

## **Health and Safety Policy and Procedure**

**Appendix 1 - Manual Handling**

**Appendix 2 - First Aid**

**Approved by Board of Trustees on: June 26<sup>th</sup> 2018**

**Lead Trustee: Andy Watson**

**Lead Staff Member: Jackie Rosenberg**

## **Health and Safety Policy**

PDT is committed to providing a safe and healthy work environment that complies with the Health & Safety at Work Act 1974 and associated regulations.

PDT will provide information and support to staff and volunteers to ensure; so far as is reasonably practicable, your health, safety and welfare at work.

All members of staff, volunteers, young people and other users of any building within which PDT operates, have a general responsibility to take care of the Health and Safety of themselves and others and to co-operate in the implementation of this policy.

To comply with 'Health and Safety (Consultation with Employees) Regulations 1996, all PDT staff will be encouraged to carry out self-assessments of risks which they see as affecting their activities. PDT will, where appropriate, make arrangements for implementing the measures identified.

Health and Safety/Fire Assessments will be conducted on a regular basis by the appropriate staff in each PDT venue. For further information, please view the Health and Safety file and Fire Assessment Checklist.

All Policies relating to Health & Safety matters will be filed in relevant work-places.

A copy of this policy and related matters will be available at the following locations:

Great Western Studios, The Stowe Centre, Church Street N'hood Centre, The Beethoven Centre, St Peter's Enterprise Centre.

### **1. Management Responsibilities**

#### **It is the responsibility of all PDT Managers to:**

- (i) Ensure that staff carry out their general and specific responsibilities in accordance with this policy and receive as part of their induction to the organisation appropriate Health and Safety training and guidance.
- (ii) Ensure that members of staff are given instruction in the use of office machinery, as necessary.
- (iii) Ensure that at least one member of staff in each PDT work setting, is a qualified First Aider (or that a qualified first aider is available) and that all health and safety certificates are up to date. (Please refer to Appendix 2 - First Aid Policy).

- (iv) Ensure that the effectiveness of this policy is regularly reviewed, and to make recommendations to PDT Trustees as to its revision.
- (v) Ensure that Risk Assessments are undertaken on a regular basis and any identified action is implemented.
- (vi) Provide employees with comprehensive and relevant information on any risks identified by the assessment.
- (vii) Maintain insurance cover as is necessary to protect staff, volunteers, users and trustees and to ensure that relevant certificates are on display.
- (viii) Ensure, in conjunction with other appropriate staff members, that all PDT premises are safe, tidy and hygienic and that a stock of First Aid equipment is adequately maintained and available for use.
- (ix) Ensure, in conjunction with other staff members, that aisles, halls, staircases and exits are maintained free of obstructions at all times.
- (x) Ensure safe means of gaining access and leaving the building.
- (xi) Ensure that emergency lighting is installed and operational.
- (xii) Ensure that hazard signs are used when and where required.
- (xiii) Line Managers, where appropriate, will delegate some everyday responsibility to appointed members of staff. For the Stowe Centre and Church Street, responsibility for H&S in the building is delegated to Elena Grbcic - Facilities Manager.
- (xiv) Ensure that all staff, volunteers, youth workers, sub-contractors and teaching staff are issued with copies of Health and Safety Policies and are qualified or competent as appropriate to their role within any PDT venue.
- (xv) Ensure that where necessary, DBS checks are carried out.
- (xvi) Ensure that all staff, including those involved in youth work, are given an induction in the procedures to follow in case of an accident or fire. (Please refer to Fire Policy).
- (xvii) Provide a Health and Safety induction programme for staff, volunteers and other users which ensures that:
  - a) They receive instruction in general Health and Safety requirements

- b) They are made aware of procedures, including exit routes, in case of an accident or fire.
- c) They are made aware of the specific responsibilities of staff members under this policy.
- d) Users are made aware of their responsibilities under this policy

## **2. Employees' and Volunteers' responsibility**

**It is the responsibility of PDT Staff, volunteers and other partners to:**

- a) co-operate with PDT Managers on health and safety matters
- b) not interfere with anything provided to safeguard their health and safety
- c) take reasonable care of their own health and safety
- d) report all health and safety concerns to the relevant Manager or Health and Safety representative.

## **3. Safety Measures**

Within the Stowe Centre, panic alarm buttons are situated in:

- The Reception area
- Ground Floor meeting room (sounds on the second floor).

## **4. Computers and VDU Equipment.** Refer to PDT Employees Handbook

## **5. Manual Handling** – Refer to Appendix 1 - Manual Handling

## **6. Sub-Contractors**

Anyone who engages sub contractors or consultants is responsible for ensuring that an adequate health and safety communication process is in place.

All work must be carried out in accordance with the relevant statutory provisions and take into account the safety of others on the site. Any injury sustained or damage caused by contractors' employees must be reported immediately to the appropriate PDT line manager and recorded in an accident book.

