



# HOPE HOUSE

# HEALTH & SAFETY AT WORK POLICY AND PROCEDURES

Incorporating  
Barnsley Christian School  
And  
Hope House Church



**BARNSELY CHRISTIAN SCHOOL**  
**HEALTH AND SAFETY AT WORK POLICY**

**HEALTH AND SAFETY AT WORK**

**1. SCOPE**

This policy applies to all members of staff of THE ORGANISATION, casual staff, temporary workers, volunteers, freelancers and to those contractors who work on site at THE LOCATION or those who use computer equipment.

**2. CONTEXT**

It is a legal requirement for all organisations to have a written Health and Safety policy and to train all staff in matters relating to Health and Safety.

**3. PURPOSE**

To provide information on Health and Safety legislation as it related to THE ORGANISATION and to ensure that all necessary legal requirements are met.

**4. DEFINITIONS**

**4.1 The Health and Safety at Work Act.**

The Health and Safety at Work Act and EC Minimum Workplace standards Directive applies to all work situations. It covers everyone at work, whether they are employed or self employed, and also protects members of the public whose health and safety may be affected by work activities. The Act recognises that employees, as well as employers, have duties towards ensuring high standards of health and safety at work. For the purposes of this Policy Document, the Cellar, 1<sup>st</sup>, 2<sup>nd</sup> and Mezzanine floors, and stairs are incorporated into the premises known as THE LOCATION.

**4.2 The Legal Position**

Under the Health & Safety at Work Act, 1974, and the Approved Codes of Practice (ACOPs), every employer of five or more employees has three clear duties:-

- 4.2.1 the preparation and revision of a written statement of general policy relating to the employees' health and safety at work;
- 4.2.2 the preparation and revision of a written statement detailing the arrangements for implementing the policy; and,
- 4.2.3 the communication of the statement and all revisions of it to the notice of employees.

There is a legal requirement that employers should produce, publicise and implement a **HEALTH AND SAFETY POLICY # STATEMENT** which sets out clearly the aims, the responsibilities - both the employer's and the employee's, and the means of achieving these. This document discharges that duty, and it is being issued to all existing staff at Hope House and to new comers as they arrive.

It is incumbent upon everyone working at THE LOCATION to study this document, to become thoroughly familiar with it, and to make sure every detail is understood. Only then will safe words become safe actions!

## 5. HEALTH AND SAFETY POLICY

The promotion of Health and Safety is a mutual objective for everyone connected with THE LOCATION. Therefore;

- 5.1 THE ORGANISATION will, so far as is reasonably practicable, safeguard the well-being of all who work in and visit THE LOCATION. This will entail:
  - 5.1.1 The compliance with all Health & Safety legislation.
  - 5.1.2 The provision and maintenance of a healthy and safe working environment.
  - 5.1.3 The provision of appropriate information, instruction, training and supervision in safe working methods and procedures.
  - 5.1.4 The provision of first aid and medical facilities.
  - 5.1.5 The provision of fire prevention and precaution arrangements as approved by South Yorkshire Fire & Rescue (SYFR)
  - 5.1.6 The provision of appropriate security arrangements.
  - 5.1.7 The provision of health and safety arrangements appropriate to all communal areas of THE LOCATION.
  - 5.1.8 The appointment of a Health and Safety Officer and of Safety Representatives to assist in the implementation, monitoring and reviewing of Health and Safety policy.
  - 5.1.9 The attention to Health and Safety matters by the DIRECTORATE. The Health and Safety Officer will report to the DIRECTORATE. The HSO will call meetings of the Safety Representatives whenever appropriate, usually on a six monthly basis.
  - 5.1.10 The periodic review of this Policy Statement with the appropriate issue of amendments.
- 5.2 THE ORGANISATION expects that all staff will respond by;
  - 5.2.1 Co-operating in all measures and observing all rules designed to promote health and safety at work.
  - 5.2.2 Taking reasonable care for the health and safety of themselves, colleagues, visitors and others.

