

# Health and Safety Policy

## General statement of intent

Our policy is to provide and maintain safe and healthy working conditions for all our employees, volunteers and project participants and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements, which we will make to implement the policy, are set out below.

The policy will be kept up to date, particularly as The Alkham Valley Community Project changes in nature and size to ensure our responsibilities are met in relation to:

- Health & Safety at Work Act (1974)
- Management Regulations (1999)
- Other relevant current legislation.

To ensure this, the policy and the way in which it has operated will be reviewed at least every year and whenever necessary.

## Responsibilities

Overall and final responsibility for Health and Safety is that of The Alkham Valley Community Project Committee.

The Alkham Valley Community Project Manager is responsible for this policy being carried out at The Alkham Valley Community Project at Mount Ararat and The AVCP Charity Shop Hythe, for ensuring the preparation, implementation and review of risk assessments and safe work practices.

The following individuals have specific duties for safety in particular areas:

| Staff / Trustees / Volunteers | Specific duty  |
|-------------------------------|--|
|                               |  |
| Amanda Glasspole              | Health and Safety Officer, Responsible for risk assessment and Child Protection    |
| Jo Murrell                    | Project Manager coordinating all aspects of the project and ensuring safe practice |
| Lynette Marsh                 | First Aider  |
| Debbie Jackson                | First Aider  |

## Employees

All employees have the responsibility to co-operate with supervisors and managers to achieve high standards of safety within the work area and to take reasonable care of themselves and others. Deficiencies or defects in current arrangements must be reported to the *Project Manager*.

## Accidents

All accidents are to be reported to *the Session Organiser or Project Manager* and recorded in the accident book.

Unusual or unexpected incidents are also to be reported to Session Organiser or Project Manager and recorded in the accident book for review of current arrangements.

Accident records are located in the Filing cabinet in the yard office and in the till cabinet in the shop.

### **First aid**

The First Aid Box is located in the yard office at Mount Ararat and Debbie Jackson is the appointed person responsible for the First Aid Box. The First Aid Kit is kept in the till cabinet in the Hythe Shop and the appointed person responsible is Christine Stevenson.

The qualified first aiders are Debbie Jackson and Lynette Marsh.

### **Fire safety**

The Alkham Valley Community Project operates a no smoking policy in its premises.

All staff and volunteers will be advised of the fire action procedure.

The Project Manager has a duty to identify that escape routes are clear at all times.

### **Manual handling**

The Health and Safety Officer (reporting to the Project Manager) will ensure a risk assessment is prepared of manual handling tasks and agree with employees safe work practices. These work practices will be reviewed to meet individual needs, particularly where changes in health indicate they are not appropriate e.g. pregnancy, known back complaints. Volunteers must bring to the attention of their centre manager any health problems that may be affected by handling activities.

### **Training**

All staff/volunteers will be trained to ensure safe practice in all activities of the project. The safe practice guides will be closely followed and updates to these guide lines will be made known to all participants promptly. The Session Organiser is responsible for content and updating of safe practice guide lines, these must meet with the approval of the Project Manager and the AVCP Trustee Committee.

### **Contractors**

Organisations or contractors using The Alkham Valley Community Project premises will be informed that they must comply with the requirements of the Health & Safety at Work Act 1974 and that their employees, trainers, trainees and volunteers are made aware of their own duties and liabilities under the Act. Information will be made available to contractors of known hazards on the premises and of The Alkham Valley Community Project emergency procedures.

### **Advice & consultancy**

Information and advice on Health and Safety arrangements should first be sought from the Health and Safety Officer. The Health and Safety Officer reports to the Project Manager in respect of Health and Safety matters. The Project Manager reports to The Alkham Valley Community Project Trustees.

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