



The Nidderdale Plus Partnership Company No 5331403; Registered charity number: 1163998

## **HEALTH AND SAFETY AT WORK POLICY STATEMENT**

In compliance with the Health & Safety at Work Act 1974, the Management of Health and Safety at Work regulations 1992 and all other relevant health and safety regulations,

it is the policy of the Nidderdale Plus Partnership to seek to provide a safe and healthy place and work environment for:

- All employees
- Those engaged by Nidderdale Plus to carry out business on its behalf whilst in the process of carrying out that business, eg volunteers
- Visitors to Nidderdale Plus premises
- Contractors working on site

To achieve this, Nidderdale Plus will provide, so far as is reasonable and practicable:

- Safe premises and systems of work
- Safe access to and exit from a place of work and procedures for an evacuation in an emergency
- Information, instruction, training and supervision in safety matters

Detailed responsibilities are set out in the appendix "Health & Safety Responsibilities" to this statement.

**Reviewed and approved at the trustee meeting held 13 December 2022.**



## **NidderdalePlus**

Community Hub

### **APPENDIX: NIDDERDALE PLUS HEALTH AND SAFETY RESPONSIBILITIES**

The premises referred to in this policy are the offices occupied by The Nidderdale Plus Partnership at both the hub: Station Square, King Street, Pateley Bridge, Harrogate, HG3 5AT; and the charity shop: 28 High Street, Pateley Bridge, Harrogate HG3 5JU. The policy also covers the community car and minibus.

#### **Duty of Employees**

The Health and Safety at Work Act lays down certain duties on all employees (**note: 'employee' refers to paid staff, volunteers and trainees**).

In particular employees have a duty to:

- Work safely, efficiently and without endangering the health and safety of themselves, their colleagues or the general public or any other person who has a right of access to the organisations premises at any time.
- Adhere to the safety procedures laid down by the organisation.
- Report all accidents, near miss occurrences and hazardous situations to the appropriate persons. All accidents must be entered into the Accident Book and employees should assist in the investigation of accidents with the object of preventing re-occurrence.
- Wear safety and protective clothing i.e. safety glasses, etc, use protective equipment and use appropriate safety devices where these are provided for use at work.
- Meet their other statutory safety obligations including that laid down in section 8 of the Act, which states that no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

#### **Duty of the Employer**

Responsibility for the health and safety policy and practice:

The Nidderdale Plus Partnership Board of trustees will have the overall responsibility for the health and safety policy and practice. Legally, accountability for health and safety rests with the Board; day to day responsibility for health and safety rests with the Senior Responsible Member of Staff (SRM).

The SRM is responsible for liaising with the Board on the health and safety policy and practice and for ensuring they are kept up to date with appropriate legislation and

guidelines. The SRM cannot be held responsible should the Board refuse to take the SRM's advice on any issues relating to health and safety at work.

### **Functions of the Senior Responsible Member of Staff (SRM)**

1. The SRM will act on behalf of management and the staff with a view to promoting Health and Safety of employees at work—and also of volunteers. The SRM will carry out all assessments required under Health and Safety Regulations and will consult with employees and volunteers on all matters relating to health and safety.
2. The SRM will monitor the effectiveness of the Nidderdale Plus Health and Safety Policy.
3. The SRM will investigate potential hazards and dangerous occurrences at the workplace.
4. The SRM will investigate complaints by an employee/volunteer relating to Health, Safety and Welfare at work.
5. The SRM will make representation to the employers on matters arising out of 3 & 4, above.
6. The SRM will make representation to the employer on general matters affecting the health, safety or welfare at work of its employees.
7. The SRM will carry out routine inspections of the workplace.
8. The SRM will receive information from the Health and Safety Executive inspectors regarding Health and Safety matters.
9. The SRM will make information available to the Board to enable it to carry out its responsibilities.
10. The SRM will advise employees/volunteers on job safety and accident prevention.

**Inspections:** the SRM will take responsibility for organising and maintaining Health and Safety inspections and will report the results promptly to the Board who will act upon the results promptly and effectively.

**Training:** the SRM will undergo suitable training in the field of safety management, as required, and recommend any safety training which may be required by others engaged in the work of Nidderdale Plus.

### **RISK MANAGEMENT**

#### **Management of Health and Safety at Work Regulations 1992**

This regulation is an expansion of the Health and Safety at Work Act 1974 and requires an evaluation of all risks in the form of an assessment. The following is a breakdown of the basics of the regulation:

**Risk Assessment:** every employer shall make an assessment of:-

- The risks to health and safety of its employees to which they are exposed whilst they are at work.
- The risks to the health and safety of persons not in their employment i.e. volunteers and service users principally

Where the employer employs more than 5 employees, a record should be kept of the significant findings of the assessment and any group of employees identified as being especially at risk.

A risk assessment involves the identification of hazards present and the evaluation of those risks, including the existence of control measures and the extent to which they control the risks (A risk is anything that can possibly cause harm. A risk is whether the hazard is likely to result in causing harm).

