

HEALTH & SAFETY POLICY

- 1.0 Oxfordshire Advocacy (OA), through its trustees, acknowledges its legal responsibility as an employer for providing a safe and healthy workplace for all employees, volunteers and all other persons entering the premises occupied by OA or carrying out the business of providing an advocacy service for OA.
- 2.0 OA is, through our trustees and Manager, committed to ensure so far as is reasonably practicable that:
 - 2.1 All staff are safeguarded fully in respect of health, safety and welfare whilst at work.
 - 2.2 Members of the public who enter our premises such as contractors, employees, volunteers, service users or visitors are not exposed to any health and safety risks during the course of their business. However, everyone has an overriding responsibility for their own safety.
 - 2.3 No work is carried out by OA or by contractors employed by them to work on the premises, which is likely to expose employees, volunteers, service users or members of the public to hazards to health, unless suitable and sufficient assessments of the risk are made and necessary controls to prevent or control the risks have been introduced. This applies also to the storage and transportation of articles and substances.
- 3.0 OA's trustees have the ultimate responsibility for the implementation of this policy.
 - 3.1 It is the responsibility of OA's Manager to ensure that the requirements of all aspects of Health and Safety Legislation are established, and to advise the trustees accordingly.
- 4.0 OA's trustees objectives are to:
 - 4.1 Provide conditions of work for all staff and volunteers which prevent any danger to health. This means that assessments will be carried out to enable hazards and risks to be identified and controls put in place to enable the highest possible standards of safety to the staff or public.
 - 4.2 Ensure that all plant, machinery and equipment is maintained properly and that none will be used knowingly when it may present any risk to the safety of staff, volunteers and the public.

- 4.3 Provide means of access and exit which are safe and without risks to health.
- 4.4 Provide comprehensive information, instruction, training and supervision, with the object of ensuring so far as is reasonably practicable the health and safety at work of every employee, volunteer and visitor.
- 4.5 Ensure that the health, safety and welfare of all employees, volunteers, clients and visitors is under continuous review by management at all levels.

ORGANISATION & ARRANGEMENTS

It is the responsibility of OA's Manager to monitor Health and Safety within the organisation and to report any issues to the trustees. This responsibility may be delegated to other staff members as appropriate and agreed by the Manager and trustees.

1.0 ACCIDENTS AND NEAR MISSES

- 1.1 All accidents must be reported to OA's Manager.
- 1.2 All accidents occurring on any part of the premises occupied by OA, or incurred whilst any member of staff or volunteer is carrying out business on behalf of OA must be recorded in the accident book which is kept in the main OA Office.
- 1.3 All "near misses" which could have caused injury should be reported to OA's Manager.

2.0 FIRST AID

- 2.1 A First Aid box will be kept available in each of OA's two offices based at Barton Neighbourhood Centre.
- 2.3 Names of OA's trained First Aiders will be shown on the Health & Safety Executive poster which is displayed in the main office.
- 2.4 It is the responsibility of OA's Manager to ensure that there are sufficient trained First Aiders within the organisation and that their training is kept up to date.

3.0 FIRE

- 3.1 The Manager is responsible for Fire Precautions and Procedures at OA. In the event of fire, the safety of life shall override all other considerations, such as saving property and extinguishing the fire. The three most important actions are, in chronological order, to:
 - Raise the alarm
 - Summon the fire brigade
 - Evacuate the building following evacuation procedures laid down by Barton Neighbourhood Centre in which OA's offices are based. The Evacuation Procedures are displayed in OA's main offices and OA's Manager is responsible for ensuring that all staff, visitors, volunteers and outside contractors to OA's offices are made aware of these procedures. These procedures are also outlined in appendix 1.

4.0 SECURITY

- 4.1 It is the responsibility of all staff and volunteers working at OA's premises to ensure their own security. Everyone should therefore:
 - 4.1.1 Ensure that all doors and windows are closed and locked where possible, and switch off all heaters, lights, etc if they are the last person to leave the office.
 - 4.2 Individuals are responsible for the safe keeping of their own money and personal belongings whilst on OA premises. OA cannot be held responsible for any losses of money or personal property whatsoever.
 - 4.3 The main OA office door should be locked at all times when any individual is alone in the office.

