



# ADLINGTON & DISTRICT COMMUNITY ASSOCIATION

## POLICY DOCUMENT 1 – HEALTH & SAFETY

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## 1.0 Health and Safety

### General Statement

- 1.1 It is the policy of Adlington & District Community Association (ADCA) to operate, so far as is reasonably practicable, the health, safety and welfare of its employees and the health and safety of our committee and those people using our facilities who may be affected by its activities in accordance with the Health and Safety at Work etc. Act 1974. The organisation will take steps so that its statutory duties are met at all times in accordance with the arrangements set out in the relevant sections of this manual.
- 1.2 ADCA is committed to a process of continually improving its arrangements for ensuring the health, safety and welfare of its employees, so far as is reasonably practicable. It recognises health and safety auditing as an essential component in measuring and validating the organisation's compliance with legal requirements and its organisational objectives.
- 1.3 The organisation is committed to using audit results to inform its review of and improvements to its health and safety arrangements.
- 1.4 ADCA maintain Health and Safety Manual Procedures and all staff, committee members and users of the facilities are required to familiarise themselves with this document on commencement of employment or use of the centre.

### Responsibilities of the Organisation

- 1.5 The organisation (ADCA) will see that:
- A Committee member is designated as the person responsible for carrying out the policy
  - All processes and systems of work are designed to take account of health and safety
  - A member of the committee maintains specific responsibility for health and safety
  - All employees are consulted on matters relating to health, safety and welfare
  - Adequate facilities and arrangements are maintained to enable employees, committee members and users of the premises to raise issues of health and safety
  - Each employee will be given such information, instruction and training as is necessary to enable the safe performance of work activities
  - All arrangements are brought to the attention of employees, committee members and users of the premises and are monitored and reviewed to see that they are effective
  - Adequate financial and other resources are provided to allow the proper implementation of the Health and Safety at Work Act 1974

### Responsibilities of the Employees, Committee Members and Users of the Premises - (All Users)

- 1.6 All users must see that they:
- Co-operate with and provide support to the management of the organisation to enable all statutory duties to be complied with
  - Take reasonable care of their own health and safety and the health and safety of others who may be affected by their acts or omissions
  - Familiarise themselves with the health and safety arrangements that apply to them and their work functions

## 2.0 HEALTH & SAFETY POLICY MANUAL

### General Statement

- 2.1 It is the policy of Adlington & District Community Association (ADCA) to operate, so far as is reasonably practicable, the health, safety and welfare of its employees and the health and safety of other persons who may be affected by its activities or activities on its premises in accordance with the Health and Safety at Work etc. Act 1974. The organisation will take steps so that its statutory duties are met at all times in accordance with the arrangements set out in the relevant sections of this manual.
- 2.2 ADCA is committed to a process of continually improving its arrangements for ensuring the health, safety and welfare of its employees, committee and other users so far as is reasonably practicable. It recognises health and safety auditing as an essential component in measuring and validating the organisation's compliance with legal requirements and its organisational objectives.
- 2.3 The organisation is committed to using audit results to inform its review of and improvements to its health and safety arrangements.

### Responsibilities of the Organisation

- 2.4 The organisation will see that:
- A Senior Committee Member is designated as the person responsible for carrying out the policy
  - All processes and systems of work are designed to take account of health and safety
  - A Senior Committee Member maintains specific responsibility for health and safety
  - All employees are consulted on matters relating to health, safety and welfare
  - Adequate facilities and arrangements are maintained to enable employees, committee members and other premises users to raise issues of health and safety
  - Each employee will be given such information, instruction and training as is necessary to enable the safe performance of work activities and this information will be available to premises users.
  - All arrangements are brought to the attention of employees and are monitored and reviewed to see that they are effective
  
  - Adequate financial and other resources are provided to allow the proper implementation of the Health and Safety at Work Act 1974

### Responsibilities of the Individuals (All users)

- 2.5 Individuals must see that they:
- Co-operate with and provide support to the committee of the organisation to enable all statutory duties to be complied with
  - Take reasonable care of their own health and safety and the health and safety of others who may be affected by their acts or omissions
  - Familiarise themselves with the health and safety arrangements that apply to them and their work functions

