



HEALTH AND SAFETY POLICY

February 2022

1. General Policy and Responsibilities

1.1. The Hub at Henley CIO Board of Trustees (known hereafter as the Board) is legally responsible for the provision of healthy working conditions, equipment and systems of work for all users of any premises owned and/or used by The Hub, (be they staff, trustees, volunteers, visitors or contractors) and also to make available such information, training and supervision as required.

1.2. Statement of Responsibilities

1.2.1 It is the responsibility of the Board to ensure that:

- Health and safety legislation is complied with
- Any practices and materials which are detrimental to health are eliminated.
- This policy is put into practice, and that any steps which need to be taken, as reported to the Board by the Chief Executive as being beyond his/her powers, are investigated and dealt with without delay.
- This policy document is updated as and when necessary, for example, as a result of new legislation.

1.2.2 It is the responsibility of the Chief Executive to ensure that:

- all staff receive sufficient information, training and supervision on health and safety matters
- staff are aware of their responsibilities to their staff and volunteers
- an annual risk assessment and fire safety risk assessment are performed and appropriate action taken, making the findings available to all staff.
- accidents and hazards are investigated and reported to the Board
- there are arrangements in place to monitor the maintenance of all premises and equipment.

1.2.3 There will be “competent persons” appointed at The Hub from amongst staff to report to the Executive Officer and assist in assessing health and safety risks and act as Fire Marshall, devising and applying measures to improve health and safety. It is paramount that the competent persons have adequate time, information, training and resources to undertake their task.

1.2.4 It is the duty of every employee to:

- take reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her acts or omissions
- cooperate with the organisation to ensure that The Hub is a healthy and safe organisation
- Report to the Executive Officer any suspected hazard, accident or near miss noticed.

2. General Health and Safety Procedures

2.1 The Hub will meet its legislative duties to maintain safe working arrangements, conduct risk assessments, provide adequate first aid facilities and report accidents and assaults where they occur under the Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999, Health and Safety (First-Aid) Regulations 1981, Workplace (Health, Safety and Welfare) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

3. Accidents

3.1 An accident book will be maintained in which any reported accident is entered. This will be monitored, and made available to the Board on request. Anyone who experiences an accident or a significant near miss, either on The Hub premises or in the course of performing his/her duties, even if that occurs elsewhere, must report it to the Executive Officer and ensure that it is entered into the Accident Book.

3.2 RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences regulations


3.2.1 RIDDOR- imposes duties on persons responsible for the activities of people at work to report to the Health & Safety Executive or the local authority the following: The list of 'specified' reportable injuries (regulation 4) was changed by RIDDOR 2013 these are now:

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which: → covers more than 10% of the body → causes significant damage to the eyes, respiratory system or → other vital organs → any scalping requiring hospital treatment → any loss of consciousness caused by head injury or asphyxia → any other injury arising from working in an enclosed space which: → leads to hypothermia or heat-induced illness → requires resuscitation or admittance to hospital for more than 24 hours Further details on specified injuries is available on the following Link <https://www.hse.gov.uk/riddor/specified-injuries.htm>

3.2.2 Accidents must be reported where they result in a Hub employee being unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven-day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

3.2.3 Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days. As an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, this record will be used for this purpose.

3.2.4 Non-fatal accidents to non-workers (e.g. members of the public) Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is



taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

3.2.5 There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

3.2.6 Further details on Notifiable Occupational Diseases, Dangerous Occurrences and Gas Incidents on the following Link <http://www.hse.gov.uk/riddor/reportable-incidents.htm>

3.2.7 For accidents resulting in the over-seven-day incapacitation of a worker, the responsible officer should notify the enforcing authority within 15 days of the incident, using the appropriate online form.

3.2.8 For cases of occupational disease, including those associated with exposure to carcinogens, mutagens or biological agents, as soon as the responsible person is provided with a diagnosis, this should be reported by using the appropriate form.

