

Bonny Downs Community Association

Health & Safety Policy

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Purpose of policy

1. Under the Health & Safety at Work etc Act 1974, BDCA has a duty to ensure the health, safety and welfare of employees and others who may be affected by its actions.
2. Bonny Downs Community Association (BDCA) takes health and safety issues seriously and is committed to protecting the health and safety of its staff, volunteers and all those affected by its business activities and attending its premises. This policy is to help BDCA achieve this by clarifying who is responsible for health and safety matters and what those responsibilities are.

Who is responsible for workplace health and safety?

3. Achieving a healthy and safe workplace is a collective task shared between BDCA and its team. This policy and the rules contained in it apply to all staff, irrespective of seniority, tenure and working hours, including all employees, directors and officers, consultants and contractors, casual or agency staff, trainees, fixed-term staff and any volunteers. Specific responsibilities of staff are set out in the section headed "Responsibilities of all staff" below.

BDCA responsibilities

4. BDCA is responsible for:
 - a. taking reasonable steps to safeguard the health and safety of their employees, volunteers,

service users and all visitors, including contractors, and members of the public, while in or around BDCA premises or on BDCA business;

- b. preventing accidents and cases of work-related ill health by identifying health and safety risks and finding ways to manage or overcome them;
- c. implementing emergency procedures including evacuation in case of fire or other significant incident;
- d. providing and maintaining safe working environments, equipment and systems and, where necessary, appropriate protective clothing;
- e. providing safe arrangements for the use, handling, storage and transport of articles and substances (COSHH);
- f. providing adequate information, instruction, training and supervision to enable all staff to work safely, to avoid hazards and to contribute positively to their own health and safety at work, and a named contact person to whom any questions or concerns can be directed;
- g. promoting effective communication and consultation between itself and staff concerning health and safety matters;
- h. regularly monitoring and reviewing the management of health and safety at work, making any necessary changes and bringing those to the attention of all staff.

5. BDCA's trustees and Co-Directors have overall responsibility for health and safety. Day-to-day responsibility for health & safety matters is delegated as follows:

Overall oversight		Co-Director (Finance & Facilities)
BDCA sites	The Well Community Centre	Facilities Manager
	Bobby Moore Pavilion & Flanders Playing Field	Field Facilities Overseer
	Grow Together, Be Together Community Garden	Garden Project Coordinators
	Minibus	Field Facilities Overseer
BDCA activities/services	Holiday Scheme	Holiday Scheme Manager
	BDCA Nursery	Nursery Manager
	BDCA project activities and services (irrespective of where they run)	Relevant Project Coordinator/Project Team
Non-BDCA activities	Operation of Community Cafes	Franchisees

	Activities/services run on BDCA sites by external groups	Hirer/Duty Manager/Facilities Manager
	Private hires	Hirer/Duty Manager/Facilities Manager

6. Concerns about health and safety matters should be brought to the attention of these delegated representatives or to the Co-Director (Finance and Facilities) in their absence.

Responsibilities of all staff and volunteers

General staff responsibilities

7. All staff and volunteers should:

- a. take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions;
- b. co-operate with BDCA generally to enable compliance with health and safety duties and requirements;
- c. comply with any health and safety instructions and rules, including instructions on the safe use of equipment;
- d. keep health and safety issues in the front of their minds and take personal responsibility for the health and safety implications of their own acts and omissions;
- e. diligently read any and all documents concerning health and safety that might be circulated to them;
- f. keep the workplace tidy and hazard-free;
- g. report all health and safety concerns promptly, including any potential risk, hazard or malfunction of equipment, however minor or trivial it may seem; and
- h. co-operate in BDCA's investigation of any incident or accident which either has led to injury or which could have led to injury, in BDCA's opinion.

Staff responsibilities relating to accidents and first aid

8. All staff and volunteers should:

- a. promptly report any accident at work involving personal injury, however trivial, to the

delegated representative so that details can be recorded in the Accident Book for the venue and cooperate in any associated investigation. The Accident book is located In the Office in both venues and can be accessed by Project Managers and Duty Mangers.