## 3.0 Organisational Diagram

### Health & Safety Policy

#### General Statement

- 4.1 This policy statement details the responsibilities of ADCA
- 4.2 It is recognised that the Committee needs to take responsibility for health and safety within ADCA. The Committee is committed to health and safety, will provide leadership and see that health and safety is taken into account when decisions are made.
- 4.3 Committee members will be responsible for the communication of safety measures at all levels for matters for which they have control.
- 4.4 The Committee will assume the employer's responsibility for compliance with ADCA's health and safety policy, relevant legislation and Approved Codes of Practice and Guidance.
- 4.5 The Committee will:
- Accept its collective role in providing health and safety leadership within ADCA formally and in public
  - See that individual members of the accept their role in providing health and safety leadership
  - See that health and safety intentions are reflected in committee decisions
  - See the active participation of employees in improving health and safety
  - See that it is informed of and alerted to health and safety risk management issues
  - Promote an interest in and enthusiasm for health and safety matters throughout ADCA
  - Set a high personal example of health and safety standards
- 4.6 The Committee will:
- Administer and interpret the effective implementation of ADCA's health and safety policy
  - See that health and safety policy statements reflect current committee priorities
  - See that ADCA's health and safety policy is translated into effective action at all levels
  - Make available adequate resources and financial provision for putting the health and safety policy into effect
  - See that the health and safety policy is signed on behalf of the ADCA Committee

#### Health & Safety Arrangements

- 4.7 The Committee will see that their effective application of health and safety within ADCA as follows:
- See that they have an understanding of the application of the Health and Safety at Work Act and other legislation relevant to ADCA's business
  - Review ADCA's health and safety performance regularly
  - See that the Committee Management System provides effective monitoring and reporting procedures

- Be kept informed about significant health and safety failures and of the outcome of the investigations into their causes
- See that implications in respect of health and safety are addressed in all business decisions
- Discipline any employee failing to comply with the requirements of the health and safety policy
- See that employees are fully involved in health and safety
- See that managers and employees are given adequate training in health and safety matters to competently discharge their responsibilities

## Consultation

### General Statement

- 5.1 ADCA acknowledges the importance of all users of the premises involvement in health and safety matters and the importance of the positive role played by leaders of health and safety policy in organisations. As such, it is the intention of ADCA to provide facilities and assistance that the representatives might reasonably require in order to carry out their functions.

### Arrangements for Securing Health & Safety of all users

- 5.2 ADCA undertakes to consult with safety representatives over issues related to health, safety and welfare and to provide the information safety representatives and representatives of employee safety require in order to carry out their functions.

### Information, Instruction & Training

- 5.3 ADCA will offer safety representatives the opportunity to attend relevant training.

## 6.0 Health & Safety Induction and / or Training

### General Statement

- 6.1 In order to secure the health and safety in delivery of all business, ADCA will provide health and safety information to new employees and all users, and this will be incorporated in general induction training for any new employee and relevant information delivered to any volunteers or users of our premises.
- 6.2 Induction training or information should commence on the first day of employment or use of the premises so that the employee, volunteer or user of the premises is familiar with basic procedures whilst in the premises. If this is not possible, induction training or relevant information will take place as soon as possible to pass on technical information but also to acquaint newcomers with the culture of ADCA, and thus encourage them to adopt acceptable standards of conduct.

### Arrangements for Securing Health & Safety of Workers

- 6.3 The induction training programme will last as long as required and is dependent on the experience of the new employee or any other volunteer or user of the premises and the amount of information required to enable them to work safely.
- 6.4 The health and safety component of induction training will contain the following:
- Organisation's Health & Safety Policy
  - Accident Reporting Procedures/First Aid
  - Fire Procedures and Precautions
- 6.5 Where applicable offered a H&S refresh to update knowledge of health and safety matters and advise of any new policies.

### Duties of Committee Chair

- 6.6 The Committee Chair must see that:
- Any new employee for whom they are responsible, volunteer or user of the premises are given the necessary and up to date information required
  - New employees are closely supervised during their initial employment
  - Any shortfalls in performance, conduct, technical information or the culture of ADCA, by any employee, volunteer or user are addressed

### Duties of individuals (Employees, Committee Members and other users of the premises)

- 6.7 Individuals must:
- Participate in the induction training activities where appropriate
  - Work according to the contents of the training/information they received
  - Ask for clarification of any points they do not fully understand
  - Not operate hazardous plant or equipment, use hazardous chemicals or carry out any hazardous activity unless they have been appropriately trained

## 7. Risk Assessment (see Annex 1 attached)

### General Statement

- 7.1 ADCA has identified the aspects of its activities that it can control (i.e. those associated with the running of the community Centre).

