



Basildon Borough Heritage Society

HEALTH AND SAFETY INFORMATION

April 2017

FOREWORD

Basildon Borough Heritage Society has issued this booklet to all members staff whether permanent or temporary volunteers, as part of its strategy to improve the health and safety awareness and to minimise the risks of accidents or incidents occurring.

The Health and Safety at Work Act 1974 requires us to have a meaningful Safety Policy Statement together with details of its management and organisation for health and safety and its procedures for implementing the policy.

This information booklet contains the basic information required by all volunteers with respect to health and safety. Further information is contained in the Health and Safety Policy and this should be read in conjunction with the information in this booklet.

Kenneth Porter

March 2017

POLICY STATEMENT

This statement has been published to detail the health and safety objectives of Basildon Borough Heritage Society as well as to comply with Section 2(3) of the Health and Safety at Work etc Act 1974 and the management of Health and Safety at Work Regulations 1999.

Basildon Borough Heritage Society recognises and accepts its responsibilities as an employer to provide a safe and healthy workplace for all its volunteers and to ensure its activities do not endanger the health, safety and welfare of members of the public and visitors to its premises.

The Society is aware of its responsibility to ensure that everyone visiting the premises are not put at risk from fire or other health and safety matters.

In order to achieve this, Basildon Borough Heritage Society will, so far as reasonably practicable:

- Appoint sufficient trained persons to ensure health and safety for persons at work and the public visiting the premises.
- Provide and maintain places of work and places for use by volunteers and members of the public in a condition that is safe and free from risks to health.
- Provide and maintain plant, equipment and procedures that are safe and without risks to health.
- Ensure safety and absence of risk in connection with the handling, operation, storage, transport and use of articles, equipment, machines or substances.
- Provide information, instruction, training and supervision as is necessary to ensure the competence of its volunteers in respect of their tasks or duties while on the premises to enable them and the public to be safe and free from risk.

All volunteers have a duty to comply with the relevant legislation and in particular they must:

- Use properly, the means and facilities provided to ensure health and safety at work.
- Not misuse or interfere with anything provided in the interest of health, safety and welfare.
- Not take any action that could endanger themselves or others.
- Use equipment, chemicals, and machinery in accordance with instructions given.
- Inform the Office Manager immediately of any situation or matter that represents a serious and immediate danger or a shortcoming in safety precautions

Failure to comply with this policy could result in accidents and incidents occurring and legal proceedings being taken by the enforcing authority. Wilful disregard of this policy may therefore result in disciplinary action being taken especially where this has resulted in an accident

Basildon Borough Heritage Society acknowledges that it will consult directly with volunteers on safety and all notices and requirements will be made known. This policy will be reviewed on an annual basis to ensure it still reflects the best practice and is not out of date.

As Chairman of the Basildon Borough Heritage Society I have overall responsibility for the health, safety and welfare of volunteers, visitors and members of the public.

It is my intention with your help to make this a safe environment without risks to health.

Kenneth Porter

March 2017

ACCIDENT REPORTING

It is Basildon Borough Heritage Society's intention to reduce the chances of an accident occurring to you while you are on the premises, to the minimum, by providing a safe place and safe systems of work.

However, accidents may still occur and unless they are reported immediately by you, there is little that can be done to prevent a recurrence. It is also a legal requirement for you to report accidents and a failure to do this can result in legal action being taken.

IF YOU DO HAVE AN ACCIDENT.

An accident is an unplanned event that results in injury, loss or damage. If you are unfortunate enough to have an accident while at work, report the details as soon as possible. The Accident Book is located in the office. Please ensure that an entry is made in the accident book following any incident.

If you are absent as a result of an accident, please ensure the Office Manager is advised at the earliest opportunity. Please ensure the person you contact with regard to your absence is asked to report and record the accident details.

EMERGENCY PROCEDURES.

There are written emergency procedures for fires and security alerts. If you are not conversant with these, take note of the fire action notices next to fire alarm call point or speak to the appropriate supervisor or manager.