- b. An accident should be reported to the Project Manager in the case of an internal BDCA group, or to the Duty Manager in the Office if it is an external groups using the facilities.
- c. familiarise themselves with the details of first aid facilities and trained first aiders, which are displayed at key locations on all sites.
- d. Locations of First Aid boxes, Defibrillators, accident books and Health and Safety information are listed in the table below under point 18.
- e. if an accident occurs, contact the front office (020 8586 7070) and ask for the duty first aider, giving name, location and brief details of the problem.

Staff responsibilities relating to equipment

9. All staff and volunteers should:

- a. use equipment as directed by any instructions contained in any written operating manual or instructions for use and/or any relevant training;
- b. only use equipment which they have received instruction in the use of or are otherwise competent to use;
- c. report any fault with, damage to or concern about any equipment (including health and safety equipment) or its use to whomsoever is responsible for maintenance and safety of equipment and should not attempt to repair equipment unless suitably trained and/or authorised; and
- d. ensure that health and safety equipment is not interfered with;

Staff responsibilities relating to national health alerts

10. If an epidemic or pandemic alert is issued, all staff must comply and co-operate with all instructions, arrangements and advice issued by BDCA as to the organisation of business operations and steps to be taken by staff to minimise the risk of infection. Any questions should be referred to the Co-Directors.

Staff responsibilities relating to emergency evacuation and fire

11. All staff and volunteers should:

- a. familiarise themselves with the instructions about what to do if there is a fire which are displayed in the reception areas of all sites;
- b. ensure they are aware of the location of fire extinguishers, fire exits and alternative ways of leaving the building in an emergency;
- c. comply with these instructions if there is a fire, suspected fire or fire alarm (or a practice drill for any of these scenarios);
- d. co-operate in fire drills and take them seriously (ensuring that any visitors to the site do the same), fire drills will be held at least once every 12 months;
- e. ensure that fire exits or fire notices or emergency exit signs are not obstructed or hidden at any time;
- f. notify the Facilities Manager immediately of any personal circumstances (for example, impaired mobility) which might hinder or delay their own evacuation in the event of a fire. This will allow them to discuss a personal evacuation plan, which will be shared with staff and colleagues working nearby.

12. On discovering a fire, all staff must:

- a. immediately trigger the nearest fire alarm and, if time permits, call reception and notify the location of the fire. A list of fire alarm call points is attached at Appendix 1.
- b. attempt to tackle the fire ONLY if they have been trained or otherwise feel competent to do so. Nominated members of staff will be trained in the use of fire extinguishers; and
- c. call 999.

13. On hearing the fire alarm, all staff should:

- a. remain calm and help to evacuate the building immediately, walking quickly without running, following any instructions of senior staff;
- b. leave without stopping to collect personal belongings;
- c. assemble at the fire evacuation point;
- d. stay out of the building until notified by a senior staff member that it is safe to re-enter.

The emergency numbers for the Fire Alarms are: 9 till 5pm – 08448791703 Ext 2; and out of office hours 08448791704 Ext 2. This is for both venues

Emergencies and evacuations

14. BDCA is responsible for ensuring fire risk assessments take place and changes made where required. The Facilities Manager is responsible for making sure there are regular checks of fire extinguishers, fire alarms, escape routes, signage and emergency lighting.

15. For other emergencies and evacuations, please refer to the Error! Reference source not found.

Assembly points

16. In the case that sites are evacuated, assembly points are as follows:

The Well	Corner of Wellstead Road/Vicarage Lane (across the road from The Well)
Bobby Moore Pavilion/Flanders Playing Field	Primary: Flanders Road next to the church. Secondary: Next to the MUGA (by the half-way line)
Grow Together Be Together Community Garden	Primary: Flanders Road next to the church. Secondary: Next to the MUGA (by the half-way line)

Locations of health & safety equipment

17. Health & Safety Law poster is displayed at:

The Well	Reception
Bobby Moore Pavilion/Flanders Playing Field	Reception
Grow Together Be Together Community Garden	Garden container

First aid box is located:

The Well	Front Office and Back Office
Bobby Moore Pavilion/Flanders Playing Field	Office
Grow Together Be Together Community Garden	Garden Container

Accident and incident books are located:

The Well	Front office
Bobby Moore Pavilion/Flanders Playing Field	Office

Grow Together Be Together Community Garden	Garden Container
Shared (Company) drive	

Defibrillators are located:

The Well	Reception
Bobby Moore Pavilion/Flanders Playing Field	Reception
Grow Together Be Together Community Garden	No defibrillator

Health & Safety Risk assessments

7. Risk assessments are simply a careful examination of those things in the organisation's environment, activities, and practices that could cause harm to people. Project Coordinators/Facilities Manager are responsible for ensuring that workplace health & safety risk assessments are carried out within their own area of responsibility on an annual basis or sooner if reasonably requested by staff, and should ensure that the resulting recommendations are implemented.