## 6. RESPONSIBILITY

- 6.1 THE ORGANISATION has a responsibility for ensuring that the policy set out in section 5 above is implemented, and for making the provisions detailed in section 5.1 above.
- 6.2 The Directorate is responsible for:
  - 6.2.1 ensuring that all requirements of Health & Safety legislation are complied with.
  - 6.2.2 ensuring that rules and procedures for the healthy and safe execution of work activities appropriate to his/her staff are formulated in this Policy Statement.
  - 6.2.3 that both Parts 1 and 2 of the Policy Statement are issued to all staff.
  - 6.2.4 ensuring that the requirements and provisions of all parts of the Policy Statement are adhered to and monitored.

- 6.2.5 appointing a member of staff to act as suitably qualified First Aider, and to provide adequate and ongoing training for the First Aider as and when required.
- 6.2.6 appointing a responsible member of staff to act as the THE ORGANISATION's Health & Safety Officer (HSO) and Safety Representatives for each organisation in THE LOCATION. These individuals, will form the basis of the Health & Safety Group (H&S Group)
- 6.3 The HSO is responsible for co-ordinating all Health & Safety matters, and in particular for ensuring that the provisions of section 7 below are implemented in respect of those areas and facilities provided by THE ORGANISATION for communal benefit.
- 6.4 The HSO will, in co-operation with the Directorate, be responsible for making all reasonable practical arrangements in respect of health and safety matters for;
  - 6.4.1 the instruction, training and supervision of all, and especially new, staff.
  - 6.4.2 consultation with and participation by all the staff.
  - 6.4.3 the distribution of all relevant Health & Safety information.
- 6.5 Matters of Health & Safety shall be dealt with, at least quarterly, by H&S Group. The H&S Group will request regular feedback from DIRECTORATE. The HSO will ensure that this group monitors the implementation of the Policy Statement, obtain DIRECTORATE approval for any necessary policy changes, and take necessary action to achieve a healthy and safe working environment.
- 6.6 All staff have a duty to take reasonable care for themselves and others and to co-operate with management to enable the ORGANISATION to comply with its Health & Safety responsibilities.

## 7. ARRANGEMENTS FOR COMMUNAL MATTERS

### 7.1 Communal Areas

- 7.1.1 **Smoking** - Smoking is prohibited in every part of THE LOCATION but allowed on the Driveway.
- 7.1.2 **Driveway** - Parking space is provided for service or disabled visitors vehicles only. The users of which must park tidily and leave details with Reception.  
  
THE ORGANISATION takes no responsibility for theft or damage caused to any vehicles, motor bikes or bicycles left on THE LOCATION'S driveway.
- 7.1.3 **Office & Reception** - The office will be attended during normal working hours every weekday by the office staff. All visitors should be instructed to report to Reception, and follow the procedure for signing the visitors book and receiving a temporary Visitors Badge to be worn at all times whilst they are in the building. Visitors should not move on into the building from Reception without permission. Goods delivered or awaiting collection must not be left or stacked in a position or manner that is hazardous, untidy or that would prevent safe access. The visitors' seating areas being kept clean, with crockery, cutlery etc being cleared away when finished with. Television and Video equipment should be displayed in a safe and secure manner during working hours.
- 7.1.4 **Kitchens** - All persons using kitchen equipment such as refrigerators, cookers, microwave ovens, sinks, worktops, cutlery, utensils and any other items in common ownership must ensure they are left clean and tidy. Spillages, especially on the floor, must be wiped up promptly. Refrigerators and cupboards must be kept clean and free from bad food, and the kitchen clean and tidy at the end of the working day. Before handling food of any kind, hands should be thoroughly washed.
- 7.1.5 **Lavatories & Washrooms** - Lavatory bowls and hand basins must be left clean, and floor spillages must be wiped up. Sanitary dressings must be placed in the hygienic bins. Hand basins must not be used for washing crockery, utensils etc. All persons should ensure that these areas are left in the clean condition they would expect to find them and that hands are washed regularly after any lavatory use.