- 7.2 ADCA retains policies on workplace safety and safe working practices for its staff, committee members and other users. This includes a full accident reporting procedure, regular staff information updates and relevant risk assessment processes.

#### Business Operations

- 7.3 Risk assessments form the central strand of a self-regulated safety management system. Successful completion of them provides sound economic benefits to ADCA as well as satisfying legal requirements.
- 7.4 This policy is intended to reduce risks to the health and safety of employees, Committee members and other users of our premises.
- 7.5 The people responsible for conducting risk assessments and for reviewing existing risk assessments are the Health and Safety Officer.

#### Arrangements for Securing Health & Safety of staff, committee members and other users.

- 7.6 ADCA will see that all hazards will be eliminated, so far as reasonably practicable. If this is not possible, the remaining risks will either be avoided or reduced to an acceptable level. The measures introduced to achieve this will follow the principles of prevention and aim to combat risks at source.
- 7.7 If hazards cannot be eliminated or risks avoided, an assessment of risks will be carried out by competent persons. The following factors will be considered during the assessment:
- Likelihood
- 7.8 Whether the likelihood of the harm arising from the hazard is remote, possible, an even chance, probable or almost certain.
- Severity/Level of Risk
- 7.9 Consideration will be made of whether the severity of harm from the hazard is likely to result in trivial injury, first-aid treatment, absence from work of more than three days, a major injury, permanent disability
- Those at Risk
- 7.10 Individuals or groups at risk due to the hazard will be considered. This will include employees, the self-employed and any other persons. If vulnerable persons, such as young people, pregnant women, nursing mothers, those with disabilities, lone workers and those working out of hours or at remote locations, etc. are likely to be exposed, additional consideration will be given

#### Duties of Committee

- 7.11 The Committee must see that:
- Risk assessments are carried out where relevant and records are kept
  - Control measures introduced as a result of assessments are implemented and followed
  - Employees are informed of the relevant results and provided with necessary training
  - Any injuries or incidents lead to a review of relevant assessments
  - Employees, committee members and users adhere to safe systems of work
  - Safety arrangements are regularly monitored and reviewed
  - Special arrangements are made, where necessary, for vulnerable persons.

#### Duties of Individuals (Employees, committee members and other users of these premises)

- 7.12 Individuals must see that:
- They report to their committee any personal conditions that could put them at risk
  - They comply with all instruction and training
  - Their own health and safety are not put at risk when carrying out activities
  - They use equipment and machinery in accordance with instruction and training
  - Any problems relating to their work activities are reported to the committee, along with any shortcomings they believe exist in the arrangements made to protect them



## 8.0 Accident Reporting

### General Statement

- 8.1 This policy outlines the procedures that are to be adopted when any employee, visitor or contractor experiences an accident, near miss or dangerous occurrence on ADCA's premises during the course of their employment. This will also apply to visitors who are members of the public and are therefore not at work.
- 8.2 For the purposes of this policy, brief definitions and examples of an accident and a near miss are given below.
- An accident is an unplanned event that causes injury to persons, damage to property or a combination of both
  - A near miss is an unplanned event that does not cause injury or damage, but could do so
- 8.3 This policy covers reporting and recording procedures for managers, employees and non-employees. Suitable information and training will be given to nominated personnel regarding accident reporting, and the location and completion of the accident book.
- 8.4 The persons responsible for co-ordinating all incident reporting is the Health & Safety Officer

### The Accident Book

- 8.5 All accidents resulting in personal injury must be recorded in ADCA's accident books.
- 8.6 Following an accident, the accident book will be reviewed by the Senior Committee Member for Health & Safety as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

