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Hands on learning that helps drive change

Health and Safety Policy

Approved by the Board of Trustees

Date: September 2024

Review Frequency: Annual

Next Review date: September 2025

Policy Changes: September 2024

| Policy | Section | Changes |
|-------------------|-------------------------------|---|
| Health and Safety | Driving for Work Policy | New Policy |
| Health and Safety | P6. Covid-19 | Policies updated annually |
| Health and Safety | P5. Management of risks | Should to Must |
| Health and Safety | P5. Responsibilities | Inclusion of : The Trustee Health and Safety Lead is Mr John Chaplin. |
| Health and Safety | P5. Electrical and Gas Safety | Should to Must |
| Health and Safety | P7. Dangerous Equipment | Should to Must |
| Health and Safety | P9. Data protection | Should to Must |
| Health and Safety | P10. Record Keeping | Should to Must |

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Purpose and scope of this Policy

This document contains the Policy, Health and Safety Statement, and general organisational arrangements that allow the GASP Motor Project to continue with our business whilst ensuring that our responsibilities to staff, volunteers and members of the public are met with regard to safety and welfare. The Board of Trustees and all nominated persons are required to know and understand the contents of this document so that they can contribute to the Health and Safety culture of the organisation.

The GASP Motor Project is committed to developing a safe culture at work that ensures the safety of all staff whilst engaged in their employment. It also accepts the duty of care for the health and safety of the volunteers, visitors, and young people that visit the site. The organisation undertakes to provide and maintain as far as is reasonably possible:

- Safe workplaces and systems of work.
- Information, training and supervision necessary to reduce accidents.
- A system of Risk Assessments and interventions to keep all areas of perceived risk at a minimum.
- Compliance with all areas of relevant legislation.
- An Emergency Plan for safe evacuation of the site.

Organisation of Health and Safety

All Trustees and Managers are responsible for ensuring that this policy is carried out at work. Specific areas of responsibility rest with Workshop Manager. All members of staff and volunteers share a responsibility to ensure that practices which are potentially dangerous are ceased until remedial action is taken to minimise the risk to an appropriate level of safety.

Members of staff and volunteers are made aware on their induction of these corporate responsibilities to themselves and their colleagues. All personnel are required to bring to the attention of their Manager, any dangerous incident or faulty piece of equipment that could result in injury to:

- Themselves.
- Work colleagues.
- Visitors or members of the public on site.

Every member of staff, volunteer and trustee must keep health and safety in the front of their minds and take responsibility for the health and safety implications of their own acts and omissions.

Health & Safety policies and procedures are kept in an H&S file at the GASP workshop. The H&S file is available to all members of staff and volunteers for consultation and information purposes. Statutory notices are posted on the staff notice board.

Management of Risks

The management of risks is carried out by the use of both Generic and Specific Risk Assessment. The assessments are generally conducted by the Workshop Manager but may be delegated to other nominated staff members. Whenever there is a new piece of equipment or procedure introduced a new assessment must be initiated. Additionally, when an accident occurs or a near miss situation arises the risk assessment process must be repeated. All assessments will be revisited on an annual basis. These assessments are available to all staff and volunteers at any time; new assessments are available in the staff handbook.

Responsibilities

Overall responsibility for the Health and Safety of each location at which GASP services are delivered rests with the GASP Board of Trustees. The Trustee Health and Safety Lead is Mr John Chaplin. Day to day responsibilities are delegated to the Management. Others may assist in this (after suitable training) by taking responsibility for the specific Risk Assessments of premises where mobile delivery is to take place.

General arrangements

Young persons and Volunteers

GASP accepts its enhanced responsibility for those young persons who take part in its daily operations. Prior to participating in any project, the Workshop Manager will assess the individual risk to all young people under the age of 18 to establish:

- Appropriate maturity and knowledge of workplace behaviour.
- Adequate physical and mental stamina to undertake the task in hand.
- The level of H&S training required prior to start.
- The need to review activities according to ability.
- The need for constant supervision

First Aid

The Management Team and nominated first aiders must ensure that all staff and volunteers are aware of the position of First Aid kits and those people who are trained to administer treatment in an emergency. This information and a list of First Aiders must be available and on display on a notice board within each location for all volunteers, visitors and staff members. All kits are to be checked for correct contents on the Monthly Audit. Any replacements are available from the Workshop Manager on request. The provision of First Aid must be covered on every induction training session.

