



## **Health and Safety Policy and Guidance CSWBL**

|   |           |
|---|-----------|
| <b>1. GENERAL STATEMENT.....</b>  | <b>2</b>  |
| <b>2. RESPONSIBILITIES AND ARRANGEMENTS FOR HEALTH &amp; SAFETY<br/>MANAGEMENT.....</b> | <b>3</b>  |
| <b>3. BUILDINGS.....</b>  | <b>6</b>  |
| <b>4. GOOD HOUSEKEEPING .....</b>   | <b>7</b>  |
| <b>5. FIRE SAFETY.....</b>  | <b>8</b>  |
| <b>6. FIRST AID AND ACCIDENT REPORTING .....</b>  | <b>9</b>  |
| <b>7. LIFTING AND HANDLING .....</b>  | <b>10</b> |
| <b>8. PERSONAL SAFETY.....</b>  | <b>11</b> |
| <b>9. RISK ASSESSMENT.....</b>  | <b>13</b> |
| <b>10. CONTACTS.....</b>  | <b>15</b> |

## 1. GENERAL STATEMENT

**This is the Health and Safety Policy Statement of:**

**Czech School Without Borders, London**

**Health and Safety at Work etc Act 1974**

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities
- to provide and maintain safe equipment
- to provide information, instruction and supervision for employees and volunteers
- to maintain safe and healthy working conditions
- to review and revise this policy as necessary at regular intervals.

Signed:.....

Date:.....

## **2. RESPONSIBILITIES AND ARRANGEMENTS FOR HEALTH & SAFETY MANAGEMENT**

### **2.1 The Management Committee**

- 2.1.1 The Health and Safety at Work Act 1974 places a statutory duty on all employers to ensure, so far as is reasonably practicable, the safety, health and welfare of all its employees at work and other people who may be affected by their activities, e.g. users, volunteers, members of the public. In this policy the term “employee” should be taken to apply to others working for CSWBL on a paid or unpaid basis.
- 2.1.2 The Management Committee as the employer, has overall and final responsibility for health and safety matters at Czech School without Borders, London, and for ensuring that health and safety legislation is complied with.
- 2.1.3 The Management Committee will periodically review the operation of its health and safety policy. And will ensure:
- employees and volunteers as appropriate receive sufficient information, training and supervision on health and safety matters
  - a risk assessment is undertaken and the results written up and made available to all employees
  - accidents are investigated and reported to the Management Committee
  - there are adequate arrangements to liaise and co-operate on health and safety matters with landlords and other occupiers at the premises of St Mary Magdalene Academy, Liverpool Road, Islington, N7 and other premises used by CSWBL on a regular, and occasional, basis.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to **Lucie Wenigerova**, the Health and Safety Officer.

### **2.2 All Employees**

- 2.2.1 All employees and other workers are required to:
- take reasonable care of their own health and safety
  - report all health and safety concerns to an appropriate person (as detailed in this policy statement).

### **2.3 Fire Officer**

- 2.3.1 The Management Committee will appoint a Fire Officer who shall receive appropriate training. At the time of issue of this policy this is **Lucie Wenigerova**.
- 2.3.2 The responsibilities of the Fire Officer are to:
- be instructed on potential fire hazards and the use of fire fighting equipment
  - assist with the efficient evacuation of staff and visitors
  - liaise with the Fire Brigade at the assembly point

- ensure staff and volunteers at Czech School without Borders, London are aware of the fire alarm and fire drill.

FOR DETAILED FIRE SAFETY ARRANGEMENTS SEE SECTION 5.

## **2.4 First Aid Person**

- 2.4.1 At the time of issuing this policy, Stepanka Bulirova, Kamila Sekaninova and Veronika Prokopova have undertaken a recognised training course run by a competent trainer provider and is the first aid person for Czech School without Borders, London.
- 2.4.2 The trained first aid person named above will ensure that the first aid box is kept in the correct place, containing the items suggested in guidance by HSE and is regularly checked and restocked.

FOR DETAILED FIRST AID AND ACCIDENT ARRANGEMENTS SEE SECTION 6.