All plant or equipment brought to site by contractors must be safe and in good working condition, fitted with any necessary guards, safety devices and accompanied by any necessary certificates available for checking. The manager working with the contractor must obtain information and assessments on noise levels of plant, equipment or operations to be carried out by the contractor before work commences.

## **7. Responsibility**

Overall responsibility for the implementation of this policy rests with The Trustees of PDT through PDT Managers and designated Health and Safety Officers.

## **8. Review and Evaluation**

The Deputy CE and will review this policy annually and report to the Board.

## **9. Responsibilities**

**Overall and final responsibility for health and safety is that of:**

<b>Jackie Rosenberg - Deputy CE and Trustees of PDT</b>
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**Day-to-day responsibility for ensuring this policy is put into practice is delegated to:**

<b>Great Western Studios – Elena Grbcic</b> <b>The Stowe Centre - Elena Grbcic</b> <b>Church Street N’hood Centre - Elena Grbcic</b> <b>Beethoven Centre -</b> <b>St Peter’s Enterprise Centre – Kim Sadler</b>
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**Risks assessments will be undertaken by:**

<b>Great Western Studios – Elena Grbcic</b> <b>The Stowe Centre – Elena Grbcic</b> <b>Church Street N’hood Centre – Elena Grbcic</b> <b>Beethoven Centre –</b> <b>St Peter’s Enterprise Centre – Kim Sadler</b>
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**Assessments will be reviewed**

<b>Annually or when the activity changes, whichever is soonest.</b>
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**Responsibility for induction training and Health and Safety Training for all employees lies with PDT Line-Managers or their nominated person.**

**10. Other relevant information**

**Specific jobs requiring special training are:**

**First Aider  
Fire Warden**

**These persons attended a half day fire training course:**

**1 Judith Mitchell June 2006**

**The appointed first aiders are:**

<b>Great Western Studios</b>	
<b>The Stowe Centre</b>	<b>Elena Grbcic</b>
<b>Church Street N'hood Centre</b>	<b>Elena Grbcic</b>
<b>Beethoven Centre</b>	
<b>St Peter's Enterprise Centre</b>	<b>Kim Sadler</b>

**Responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority:**

**Jackie Rosenberg**

**The first aid boxes are kept at:**

**Great Western Studios  
The Stowe Centre  
Church Street N'hood Centre  
Beethoven Centre  
St Peter's Enterprise Centre**

**All accidents and cases of work-related ill health are to be recorded in accident books. The books are kept at:**

**Great Western Studios  
The Stowe Centre  
Church Street N'hood Centre  
Beethoven Centre  
St Peter's Enterprise Centre**

**Certificate of Public Liability Insurance is displayed at:**

**Great Western Studios**

**The Stowe Centre**  
**Church Street N'hood Centre**  
**Beethoven Centre**  
**St Peter's Enterprise Centre**

## Appendix 1.



# Manual handling

### Statement:

Manual handling is lifting, lowering, pushing, pulling, carrying, moving, holding or restraining something.

The risk comes not just from the weight of the object being handled but from the way it's handled. Some kinds of manual handling are more likely than others to cause a problem called occupational overuse syndrome (OOS).

PDT accepts its duty to ensure that all staff whose work involves lifting are not exposed to work practices likely to cause them injury. Lifting training will be arranged, where appropriate, if identified as required in the risk assessment.

PDT: Staff suffering a back injury, whether at home or at work, are required to report it immediately. The incident must be reported following the accident reporting procedure.

### 1 RISK FACTORS:

#### **Movements which could increase the risk of injury include:**

- sudden, jerky or hard-to control movements
- lifting unevenly or with one hand
- extremes of joint movement
- bending, twisting, over-reaching.

#### **Movements which could increase the risk of OOS in particular include:**

- repetitive movement
- (frequent) forceful movement
- frequent actions requiring extremes of reach, bending or twisting
- frequent or prolonged bending and twisting of the wrist
- using poorly designed tools
- Layout of the workplace or workstation.

#### **An employee should be able to work:**

- while upright and facing forward
- with good visibility
- with tasks or tools at about waist height and within easy reach.



**Risk of OOS increases:**

- if an employee stays in the same posture or position for a long time
- where work height varies significantly from optimum (elbow height for most work)
- risk increases the longer or more often a manual handling task is performed by an employee during a work period.

**Loads should be moved as short a distance as possible. The risk increases if the load:**

- is located above shoulder height
- is located below mid-thigh height
- needs to be manoeuvred into position.

**The risk is greater:**

- the heavier the object
- the more force needed to lift, push, pull or hold it
- the bulkier, more unstable, awkward or hard to grasp it is

**Risk increases if there is:**

- not enough people
- ineffective maintenance of tools, plant etc
- uneven workflow
- pressure to meet tight deadlines.