Fire Safety

All elements of Fire Safety and means of escape are dealt with by the Risk Assessment process, completed by the Workshop Manager and are kept with the H&S file.

A record of all tests to the fire systems and associated equipment is contained within the maintenance and test section of the H&S file. These documents detail both the frequency and results of all tests and are available for inspection when required.

All staff and volunteers must ensure familiarity with the contents of the fire risk assessment.

Manual Handling

Any situation within the organisation where lifting or carrying could put an individuals' safety at risk, should be subject to a specific risk assessment conducted by the line manager responsible for that area of work activity. All members of staff must receive Manual Handling training on induction and on an annual basis. Advice on correct lifting and carrying is posted on every notice board. Any queries should be directed to the Workshop Manager.

- Avoid the need for hazardous manual handling, as far as reasonably practicable.
- Assess all hazards prior to commencement.
- Adopt an ergonomic approach to manual handling which considers the relationship between the task/the load and the ability of the person involved in the task.
- Consider re-arrangement of the task or the provision of mechanical assistance to minimise the risk to staff.
- All staff must be familiar with safe working practices within their specific role.

Electrical and Gas Safety

Care must be taken to ensure that the services provided to the site conform to all the current legislation. Only qualified persons may work or maintain these systems. If any fault is suspected that could result in a dangerous situation the service must be isolated and the Operations Manager informed at once.

Tests and Maintenance

All mains services and user equipment will be subject to monthly checks and inspections, to prevent accident or injury to staff, volunteers or visitors. Annual tests will be collated by the Operations Manager in the test register, kept with the Health and Safety file. The intervals of test are indicated on the test sheet. Testing will include, but is not limited to:

- All fire alarm systems are working
- The emergency lighting is working
- Faults in systems and equipment are recorded
- All escape routes are clear, and the floor is in good condition
- All fire escapes can be opened easily
- Automatic fire doors close correctly
- Fire exit signs are in the right place

Hot and Cold-Water systems

The responsibility for these systems rests with the Operations Manager and their responsibilities include the following:

- To maintain a diagram of the water supply systems.
- These routines to conform to the relevant guidance issued by the Local Authority.

Audits

Regular audits are carried out throughout the organisation with the following frequency:

Annually - The Operations Manager will make the Chief Executive aware of the results of the year's audit, along with any other information he may be required to provide.

Specific Safety Arrangements

Risk Assessments

The Management Team is responsible to ensure that suitable and sufficient assessments are carried out regarding the health, safety and welfare of all staff, volunteers and visitors. Both Generic and Specific assessments form part of the managerial responsibilities within the organisation. Copies of all assessments including findings and action sheets are kept in the H&S file.

Slips, Trips and Falls

A Risk Assessment will be completed for all areas within each location from which services are delivered, where there are specific areas of concern for slips, trips and falls.

Off-site delivery

A risk assessment will be undertaken before a session can be delivered at a school or similar organisation. The assessment will include the working area and access to it, the surrounding area. The contact details of the school reception and responsible staff member and any emergency procedures will be included on the risk assessment. A copy of the assessment will be kept with the session register and be available at all times to the GASP instructors.

On a visit to a public venue the Workshop Managers will need to ascertain whether a risk assessment needs to be completed.

COVID-19

Policies and risk assessments have been completed by the COVID Recovery Team, comprising the GASP CEO, Chair and two additional Trustees. Policies and procedures follow government and Health England guidance and are reviewed on **an annual basis**.

Display Screen Equipment

Risk Assessments will be completed by the Operations Manager to cover all office workstations. The management undertake to provide as far as is practicable the following:

- Safe working practices to allow movement and change of activity.
- Adequate lighting.

- Adequate space.
- Good contrast on screens.
- Appropriate software.
- Suitable desks with adjustable chairs and footrests.