### Accident Reporting Procedure - Individuals

- 8.7 In addition to an entry in the accident book, any accident or dangerous occurrence must be reported to the Committee Member for Health & Safety or any other member of the ADCA Committee.
- 8.8 If an injury renders an employee unable to make an entry in the accident book, a witness or someone who is able to enter an account of the incident should make the entry. The employee's account must be entered as soon as possible after the event.
- 8.9 Employees must see that they are aware of the location of the accident book.
- 8.10 All accidents and near misses must be recorded, however minor. Unless ADCA is informed of these incidents, it will be unable to take remedial action.
- 8.11 A first aider may deal with the injury or an appointed person should take control of the situation. However, if an emergency arises, medical assistance, e.g. an ambulance, must be called at the first opportunity. Any incident involving an emergency must be reported to the Committee Member for Health & Safety or any other member of the ADCA Committee immediately.
- 8.12 Where an accident results in absence from work, employees must tick the appropriate box on the self- certification form. Employees who are absent as a result of an accident at work must keep ADCA informed of their progress, up to and including a return to normal duties. Accident Reporting Procedure – Committee Member for Health and Safety or another Committee member
- 8.13 If an injury, damage incident or near miss is reported to a Health and Safety Officer should see that appropriate records are maintained.
- 8.14 If the incident results in over three consecutive days of incapacity for work it is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

(RIDDOR) and the local enforcing authority must be informed on a prescribed form (F2508 revised) within ten days.

- 8.15 Major incidents (as defined in RIDDOR) must also be reported to the enforcing authority immediately by telephone and be followed within 10 days by a completed form, F2508. A photocopy of the completed form should be kept with other organisation records including documents on the accident investigation. They should also be kept to advise the insurers of a potential claim.
- 8.16 The Health and Safety Officer must keep records of any developments to the injured person's health, up to and including a return to normal duties. The Office Manager must check that self-certification forms submitted by an injured employee are completed to reflect that the absence was caused by a work accident.
- 8.17 The Health and Safety Officer is responsible for assisting visitors in complying with ADCA's policy regarding accident reporting whilst on ADCA's premises.

## 9.0 Workplace Environment

### General Statement

- 9.1 Poor standards of housekeeping are a common cause of injury and damage at work and can create unnecessary fire hazards. Low standards often result from poor working practices and /or organisational deficiencies within the workplace.
- 9.2 ADCA recognises the need to see that adequate standards of housekeeping are achieved. This policy is designed to see that ADCA attains the highest possible standards and is in accordance with its commitment to provide a safe place of work.
- 9.3 The lighting, temperature and ventilation of the workplace environment is also fundamental to the health, safety and wellbeing of the workforce. All reasonable steps will be taken to see that lighting, temperature and ventilation area adequate at all times and within reasonable ranges.
- 9.4 We recognise the need to provide a safe working environment and that this includes the provision of sufficient washing and sanitary conveniences.

### 9.5 Arrangements for the Health & Safety of Workers

#### Inspections of the Workplace

The Health & Safety Officer will carry out workplace inspections to identify where standards require improvement

#### Storage Facilities

Storage areas will have been defined within the workplace. Requirements will be reviewed periodically

#### Provision of Washing Conveniences

Appropriate sanitary conveniences will be provided throughout the workplace. Sufficient numbers of conveniences will be available for men and women, and disabled people.

The following procedures must be followed:

- Use only the facilities for the purposes they were intended. Hand basins must not be used for rinsing mops etc.
- Leave facilities in clean and tidy condition after use
- Ensure any spillage of water or other slip hazard is cleaned up as soon as possible
- Use sanitary disposal units for their intended purpose
- Do not leave spare toilet rolls on the floor, keep them in their designated locations
- Inform ADCA of any special needs in relation to the provision of sanitary or washing facilities.
- Do not smoke in the toilets or washroom areas
- Inform visitors which facilities are available to them.

#### Waste Collection & Removal

Floors will be cleaned on a regular basis and waste bins should be emptied daily. Rubbish will be kept in suitable containers and should not be allowed to overflow. Combustible waste must be kept away from ignition sources. Large items of rubbish that pose a particular hazard, should be reported to the Health & Safety Officer

#### Electrics

The ADCA Committee will :

- Have appliances checked every two years and certificates of proof will be available on request
- Have a full electrical test carried out every 5 years and certificates of proof will be available on request
- Ensure that any work carried out will be done by a person (certificated) and authorised by the ADCA Committee be it a member or contractor

Users must:

- **Do NOT tamper with any of the electrical equipment – ask for assistance**
- Use electrical equipment in complete safety and ensure common sense measures are taken
- Ensure the appliance is working correctly
- Report problem of any electrics as soon as they arise

