



# Health and Safety Policy

## 1. Introduction

The Besom in Camberley has an obligation under Health & Safety legislation to ensure the health, safety and welfare of its team members, time givers, trustees, contractors, and members of the public so far as they come into contact with the Besom in Camberley. The Besom in Camberley has a duty to do all that is reasonably practicable to prevent personal injury and damage to property and to protect everyone from foreseeable work hazards.

The Health and Safety Policy is made available to all team members, time givers, trustees, contractors, and members of the public and will be displayed on notice boards in public areas at all Besom in Camberley premises. New team members and time givers are informed of the Policy and its implications during induction and revised and updated documents are emailed periodically to all personnel.

The legal basis for health and safety in the workplace is primarily the Health and Safety at Work Act 1974 (HASAW). In addition, the Management of Health and Safety at Work Regulations (1999) requires that all employers have in place an effective strategy for the management of health and safety within its organisation. The Besom in Camberley fully accepts its legal obligation to obey all of this legislation, the policy, which follows, reflects that acceptance and covers the main areas of concern.

## 2. Statement of Intent

The Besom in Camberley is fully committed to providing and ensuring that team members, time givers, visitors, clients, and contractors have a safe and healthy place in which to work and visit.

It is our aim to:

- establish standards which take account of legal, statutory, and other requirements
- establish and maintain interest in, and awareness of, those standards and provide training which will maintain those standards
- require the commitment of all personnel to exercise personal responsibility to do everything possible to prevent injury to themselves, other personnel, and members of the public.
- review this procedure every 12 months



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## 3. Organisational Responsibilities for Safety

The Board of Trustees is ultimately responsible for fulfilling all Health and Safety duties as an employer, including all Statute Health and Safety Legislative requirements.

The Trustee Responsible for H&S & Project leader have overall responsibility to the Board of Trustees for ensuring that appropriate and effective health and safety management systems are in place:

- For the overall management of health and safety
- To control identified risks through the risk assessment process
- To promote a safety culture at all levels
- To provide health and safety training

Shift Leaders have a responsibility to ensure that all necessary procedures and arrangements for health and safety are in place and operating efficiently in their area of responsibility, and that all their team members and time givers are aware of them, including where appropriate, service users and visitors. They also need to ensure that each team member and time giver understands their responsibilities and are equipped to work effectively and safely.

All Besom in Camberley users have a responsibility to accept their personal involvement in the practical application of this policy.

All Besom in Camberley team members and time givers have a responsibility for promoting and ensuring the practical application of this policy.

## 4. Aims and Objectives

- The Besom in Camberley aims to provide a safe environment for all team members, visitors, and contractors.
- The Besom in Camberley will make available safe and adequate plant, materials, work systems, training, and strong safety supervision to ensure competence in the team members and volunteer team.
- The Besom in Camberley will comply with all legislation relating to health and safety.

All team members and time givers have legal responsibilities under the Health and Safety at Work Act of 1974 to ensure the health, safety and welfare of themselves, their colleagues, and visitors.



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## 5. Risk Assessments

### 5.1 Annual Audit

Risks to the health and safety of team members, time givers, clients and visitors will be assessed. By the Trustee Responsible for H&S and reported to the Project Lead, using risk assessment forms. The findings of the Risk Assessment will be recorded in writing. Any significant findings that team members and time givers need to know to ensure their health and safety will be communicated. Trustee responsible for H&S will follow up if new equipment/training is required and all Risk Assessments will be held on file and readily available to all team members and time givers for reference.

### 5.2 Electrical Equipment Site Responsibility

Electrical equipment is a potential health hazard. Nobody shall be engaged in any work activity where technical knowledge or experience is necessary to prevent danger or injury unless they possess such knowledge or experience or is under such degree of supervision as may be appropriate having regard to the nature of the work. This provision needs to be interpreted to err on the side of caution. Nobody should attempt to carry out the simplest electrical work such as fitting plugs or changing light bulbs unless they are certain that they know what they are doing.

PAT testing of equipment will be carried out to conform to legislative requirements.

Electrical systems will be tested to national standards every two years.

## 6. Fire Hazard

Fire is a considerable hazard in office accommodation where there are large quantities of inflammable materials such as paper. To reduce the effects of fire Trustee Responsible for H&S & Project leader will undertake daily checks to ensure that all Fire exits are functional and clearly signposted. Fire drills be conducted on a quarterly basis and Fire equipment will be independently checked on an annually basis. Special consideration will be taken in the kitchen to identify risks and any specific training requirements in the use of equipment in these facilities.



