Fed manager is responsible for ensuring this is kept properly supplied.

All employees will undertake basic training on emergency aid in the work place.

Accident and Injuries at Work

A written record will be kept of all accidents and injuries in the workplace in the Accident book provided for this purpose. Records will be kept for at least three years after the accident or injury.

For all “notifiable accidents” (i.e. accidents arising out of or in connection with work resulting in death or injury to any person, or in an employee being incapacitated for more than three days) the written record will include:

- Date and time of the accident
- Name, sex, age and occupation of the person injured

- Nature of injury
- Place where the accident occurred and brief description of circumstances
- Name of person recording the accident
- Name of witnesses

The manager is responsible for ensuring that injuries, diseases and dangerous occurrences are reported in accordance with the RIDDOR Regulations 1985.

Conditions of Premises

Rother Fed will take the necessary steps to ensure that the premises comply with the provision of the Offices, Shops and Railway Premises Act 1963 regarding cleanliness, overcrowding, temperature, ventilation, lighting, sanitary conveniences and washing facilities and drinking water.

In particular:

- The premises will be cleaned at least once a week
- Employees are responsible for general tidiness, washing up crockery, safe stacking and storage of supplies
- Equipment will be provided that is capable of adequately heating all rooms to a minimum temperature of 16C, 60F
- Suitable and adequate ventilation and lighting will be provided to all rooms

Electrical Equipment

All electrical appliances will be checked annually by a competent and qualified electrician and any defective appliances either repaired or removed from use.

Employees are responsible for reporting to the Manager any loose connections or other electrical faults that they become aware of in the course of their work.

Dangerous Substances

Rother Fed will eliminate so far as is possible the use of hazardous substances on the premises. The Manager is responsible for ensuring compliance with the regulations on the Control of Substances Hazardous to Health 1989.

Any hazardous substances will be kept out of reach of children visiting the premises.

Display Screen Equipment

VDU users (as defined by the Health and Safety [Display Screen Equipment] Regulations 1993) will be entitled to an annual eye test at Rother Fed's expense.

Equipment and seating that complies with the regulation will be provided.

VDU users should take a 5-10 minute break after every hour of continuous VDU use.

Smoking

Rother Fed recognises that employees and volunteers have a right to a smoke-free environment, but also accepts that the needs of smokers must be catered for. Rother Fed, through 2010 Rotherham Ltd. provides a specified outdoor smoking area, and all other areas are non-smoking areas. Rother Fed's policy is:

- Not to permit smoking in meetings but to have "smoking breaks" as required
- To encourage consideration for those whose health may be particularly affected by smoke e.g. people with asthma and other repertory complaints
- Employees will be discouraged from smoking at work

4. Fire, Bomb and Other Emergencies

Fire and Safety Precautions

Rother Fed has responsibility for taking adequate precautions against fire and other emergencies, and providing information and training on action to be taken in the event of these. The Rother Fed Manager will be responsible for general oversight of these arrangements. In particular:

- All employees and regular users of the premises will be given training/instruction on means of escape in case of fire; fire alarm system; location and use of fire fighting equipment; action to take on hearing the fire alarm/discovering a fire, and records will be kept of this training
- Notices regarding building evacuation procedure will be clearly displayed in all rooms and must not be removed
- The furniture and contents of all rooms will be arranged in a way that ensures free passage to the means of escape in case of fire

- A fire extinguisher suitable for electrical fires will be provided inside the appropriate room
- Such special arrangements as are necessary will be made to enable safe evacuation of people with disabilities

2010 Rotherham Ltd (while Rother Fed occupies premises on their site) has responsibility for:

- Ensuring the premises hold a current Fire Certificate and that any material changes are notified to the Fire Authority
- Maintaining and testing fire alarms, emergency lighting systems and fire fighting equipment, and recording all tests in the building Fire Register
- Organising periodic fire drills
- Maintaining means of access of the way out in a safe condition and ensuring fire exit systems are effectively signed and maintained in a sound operable condition
- Providing such assistance as may be required by Rother Fed in fulfilling our joint and individual responsibilities and the conditions of the Fire Certificate

Emergency Evacuation Procedures

Rother Fed is responsible for the safe evacuation of employees, members and other visitors to the premises. All employees are responsible for:

- Raising the alarm in case of fire, bomb or other emergency situation which they identify
- Notifying the appropriate Emergency Service
- Closing windows and locking doors if there is time to do so safely
- Ensuring that all visitors to Rother Fed offices leave the building in an orderly manner by the nearest emergency exit **without** using the lift
- Giving assistance to any of the above who have difficulties using the stairs
- Assembling at the appointed emergency assembly point and remaining there until a check has been made that all those who were in the Rother Fed offices have been accounted for
- Nominating someone to report to the emergency services as necessary

No one should re-enter the building until it is safe to do so.

Date adopted: August 2006

Review date: August 2008

Signed:
Chair of the Executive Committee

Policy No. pol02