- 7.1.6 **Storerooms and Store Cupboards** - These must be kept clean and tidy with stock shelves and bays being maintained and stock records updated and the Administrator being advised of stock outs as necessary. Empty cartons and packing material should be disposed of as they occur. Articles should not be positioned so as to obstruct floorspace. When a step ladder is used to work at height, ensure that it is safe and that people work in pairs where to work alone would not be considered sensible.
- 7.1.7 **Classrooms & Meeting / Conference Rooms** - These should be kept in a clean, tidy and presentable condition. With tables and seating being laid out in an orderly manner. Special attention must be paid to the cleaning up of food spillages, particularly sugar. Care should be taken of conference peripherals such as PA and OHP Equipment, Flip Chart Easels etc that they are safely secured when not in use. All those using the conference centre as external customers will be provided with the emergency procedures document.
- 7.1.8 **Offices, & Communications Rooms and Copying Areas** - Office and Computer equipment may be used only by competent persons in accordance with proper operating procedures and always treated with great care. Faulty and defective equipment must be reported promptly to the IT Office and not used, or "tinkered with", until repaired or put back into good working order. Loose and unsheathed wiring must be repaired promptly. Equipment should be turned off at the end of the day, unless it is of a type where 24 hour or prolonged operation is the norm such as; Network Computer Servers - Laser printers - Fax Machines and the like. In such instances, notices will be placed adjacent to or on the equipment in question.
- 7.1.9 **Corridors, Staircases, Roof Walkway, Fire Escapes, General Security** - People should always walk and never run, making sure that they are looking where they are going. Articles of any description should not be allowed to cause obstruction - this being absolutely essential on "Means -of- Escape" routes to fire exits, lift doors, stairways and entrance lobbies. The doors marked as Fire Doors should always be kept closed *when not in use*. All windows should be closed and secured at the end of the working day, with all intercommunicating doors closed and exit doors locked. The burglar alarm must be set by the last person leaving the building according to the laid down security procedures. All temporary or volunteer staff should be clear of the premises at the end of the normal working day unless working under the supervision of a full time member of staff who is also a key holder.
- 7.1.10 **Electrical and Boiler Rooms** - Only persons specifically authorised may have access.
- 7.1.11 **Fire Alarm & Emergency Lighting** - These will be tested on a regular basis to ensure that all call points, bells and lights are functioning correctly. The Fire Alarm will be checked on a six monthly basis, and emergency lighting on a six monthly basis, by the Contractors engineers who, will issue certification that this has taken place. Rotated testing of the Fire Alarm bells will take place on a Weekly basis by the Fire Officer. There will be a minimum of 2 Fire Drill per year, preferably 1 per term.

## 7.2 Emergencies

- 7.2.1 **Accidents & Illness** - The First Aider must see that injured/ill staff/visitors receive appropriate attention must inform the HSO, and must record all incidents (including "near misses") in the Accident Book kept on reception. A First Aid Box containing only those items required by the Health & Safety (First Aid) Regulations and ACOP, 1981, will be kept on each floor and checked regularly by the First Aider. The HSO will report all notifiable accidents/illnesses to the appropriate enforcement authority.
- 7.2.2 **Fire, Bomb and Flood** - Evacuation Instructions posted around the building (see Appendix 1) must be observed. Approved Fire Alarm and Emergency Lighting systems are installed throughout THE LOCATION, and approved Safety Signs are displayed throughout the buildings. It is particularly important that "Means of Escape" routes are kept unobstructed at all times, and that Fire Exits are kept unlocked and unfastened while people are in the building. For safety reasons, fire doors may only be wedged open temporarily for the movement of bulky or heavy items, or with permission of South Yorkshire Fire Officer

## 8. DISPLAY SCREEN EQUIPMENT

THE ORGANISATION's intention is to optimise the use and application of display screen equipment within the organisation, whilst safeguarding the health, welfare and job satisfaction of those involved in using such equipment.

### PROCEDURE

#### 8.1 Health and Safety

For the health and safety of workers, in so far as is reasonably practicable, THE ORGANISATION will, in consultation with staff and their representatives:

- 8.1.1 carry out an assessment of each workstation taking into account the display screen equipment, the furniture, the working environment, and the worker.
- 8.1.2 take all necessary measures to remedy any risks found as a result of the assessment
- 8.1.3 take steps to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity
- 8.1.4 arrange for free provision of eye tests, at regular intervals and where a visual problem is experienced
- 8.1.5 advise existing employees, and all new employees, of the risks to health and how these can be avoided.