Dangerous Equipment

Any item of equipment that could cause serious injury to a staff member, volunteer or visitor will be classed as dangerous equipment and will be subject to a specific Risk Assessment.

All managers, staff and volunteers must apply the following general principles to new equipment:

- All guards and safety aids must be used.
- Only trained operators may use the equipment, and the operations manual should be close to the machine.
- Only people over the age of 18 to operate the equipment unless supervised by a competent person.
- The operator must know what to do in the event of an accident
 - how to turn off the machine.
 - where the power switch is located
 - who to contact in an emergency
- All due care shall be taken to ensure that equipment is used for its proper purpose and in the correct manner.
- All such equipment must be fully maintained by a competent person.
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Any suspect equipment must be taken out of use, labelled DO NOT USE and given to the Workshop Manager, who will arrange for repair by a competent person. All staff and volunteers using electrical equipment must be aware of the following advice:

- Electrical equipment should be unplugged when not in use (EXCEPT COMPUTERS).
- Power tools and equipment should be switched off when being connected or disconnected to the mains.
- All equipment must be unplugged when undergoing maintenance or adjustment.
- Cable reels must be fully unwound.
- Extension cables must not present trip hazards nor be laid on wet floors.
- Electricity and water do not mix Any liquid which can be knocked over should be kept away from computers and electrical equipment. Electrical equipment should not be touched with wet hands.

C.O.S.H.H. ASSESSMENT

The C.O.S.H.H assessment will be carried out by the Workshop Manager who will keep up to date information regarding the regulations. To make an assessment the Workshop Manager will need to make a list of every hazardous substance that is used, then examine where it is used and stored and assess any risks arising.

When assessing risks consideration should be given to:

- Where and how the hazardous substances are stored.
- Whether their form changes, e.g. do they vaporise?
- Who might be affected?
- How might the substance be ingested (directly or following contamination from fingers) or absorbed through the skin or splashed in the eyes?
- What kind of accident could occur, spillage, ingestion, or user error?
- The working environment, heating and ventilation.

If the assessment concludes that there is no likelihood of risk to health then the assessment is complete and no further action is needed. If there are risks then further action is required as follows.

The Operations Manager should seek to prevent or control exposure to the hazardous substance. Prevention is the preferred option, and the employer should consider replacing a harmful substance with a less harmful one. Where prevention is not possible the use of the hazardous substance including storage and disposal, must be governed by suitable control measures. These should include restrictions to use, personal protective equipment and a handling procedure that minimises the chances of spills and leakages. The manufacturer's instructions and recommendations should be included within these controls. The procedures must be clearly understood by all users.

Exposure to hazardous substances and any handling procedures should be monitored on a regular basis. Staff and volunteers should be properly instructed and trained. The training should cover:

- The nature of the substances they work with and the risks involved.
- The precautions they should take.
- Any control measure and its purpose.
- Emergency procedures.

A list of hazardous substances, with instructions for use, storage, disposal and action in the case of an accident should be maintained by the Operations Manager and copies kept in the H&S file.

Hazardous and Flammable liquids.

All flammable materials such as paints, varnishes, spirits or solvents are stored in a non-flammable area/container outside the premises. The area or container should have relevant signage and be kept locked.

COSHH Regulations apply to all substances (except those with special hazards which are covered by their own regulations) that can have an adverse effect on health. These include:

- Substances that are listed as toxic, very toxic, harmful, irritant or corrosive under the Chemicals (Hazard, Information and Packaging for Supply) Regulations 1994.
- Substances with maximum occupational exposure limits.
- Harmful micro-organisms.
- Substantial quantities of dust.
- Any other substance creating comparable hazards to people's health, such as pesticides.

The Workshop Manager should be aware of all substances in use and is responsible for ascertaining if they are hazardous substances and obtaining further advice on use, storage, disposal etc.

Manufacturers and suppliers labels and/or data sheets should provide the necessary information to identify a hazardous substance – if in doubt the COSHH Regulations or Schedules should be referred to, or the supplier contacted. These Regulations must be complied with along with the following details the COSHH procedure.

