

Refurbiz Health and Safety Policy

1 POLICY

It is the policy of Refurbiz to attach the greatest importance to the health and safety and welfare of its employees, volunteers and visitors to its premises and sites and all those who may be affected by Refurbiz's activities.

Refurbiz will, therefore, do all that is reasonably practicable to identify hazards to health and safety and to remedy any such hazards in order to minimise the risk of accidents and incidence of ill health.

Refurbiz gives full backing to the policy and supports all those who endeavour to implement it.

2 RISK ASSESSMENTS

In order to identify hazards and evaluate the risks from them, Refurbiz will undertake risk assessments.

The risk assessments will:

- 2.1** Identify hazards and assess the risks to employees and any others who may be affected by what Refurbiz does (e.g. visitors, volunteers, the public, contractors, etc.).

"Hazards" are something with the potential to cause harm or illness such as machinery, chemicals, and unsafe practices.

"Risks" express the likelihood that the harm will occur and the severity of the outcome.

- 2.2** Be recorded on the appropriate risk assessment forms in writing identifying:

- a) Significant hazards
- b) Existing control measures or procedures which apply.
- c) An evaluation of the extent of the risk taking into account procedures already in place.
- d) The group(s) of people exposed to the risk.
- e) Action taken or recommendation for action.

- 2.3** Be repeated at regular intervals or sooner if:

- a) There is reason to believe the previous assessment is no longer valid.
- b) There has been a significant change.
- c) A new site is acquired.
- d) A serious accident or incident occurs.

- 2.4** Ensure that action will be taken to comply with all relevant statutory provisions.

Where possible, risks will be eliminated or minimised by the use of procedures and control measures.

Where practicable, Refurbiz will take action to meet "best practice". This may involve steps to improve things over the medium or long term.

- 2.5** Be monitored and reviewed.

The results of the assessments, the application of Health and Safety procedures and risk control techniques will be monitored and reviewed by the General Manager and whoever he may direct to carry out the assessments.

3 RESPONSIBILITY FOR IMPLEMENTING THE POLICY

3.1 The Manager

The Manager has executive responsibility for health and safety within Refurbiz. This responsibility will include that Refurbiz complies with legislation relating to health, safety and insurance; ensuring that Refurbiz has an effective policy for Health and Safety and that the effectiveness of the policy is reviewed regularly; take steps to provide, maintain and encourage employees, trainees, volunteers and contractors to secure a safe working environment at all times.

To achieve this the Manager shall:

- i Create and maintain a file on health and safety, which can be shown to the local authority's Environmental Health Department's officials. It shall contain one copy each of:
 - a) The Refurbiz Health and Safety Policy statements relating to staff, visitors, volunteers and contractors.
 - b) Any other Refurbiz documents on health and safety, including that relating to the Control of Substances Hazardous to Health Regulations.
 - c) An up-to-date organisation chart showing all staff and to whom each reports.
 - d) A list signed by each employee stating they have read and understood (a) above.
 - e) Publications, documents and articles on Health & Safety relevant to employees and volunteers.
- ii Ensure that employees and volunteers are kept informed on health and safety matters.
- iii Ensure that premises, apparatus, equipment and machinery are regularly inspected and deficiencies rectified.
- iv Check that statutory registers and notices in respect of health and safety legislation are maintained.
- v Ensure that the fire extinguishers are checked weekly; a fire drill is held at least twice a year and a fire drill log is maintained.
- vi Nominate a trained first aider or appointed person and ensure that fully stocked first aid boxes are available.
- vii Ensure the completion of accident and near-miss reports in the accident book and review entries regularly.
- viii Report to HSE, Kennet District Council's Environmental Health Department and to the Chairman of the Trustees, notifiable accidents, dangerous occurrences or reportable diseases as prescribed by the Reporting of Diseases and Dangerous Occurrences Regulations.
- ix Implement the requirement of the Control of Substances Hazardous to Health Regulations and ensure that employees, volunteers and contractors are informed, instructed and trained in the risks to their health, and the precautions to be taken to protect themselves from this aspect of Refurbiz's undertakings
- x In his absence appoint the Administrative Assistant to take responsibility for day-to-day aspects of health and safety in the Refurbiz office, workshop and storage area.