5.0 DISPLAY SCREEN EQUIPMENT

- 5.1 OA's Manager will have a copy of HSE leaflet INDG36 "Working with VDUs" and will comply with the guidelines contained therein, and bring it to the attention of all staff at OA.
- 5.2 It is the responsibility of each member of staff at OA to ensure that they comply with the recommendations relating to good practice contained in this publication.
- 5.3 All staff should receive training in best practice for working at VDUs.
- 5.4 Risk assessments should be carried out workstations on a regular basis.

6.0 MANUAL HANDLING

- 6.1 OA's manager will have a copy of HSE leaflet INDG143 "Getting to grips with manual handling", will comply with the guidelines contained therein, and bring it to the attention of all staff at OA.
- 6.2 All staff should make proper use of equipment provided for their safety.
- 6.3 It is the responsibility of each member of OA staff to ensure that they comply with the recommendations relating to good practice contained in this publication.

7.0 COSHH

- 7.1 OA's Manager will have a copy of HSE leaflet INDG136 "Working with substances hazardous to health", will comply with the guidelines contained therein, and bring it to the attention of all OA staff.
- 7.2 It is the responsibility of each member of OA staff to ensure that they comply with the recommendations relating to good practice contained in this publication.

8.0 RIDDOR

- 8.1 OA's Manager will have a copy of HSE leaflet INDG 53 "Reporting accidents and incidents at work" will comply with the guidelines contained therein, and bring it to the attention of all OA staff.
- 8.2 It is the responsibility of each OA staff member to ensure that they comply with the recommendations relating to good practice contained in this publication.

PROCEDURE

1.0 This policy requires the total co-operation of every person who works or volunteers for OA and who has personal responsibilities under the law. OA requires everyone to:

- Take reasonable precautions in safeguarding the health and safety of themselves and others.
- Observe all health and safety rules and procedures as laid down OA and use all health and safety equipment provided.
- Alert management to any potential hazard that they have noticed and report all accidents and any incidents that have led, or may lead to, injury, illness or damage.

If any person fails to follow laid down Health and Safety Procedures and policies or acts in a reckless manner constituting a serious danger to the safety of any person or resulting in serious damage to OA property, disciplinary action will be taken.

OA's Health and Safety policy will be monitored to make sure it is effective and will be regularly reviewed and revised as necessary.

Appendix 1 – Evacuation procedure: Barton Neighbourhood Centre

1. If there is any obvious sign of a fire, sound the alarm
2. Telephone the emergency services by ringing 999. Tell the operator that there is a fire at Barton Neighbourhood Centre.
3. If possible, tackle fire using the appliances provided, but do not endanger yourself or others in doing so.
4. If you hear the fire alarm, then evacuate the building immediately. If you are teaching, leading a group or dealing with members of the public, advise them to leave the building immediately and **ensure that they do so**.
5. If you dealing with a disabled person, make sure that arrangements are made for their safe evacuation., bearing in mind that lifts must not be used and there may be a need to manually convey the person to ground level.
6. Close all doors behind you. Use the stairs, **DO NOT USE THE LIFTS**. Leave the building in an orderly manner using the nearest emergency exit.

7. Proceed immediately to the assembly point (adventure playground/community minibus garage).
8. Upon arrival at the assembly point, await a roll call by the person nominated by your organisation or such other responsible person at that time.
9. Remain at the assembly point until informed by the nominated person that it is safe to return to the building. **DO NOT RETURN UNTIL THE ALL CLEAR IS GIVEN.**

Please note – Barton Neighbourhood Centre Manager/Barton Community Association & Oxford City Council caretaking staff are responsible for the communal areas of the building. Senior staff in other offices must assume the role of co ordinator for their organisation.

Date this policy came into effect	
Next Review Date	
Name or position of person responsible for this policy	
Relevant legislation	Health & Safety at Work Act 1974
Useful information	www.hse.gov.uk www.nashics.org

INCIDENT REPORTING FORM (H & S)

Please Note: Where the incident has affected a number of people, one form should be completed for each victim

1 Details of Incident

Time and place of incident:

Who was directly involved:

Name/s of anyone who witnessed the incident:

Consequences of incident e.g. injury or effects on person:

Action Taken

What immediate action was taken and by whom:

When was this action taken:

Who was informed by whom and when:

Further Action Taken

What further action was agreed by whom and when:

(If victim wants no further action taken, note when this was discussed and agreed)

Date the copy of this report form given to the advocate/OA manager/Chair of OA

Signed by: Volunteer

Staff member

Counter signed by Manager

Date:

Storage

Incident report forms to be kept in accordance with OA records policy.