18. All new activities or activities resuming after a period of closure will be risk assessed by the relevant Project Coordinator and must be approved by the Facilities Manager or Co-Director responsible for Facilities prior to (re)starting.

Display screen equipment and workstations

19. Staff who use a computer for prolonged periods should organise short breaks every two hours away from the computer screen, and may request a workstation assessment and/or an eye test by an optician. (See Display Screen Equipment Guidance from the HSE.)

20. Desk-based staff should undergo a workstation assessment as part of their induction process and should check this at regular intervals (eg: when changing desks) to minimise repetitive strain. Staff can request assistance in this process from the Facilities Manager or their line manager. BDCA will provide additional equipment identified as required (eg: wrist or foot rests).

Manual handling

21. BDCA will provide guidance where necessary on manual handling (for example, lifting and carrying heavy objects) and will always try to minimise or avoid the need for manual handling where there is a risk of injury. (See Manual Handling guidance from the HSE.)

Lone working and home visits

22. BDCA will provide guidance where necessary on lone working procedures and conducting home visits. See **Lone Working Policy**.

Dealing with inappropriate behaviour

23. Guidance is also available concerning how to respond to service users exhibiting upset, angry aggressive or violent behaviour. (See **Dealing with inappropriate behaviour procedure**.)

Investigating accidents, incidents, etc

24. The delegated representatives of the Co-Directors are responsible for preparing and keeping accident records, but ultimately the Co-Directors have prime responsibility for investigating any injuries or work-related diseases, and for submitting reports under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), where required.

25. All staff should report any health and safety concerns that they have to their line manager. If they see something in the workplace that they think is breaking health and safety law and BDCA does not take it seriously, it should be reported to the HSE on 0300 003 1647.

26. The Co-Directors have a responsibility to report to the Board any breaches of the Health and Safety Policy that led to any significant or out of the ordinary incident. In turn, the Board are responsible for recording these incidents and deciding whether the HSE (or other statutory authority) should be informed.

Non-compliance with health and safety rules

27. Breaches of this policy by employees and contractors may be dealt with under the disciplinary procedures. Breaches of this policy by volunteers (including trustees) may jeopardise their position within BDCA.

Policy status

28. This is a statement of policy only and does not form part of staff contracts of employment. BDCA in its absolute discretion may amend this policy at any time.

Review

29. BDCA will review this policy on an annual basis or more often in light of new information, a change in legislation or working environment.

Signed:



Name: David Mann

Position: Chair of Trustees

Date reviewed: December 2023

Date of next review: December 2024

Version Control added December 2023

Version Number	Changed By	Changes Made	Date Modified	Next Review Date
v.1	Philippa King (Co-Director)	Annual update, incorporates changes to staff roles and activities	June 2023	June 2024
V1.2	Philippa King (Co-Director)	Added Version Control	1 December 2023	
V2				

Appendix 1 Fire Alarm Call Points

Fire Alarm Call Point Locations – The Well

- 1 – Beside Main Office Door
- 2 – Under Fire Panel
- 3 – Nursery Entrance
- 4 – Nursery Shutters
- 5 – Nursery Kitchen
- 6 – Main Hall Entrance
- 7 – Main Hall/Children’s Centre door
- 8 – Main Hall Fire Escape
- 9 – Training room
- 10 – Kitchen
- 11 – Counselling room
- 12 – Top of stairs
- 13 – Basement
- 14 – Back Staff Office

Bobby Moore Pavilion

Fire Alarm Call Point Locations

1. Main entrance
2. Club Room Left
3. Club Room Middle
4. Club Room Right
5. Changing Room Corridor
6. Boiler Room
7. Link Store/Gym Front Entrance
8. Link Store/Gym Rear Entrance