## **2.5 Risk Assessment**

- 2.5.1 The Management Committee will ensure that a risk assessment will be carried out by a competent person in accordance with the 1992 Management of Health and Safety at Work Regulations and the Approved Code of Practice (ACOP). This risk assessment will be written up, and be made available to all staff, including volunteers and contractors.
- 2.5.2 The written risk assessment will be reviewed and updated annually to ensure it covers all employees against all significant risks, and to ensure that any action identified as needed in the risk assessment has been carried out. The risk assessment will also be updated every time that there is a major change in working practices, including the delivery of a new project or activity or use of a new location. The risk assessment will cover all employees of Czech School without Borders, London and will cover all aspects of their work.

SEE SECTION 8 for more details of Risk Assessment

## **2.6 Training**

- 2.6.1 Czech School without Borders, London will ensure that new employees and volunteers receive information on health and safety as part of their induction.
- 2.6.2 Czech School without Borders, London will organise training for employees and volunteers on health and safety matters as appropriate, including: general health and safety training, first aid, fire safety, risk assessment.

2.6.3 If employees and volunteers consider they have health and safety training needs they should inform the Director.

## **BUILDINGS**

Czech School without Borders, London has a responsibility to provide a safe and healthy environment for staff and volunteers.

All the staff of Czech School without Borders, London are responsible for spotting hazards or potential hazards. If a hazard is seen, it should be removed or dealt with as soon as possible, or if not, reported to the Competent Person Health and Safety Officer and/or the most senior person present.

### **2.1 Examples of Hazards**

Things Out of Reach:

Chairs or other furniture must not be used to stand on for the purpose of replacing light bulbs, reaching for things on the top of cabinets, etc. A properly maintained, undamaged step ladder must be used.

Damaged Equipment:

Regular checks must be carried out on furniture and equipment for damage which leaves sharp edges protruding or other hazards. Any damaged furniture must be reported for repair or condemnation straight away and must be removed from use.

Damage to Fabric of Building, Windows, etc:

All such damage must be reported immediately to the Health and Safety Officer.

Misplaced Furniture, Equipment or Supplies:

Any furniture, equipment or supplies left in an inappropriate place, for example obstructing a gangway, must be removed immediately and placed in an appropriate, safe place.

### **3. GOOD HOUSEKEEPING**

#### **3.1 Aisles & Gangways**

Aisles & gangways must be kept clear from obstructions and materials must be stored in safe areas. Under no circumstances must goods or materials be stacked immediately in front of or obstructing fire doors, fire exits, fire alarms or fire equipment.

#### **3.2 Smoking**

Smoking is not allowed at Czech School without Borders, London.

#### **3.3 Electrical Equipment**

Broken, ineffective or damaged electrical equipment must be reported. Staff should use electrical equipment in accordance with instructions.

#### **3.4 Working at height**

The Working at Height Regulations place duties on employers, to ensure:

- all work at height is properly planned
- those working at height are competent or supervised
- the risks of working on or near fragile surfaces are properly controlled

Work at height should be avoided where possible and equipment should be used to prevent or minimise the consequences of falls where working at height is the only option.

## **4. FIRE SAFETY**

### **4.1 General**

It is not only the responsibility of the Fire Officer, but of all staff and members working at Czech School without Borders, London to be aware of fire hazards, to know the location of fire exists and the assembly point. Everyone must know the fire drill instructions and these will be part of the induction process for all new staff and volunteers.

Access to escape doors, extinguishers and other firefighting equipment must not be obstructed and the Fire Officer will be instructed on their use.

### **4.2 Fire Drills**

Czech School without Borders, London's Fire Officer is responsible for carrying out fire drills and will arrange these to take place at regular intervals, reviewing the success or otherwise of the evacuation and making recommendations for improved practices. He/she is responsible for ensuring that staff and volunteers are aware of the evacuation procedures and has the power to remove obstructions from fire exists.

Visitors and all staff, including volunteers, must be made fully familiar with the escape routes and Czech School without Borders, London's assembly point. This also applies to premises that CSWBL is using on a temporary basis for special events or projects.

