



Preston City Mela Community Interest Company 1162005

Health and Safety Policy

Endorsed 4 March 2019
Review Date February 2021

Introduction

Preston City Mela Community Interest Company (PCM CIC) has adapted the Health & Safety policy and procedure that complies with the Health and Safety at Work Act, 1975.

PART ONE

General Statement of Policy, Duties & Responsibilities

1. Policy Statement

The Preston City Mela Community Interest Company [PCM CIC] Health and Safety Policy recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its contractors, volunteer and other visitors to the organisation under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care.

Throughout this Statement, terms such as “Directors”, “Project Workers”, “Contractors”, and “Volunteer”.

It is the policy of the **PCM CIC** to promote the health and safety of the committee members, volunteers, staff and of all visitors to the Organisation’s. Although, the organisation does not operate from a its own premises it intent to follow good practice in expediting is core business in community settings and public buildings:

- Take all reasonably practicable steps to safeguard the health, safety and welfare of all on the programme sites;
- Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety;
- Encourage persons on the programme sites to co-operate with the Organisation in all safety matter, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory;
- Ensure the provision and maintenance of plant, equipment and systems of work that are safe;
- Maintain safe arrangements for the use, handling, storage and transport of articles and substances;
- Provide sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute to their own safety and health;

- Provide specific information, instruction, training and supervision to personnel who have particular health and safety responsibilities.
- Make, as reasonably practicable, safe arrangements for protection against any risk to health and safety of the general public or other persons that may arise for the Organisation's activities;
- Make suitable and sufficient assessment of the risks to the health and safety of contractors and volunteers and of persons not in the employment of the Organisation arising out of or in connection with the Organisation's activities;
- Make specific assessment of risks in respect of young people under the age of eighteen;

This policy statement and/or the procedures for its implementation may be altered at any time by the Organisation's Board. The statement and the procedures are to be reviewed in the (*autumn*) of every two years by the Board. A report on the review, with any other proposals for amendment to the statement of procedures, is to be made to the next following ordinary meeting of the Board.

2. Statutory Duty of the Group/Organisation

The Group/Organisation will comply with its duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of its workers and of visitors to its premises and, in general, to:

- Make workplaces safe and without risks to health;
- Ensure plant and machinery are safe and that safe systems of work are set and followed;
- Ensure articles and substances are moved, stored and used safely;
- Give volunteers/ workers the information, instruction, training and supervision necessary for their health and safety.

In particular, the **PCM CIC** will:

- Assess the risks to health and safety of its volunteers/workers, as set out in its Risk Policy;
- Make arrangement for implementing the health and safety measures identified as necessary by this assessment;
- Record the significant findings of the risk assessment and the arrangements for health and safety measures;
- Draw up a health and safety policy statement; including the health and safety organisation and arrangements in force, and bring it to the attention of its Board, and providers of service;
- Appoint someone competent to assist with health and safety responsibilities;
- Set up emergency procedures;
- Provide adequate First Aid facilities;
- Make sure that the programme sites satisfy health, safety and welfare requirements, eg for ventilation, temperature, lighting and for sanitary, washing and rest facilities;

- Make sure that work equipment is suitable for its intended use as far as health and safety is concerned, and that it is properly maintained and used;
- Prevent or adequately control exposure to substances that may damage health;
- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise or radiation;
- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury;
- Provide health surveillance as appropriate;
- Provide free any protective clothing or equipment, where risks are not adequately controlled by other means;
- Ensure that appropriate safety signs are provided and maintained;
- Report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.