Administration Assistant

The Administration Assistant will:

- i Undertake regular health and safety tours of the Refurbiz premises, take action to maintain all areas and equipment in good working order, ensure fire exits are kept free from obstruction and a high standard of tidiness is being maintained.
- ii Test emergency lighting systems regularly during working hours in the Refurbiz premises, twice yearly hold a fire drill and maintain a fire drill log.
- iii Eliminate hazards or otherwise reduce, isolate or control them in the premises.
- iv Maintain stocks of first aid materials.
- v Ensure that all contractors working at the Refurbiz premises are appropriately trained, working in a safe manner and are aware of their responsibilities under Health and Safety legislation.

Engineers

Health and Safety at work is an integral part of good management and is, therefore, the direct responsibility of the Manager. The Manager has the prime responsibility to ensure that the operations of Refurbiz for which they have authority do not constitute a risk to the health and safety of staff and volunteers and, in particular, that the Refurbiz Health and Safety Policy and all related policies and procedures are understood and observed.

Employees

- i Employees have a duty at all times to comply with health and safety regulations, the Refurbiz Health and Safety Policy, codes of practice and manufacturers' recommended procedures.
- ii Refurbiz reminds all members of staff (including volunteers) that, under the Health and Safety at Work Act 1974, each has a duty:
 - a) To take reasonable care for the health and safety of themselves and any volunteers, visitors and contractors on Refurbiz premises.
 - b) To co-operate with Refurbiz in the execution of its health and safety duties and responsibilities.
 - c) Not to interfere with anything or misuse anything provided in the interests of health and safety.
- iii Refurbiz expects all its employees to work in a safe manner at all times and to cease to use any machine, equipment or protective clothing immediately it becomes unsafe.
- iv Employees are to ensure that any staff, visitors, volunteers or contractors under their supervision comply with safety requirements.
- v Employees have a duty to familiarise themselves with the fire safety procedures and precautions applicable to their work.
- vi Employees should notify the Manager, the Administrative Assistant, or any Refurbiz management committee member of any hazards to health and safety that they notice and of any suggestions they wish to make regarding health and safety.

IMPLEMENTATION OF THE POLICY

The following measures are or will be taken to implement the policy and to achieve its objectives.

Induction

The Manager or Administrative Assistant will explain the Refurbiz Health and Safety Policy to new employees and for volunteers working in the Refurbiz premises.

Health and Safety Training

Refurbiz will provide adequate health and safety training for its employees and for volunteers on:

- a) Commencing their duties
- b) Being exposed to new or increased risks because of changes in work practices, new equipment or new procedures.

This training will be revised as appropriate.

Staff with specific responsibilities, e.g. first aiders or those who operate in specific areas of Refurbiz work e.g. workshop, will be given additional training as appropriate.

Accident Reporting and Investigation

All accidents, however minor, must be reported to the relevant line manager and recorded in the Accident Book kept in Reception at the Refurbiz premises.

Major injuries and accidents causing more than three days absence from work and those diseases and dangerous occurrences notifiable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, must be reported to the Director who shall inform the local authority's Environmental Health Office. Any accidents or near misses will be thoroughly investigated by the Manager and / or the Administrative Assistant to ensure repetition of the accident is avoided.

Publicity

The Refurbiz Health and Safety Policy is given to all new staff and any statutory notices will be displayed. Steps will be taken to bring to the attention of volunteers relevant health and safety procedures and advice appropriate to working for Refurbiz.

First Aid

There should always be number of qualified first aiders - names of these first aiders should be displayed on the premises notice board. This is regularly updated. In the event of an accident, any of those appointed persons may take charge.