#### Gas Appliances

The ADCA Committee will :

- Carry out an assessment of gas appliances and take any necessary steps to remedy any risks found as a result of the assessment
- Have appliances checked every year and certificates of proof will be displayed on the main notice board

Users must:

- Make sure all appliances are in good working order
- Report any faults or difficulties to ADCA committee
- Not use if there are faults or if instruction is required on the use of the appliance
- **Not tamper with the gas appliances – ask for assistance**

#### Outside areas

The ADCA Committee will:

- Inspect the premises annually for any damage to external features including windows, footpaths, rainwater pipes, roof tiles/slates, gutters and planted areas.
- Take steps to remedy any risks found as a result of the inspection
- Replace all broken windows, tiles and water pipes so that they are safe
- Ensure all gutters are effective
- Report any debris on the paved areas so that it can be removed
- Ensure planted areas and planters are satisfactory

Users must:

- Inform the ADCA Committee of any problems which may be apparent

#### Furniture and Fittings

The ADCA committee will:

- Carry out an annual assessment of the furniture and fittings and take any steps to remedy any risks found as a result of the assessment

Users must:

- Ensure all furniture and fittings are correctly placed
- Adjust furniture and fittings as necessary to suit the particular need
- Report any broken or ill-fitting furniture and fittings to ADCA Committee
- Inform the ADCA Committee if there are any problems, particularly in the moving of furniture and fittings, so that instructions can be given on how best to use move or use them.
- **Not tamper with the furniture or fittings – ask for assistance**

#### Soft Furnishings including carpets

The ADCA committee will:

- Carry out an annual assessment of the soft furnishing and carpets and take any steps to remedy any risks found as a result of the assessment
- Make sure the furnishings are in good order, fitted well and not worn
- Take all necessary precautions if fittings are not correctly placed

Users must:

- Ensure attention is paid to the condition of furnishing
- Report any problems or difficulties or hazards to ADCA Committee as soon as possible.

#### Information & Training

Suitable information and training will be provided where necessary to all employee, volunteers and premises users in housekeeping arrangements and the standards that must be achieved

#### Committee Responsibilities

Committee members must see that their areas of responsibility maintain satisfactory housekeeping standards at all times

#### Employees' Responsibilities

Employees are responsible to maintaining a tidy work area and reporting any issues to the Health & Safety Officer

## 10 Slips, Trips & Falls

### General Statement

- 10.1 Statistics show that slip, trip and fall injuries result in many absences from work. This policy is intended to reduce the risk of slip, trip and fall injuries.

### Arrangements for the Health & Safety of Workers

- 10.2 ADCA will see that areas and operations which involve a high risk of slip, trip and fall accidents will be eliminated, so far as is reasonably practicable. Measures to achieve this will include careful design of work areas and public traffic routes, regular maintenance of work areas and public traffic routes, and regular inspections of work areas and public traffic routes.

## 11.0 Fire

### General Statement

- 11.1 In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.
- 11.2 If a fire is discovered, the alarm will be raised immediately. This should be the first action taken on discovery of any fire, however small. ADCA refutes the notion that the alarm should be raised only in the event of a large fire.
- 11.3 All employees, Volunteers and users of these facilities are empowered to take this action if they believe there is a fire and no authority should be sought from any other person. ADCA will always support employees who operate the fire alarm system in good faith, regardless of whether or not it is ultimately determined that a fire existed.
- 11.4 ADCA does not require employees, volunteers or users of these facilities to attempt to extinguish a fire unless it is deemed safe to do so.
- 11.5 Immediate evacuation of the building must take place as soon as the evacuate signal is given. All occupants, on evacuation, should report to the pre-determined assembly point, which is notified to employees, volunteers or users of these facilities on the Fire Action Plan located on the notice boards.

- 11.6 Re-entry of the building is strictly prohibited until the fire brigade officer in charge declares it is safe to do so. Silencing of the fire alarm system should never be taken as an indication that it is safe to re- enter the building.
- 11.7 Employees, volunteers or users of these facilities should report any concerns regarding fire procedures, so ADCA can investigate and take remedial action if necessary.

#### Arrangements for the Health & Safety of Workers

- 11.8 ADCA will ensure that the fire alarm is checked and tested every year and a certificate of proof will be displayed on the main notice board.