3. Statutory Duty of the PCM CIC

Contractors also have legal duties, and the Organisation confidently requests non-employed (voluntary) workers also to observe these. They include the following:

- To take reasonable care for their own health and safety, and that of other persons who may be affected by what they do or do not do;
- To co-operate with the Organisation on health and safety;
- To use work items provided by the Organisation correctly, including personal protective equipment, in accordance with training or instructions;
- Not to interfere with or misuse anything provided for health, safety and welfare purposes;
- To report at the earliest opportunity injuries, accidents or dangerous occurrences at work, including those involving the public and participants in activities organised by the Organisation;
- Health and Safety law applies not only to employees in the workplace, it also applies to **organisations and people who occupy or use community buildings** to which members of the public have access.

PART TWO

Organisation of Health and Safety Arrangement and Procedures

Accident Forms and Book

The book must be kept in a secured place once completed.

Any injury suffered by a worker or visitor in the course of work or otherwise on the Organisation's programme sites, however slight, must be recorded, together with such other particulars as are required by statutory regulations, on an accident form maintained by the Organisation.

Fire Precautions

All personnel must familiarise themselves with fire escape routes and procedures and follow the directions of the Organisation in relation to fire.

Equipment and Appliances

No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of the Organisation and any directions for the use of such must be followed precisely.

Safety Clearways

Corridors and doorways must be kept free of obstructions and properly lit.

Maintenance

Defective equipment, furniture and structures must be reported as such without delay.

Hygiene and Waste Disposal

Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

Food Hygiene

When handling or preparing food there are specific hygiene requirements:

- Regularly wash hands before and during food preparation and especially after using the lavatory;
- Tell your supervisor or representative of the Committee of any skin, nose, throat, or bowel problem;
- Ensure cuts or sores are covered with correct waterproof dressings;
- Keep yourself clean and wear clean clothing;
- Remember that smoking in a food room is illegal;
- Never cough or sneeze over food;
- Clean as you go. Keep all equipment and surfaces clean;
- Prepare raw and cooked food in separate areas. Keep perishable food covered and either refrigerated (less than 8°C) or piping hot (above 63°C);
- Ensure waste food is disposed of properly. Keep the lid on rubbish bin and wash your hands after putting waste in it;
- Avoid handling food as far as possible;
- Tell your supervisor or representative of the Committee of any defects or concerns regarding the facilities – eg uncleanness, refrigeration malfunction, cracked food preparation surfaces.

PART THREE

ACCIDENT REPORTING

1. Accidents

All accidents which occur during work for the Organisation and/or for the User/Hirer, or on premises under the control of the Organisation must be recorded.

2. Accidents to Workers or Contractor's Staff

- a) For ALL Accidents

Complete Accident Form and give to Health & Safety Officer

- b) **For accidents reportable to the Health & Safety Executive** (for contractors see c))

If accident results in incapacity for work for more than 3 calendar days then complete the online form F2508 with copies to the Chair of the Management Committee.

If accident results in fatality, fracture, amputation or other specified injury (see section 4, below) then **immediately notify**:

Health & Safety Executive on HSE's Infoline Tel: 0845 345 0055

And the Chair of the Management Committee

Follow up within seven days with completed online form F2508 with copies to the Chair of the Management Committee

- c) If a reportable accident involves a contractor's employee and the premises are under the control of someone other than the contractor then the 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/her behalf who is responsible for reporting the accident.

3. Accidents to Members of the Public

1. For ALL Accidents

Complete Accident Form and give to Health & Safety Officer

2. For accidents reportable to the Health & Safety Executive

If an accident results in fatality, fracture, amputation or other specified injury (see section 4 below) then **immediately notify**:

Health & Safety Executive, Incident Contact Centre, Caerphilly Business Park,
Caerphilly, CF83 3GG

And the Chair of the Management Committee

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

- 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.
- Amputation of; a hand or foot, a finger, thumb or toe; any part thereof if the joint or bone is completely severed
- 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 to an eye
 - Injury (including burns) either requiring immediate medical treatment, or involving loss of consciousness, resulting (in either case) from electric shock from any electrical circuit or equipment, whether or not due to direct contact
 - Loss of consciousness resulting from lack of oxygen
 - Decompression sickness requiring medical treatment
 - 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