**Risk increases with things such as:**

- poor lighting
- slippery or rough ground, or an untidy workplace
- confined space
- lack of physical ability, skills and experience
- clothing - does the employee's clothing or personal protective equipment make manual handling difficult
- temporary factors, e.g. pregnancy, returning to work from an illness
- permanent e.g. specific disability.

**2. CONTROLLING THE RISK OF HARM FROM MANUAL HANDLING**

- (i) Try to design the task to eliminate manual handling altogether
- (ii) Try to design the task, workplace or workstation layout to minimise the risks
- (iii) Make the object lighter, or less bulky; pack it in smaller containers; provide handles; provide counterbalance for heavy tools
- (iv) Store heavier and frequently used items at waist level; make work heights adjustable; improve lighting; introduce better housekeeping practices.
- (v) Consider using mechanical assistance, for example, rollers, platforms, stands and trolleys. But beware of new risks the equipment may introduce.

- (vi) Consider team lifting: Regular need for team lifting usually signals the need for job redesign. However, whenever team lifting occurs it is important to ensure that there are enough people, someone is coordinating the lift, training has been provided, and the lift has been rehearsed.

### **3. ASSESSING RISKS:**

- What kinds of manual handling are required in the job?
- What risks of injury does the employee see in these manual handling activities?
- Are there any tasks or movements that are particularly tiring, strenuous or difficult?

## Appendix 2 :



### PADDINGTON DEVELOPMENT TRUST - FIRST AID POLICY

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work.

#### 1. Definition of first aid

People at work can suffer injuries or fall ill. Whether or not the injury or illness is caused by the work they do, it is important that they receive immediate attention and that an ambulance is called in serious cases. First aid can save lives and prevent minor injuries becoming major ones. First aid at work covers the arrangements that need to be made to ensure this happens, that is, the initial management of any injury or illness suffered at work. In general, tablets, creams and medications should not be kept in the first aid box.

#### 2. Aims of first aid:

- to preserve life
- to prevent the worsening of any injuries
- to promote recovery

#### 3. Managerial responsibilities:

- (i) To ensure the provision of such training for the staff as is required to enable the employee to carry out his/her duties under this policy; and to ensure that at least one member of staff is a qualified First Aider.
- (ii) To ensure that the premises are safe, healthy, tidy, and hygienic; and that a stock of first aid equipment is adequately maintained. An appointed first aider will be responsible for ensuring that first aid boxes are fully stocked.
- (iii) To ensure qualified first aiders are available within the organisation at all times .
- (iv) To conduct assessments and take suitable measures to minimise the risk of accidents in the workplace. (Please refer to Health & Safety Policy).

#### 4. Accidents and Incidents:

- (i) If the accident is serious, dial 999 for an ambulance. If possible, have the following information to hand:

Location of the casualty  
Name of the casualty  
Nature of illness/injury  
Name and contact details of GP if possible

- (ii) All accidents and incidents (however minor the injury) occurring on PDT premises, or during off site activities, must be recorded. An incident report form should be used where necessary.
- (iii) All accidents and cases of work-related ill health are to be recorded in accident books. The books are kept at:

<p><b>Great Western Studios</b> <b>The Stowe Centre</b> <b>Church Street N'hood Centre</b> <b>Beethoven Centre</b> <b>St Peter's Enterprise Centre</b></p>
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- (iv) Recorded information will be reviewed regularly by a designated person and an assessment made of the implications of different incidents, together with remedial action where appropriate.
- (v) Where the accident or incident is serious, i.e. resulting in loss of more than three days from work, the Manager is responsible for informing the Health & Safety Executive and Trustees under the RIDDOR Regulations. Please refer to 'RIDDOR' Explained' (copy filed centrally).

#### 5. First aid boxes

**The first aid boxes are kept at:**

<p><b>Great Western Studios</b> <b>The Stowe Centre</b> <b>Church Street N'hood Centre</b> <b>Beethoven Centre</b> <b>St Peter's Enterprise Centre</b></p>
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**6. First Aiders**

**The appointed first aiders are:**

<b>Great Western Studios</b>	
<b>The Stowe Centre</b>	<b>Elena Grbcic</b>
<b>Church Street N'hood Centre</b>	<b>Elena Grbcic</b>
<b>Beethoven Centre</b>	
<b>St Peter's Enterprise Centre</b>	<b>Kim Sadler</b>

**7. The nearest hospital is:**

St. Mary's Hospital  
Praed Street  
Paddington  
London W2 1NT

Tel: 020 3312 6330 – Accident and Emergency  
020 3312 6666– General Enquiries

**FOR ALL EMERGENCIES AND TO CALL AN AMBULANCE CALL 999.**

All accidents must be recorded in the Accident book.