#### 8.2 Information

THE ORGANISATION will give sufficient information as is necessary to ensure the health and safety of workers who use display screen equipment. This provision will also apply to those persons who are not in direct employment (e.g. agency staff and contractors).

#### 8.3 Eye and Eyesight tests

- 8.3.1 THE ORGANISATION will arrange for eyesight tests to be carried out but only for new employees who have passed their probation period and whose main work is on a VDU. Where results of the test indicate that glasses are required specifically for work with display screen equipment, THE ORGANISATION will arrange for the supply of glasses and contribute up to 50% towards the cost.
- 8.3.2 Where an employee is transferred, promoted or otherwise moved to a job involving the use of display screen equipment he/she will be entitled to an eyesight test. This entitlement also applies where display screen equipment has become the main work for an employee not previously considered a regular user.
- 8.3.3 Employees will be entitled to undertake an eyesight test at regular intervals. As a guide: under 40 years of age every 5 years; over 40 years of age, every 3 years. All such tests must be arranged through THE ORGANISATION's HSO and are specifically for users of display screen equipment. Employees should note that these tests are limited to an assessment of the visual capability needed to see the screen, and are not a substitute for regular and more comprehensive tests.

#### 8.4 Rest Breaks

- 8.4.1 The purpose of a break from display screen equipment is to prevent the onset of fatigue. Users of display screens are encouraged, and will be expected to take opportunities for breaks.
- 8.4.2 There is no prescribed frequency or duration of breaks from display screen work. Wherever possible, employees will be given the discretion to decide the timing and extent of off-screen tasks. Employees who believe that their workload at a display screen does not permit adequate breaks should bring this to the attention of their manager.

## 8.5 Self Assessment of the Workstation

8.5.1 Users of display screen equipment will be invited annually to complete a checklist to assist THE ORGANISATION in providing a comfortable and safe environment.

## 8.6 Training

8.6.1 Employees who use display screen equipment will be given training and instruction in all areas necessary to enable them to work without risk to health.

8.6.2 Those persons not in direct employment (e.g. agency staff and contractors) will also be given sufficient instruction as is necessary to enable them to work without risk to health.

## 9. CODE OF SAFE PRACTICE - OFFICES, Classrooms, Meeting Rooms

- 9.1 As soon as an unhealthy, unsafe or faulty condition of premises, floor surfaces and coverings, furniture and equipment - or the potential for such a condition is discovered, all practical steps must be taken to eliminate/minimise the risks, and the matter must be reported immediately to the Safety Representative
- 9.2 Hazardous activity not already covered by specific instructions must be reported to the Safety Representative, who will advise and draw up safe working procedures.
- 9.3 Protective clothing must be worn for any tasks for which it is supplied. Long hair and trailing parts of clothing must be kept away from moving machinery e.g. Copiers or Printers.
- 9.4 Undue haste, the cause of many office accidents, should be avoided. Staff should always walk and never run in corridors and on staircases; should always look where they are going; and should wear appropriate footwear, not strapless or flip flops.
- 9.5 Electrical, telephone, computer, or dictating machine cables must never lie uncovered across any floorspace over which people will walk, as these are a major tripping hazard.
- 9.6 Desk, pedestal, or filing cabinet drawers, and cupboard doors, must not be left open in such a way to be a safety hazard.
- 9.7 Waste-bins, briefcases, bags, packages or waste materials etc must not cause obstruction.
- 9.8 Liquids should never be left where they might be knocked over on to electrical equipment such as computer keyboards or terminals, photocopiers etc.
- 9.9 Spilt fluid must always be wiped up as soon as possible, whether from the floor or any other surface.
- 9.10 Sharp or pointed objects should be used with particular care. Any broken glass etc should be very carefully wrapped, and if necessary, marked before disposal.
- 9.11 Workplaces should be kept tidy to reduce risk of fire or accident and help provide a better working environment.
- 9.12 Equipment, furniture, materials, etc must always be positioned safely; only the minimum may be stored on the floor.
- 9.13 When needing to reach high level shelves etc. Only a safe ladder, should be used and a colleague should always be nearby.
- 9.14 Nothing too heavy should be carried. Clear vision over and around any carried load must be maintained. Correct postures when lifting or carrying should be maintained. (See advice Poster in Staff Kitchen area)