The Board of Nidderdale Plus will ensure that that an assessment of risks to employees and volunteers is undertaken by the Senior Responsible Member of Staff and reviewed annually or when work activity changes, whichever is the sooner. Included in the Risk Assessment is the issue of lone working, following guidance as set out in the organisation's Lone Working Policy.

### **CONSULTATION WITH EMPLOYEES**

The SRM will consult with employees/volunteers on all matters relating to health and safety at work.

### **SAFE PLANT AND EQUIPMENT**

Electricity At Work Regulations 1991: all electrical appliances will be checked on an annual basis by a competent and qualified electrician and defective appliances will be removed from use.

Health and Safety (Display Screen Equipment) Regulations 1992: Nidderdale Plus will ensure that screens are appropriately positioned and office furniture is provided to minimise physical risks to regular users. Staff will be ensure they have regular screen breaks.

Manual Handling Regulations 1992: Nidderdale Plus will, where it is reasonably practicable, avoid the need for employees to undertake manual handling which involves a risk of injury. Where manual handling cannot be avoided Nidderdale Plus will provide mechanical handling equipment as is necessary. Nidderdale Plus recognises the fact that each individual has a different capability and employees/volunteers should inform the management if they are requested to perform a task that will put their health at risk.

## **SAFE HANDLING AND USE OF SUBSTANCES**

Nidderdale Plus, in compliance with the Control of Substances Hazardous to Health regulations (2002), will in the first instance eliminate the use of hazardous materials on the premises, by substitution with less hazardous materials. In the second instance the use of hazardous materials will be controlled at source by limiting exposure and providing protective equipment.

It is the responsibility of all employees to ensure that all substances (including cleaning materials) are handled in accordance with the manufacturer's directions as stated on the container and the COSHH assessment where applicable.

## **INFORMATION, INSTRUCTION AND SUPERVISION**

The Health and Safety Law poster is displayed in the kitchen at both the hub and the shop.

Health and safety advice and information is available from the Senior Responsible Member of Staff.

## **COMPETENCY FOR TASKS AND TRAINING**

Health and safety induction training will be given to all employees when they start work at Nidderdale Plus.

Job-specific health and safety training will be provided by the line manager, as required. Training records, and identification of training needs, will be kept on personnel files.

## **ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH**

Health surveillance: Nidderdale Plus will arrange a free eye test, no more than once a year, for any regular VDU user who is experiencing vision related difficulties.

Nidderdale Plus recognises that the health and safety of its employees covers both physical and mental well-being. Nidderdale Plus recognises that our personnel are our most valuable asset and that any employee who feels they are suffering from work related stress is encouraged to bring this to the attention of the SRM or a member of the Company Board.

**First Aid:** there is a First Aid kit which is stored in the kitchen at both the hub and the shop. There is First Aid kit kept in the driver door of the minibus and the community car. The Community Hub Coordinator (hub) and the SRM (shop) is responsible for ensuring that the contents of the first aid kits are maintained at the legally required level. Employees/volunteers are responsible for their own personal medication brought into the office.

All new staff (paid and voluntary) will be informed of First Aid procedures as part of their induction. A notice stating who is a qualified First Aider on site and where the First Aid kit can be found will be displayed in the kitchen at both the hub and the shop.

At the hub the Accident book is kept in the back office in the wall mounted filing pouches by the back door and will be maintained by the SRM. At the Shop the Accident book is kept in

the kitchen and will be maintained by the SRM. Any accidents occurring in the community car or minibus should be recorded in the Accident book that is kept at the hub.

A written record will be kept of all notifiable accidents for at least 3 years.

NOTE: 'notifiable accident' is defined as an accident arising out of or in connection with work resulting in death or injury to any person or in the case of an employee resulting in his/her being incapacitated for more than 3 days.

The record will include: date of the accident; name, gender, age, occupation of the person injured and the nature of injury; place where the accident occurred and a brief description of the circumstances; name of person recording accident; names of witnesses.

### **MONITORING**

The Senior Responsible Member of Staff is responsible for investigating any accidents or work-related absences and will act on any investigation findings to prevent a recurrence.

### **EMERGENCY PROCEDURES – FIRE AND EVACUATION**

Nidderdale Plus accepts a duty to take adequate precautions against fire and other emergencies and to provide information about actions to be taken in the event of fire and other emergencies. General oversight of these arrangements is the responsibility of the SRM.

Emergency exits are to be clearly marked and be kept clear of obstruction at all times.

Notices concerning emergency and evacuation procedures are to be clearly displayed for all to see and must not be removed.

Staff and volunteers of Nidderdale Plus will be given instructions in order to be familiar with:-

- All emergency exits
- Location of fire fighting equipment
- Uses of fire fighting equipment, (NOTE – red extinguishers should never be used on electrical fires)

This instruction will be given to new staff as part of their induction.

All fire fighting equipment will be tested on a yearly basis.

Procedures for evacuating the building in an emergency should be practised on a twice yearly basis.

**Document reviewed and approved at the trustee meeting held 13 December 2022.**