ADCA will ensure that the means of escape in the event of a fire are well defined within the premises by the display of appropriate signs and notices.

All employees, volunteers or users of these facilities are required to familiarise themselves with the fire safety procedures which will be displayed throughout the premises, and follow instructions given by the committee or events' organiser or their representative in the event of a fire.

ADCA will in consultation with employees, volunteers or users of these facilities will see that any deaf persons in the premises are aware of the fire alarm and that disabled or pregnant persons are given assistance to evacuate the building.

- 11.9 In general, if you see a fire please do the appropriate from the following:

- Activate the nearest and/or safest fire alarm on discovery of any fire, however small. Do not wait until you have informed another person
- Do not rely on automatic fire warning systems. Summon the fire brigade without delay by the telephone as automatic methods of transmission can fail
- Evacuate the building as soon as the evacuate signal is given. Employees, volunteers or users of these facilities should be familiar with the procedure through the staging of regular fire evacuation drills. Do not wait to conclude meetings or telephone calls or to collect belongings
- As you make your escape, close doors, particularly those designated as fire resisting doors
- Report to the pre-determined assembly points. Do not re-enter the building until the fire brigade officer in charge declares it is safe to do so

- 11.10 As a further precaution ADCA Committee or keyholders will complete the following checks:

- Electric, gas and oil equipment not required to operate overnight is switched off.
- Fire doors are closed.
- Windows are closed, outside doors locked and the premises are secure against intruders.

## 12.0 Spare

## 13.0 Personal Protective Equipment

### General Statement

- 13.1 ADCA provides personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means, an example of this is Hi Vis vests in the car park or suitable equipment for working at heights. When it is provided, it is because health and safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum.
- 13.2 ADCA policy is to provide suitable PPE as appropriate, to see it is properly maintained and that employees are provided with adequate information, instruction and training.
- 13.3 The implementation of this policy requires the co-operation of all members of management and staff.
- 13.4 ADCA will:

- See that suitable PPE (i.e. high vis jackets, scaffold tower etc.) are available for use when controlling the site car park or suitable equipment when working in the premises and ensuring that staff know that they must use it
- Use the most effective means of controlling risks without the need for PPE whenever possible and only provide PPE where it is necessary
- Inform staff of the risks their work involves and why PPE is required
- Give guidance to staff in the safe use and maintenance of PPE
- Reassess the need for PPE and its suitability whenever there are significant changes or at least annually

### ADCA Committee Responsibilities

#### 13.5 ADCA Committee must see that:

- Suitable PPE is provided and is always easily available to all employees / users that need it to use it
- Adequate information is provided to all employees and other users of the premises who need to use, maintain or select PPE
- Any injuries, ill health or incidents relating to the use of PPE are investigated, with remedial action taken
- Employees use the PPE provided properly
- Special arrangements are made, where necessary, for individuals with health conditions that could affect the use of PPE
- Employees' Responsibilities

#### 13.6 Employees must see that they:

- Use all PPE properly whenever it is required
- Comply with the guidance and information provided
- Check the condition of the PPE prior to use
- Store, clean and maintain PPE correctly
- Report any losses, defects or other problems with the PPE to the Health and Safety Officer
- Report to Health and Safety Officer (in confidence) any personal conditions that may affect their ability to use PPE correctly

## 14. First Aid

### General Statement

14.1 ADCA is committed to providing adequate first aid facilities for all those using the facilities.

14.2 The Association Committee will ensure that as far as practicable the following:

- That an ambulance or doctor is called if the circumstance warrant.
- The proper stocks of first aid items are kept and that the first aid box is clearly identified and readily and speedily accessible
- That first aid notices are displayed in conspicuous positions
- That records are kept of any incidents
- That any reportable incidents are passed to ADCA Committee as soon as possible.

## 15.0 Stress

### General Statement

15.1 The Health and Safety Executive define stress as:

15.2 '... the adverse reaction people have to excessive pressure or other types of demand placed on them.'

15.3 This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress that can be detrimental to health.

15.4 Stress can affect anyone and is not a sign of weakness.

15.5 ADCA is committed to protecting the health, safety and welfare of its employees. ADCA recognises that work-related stress can damage mental and physical health of its employees and that work-related stress is a health and safety issue that must be taken seriously by ADCA.