- 9.15 Electrical/electronic equipment should be used only by competent persons in accordance with the manuals provided and/or laid down procedures, and should always be treated with great care. Equipment thought to be faulty or defective must be reported promptly, and not used until checked or repaired by someone suitably qualified. It should never be "tinkered with". Loose and unsheathed wiring must also be reported to allow prompt repair. Equipment should be unplugged when not in use unless of a type where 24 hour operation is the norm

PAT Testing (Portable Equipment Testing): This should be done regularly as follows:

- Fixed installation normally every 5 years
  - Portable appliances that are fairly static such as fridges and computers – every 12 months
  - Equipment for teams on the road – every 12 months
  - Portable equipment in regular use e.g. kettles - every 12 months.
- 9.16 Bar type electric fires must not be used. Other types of electric heaters may only be used with the permission of the Safety Representative. Where such permission has been granted heaters should only be plugged directly into a power point that has the correct rated fuse plug fitted. Extension cables must be fixed to the floor.
- 9.17 Information regarding an accident or illness must be given at the earliest opportunity to the H. S O. , who will;
- Give advice and assistance
  - Arrange for First Aid to be given by the appointed First Aider.
  - Decide how to use appropriate emergency services -
    - Summon doctor or ambulance
    - Take the ill/injured to Hospital Casualty Dept
    - Inform the THE ORGANISATION's most senior manager present
    - Ensure a Record the incident is in the Accident Book
    - It is the responsibility of the HSO or THE ORGANISATION'S senior manager present to inform the family/next of kin (if warranted).
- 9.18 When a "near miss" incident occurs, from which a member of staff may suffer a measure of shock, the Safety Representative must be informed. Such items listed in the preceding paragraph (17) which are considered relevant to the case must be complied with. The "near miss" must be recorded in the Accident Book" kept by the HSO.
- 9.19 At least one First Aid Box will be provided containing **only** those items required by the Health & Safety (First Aid) Regulations, 1981.
- 9.20 Staff should familiarise themselves with:
- the means of sounding the Fire Alarm using the "break glass" Call points placed throughout the buildings,
  - the Fire Escape routes,
  - the address and contact details of the local Hospital.
- 9.21 Staff should familiarise themselves with the special instructions to be observed in case of Fire or Bomb scare incidents which are posted around the building (see Appendix 1 for detailed procedures).
- 9.22 Staff in contact with infectious conditions must obtain medical clearance before attending the office, and on arrival must inform the most senior manager present.
- 9.23 Road Travel
- THE ORGANISATION's drivers should take a rest of at least 15 minutes every 2 hours at the discretion of the driver. No pressure must be put on the driver to continue driving, the decision of how alert they are and when to stop must be theirs. In the case of car driving drivers should take a break every 2 hours and again no pressure must be put on the driver to continue driving. Where possible a long journey in one day should be avoided and other methods used.
- 9.24 Mobile Phones
- Mobile phones emit and receive radiowaves. Mobile phone users may wish to reduce their exposure to these radio waves by keeping their calls short, as talking for long periods prolongs exposure. It is illegal to use a mobile phone whilst driving, unless you are using a hands-free kit.

### 9.25 Laptop Users

The two main problems with laptop use are carrying heavy items with the computer (so causing manual handling injury) and using the laptop in a less than ideal location (train, car, hotel etc) which encourages poor posture. It is suggested that laptop users, wherever possible, avoid use when travelling or where it is difficult to achieve a comfortable working posture. Any symptoms of discomfort should be highlighted and efforts made to find solutions reduce the pain. Laptop users should avoid carrying heavy equipment and ideally should use a rucksack style bag to distribute the weight evenly across both shoulders.

## 10 PREGNANT WORKERS

10.1 Once the Line Manager has been informed that a member of staff is pregnant, a risk assessment will be carried out. This will examine the physical workplace and working conditions e.g. workstation and posture, lifting loads, working hours. Specific medical advice given to the individual will also be taken into account. The medical room will be available for necessary rest breaks.