4. First Aid Arrangements

4.1 The Executive Officer will ensure that appropriate first aid cover and a first aid box is made available at The Hub and on Hub related activities. The identity of first aiders and the location of each first aid box will be publicised to staff and volunteers.

4.2 Staff must ensure that they know who the first aiders are for their working area.

4.3 The Hub will ensure that named first aiders participate in necessary training.

5. Fire

5.1 General Fire Responsibilities

5.1.1 The Executive Officer is responsible for ensuring that there are designated Fire Marshalls (Officers) for each Hub session and that all requirements of the Regulatory Reform (Fire Safety) Order 2005 are complied with including employee training and evacuation procedures.

5.1.2 Staff must ensure that they are familiar with the fire evacuation procedures and the fire/emergency routes.


5.2 Fire Extinguishers

5.2.1 The location and type of fire extinguishers must be publicised

5.3 Procedure in case of fire

5.3.1 Wherever possible all staff and volunteers will follow a generic procedure as below:

- Anyone discovering a fire must break the glass to set off the fire alarm and shout "Fire!, Fire!, Fire!"
- Using an appropriate fire extinguisher tackle the fire ONLY IF IT IS SAFE TO DO SO.
- Telephone the Fire Service (999) ONLY IF IT IS SAFE TO DO SO.

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- Evacuate the building by the shortest available route, closing all doors behind you.
 - Do not stop to collect personal belongings
 - The first person leaving the premises will take the signing in/out Folders and group register if applicable and take a roll call at the assembly point. Any absences must be reported to the Fire Officer.
 - Assemble at the designated assembly point – over the bridge onto the pavement of Warwick Road.
 - No one is allowed back in the premises until instructed to do so by the Fire Brigade or Fire Officer.

5.3.2 Staff are responsible for advising any visitors present, on the safe evacuation in their area of the building when the alarm is sounded.

5.3.3 If the building cannot be evacuated because the exit route is too dangerous (e.g. fire, smoke, heat, etc.), the following action should be taken:

- Go into the nearest room, ideally the office or computer room and close the door.
- Telephone the Fire Service (as above) and explain your situation.
- Stay as near to an open window as possible until rescued.

5.4 Fire Precautions

5.4.1 General

- Fire exits must be kept clear at all times.
- Fire/emergency evacuation drills must be held periodically.
- Alarm systems must be tested periodically, and staff will be given due warning of such tests.
- Fire extinguishers must be checked annually and replaced as and when required.
- In accordance with the Regulatory Reform (Fire Safety) Order 2005, the Board will ensure that a Fire Risk assessment has been conducted for the premises and that adequate precautions and systems are put in place particularly in respect of the evacuation of any disabled employees or guests.


6. Electricity at Work

6.1 Electricity is potentially lethal and must be treated with respect. In particular, the following instructions apply to portable items of electrical equipment i.e. those that are connected to the mains by a flexible lead and plug.

6.2 Sockets must not be overloaded - the total load imposed on one socket should never exceed the current-carrying capacity of one 13A plug.

6.3 For every separate item of portable equipment, steps must be taken to ensure that:

- the plug is correctly fitted and in good condition
- the cable is correctly clamped by the plug

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- the correct capacity of fuse for the item of equipment is fitted
 - the cable is in good condition, with no kinks and undamaged insulation
 - the equipment is labelled as having been inspected by an authorised person
 - the item is listed in a locality register kept of all items of portable electrical equipment: no unlisted item in that register shall be used without the express permission of the Executive Officer
 - any working microwave, toaster, kettle and oven shall be tested annually by a competent and qualified electrician. Other items will be tested by a competent person every five years.

6.4 General electrical safety, all staff

- are responsible for ensuring that their electrical equipment is switched off when they leave the office. It is not necessary to unplug each item at the end of the working day.
- should not attempt to mend faulty electrical equipment, OTHER THAN BY THE SIMPLE REPLACEMENT OF A FUSE, and should not change plugs without authority from their locality manager.
- should not leave electrical leads attached to a socket without the appliance attached to the end. This is particularly dangerous in the presence of water.
- should not trail electrical leads cross the floor at any point where people may walk; in such places they must be enclosed by a protective cover fixed down to the floor.