### **4.3 Fire Drill Procedure**

#### **If The Fire Alarm Sounds**

- Evacuate the building immediately by the nearest exit
- Ensure any visitors leave the building
- Do not put yourself at risk
- Assemble in the designated assembly point
- Do not re-enter the building for any reason until the Fire Officer or fire brigade confirm that it is safe to do so.

#### **If You Discover A Fire**

- Raise the alarm by operating the break glass switch at the nearest fire alarm call point or by shouting fire fire.
- Evacuate the building immediately as above.

## **5. FIRST AID AND ACCIDENT REPORTING**

### **6.1 First Aid**

First Aid provision will be available at all times in an appropriate and accessible First Aid Box.

- The First Aid Box is kept in the classroom.
- At least one employee will receive appropriate first aid training.
- All new employees will be told as part of their induction of the location of first aid equipment and the employee who has received first aid training.
- A record of all first aid cases treated will be kept in the Accident Book, which will be kept with the First Aid Box.

### **6.2 Accidents and Emergencies**

All employees must report all incidents which resulted or nearly resulted in personal injury to themselves or others, to the Health & Safety Officer and make sure the accident is recorded in the Accident Book.

- 6.2.1 It is the responsibility of the Health & Safety Officer to ensure that any necessary follow-up action is taken to reduce the risk of the accident or near accident recurring.
- 6.2.2 The Health & Safety Officer is responsible for reporting incidents which come within the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR), using the online form in the RIDDOR section of the HSE website, [www.hse.gov.uk](http://www.hse.gov.uk) or by telephone (for death and major injury) to the Contact Centre at Tel: 0845 300 9923.

RIDDOR covers the following incidents:

- (a) fatal accidents
- (b) major injury accidents/conditions
- (c) dangerous occurrences
- (d) accidents causing more than 7 (seven) days incapacity from work
- (e) certain work-related diseases.

## **6. LIFTING AND HANDLING**

**7.1** The employees, of Czech School without Borders, London should avoid manual lifting where at all possible. However employees may occasionally be required to manually lift and handle loads. Correct manual lifting and handling reduces the effort required and prevents strain and risk of injury.

**7.2** Employees should not put themselves at risk by attempting to lift heavy loads which could be taken apart or divided into smaller quantities. The assistance of other employees or volunteers should always be sought for moving large quantities or for lifting heavy and awkward loads. When lifting is done by a team, instructions should be given by one person only.

**7.3** Any employee feeling a strain should stop immediately and record the incident in the Accident Book.

**7.4** Aids to reduce the risk of injury (e.g. trolleys) must always be used if available.

## 7. PERSONAL SAFETY

It is in the nature of the organisation's work that staff or volunteers may on occasion, find themselves in situations which may create a risk to personal safety. CSWBL operates from premises such as church halls which members of the public may see as being public buildings and works with children and young people, both of which may give rise to unwanted visitors. Working with children and young people may also result in staff having to deal with situations arising from complaints from or between parents. The following policy is concerned to minimize the risk to people working for CSWBL

### 8.1 Complaints

CSWBL will make parents and staff aware of the Complaints policy and encourage its use to resolve situations that arise.

### 8.2 Premises Security

Staff and volunteers who are working on their own should keep doors locked and windows closed and should not allow access to casual visitors whom they are not expecting.

Staff have a right to refuse entry to a caller, if they have doubts about the purpose of their visit, even if not alone.

Large amounts of cash, over and above petty cash, should not be kept on the premises.

Under no circumstances should staff put themselves at risk on account of the property of CSWBL. If money is demanded with threats it should be handed over.

Staff should feel able to contact the police if they think it necessary.

### 8.3 Dealing with Aggression

The guidelines below provide practical suggestions on how to behave if staff find themselves dealing with an aggressive situation

**Try to stay calm** if someone is starting to get angry. Your body language, voice and response can help to defuse a situation. Take a deep breath, keep your voice on an even keel, and try to help.

**Offer an angry person a range of options** from which they can choose the one they prefer. They will find it difficult to stay angry.

**Do not be aggressive back** - this is how anger can escalate into violence.

**Are you the best person to deal with this situation?** Going to get someone else if often helpful particularly if they can solve a problem that you can't.

**Get on the same level as the aggressor.** If they are standing so should you. It makes you feel less vulnerable and makes it easier for you to get away or fetch help if necessary.

