



**Links: the Chesterfield & North East Derbyshire  
Council for Voluntary Service & Action Ltd.**

**Health & Safety Policy.**

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Company limited by guarantee registered in England & Wales N° 4294079  
Registered Charity N° 1089963

## **Part 1: General Statement of Policy.**

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and volunteers and to provide such information, training and supervision as is needed to meet the terms of this policy.

We also accept our responsibility for the health and safety of all users of and visitors to our premises and any other people who may be affected by our activities.

The policy and its operation will be updated annually, particularly taking into account any changes in Links' nature or size, or changes in legislation or regulations.

Signed.....(Chair)

Date.....

## Part 2: General Organisation of Health & Safety.

### Responsibilities.

1. Overall and final responsibility for health and safety lies with the Links Board.

**Martin Conlan** is the staff's health and safety representative. **Jon Wynn** is his deputy.

The staff representative or the deputy will be responsible for:

- ensuring that this policy carried out at all Links' premises
- carrying out quarterly safety inspections (see Appendix 1 Safety Risk Assessment)
- monitoring and maintenance of equipment
- fire precautions (see Part 3: Fire Safety)
- recording and reporting accidents and incidents (including violence).

A report of the quarterly inspections will be prepared for the Board's safety representative by the staff representative.

2. All staff must comply with this policy.
3. All employees have the responsibility to co-operate with responsible staff and the Links Board to achieve and maintain a healthy workplace and to take reasonable care of themselves and others, including visitors or users of the premises. All staff must inform the staff representative or his deputy when an accident, or incident occurs.
4. Whenever an employee, or board member notices a health and safety problem, which they are unable to put right themselves, they must inform the representative, or his deputy straight away.
5. Health and safety awareness will be part of the induction for every new worker and is the responsibility of their line manager. All new employees will be given a copy of this policy.
6. It is the responsibility of all employees to keep the office diary up to date with appointments and to notify the reception of any significant deviation from planned schedules. The person on reception duty will sign in and sign out visitors or users of the meeting rooms. All staff on external visits should have mobile phones and keep them switched on where possible.
7. **James Lee** (Chief Executive) is responsible for the insurance of Link's.

**Outreach Bases.**

The General Statement of this policy will cover any outreach bases that may be established, or managed by Links.

A full policy will be designed for each site, as necessary.

## **Part 3: Arrangements & Procedures.**

### **Accidents.**

#### First Aider.

The first aider is **Martin Conlan who** has passed the one-day HSE qualification for work-place first aiders.

#### First Aid Boxes.

A first Aid box is kept in the stationery cupboard, at the front of the bottom shelf on the right and is clearly marked and a second one kept in the meeting room. Notices are displayed showing their locations. The first aider has catalogued the contents and will replace items after use.

#### Accident Procedure.

In the event of an accident, or near miss, the representative, or their deputy should record the details in the accident book, which is kept with the first aid box.

### **Computers & Repetitive Strain Injury (RSI).**

Workers have the duty to ensure that they adjust their chair, angle of screen and lighting (having enough light to see clearly and without glare) at the beginning of each session.

Links will follow the Labour Research Department's Guidelines, which state that a break of 5-10 mins be taken from computer work every 50-60 mins and the TUC's guidelines, that a maximum of 4 hours a day be spent on intensive keyboard work. Breaks should be taken before fatigue sets in, not to recover from fatigue.

These guidelines are designed to minimise adverse effects on eyesight and RSIs.

Links will provide eyesight tests for employees who use computers as a significant part of their work on request. Subsequent tests will be carried out at regular intervals.

Staff should notify their line manager if they feel any pain or discomfort

Links has available wrist supporting devices, foot-rests and a "hands-free" system to be used as required for those suffering from or at risk of RSI.

Special arrangements will be designed for disabled workers and pregnant women, as required.

## **Stress.**

It is important for line managers to consider potential causes of stress and to look out for any symptoms. Supervision sessions should be regular and an atmosphere created whereby staff members feel free to discuss issues surrounding stress, workload and unreasonable pressures.

This is particularly important for staff members returning to work after suffering stress related illnesses.

## **Personal Safety.**

If an employee is working on their own, they should always lock the door or use the door chain. The doorbell can be moved to any power socket. Staff should feel free to not allow in any visitors who **they** feel pose a threat.