7. Use of Computers

7.1 Work routines should be organised to allow breaks - the best principle is “little and often”: short breaks of 5-10 minutes after 50 -60 minutes continuous VDU work are preferable to longer breaks after longer periods of use. Such breaks should be away from the screen, and ideally should take the form of alternative work activities that can be interspersed with work on the screen. Preferably such activities should avoid reading/writing since these do not relax the concentration on visual/mental processes. The Board and all staff are jointly responsible for ensuring that sufficient breaks are taken to minimise any risks to a staff member’s health posed by the use of VDUs identified in individual risk assessments.

8. Controls of Substances Hazardous to Health

8.1 The Hub will meet its legislative duty to assess risks related to hazardous substances e.g. chemicals, noxious fumes etc. Risk assessments will be written and completed by nominated competent persons. Where a risk is identified:

- In the first instance action will be taken to remove any hazardous substances
- If this is not possible then action shall be taken to find a substitute for the hazardous substance
- If this is not possible such substances shall be enclosed within a safe environment If none of the above is possible protective equipment will be issued to ensure staff safety.

8.2 Monitoring

8.2.1 If for any reason an employee has to be exposed to a possibly hazardous substance; levels of exposure will be monitored.

8.2.2 At all times levels of ill-health related to exposure to hazardous substances at work will be monitored.

8.3 Removal, substitution, enclosure and protection

8.3.1 All staff shall avoid using hazardous substances at all times if at all possible. Where substitute materials are available, they should be used (e.g. water-based markers, correction fluid etc.). If there is no way of avoiding use of a hazardous substance, then employees must use the substance in an enclosed, ventilated environment away from other workers, and use proper protective equipment, which shall be made available by The Hub when necessary.

9. Manual Handling

9.1 The Hub staff should avoid manual lifting where ever possible. However, staff may occasionally be required to manually lift and handle loads. Correct manual lifting and handling reduces the effort required and prevents strain and risk of injury. All staff are to familiarise themselves with safe systems of lifting prior to undertaking any manual handling.

9.2 The most likely occurrences of manual handling for Hub staff are:

- the receipt and storage of stationery orders
- moving paper records into archive storage
- rearranging the office furniture and equipment
- handling loads at outside events
- the receipt and storage of tuck shop items.

9.3 All staff should use aids if available to reduce the risk of injury, e.g. sack trolley, lifts.

9.4 Staff should not put themselves at risk by attempting to lift heavy loads which could be divided into smaller quantities. The assistance of other staff should always be sought for moving large quantities or for lifting heavy and awkward loads. When lifting in a team take instructions from one person only.

9.5 Any employee feeling a strain should stop immediately and record the incident in the Accident Book. To continue may result in more serious injury.

10. Health and Safety

10.1 The Chief Executive has overall responsibility for all training, including that related to health and safety.

10.2 Mandatory information/training for all staff will comprise of:

- personal health and safety responsibilities

- fire action
- use of all electrical equipment
- awareness and understanding of COSHH
- basic first aid
- manual handling

- general risk assessment
- basic food hygiene.

10.3 Additional training other than the above mandatory topics will be delivered to staff when required so that they are able to do their job safely.

10.4 Training records for each staff and volunteer will be retained.

11. House Rules for Occupiers, Contractors and Visitors

11.1 The Hub will also meet its legislative duties under health and safety law when using staff employed by other organisations. The law requires co-operation and co-ordination between both employers to ensure that everybody involved is aware of the risks in the workplace, and that all necessary steps are taken to reduce those risks. The Hub needs to know:

- exactly what the task involves
- how long the task will take
- any equipment /materials used meet legal standards.

11.2 Contractors must be aware of The Hub emergency procedures, e.g. reporting accidents, fire alarms, evacuations and first aid.