A first aid box is kept in a cupboard in the kitchen. The door to the kitchen and the cupboard are labelled as containing first aid equipment.

First aid boxes are to be carried in all Refurbiz vehicles.

Refurbiz's responsibilities to Visitors, Volunteers and Contractors.

- i All organised groups visiting the Refurbiz premises should advise a responsible member of staff of the proposed visit.
- ii All visitors to Refurbiz must be met and escorted out of the premises by a member of staff who is responsible for their welfare whilst on the Refurbiz premises. In the event of fire, the staff member will ensure the visitors are escorted off the premises.
- iii Contractors should inform Refurbiz of their intention to start any work on Refurbiz's premises before doing so in order that Refurbiz can take appropriate action in terms of hazard warning or notification to others who may be affected by the work.

Refurbiz will provide information to contractors on:

- a) The risks to their own or employees' health and safety arising from or in connection with Refurbiz's undertakings.
- b) The health and safety measures in place to address those risks identified in (a), and identify any persons in Refurbiz whom are nominated to help in an emergency.

Health and Safety Assistance

Refurbiz will seek advice from suitably qualified and experienced sources to help it meet its health and safety responsibilities.

SAFE AND HEALTHY WORK PRACTICES

Detailed arrangements and procedures are identified in the separate policies / instructions which are held in the Health and Safety file, together with appropriate reminder posters on display in the premises.

Fire

Detailed procedures are in place in the Refurbiz building and workshop for evacuation and reporting in the event of fire. Each employee and volunteer will be instructed by the Manager in all parts of the procedure.

The Manager shall ensure that fire drills shall take place at least twice yearly and a log book detailing date and time of the drill, length of evacuation time and any points for action arising from the drill will be kept.

Smoking

Under current legal requirements, smoking is not allowed in any part of Refurbiz premises or vehicles.

Working at Risk

Staff and volunteers working at risk must comply with Refurbiz's At Risk Policy which is held in the Health & Safety file.

Work undertaken by Refurbiz staff and volunteers in other organisations' premises.

Staff should take the following action:

- i Visiting. Comply with the health and safety arrangements of the organisation being visited. Do not take any personal risks.
- ii Site Visits. Take action to acquaint themselves of any risks to their health and safety that may arise from their visit and take appropriate precautions. Read, understand and observe any health and safety rules and procedures put in place by the host organisation.
- iii Reporting of Accidents. If you suffer an accident whilst working other than on Refurbiz premises, sites or reserves, you should, as soon as you are able to do so, report the accident to the occupier or controller of the site that you are on.
As soon as you are able to do so, inform Refurbiz of the accident and make sure it is recorded in the Refurbiz accident book held at its premises.
- iv Hazards. Every encouragement will be given to employees to look for and report hazards and to make suggestions for improving arrangements for health and safety. All reasonably practicable action will be taken to remedy known hazards.
- v Driving whilst on Refurbiz business. Employees should ensure their vehicles are maintained in accordance with the manufacturers' instructions and are safe to drive. Employees should not contravene the law or put themselves or others at risk by driving when unfit to do so. Any driving accidents arising in the pursuit of Refurbiz business must be reported to the Manager. Only staff who have satisfied the Manager that they are appropriately qualified may drive any of the Refurbiz vehicles.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS

Refurbiz will complete the assessment required under these Regulations, the results of which will be contained in the Health and Safety file.

Staff and volunteers shall be informed by the Manager of all necessary precautions to be taken in respect of hazardous substances and/or micro-organisms with which they may come into contact during the course of their duties.

Only those contractors complying with these regulations will be used on Refurbiz's premises.

DANGEROUS MACHINERY

The use of dangerous machinery, e.g. workshop equipment, by staff and volunteers will be kept to a minimum and only those trained in their operation will be allowed to use them.

Only those contractors complying with the Work Equipment (Health and Safety) Regulations 1992 will be used on Refurbiz's premises.