Staff working out of the office should indicate in the diary when and where they will be working and approximate return time. They should carry a mobile phone (provided by Links) and contact reception if there plans change. If likely to be out of mobile phone reach they should provide a land-line contact.

## **Electrical Equipment.**

All electrical equipment is Portable Appliance Tested (PAT) every five years, under contract by a qualified electrician.

Staff have a responsibility to use electrical equipment safely.

## **Manual Handling.**

Staff will not be instructed to lift or move objects that **they** feel would put them at risk of injury, whether at Links premises or at other venues.

## **Links Events at Other Locations.**

The Links staff member in charge of events held in hired venues etc. will inform those taking part of the venue's fire and safety procedures.

## **Smoking.**

Links building is a "no smoking" building. Links events held at other locations will also be "no smoking" in the areas where Links business is to be conducted.

## **Part 4: Fire Safety.**

The fire safety policy has been compiled with the advice of Dave Coss of Derbyshire Fire Service telephone N<sup>o</sup>. 01773 837226.

It was up-dated on 22/11/06 following the 2006 Fire Risk Assessments to comply with current legislation

Chubb Fire Ltd. maintains the fire safety appliances under contract.

Instructions in case of fire are displayed in the office and in the two meeting rooms. These are:

On discovering a fire or hearing a fire alarm:

1. Inform the member of staff on reception duty and leave the building via the main exit straight away. Do not stop to collect any property, clothing etc.
2. Assemble on Newbold Road by the front gates, leaving room for fire appliances to use the entrance.
3. The member of staff on reception duty will dial 999 and call the Fire Brigade. They will take the visitors book from the desk, sound the lobby fire alarm, (sited on the wall to the right of Links exit) and check the numbers at the assembly point and inform the Fire Brigade if anyone is still in the building.
4. Fire extinguishers are situated in the waiting area in front of reception; these are only to be used to tackle the fire if it can be done without endangering yourself or other people.

### **Other Measures.**

The storage of combustible materials will be kept to a minimum, particularly paper. Bins will be emptied before becoming over full and at least once a week. This includes the recycled paper boxes.

Permitted personal electrical appliances (e.g. mobile phone chargers) are subject to inspection and where necessary, subject to testing.

Any person or group hiring training room will be made familiar with the layout of the premises and the fire routes.

Care will be taken to avoid blocking the escape route from all parts of the building to the fire exit.

## **Appendix 1. Safety Inspection Checklist.**

## **Appendix 2. Registration of Activities.**

Links' operation was registered with Chesterfield Borough Council Environmental Health Department on 23<sup>rd</sup> April 2003.

### Appendix 3. Risk Assessment.

Hazard	Level of Risk	Action to be Taken	Level of Risk after Action Taken
Injuries from falls or collision with objects.	Moderate.	Trailing wires covered by fixed ducting. Care taken to avoid leaving objects in walkways. Cupboards, drawers and filing cabinets not to be left open. Heavy objects not to be placed on high shelves.	Low.
Eye problems, RSIs and problems caused by the use of computers	Moderate.	Follow the guidance on breaks and reporting problems in Part 3	Low.
Risk from violence.	Low.	Follow the guidance on personal safety in Part 3. Enter work out of office in diary, carrying mobile phones and taxi fares (to be reimbursed from expenses). Avoid putting yourself into situations where <b>you</b> feel unsafe	Very Low.

<b>Hazard</b>	<b>Level of Risk</b>	<b>Action to be Taken</b>	<b>Level of Risk after Action Taken</b>
Food on premises.	Low. Risk of food poisoning.	Pay attention to sell by dates. Any food left in fridge for longer than a day to be labelled and dated. Unlabeled items will be disposed of. Safety representative has a Basic Food Hygiene Certificate and can advise.	Very Low

#### **Appendix 4. Fire Risk Assessment.**

<b>Hazard</b>	<b>Level of Risk</b>	<b>Action to be Taken</b>	<b>Level of Risk after Action Taken</b>
Storage of inflammable liquids and paper products	Moderate.	Cleaning products to be stored in cleaner's cupboard, paper products in stationery cupboard, no red sources of heat or flame in office. Storage of waste paper kept to a minimum and general "good housekeeping"	Very Low.
Electrical fire.	Moderate.	All appliances PAT tested under contract. Good supply of power sockets so no need for overloading. Any damaged product, flex or plug will be replaced by a competent person.	Very Low.