

HEALTH AND SAFETY POLICY

Policy Statement

NORCA and Sistema in Norwich is committed to maintaining safe and healthy working conditions for all employees, freelancers, volunteers, trustees, work experience students, clients, tenants and visitors.

NORCA and Sistema in Norwich will ensure that all activities and premises it is responsible for are managed effectively to avoid, reduce or control all foreseeable risks as far as reasonably practicable.

This policy will be reviewed annually.

Employers Responsibility:-

- to adhere compliance to the Health and Safety at Work Act 1974 and other relevant health and safety legislation
- make the workplace safe
- ensure equipment is safe to use, and that safe working practices are set up and followed
- make sure all equipment is stored and used safely
- provide adequate first aid facilities
- inform employees, freelancers, volunteers, trustees and work experience students about any potential hazards from the work they do, and give them information, instructions, training and supervision as needed
- set up emergency plans and write relevant risk assessments which will be reviewed on a regular basis and made available for all to see
- makes sure that ventilation, temperature, lighting, toilet and washing facilities all meet health, safety and welfare requirements
- check that the right work equipment is provided and is properly used and regularly maintained
- ensure that any manual handling activity engages precautions to reduce the risk of injury
- provide protective clothing or equipment free of charge if risks cannot be removed or adequately controlled by any other means
- ensure that security and fire alarm systems are adequate and maintained/checked on a regular basis
- ensure that the lift is used for the purpose it was installed for and is maintained on regular basis by qualified personnel; and to ensure that biannual LOLER checks are carried out by a competent, trained person
- ensure that the right warning signs are provided and maintained
- reporting procedures are set up
- report certain accidents, injuries, diseases and dangerous occurrences to the Health and Safety Executive (HSE)

Employees, Freelancers, Volunteers, Trustees and Work experience student's responsibility:-

- to take reasonable care of their own health and safety
- to take reasonable care not to put other people - fellow employees, freelancers, volunteers, clients, tenants and visitors - at risk by what they do or don't do in the course of their work
- to co-operate with their employer, making sure they get proper training and that they understand and follow the company's health and safety policies
- not to interfere with or misuse anything that's been provided for their health, safety or welfare
- to report any injuries, strains or illnesses suffered as a result of doing their job
- to tell the employer if something happens that might affect their ability to work (eg becoming pregnant or suffering an injury/illness)
- if they drive - to tell the employer if they take medication that makes them drowsy
- to let the employer know if personal circumstances change eg change of address, doctor, emergency contact etc

Roles:-

Cathie Davies, NORCA and Sistema in Norwich's Operations Manager, has overall responsibility for health and safety in the workplace, updating the Health and Safety Policy and also day to day responsibility for implementation of the policy.

All directors, project managers, and project leaders have responsibility to ensure that employees involved in particular activities adhere to the safe systems of work as detailed in the policy.

Risk Assessments:-

Every work activity to be risk assessed prior to the activity starting and with consultation with those who will undertake the work.

A separate office risk assessment will be written and issued to all employees, freelancers, volunteers, trustees, tenants and work experience students.

A separate fire risk assessment will be undertaken by a responsible person. NORCA and Sistema in Norwich's current fire officer is David Woodward.

A written, dated record of the risk assessment will be provided to all associated with the activity, detailing the hazards, risks, the measures taken to avoid, eliminate, reduce or control all foreseeable risks as far as reasonably practicable, and including the name of the person responsible for ensuring that the measures are implemented and acted upon.

All risk assessments will be reviewed annually or if significant changes in the working practice/environment occurs, whichever is soonest.

Safe Equipment

When selecting and purchasing any new equipment it will, as far as possible, be assessed as being fit and safe for purpose, and appropriate for the work and location.

Employees, freelancers, volunteers who will be using it to be trained in its use and be aware of the instructions from the manufacturer.

Yearly PAT test of all electrical equipment will be carried out by a professional and certified electrician.

The Operations Manager to be responsible for ensuring effective maintenance of the equipment and to ensure that a procedure is set up for reporting any faulty equipment; employees, freelancers and volunteers to ensure that any default in the equipment is reported as soon as possible and that any equipment is not used if suspected of not being safe.

Training

All employees and freelancers will receive induction training as soon as possible after starting employment, including a health and safety induction for the office, fire safety and the specific job they have been employed to undertake. All volunteers and work experience students will also undergo an induction and health and safety induction relevant to their roles. All inductions will be carried out by the Operations Manager.

A health and safety training analysis will be conducted as and when the risk assessment is updated, or when new equipment is purchased or if work or the work environment changes, whichever is soonest.

All training carried out will be recorded, detailing the name of the person trained, who carried out the training, the date of the training and when, if appropriate, when the training needs to be updated

Reporting Accidents and Incidents

All serious work related accidents, diseases and dangerous incidents will be reported to the Incident Contact Centre of the Health and Safety Executive. This is the responsibility of the Operations Manager.

Any injury at work – including minor ones – will be recorded in the employers 'accident book'.

'Near misses' must also be recorded and risk assessments be reassessed in line with the details of the incident.

Accidents and First Aid

Where possible all employees and freelancers will be first aid trained in line with the work they have been appointed for (eg working with children).

Any first aid carried out will be undertaken by a trained first aider. Administered first aid will be recorded detailing patients name, date, location, nature of accident, injury sustained, treatment and name of first aider.

When working with children or vulnerable adults, the parents/carers/guardians will be informed of the accident, the injury sustained and the treatment as soon as possible.

All activities will be supplied with a first aid box and first aid reporting book/form. In the office, the first aid box is located in the kitchen along with the reporting book. All First Aid boxes checked annually and any items out of date are disposed of.

Emergency Procedures

All employees, freelancers, volunteers, trustees, tenants and work experience students will be made aware of the escape routes, evacuation plans, and assembly point for the office, and signs showing the emergency procedures will be shown on key exit points. Where an activity is outside of the office in, for example, a school it is the responsibility of all employees, freelancers, volunteers and work experience students to make themselves aware of the escape routes and assembly point.

Fire extinguishers in the office will be maintained every year and any spent fire extinguishers reactivated as soon as possible. The fire alarm will be tested every week and a fire drill carried out once a year in line with the fire risk assessment. The fire alarm system will be maintained twice a year by David Woodward who is responsible for the fire alarm/system.

Information Supplied

The Health and Safety at Work poster is displayed on the notice board in the kitchen, detailing the name and phone number of NORCA and Sistema in Norwich's Health and Safety Officer and the Fire Risk Assessor.

Training notes will be made available to all employees /freelancers/ trustees/ volunteers/ work experience students.

Risk assessments and policies will be made available to all employees/freelancers/volunteer /work experience students and will be signed by the individuals to declare that they have read and understood them.

Policy details

Policy written by:- Cathie Davies, Operations Manager

Date Reviewed:- Feb 2020