Where chemicals are used the Workshop Manager, staff or volunteers using them, will keep a copy of the C.O.S.H.H Register, ensure the relevant level of Personal Protective Equipment is issued and that appropriate training is given to those using them.

Every staff member or volunteer must try as far as is reasonably practical to:

- Take care of their own Health and Safety and to be responsible for those around them, whose safety could be affected by their actions or omissions.
- Carry out as requested those duties delegated to them by those who are responsible for health and safety in the building.
- To comply with H&S Legislation and Codes of Practice where applicable.
- Effectively carry out the process of Risk Assessment or Audit as requested and to take any appropriate actions to safeguard the safety of those using the building.
- Agree not to misuse, or recklessly use any equipment or procedure that may result in injury to themselves or others.

Accident reporting

All accidents, regardless of how minor they may appear, must be recorded in an Accident Book, kept in a prominent place and all staff and volunteers informed of its location.

An accident book is required under the Social Security (Claims and Payments) Regulations 1979 for all premises covered by the Factories Act 1961 or where ten or more persons are employed at any one time. The accident book must be in an approved form, and such an approved book (ISBN 07176 26032) is available from the HSE (See sect D)

Data Protection

In order to comply with the Data Protection Act 2018 an accident book (detailed above) must be in place and used, ensuring that individuals' personal details be stored separately and securely.

Accident books must be kept for a period of three years from the date of the last entry.

All accidents to staff, volunteers, visitors and clients are to be recorded. Also included are the accidents to staff or volunteers while undertaking work/training during working hours but away from the normal place of work.

All staff and volunteers should be aware of the location of the accident book and know to record an accident, as soon as practical, in the accident book.

The Operations Manager will monitor accidents. The information in the accident book must be reported digitally and recorded and reviewed. This could highlight accident trends and identify training and supervision needs.

RIDDOR

The following HSE Publications should be consulted to ensure that all legal requirements are fulfilled.

RIDDOR Explained [1999 Edition] A guide to the Reporting of Injuries, Diseases and Dangerous Occurrence Regulation 1995.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 [RIDDOR] require the reporting to the relevant enforcing authority or certain work-related accidents, diseases and dangerous occurrences. The relevant enforcing authority is usually the environmental health department of the local authority. Workshop Manager will be responsible for reporting incidents and accidents.

Immediate Notification

The enforcing authority must be notified without delay, normally a phone call, of the following notifiable incidents:

- There is an accident connected with work and an employee or a self employed person is killed or suffers a major injury
- Or a member of the public is killed or taken to hospital
- There is a dangerous occurrence

Reporting

A written report must also be sent to the enforcing authority within seven days of:

- A notifiable incident, as defined above
- An accident connected with work, including an act of violence, to an employee which results in his absence from work or being unable to do his normal work for more than three days (including non-work days, but excluding the day of the accident)
- Being informed by a doctor that a member of staff or volunteer suffers from a reportable work-related disease.

Report Forms

Form F2508 should be used for reporting accidents and dangerous occurrences.

Form F2508A should be used for cases of disease.

Both are available in pads of 10 from HSE Books.

RIDDOR reporting can now be made at www.hse.gov.uk/riddor/online.htm.

Record Keeping

A record of any injury, occurrence or case of disease requiring report must be kept. The details should include the date, time, place and personal details of those involved, and a brief description of the nature of the incident/disease.

To comply with the Data Protection Act 2018, individual's personal details must be stored separately and securely in each location. These records must be kept for a minimum of three years as a legitimate period under the Act. It may be sensible to keep a copy of the completed reporting form.

Health and Safety Information for Employees Regulations 1989

The addresses of the Health and Safety Executive (HSE) inspectors and Employment Medical Advisory Service (EMAS) referred to in the leaflet 'Health and Safety Law - what you should know' are as follows:

HSE and EMAS are both at:

East Grinstead House

London Road

East Grinstead

West Sussex

RH19 1RR

Tel. 01342 326922

Non-Compliance with Health and Safety Policy

Any breach of health and safety rules or failure to comply with this policy will be taken very seriously and is likely to result in disciplinary action against the offender, in accordance with our disciplinary policy, up to and including immediate dismissal.