15.6 ADCA will:

- Work to identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risks will be regularly reviewed
- Provide access to confidential counselling for employees affected by stress caused either by work or external factors
- Provide adequate resources to enable the implementation of the agreed stress strategy.

#### ADCA Committee Responsibilities

15.7 ADCA Committee will:

- See that there is good two-way communication between themselves and their staff
- See that staff are consulted and provided with constructive feedback in the course of their work particularly when changes are being proposed or implemented
- See that bullying and harassment is not tolerated within their area of responsibility
- Carry out risk assessments within their area of responsibility
- Implement recommendations of risk assessments carried out within their area of responsibility
- Monitor working hours and overtime to see that staff are not overloaded or overworking
- Monitor holidays to see that staff are taking their full entitlement
- See that staff have adequate opportunities for rest, meals and refreshments
- Attend training as requested in good management practice and health and safety
- See that staff are fully trained to carry out their duties
- See that staff are provided with meaningful developmental opportunities
- See that staff experiencing stress have access to appropriate sources of advice and support
- See that lone workers are provided with effective supervision and support
- Offer additional support to a member of staff who is experiencing stress outside work, should it be appropriate

#### Employees' Responsibilities

15.8 Employees will:

- Report issues of concern to the Health and Safety Officer or to the ADCA Committee
- Accept opportunities for counselling when recommended

## 16. Disabled Workers, Volunteers and Visitors

### General Statement

16.1 It is the policy of ADCA to treat all disabled employees and visitors with respect, both in the provision of a safe working environment and in equal access to ADCA facilities.

16.2 Risk assessments will be undertaken with regard to the special needs of the disabled and workplace tasks will be amended in line with such audits, if required

- 16.3 Employees or visitors with special needs are encouraged to suggest any premises or task improvements to ADCA Committee
- 16.4 Any employees found treating their disabled colleagues with less than the expected standards of respect and dignity will be reported to the ADCA Committee Chair
- 16.5 In a fire or bomb threat evacuation, employees are expected to help disabled people to leave the premises swiftly
  
- 16.6 It is recognised that some manual tasks may be unsuitable for disabled employees and workplace tasks might need to be amended. In certain cases, a task could be moved to another person or appropriate assistance given.

## 17.0 Manual Handling

### General Statement

- 17.1 Statistics show that manual handling is one of the most common causes of injury in the workplace. These injuries often have long-term effects. This policy is intended to reduce the risk of manual handling injuries and provide guidance on the measures that should be taken to see that safe lifting and carrying methods are adhered to.

### Arrangements for the Health & Safety of Workers

- 17.2 Competent persons will carry out an assessment of the risks of manual handling activities. Identified risks will be reduced to the lowest level reasonably practicable. The following factors will be considered during the assessment:

#### The Task

- 17.3 Bending and stooping to lift a load significantly increases the risk of back injury. Items should ideally be lifted from no lower than knee height and no higher than shoulder height. Outside this range, lifting capacity is reduced and the risk of injury is increased. If items must be lifted from above shoulder height, a stand or suitable means of access should be used. Items which are pushed or pulled should be as close to waist level as possible. Pushing is preferable, particularly where the back can rest against a fixed object to give leverage. Carrying distances should be minimised, especially if the task is repeated. Repetitive tasks should be avoided where possible. Tasks that involve lifting and carrying should be designed to allow for sufficient rest breaks to avoid fatigue. Avoid tasks that require twisting the body where possible

#### The Load

- 17.4 The load should be kept as close as possible to the body's trunk to reduce strain and should not be of such size as to obscure vision. An indication of the load's weight and centre of gravity should be provided. Unstable loads should be handled with particular caution. The change in centre of gravity is likely to result in overbalancing. See that there is a secure handhold, using gloves where necessary to protect against sharp edges or splinters

#### The Individual

- 17.5 Consideration must be given to age, body weight and physical fitness. Regard must also be given to personal limitation; employees must not attempt to handle loads that are beyond their capabilities. Assistance must be sought when necessary. Allowances should be made for people with genuine physical or clinical reasons for avoiding lifting. Pregnant women and very recent mothers should not be required to undertake hazardous lifting or carrying tasks.
- 17.6 Sufficient knowledge and understanding of the work is an important factor in reducing the risk of injury. Individuals undertaking lifting or carrying will be given suitable instruction, training and information to undertake the task with minimum risk

#### The Work Environment

- 17.7 There must be adequate space to enable the activity to be safely conducted and the transportation route must be free of obstructions. Lighting, heating and weather conditions must be considered. Floors and other working surfaces must be free from slipping and tripping hazards and adequate ventilation is required, particularly when natural ventilation is lacking

#### Other Factors



- 17.8 Use of PPE may be necessary whilst carrying out manual handling activities. If the use of PPE restricts safe and easy movement, this should be reported. Constant interruptions from other workers must also be avoided, as it can reduce concentration.