## EMERGENCY EVACUATION PROCEDURE

### (a) FIRE

#### IF YOU DISCOVER A FIRE -

1. **SOUND THE ALARM**  
By breaking the glass of the nearest Fire Alarm Call Point.
  2. **SHOUT "FIRE - LEAVE NOW!"**  
To alert all nearby occupants
  3. **TELEPHONE the EMERGENCY SERVICES**  
By dialling 9999 on the phone in the office, computer room or 999 from a mobile.  
and provide the information requested by the emergency operator
  4. **ALERT THE OFFICE**  
By dialling 21 on an internal phone, but only if safe to do so.
  5. **If you are competent to do so or if the fire is blocking an exit route:**  
  
**FIGHT THE FIRE IF SAFE TO DO SO**  
with the nearest appropriate extinguisher -  
  
**BLACK/RED CO<sub>2</sub> for electrical equipment fires**  
**(only ever hold this extinguisher by the handle and never by the nozzle due to the extreme cold generated via the CO<sub>2</sub> gas which can burn the skin on contact)**  
  
**RED for other normal fires.**  
  
**FIRE BLANKETS** are fitted in the kitchens for smothering e.g. spilt fat fires.
  6.
    - LEAVE THE PREMISES as quickly as possible by the route noted in the room you are in
    - Help your colleagues if they need it
    - Close all Fire Doors behind you
    - Do not return for anything
    - Go to the Assembly Point
    - Listen for instructions
- \* When satisfied that the premises are cleared, the HSO or the most Senior Manager present will - *if safe to do so* -
- . Shut off the gas and electricity at the mains.
- \* Fire Marshall will check that all staff/pupils are accounted for.
- \* On arrival of the Fire Brigade the HSO will report to the Senior Brigade Officer of any persons thought missing.
- \* No one may return to the building until permission is given by the Senior Fire Brigade Officer.
- See Fire Risk Assessment And Procedures For fuller information.

## APPENDIX 1

### (b) BOMB SCARE

#### IF YOU SUSPECT AN OBJECT OF BEING A BOMB

1. ALERT PEOPLE THROUGHOUT THE BUILDING

(by using the PA System via The Office)

- telling them where the suspected object is.
- enlisting the help of others as necessary.

2. TELEPHONE THE EMERGENCY SERVICES

By dialling 9999 on the phone in the office, computer room or 999 from a mobile. and provide the following information;

Reason for call - POLICE, BOMB SCARE

Your name

The address

NB. The Police will call the Fire Brigade.

#### IF A BOMB SCARE IS DECLARED

1. LEAVE THE PREMISES AS QUICKLY AS POSSIBLE

by a route avoiding the suspected object if within the building -

help your colleagues if they need it

do not touch any unfamiliar parcels or objects,

either inside or outside the building

close all Fire Doors behind you

do not return for anything

go to the Assembly point at the front of the building

2. PREVENT OTHERS FROM RE-ENTERING THE PREMISES

- \* The Fire Marshall (or most Senior Manager present) will check that all staff/Pupils are accounted for.
- \* When satisfied that the buildings are cleared, the fire marshall or most Senior Manager present will -  
If safe to do so -  
shut off the gas and electricity at the mains
- \* No one may return to the building until permission is given by the Senior Police or Fire Brigade Officer.
- \* When Police arrive, staff may be asked to assist in a co-ordinated search of the premises with the Police or as directed by the Senior Police Officer.

## APPENDIX 1

### (c) LETTER BOMBS

#### IF A SUSPECT PACKAGE IS RECEIVED

1. DO NOT probe it or attempt to open it in any way
2. CHECK POSTMARK -  
if from an unusual source, carefully place the package in a safe position  
away from staff and visitors.
3. TELEPHONE THE EMERGENCY SERVICES  
By dialling 9999 on the phone in the office, computer room or 999 from a mobile.  
and provide the following information:  
Reason for call - POLICE, SUSPECTED LETTER BOMB  
Your name  
The address

NB: The Police will call the Fire Brigade.

4. NOTIFY the Health & Safety Officer (or most Senior Manager present).