It is essential that you know the procedures to follow in the event of an emergency occurring, including knowing where assembly points are and making those known by establishing the means to get to it. The Fire Assembly Point for the main building is the car park.

If you do see a fire, press the nearest fire alarm call point or raise the alarm in accordance with the instructions appertaining to that building or area. Report the incident to the main office immediately. Only attempt to fight a fire if you have received training in the use of extinguishers/hoses or Fire Blankets and feel confident to use them. In the event of a security alert, move quickly as directed to a place of safety.

FIRST AID.

All employees should have the opportunity to receive basic First Aid Training and therefore be available for help and assistance to others and for members of the public. A list of First Aiders will be published and placed on the notice board in the Centre.

If you are the first person on the scene after an accident, ensure that you assess the situation quickly and if you consider the situation is serious, get someone to telephone for an ambulance.

In the case of electric shock, ensure the current is isolated before you attempt to move the injured person, otherwise you too could receive an electric shock. If the injured person has stopped breathing and/or they have no pulse, immediately summon help and apply resuscitation procedures if you are confident in those procedures. Otherwise keep the injured person warm and do not move them ensuring only they have clear breathing airway.

If the injured person has a fracture, or there is a possibility of fracture to the spine, do not move them but only make them comfortable, dependant on those circumstances.

INCIDENTS AND HAZARDS.

Hazards are the potential cause of accidents. These include wet or dirty floors, trailing cables and obstructions. These may become everyone's problem. If you see something you assess to be a hazard please take immediate action and report it to the appropriate manager.

MANUAL HANDLING.

If you are required to lift weights in excess of 15kg on a regular basis, or carry awkward or large loads, you must receive training in the correct manual handling techniques. A risk assessment will be carried out of each task and you are expected to comply with the recommendation specified in the assessment.

If you have to move boxes and other similar items on an occasional basis, the risk assessment will identify this fact. It is probable you will not require formal training unless this task is carried out quite often. However, if you feel you would benefit from manual handling training please speak to the Office Manager.

PORTABLE ELECTRICAL EQUIPMENT

Portable electrical equipment is any piece of equipment requiring electrical power to function. This includes computers and printers or video monitors.

All portable electrical equipment in the Centre should be inspected and tested on a regular basis. These tests are carried out to minimise the risks of electric shock and fire. You should carry out regular visual checks of cables and plugs on all electrical apparatus to ensure that it remains in good condition.

USE OF CHEMICALS

It is the policy of Basildon Borough Heritage Society that volunteers do not use hazardous substances unless absolutely necessary. However, there will be occasions when a hazardous substance has to be used. A Hazardous substance is one that has been assigned as toxic, very toxic, irritant or corrosive and has an orange square on the packaging with an appropriate symbol such as a cross or flame.

As quantities used will likely be small, the risk of a serious accident is low especially if the written instructions and data sheet information/safe working procedures are followed. In these instances, no specific precautions will normally need to be taken.

Flammable, highly flammable or extremely flammable substances should be avoided if possible. If there is an absolute need to use these substances, they should only be used in an area of good ventilation or in the open and where there is no ignition source.

VISUAL DISPLAY TERMINALS

All volunteers who use visual display equipment on a continuous basis such as computers or portable computers for more than one hour per day on average are deemed to be users and as such you will receive training in the safe use of your work station and be instructed in how to avoid work related upper limb disorders.

A competent person will carry out a risk assessment for your work station and you will be either involved or be able to read and comment on the assessment made. A new risk assessment is required every time you are supplied with new equipment or furniture.

USE OF WORK EQUIPMENT

Work equipment includes anything provided for use at work. This can be machinery, hand held or office equipment. You should only use or operate work equipment if you have been suitably trained, received suitable instruction, or are being adequately supervised.

This document will be reviewed annually and a report given to all staff of the findings.

Kenneth Porter

April 2017