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## 7. Food Handling and Food Hygiene

The Besom in Camberley commits itself to compliance with the requirements of the Food Safety Act 1990, Food Safety & Hygiene (England) Regulations 2013 and subsequent regulations/amendments as a basis for its minimum standard. It is the responsibility of the Trustees, Project Leader, and Shift Leaders responsible for food acquisition, processing, and service, to ensure that standards are met and that training, along with appropriate records retention, is provided to all time givers commensurate with their responsibilities.

## 8. First Aid

The Besom in Camberley will be provided sufficient first aid boxes equipped in accordance with statutory requirements.

Any first aider treating casualties should take care to protect the casualty and also themselves from further harm or spread of infection.

Team members who are qualified first aiders have their names displayed on the premises.

## 9. Toilets

Toilets and washing facilities will be provided in all buildings in accordance with statutory requirements.

## 10. Lone Working

Working alone can increase the risks for team members and time givers depending on the work to be carried out, the time of day and the location of the premises. The trustees and Project Lead of the Besom in Camberley take their responsibility for ensuring the welfare of all team members and time givers seriously. It is accepted that Shift Leads will be opening up and closing the warehouse on their own each day and that at other times the Project Lead & Shift Leads will need to access the building outside of normal opening hours. To ensure the safety they must always ensure:

- the main door closes behind them and is never propped open:
- Person to have means of contacting the Project Leader or a family member (mobile phone, etc.).
- They have informed the project lead or a family member that they would be at the warehouse
- No one should arrange to meet another person not previously known to them without another member of team present

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## 11. VDUs

Working at VDUs can be stressful causing both eye strain, and repetitive strain injuries. To minimise the adverse effects from these the following rules must be complied with in all cases.

- All workstations will be assessed for risks to health and safety. Any risk will be reduced as quickly as possible. The Project Leader will undertake to resolve any risks within two working days and report to the Project Leader immediately on actions taken and outcomes achieved.
- All VDUs and associated equipment must be kept clean and be properly maintained.
- A proper amount of space must be available around the workstation to enable team members to work comfortably.
- All VDUs and associated equipment must be located on furniture which provides a proper solid basis.
- All workstations must be provided with properly adjustable chairs.
- Screens must be able to be moved on their base from side to side and up and down.
- Keyboards must be height adjustable.
- There must be adequate ventilation and lighting provided in all cases.
- Nobody working at a VDU should be expected to work extended periods without a break.
- VDU users will be given training in the use of VDU's to enable them to work without risk to health.

## 12. Manual Handling and Lifting

Safe practices in the warehouse and the storage and movement of large crates, etc., in the Besom in Camberley will be continuously reviewed by the Project Lead and findings reported to personnel and management with reports held on file. Training and Equipment will be provided where required to ensure safe practice improvements in manual handling and storage remain ongoing.

## 13. Reporting of Accidents, Incidents and Near Misses

All Accidents, Incidents and Near Misses should be reported to the Project Leader or Shift Leader as soon as possible and always by end of day using the Incident Report Form and accidents should be recorded in the Accident Book.

## 14. Training

Training is of fundamental importance in the management of health and safety. The aim of training should be to increase the health and safety awareness and the competence of employees and time givers at all levels in the organisation, so that they do not put themselves or others at risk of injury or ill health. Trustee Responsible for H&S & Project leader must ensure that health and safety training is incorporated into their annual planning process and for new employees and time givers as required. Trustee Responsible for H&S & Project leader should ensure that the health and safety training plan is regularly reviewed and updated as required and maintain all registers and training records.

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## 15. Equality & Diversity

The Besom in Camberley is committed to ensuring that, as far as is reasonably practicable, the way we provide services to the public and the way we treat our team members and time givers reflects their individual needs and does not discriminate against individuals or groups on any grounds. This document has been appropriately assessed.

## 16. Monitoring & Compliance

The organisation continually strives to achieve 100% compliance with this policy and its intended outcomes. Where this is not met an action plan will be formulated and agreed by the Project Leader and reviewed by them until completion. Please see the table below for standards and monitoring arrangements.

Standard / Process / Issue	Monitoring & Audit			
	Method	By	Reported to	Frequency
Electric checks	Electrical systems will be tested to national standards	Qualified Electrician	Project Leader	Every two years
Risk assessments	Manual Handling/ Lifting risk assessments	Shift Leaders	Project Leader	Bi-monthly
VDU assessments	By desk place assessment	Assigned trustee	Project Leader	On change of equipment and/or personnel
Fire Drills	Fire Drills will be conducted quarterly in all premises	Shift Leaders	Project Leader	Quarterly
Fire Equipment	Fire Equipment will be tested to national standards	Independent Fire Safety Assessor	Project Leader	Annually
Training	Check Training Records for completeness, highlighting missed training and/or poor record keeping	Project Leader	Board of Trustees	6 monthly