## 18.0 Drugs & Alcohol

### General Statement

- 18.1 ADCA recognises that a safe and healthy working environment can be put at risk by those who misuse alcohol or drugs to such an extent that it may affect their health, performance, conduct and relationships at work. The policy applies to all employees and volunteers.
- 18.2 The effects of alcohol or drugs at work can create serious health and safety risks. Therefore, the following rules should be adhered to.
- Do not come to work under the influence of alcohol or drugs
  - Do not bring non-prescribed drugs on to company premises
  - Check with your doctor or pharmacist about the side effects of prescribed medications
  - Never drive or operate machinery if you are affected by alcohol or drugs
  - Notify your Committee or Bar Manager of any issues relating to prescription drugs or alcohol that may affect your work.
  - Offer support and advice to colleagues who you suspect of suffering from alcohol or drug abuse: do not 'protect' them by keeping silent
  - Ask for assistance if you feel that matters are beyond your own control
- 18.3 If there is evidence of alcohol consumption during working hours or otherwise which affects your job role, puts you or others in danger, or prevents you from doing your job, you are expected to inform ADCA immediately if you are aware of a breach of this term by other employees or volunteers.
- 18.4 If you witness the taking prohibited drugs, or those not prescribed on medical grounds, during working or volunteering hours or otherwise, which affects your job role, puts you or others in danger or prevents you from doing your job, you are expected to inform ADCA Committee immediately if you are aware of a breach of this term by other employees.
- 18.5 The possession use or supply of drugs, or those not prescribed on medical grounds, is considered to be committing a serious criminal offence.
- 18.6 Under no circumstances will ADCA tolerate the illegal use of drugs or being under the influence of such drugs by its employees, volunteers or visitors. Any offences of this kind will normally result in a report to the police.

## 19.0 Smoking

### General Statement

- 19.1 On July 1<sup>st</sup> 2007 the Government introduced a no smoking policy for the workplace and other types of premises that made it illegal to smoke anywhere inside workplace and public buildings.
- 19.2 ADCA understands that some of its employees, volunteers and visitors smoke. These individuals may go outside to smoke a cigarette, e-cigarette or e-vapour.
- 19.3 **For the avoidance of doubt the smoking, the use of e-cigarettes or e-vapours is not permitted anywhere inside the building.**
- 19.4 This smoking policy forms part of ADCA health and safety policy and as such signs will be displayed in prominent positions.
- 19.5 Individuals who go outside to smoke a cigarette, e-cigarette or e-vapour must give due consideration to other users entering or leaving the premises and ensure they are away from public entrances and exits.

## 20. Insurance

### General Statement

- 20.1 Insurance should be viewed in the wider context of managing all risks which relate to the health and safety of those using the premises.
- 20.2 The ADCA Committee is required to anticipate risks and to prevent or eliminate them or minimise their effects.
- 20.3 Insurance is not a substitute for the exercise of responsibility but is complementary to it.
- 20.4 Insurance cover will be secured where compulsory and where considered necessary for the financial protection of the Community Centre.
- 20.5 Certificates will be displayed and all records pertaining to the needs of the insurers will be kept.
- 20.6 Insurance is critical and the ADCA Committee will:
- Provide all relevant information when required so to do
  - Investigate promptly and fully any developments during the course of the policy that are likely to affect the insurance cover
  - Consider special insurance for unusual or high-risk events
  - Establish proper relationships with insurers that health and safety risks can be properly assessed
  - Co-operate with insurers claims investigations in an effort to improve loss experience
  - If in matters relating to insurance doubt exists refer to specialist advice
  - Protect vital records that cannot be duplicated
  - Retain copies of liability insurance certificates safely over successive years to prove continuity and source of cover.