



Health & Safety Policy

General Statement

NHT is bound by the Health and Safety at Work Act. This lays down certain duties on all staff and office volunteers. The duties are to take care of their own safety and that of other staff, volunteers and visitors and to co-operate with the Trustee Board, management committee and its officers to enable it to carry out its responsibilities.

In particular staff and office volunteers have a duty to:

- work safely, efficiently and without endangering the health and safety of themselves, their colleagues or any other person who has a right of access to the Organisation's premises at any time;
- adhere to safety procedures laid down by NHT from time to time, and conform to all instructions given by those with a responsibility for health and safety;
- record all accidents, near miss occurrences and hazardous situations in the Health and Safety/Accident book and report to the next team Meeting;
- meet their other statutory safety obligations including that laid down in Section 8 of the Act, which states that "no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions".

Organisation and Responsibilities

Trustee Board & Management Committee

Overall and final health and safety responsibility within the organisation lies with the Trustees, working through the management committee. The management committee shall appoint one person who will take the responsibility for drawing to the attention of the management committee, staff and volunteers any health and safety matters that need to be discussed and/or acted upon.

Delegated Responsibility

Shahid Shabir shall be given delegated responsibility for ensuring that the Health and Safety policy is carried out within the organisation. In particular he will be given delegated responsibility for:

- carrying out regular safety inspections in the offices utilised by NHT
- ensuring that staff are provided with suitable seating and appropriate computer workstations
- ensuring that floors and aisles are kept clear, as far as reasonably practical, of trailing wires, equipment, stationery, etc.
- ensuring that the general fabric of the offices (including office items & equipment used by staff) is maintained
- investigating and reporting accidents
- ensuring that a Health and Safety Workplace poster on "Health and Safety Law" is displayed
- making staff and office volunteers aware of the specific fire escapes and fire extinguishers within the building
- ensuring staff and volunteers are given a copy of this Policy and understand its contents;

- ensuring that staff and volunteers are made familiar with the alarm systems within the building and action to be taken in the event of a fire
- drawing to the attention of the management committee, staff and volunteers any new legislation on health and safety relevant to the work of NHT
- drawing to the management committee's attention any matters with which he is unable to deal with.

Staff and Office Volunteers

All staff and volunteers have a responsibility to:

- read and fully understand NHT's Policy statement and the procedures to be carried out in the event of an emergency. If there is any doubt about the meaning, staff must seek clarification from Shahid Shabir.
- co-operate with the Trustees and Shahid Shabir, as appropriate, to achieve a healthy and safe workplace and to take reasonable care of themselves and others
- report to Shahid Shabir within 24 hours any accident occurring:
 - on the premises
 - off the premises whilst acting on behalf of NHT
- bring to the notice of Shahid Shabir any potentially dangerous circumstances that the employee is unable to put right.

Review

Shahid Shabir, in conjunction with the management committee, will keep this Policy under constant review to reflect any changes in legislation. The Policy will be fully reviewed every 3 years and will be subject to approval by the Trustees and management committee.

General Arrangements

Accidents, Near-Miss Occurrences and Hazardous Situations

NHT has a Health and Safety Accident Book located in [Metal filing cabinet] and all incidents, no matter how small, must be recorded as soon as possible after the incident. The incident should also be reported to Shahid Shabir. In addition to reporting accidents it is equally important to report near misses and potential hazards so as to enable preventative action to be taken before it is too late. Once an incident has been recorded in the Accident Book the Sheet must be removed and stored separately, e.g. in the personnel file.

It is the responsibility of Shahid Shabir to ensure that any necessary follow up action is taken to reduce the risk of the accident or near accident reoccurring.

Shahid Shabir is responsible for reporting incidents which fall within the remit of the 'Reporting of Injuries, Diseases & Dangerous Occurrences' regulations (RIDDOR) to Nottingham City Council.

Environmental Health Department. RIDDOR covers the following incidents:

- fatal accidents
- major injury accidents/conditions
- dangerous occurrences
- accidents causing more than 3 days incapacity for work
- certain work-related diseases.

First Aid kit is available in [BMCC office/reception].

General Fire Safety

Shahid Shabir is responsible for the maintenance of the firefighting equipment and the arrangement of regular fire safety checks and fire drills. Shahid Shabir also holds a Fire Certificate for the building. All staff must also read and understand the Fire Procedure. A fire notice is located in the [main notice board]

Personal Safety

Staff or volunteers who are working on their own should not allow access to casual visitors who have no appointment.

All windows and entry doors will be lockable.

Staff who are going to be away on NHT business should make it clear to other staff where they will be, how long for and how they can be contacted.

Staff should inform the office who they wish to be contacted in the event of an emergency giving contact details.

Staff who carry money for NHT have the right to be accompanied by another person.

Visits to the bank should not be at a regular time.

Staff should not put themselves at risk on account of NHT's property.

All incidents of aggression or violence and any threat to personal safety should be reported to Shahid Shabir and recorded in the accident book.

Staff should be vigilant with regards to terrorist incident warnings – e.g. unattended bags.

Stress Management

Stress at work is a serious issue: workers can suffer severe medical problems, which can result in underperformance at work, and cause major disruptions to the organisation.

The responsibility for reducing stress at work lies both with employer and employee. Employees should become aware of the causes of stress and ensure that they do not work in a way which could cause them to suffer an increase in stress, nor cause an increase in stress on others.

If an employee is suffering from stress at work, they should discuss this with their line manager or Shahid Shabir at the first opportunity. Where practicable and reasonable, NHT will seek to provide assistance to the employee.

NHT will do all it can to eradicate problems relating to stress at work.

NHT HEALTH AND SAFETY POLICY CHECKLIST

Training

All staff will complete an induction programme with information about Health and Safety arrangements within the organisation. Any updates or changes to these arrangements will be discussed at staff meetings and 'one-to-one' (supervision) sessions.

Shahid Shabir will ensure that all staff and volunteers fully understand the Policy and are made aware of all fire alarm points, fire extinguishers, fire blankets and fire exits in the building.

The following is a list of things to be checked in NHT's office every six months.

Check:	Date checked
Workstations (incl. Display Screens) are safe. (Follow separate checklist VDU Workstation Inspection Checklist).	
Lighting is adequate for each task. (No glare should be transmitted).	
Environment (noise levels, temperature, humidity, any anti-static device).	
User takes regular breaks from long tasks/positions and ensure VDU users are aware of availability of FREE eye tests.	
Staff have been appropriately trained to carry out their tasks.	
First Aid Box is in place and adequately stocked.	
Accident Book and procedure is in place and staff are informed of these.	
Exits and walk-ways are kept clear and accessible to wheelchair users.	
Electrical and other equipment are safe to use and are not being misused.	
Power sources are safe to use and are not misused.	
For trailing wires and damaged floor coverings.	
Warning notices, where necessary, are clearly displayed.	
Heavy or dangerous items are not stored above shoulder height.	
Ensure heavier items are stored in lower drawers of filing cabinets.	
Step ladders are provided and used where necessary.	
Hazardous materials (e.g. cleaning fluids) are stored properly and are clearly marked.	
That staff/volunteers are not expected to lift heavy items above their individual capability.	
Security/confidentiality arrangements are adequate (e.g. place for valuables).	
That office procedures relating to hygiene and cleanliness are complied with.	
That radiators are kept clear.	