11.3 Tenants of The Hub premises must be aware of The Hub emergency procedures, e.g. reporting accidents, fire alarms, evacuations and first aid. They should also bring to The Hub's attention any of their working practices or services that may pose a risk to The Hub employees so that any safe systems can be put in place.


11.4 Additionally, all contractors and visitors must sign the visitor book on entering and leaving the premises. Co-occupiers should also have their own system in place to ensure that The Hub can identify occupants in buildings should an emergency situation arise.

12. Reducing Hazards and Risks in The Workplace

12.1 General health and safety actions:

12.1.1 The Hub will ensure that the assessment of risks created by its undertaking are carried out by managers, so as to identify the measures required to comply with health and safety legislation.

12.1.2 Competent person(s) will perform risk assessments and these will be accessible to all staff. It is also the responsibility of all staff to report potential risks to their locality manager. The risk assessment documentation will be reviewed every 12 months and monitored by the Executive Officer.



12.1.3 There are numerous hazards to manage, which makes it very difficult to give comprehensive guidance of what to do or not to do. So much depends on “a common-sense approach to Health and Safety issues”. The following list gives examples:

- keep walking areas clear of obstructions
- take care when going through unglazed doors
- do not run
- wipe up spillages of liquids
- clear up broken glass with a dustpan and brush, NOT bare hands
- do not stand on a chair as a ladder-substitute
- do not lift, pick up or carry heavy loads unless absolutely necessary - if doing so, bend your legs, not your back
- do not open more than one drawer of a filing cabinet at a time, and do not leave drawers open
- do not overload upper drawers of filing cabinets; heavy items should be stored in lower drawers
- do not leave cupboard doors open unnecessarily
- store drawing pins and other sharp objects in a safe place
- store pencils and pens with the point downwards
- do not consume food or drink near keyboards
- ensure that there is sufficient light for your work, and that you are not working in your own (or someone else’s) shadow
- always wash hands after visits to the toilet, and before handling any sort of food
- Any stored edible items should be kept in a refrigerator or cupboard and not left out on working surfaces. Prior to the weekend or public bank holidays, food should be checked for its ‘use by date’ and removed if this occurs during a period of office closure
- Regularly check electric equipment, cables, plugs and extension leads for potential damage.

12.2 Good Housekeeping


12.2.1 Corridors & gangways must be kept clear from obstructions and materials must be stored in safe areas. Under no circumstances must goods or materials be stacked immediately in front of or obstructing fire doors, fire exits, fire alarms or fire equipment.

12.2.2 The Hub is a non-smoking area. However, staff may smoke in designated external smoking areas. This also applies to e-cigarettes.

12.2.3 The Hub will endeavour to provide a well-ventilated workplace in which employees have control over their local level of ventilation.

12.2.4 Efforts will be made so far as is reasonably practicable to ensure the workplace temperature does not rise to an uncomfortable level or fall below the minimum office workplace temperature of 16°C.

12.2.5 Adequate lighting will be provided and if lights are found to be out of order, the fault will be corrected as soon as reasonably possible.



12.2.6 Office equipment such as photocopiers and printers can emit pollutants into the atmosphere. The Hub will take reasonable precautions in ensuring that these levels are kept as low as is possible. Staff will not be expected to work in enclosed spaces with equipment that emit atmospheric pollutants. Spaces where these pollutants are present shall be kept well ventilated.

12.2.7 Equipment storage and usage

- Equipment must not be left lying around but must be suitably stored
- No wires must be left trailing across floors
- Non-flammable rubbish bins must be positioned at various points
- Except in emergencies, and with the permission of the Chief Executive, no paraffin, bar electric or gas fires will be used on The Hub premises.

13. Welfare Arrangements

13.1 The Hub will ensure that staff will have access to toilets and washing facilities of clean hot and cold water, soap and drying facilities in accordance with the minimum requirements of Health and Safety legislation.

13.2 An adequate supply of drinking water is provided for all staff.

13.3 The Hub staff should not work excessively long hours, and should take adequate breaks for meals and rest as indicated within their statements of main terms of employment.

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