**Keep your balance and keep your distance.**

**Do not touch someone who is angry.**

**Don't let your escape route be blocked.**

**Keep yourself between an escape route and an aggressor** so you can still get away.

**If the situation is dangerous, then get away as fast as you can.** Never remain alone with an actively violent person.

**If you cannot get away, then scream.**

#### **8.4 Reporting and Recording.**

All incidents of aggression or violence should be reported to the Health and Safety Officer and recorded in the accident book.

Staff should report any current or potential situation at work which is a threat to personal safety. Talking about fear and other problems related to aggression or harassment are not marks of failure but good practice. A serious incident, even if it results in no physical harm, may cause feelings of fear, panic or despair which can carry on long afterwards. The Management Committee recognises this and that staff should feel supported.

## 8. RISK ASSESSMENT

### 1. What is a Risk Assessment?

Risk assessment helps you protect your workers and everyone using your organisation. It helps you focus on the risks that really matter, the ones with potential to cause harm. A risk assessment is, as the Health and Safety Executive (HSE) describe: "a careful examination of what, in your work, could cause harm to people.... the aim is to make sure that no one gets hurt or becomes ill".

### 2. Carrying out a Risk Assessment:

Carrying out a risk assessment is a relatively straightforward process, simply a careful examination of what could cause harm to people, and what precautions need to be taken.

The HSE prescribes a 'Five Step' process:

#### Step One – Identify the hazards

First walk around the workplace identifying anything that could be potentially hazardous - **write everything down - make a list**. Include *everything* you can think of: not just things that are currently obviously dangerous, but anything with a *potential* risk. It is a good idea to get two people to do this separately.

Then think about **invisible** hazards - for example, in the voluntary sector one of the biggest risks people endure is stress (often related to working long hours, under pressure, to tight deadlines) or physical assault. Invisible hazards often include fumes - for example, photocopiers and laser printers emit ozone when in use.

Finally consider whether things that might not normally be hazardous might be in relation to specific people e.g. pregnant women, disabled workers.

#### Step Two – identify who is at risk

Once you have identified and listed all the hazards, you need to (i) identify what the specific risk is, and (ii) who is particularly at risk.

#### Step Three – Evaluate the risks and decide on precautions

Think about what you can do to remove the risk. Compare what you currently do with what is accepted as good practice. (You may need to seek advice on this from experts) The main purpose of doing a risk assessment is to be aware of the risks, so that you can take action to eliminate or at least reduce the risks. On a simple level if an electrical wire is exposed, you could replace it, or cover it with insulating tape. On a more proactive level, for example, if your cleaner is using potentially dangerous chemical agents - change the cleaning product - use something water-based. **Write down the actions currently taken and those actions you propose to be taken, and write down who will take the action, by when.**

#### Step Four – Record your findings

If you employ five people or more, the law requires you to record your findings. Ensure the written record of your findings is made available to staff, and that they co-operate with the carrying out of the recommendations made as a result of the assessment. This might involve a change in working practices, a change in machinery or equipment, and **appropriate training** being undertaken.

### Step Five

Review your assessment. Few workplaces remain the same. You **must** review your assessment when there are major changes in the workplace, such as the introduction of new machinery, or new ways of working - but you must carry out regular reviews anyway - possibly annually. If your original assessment was properly recorded the review should be a relatively simple job but be aware of changing working practice

### Sample Risk Assessment Form

| <b>What are the hazards?</b><br><br>Spot hazards by walking around the workplace, talking to workers, checking machines and their instructions | <b>Who might be harmed, and how?</b><br>Remember: <ul style="list-style-type: none"> <li>• some workers have specific needs</li> <li>• People who are not present when the assessment is taking place</li> <li>• Members of the public</li> </ul> | <b>What are you already doing?</b><br><br>List precautions already in place | <b>List actions to be taken</b><br><br>Note <b>Who</b> will take the action, by <b>what date</b> |
|--|---|---|--|
|  |   |   |  |

## 9. CONTACTS

**Local health and safety inspector's office and telephone number:**

Commercial Environmental Health Service, Public Protection Division, Islington Council, 222 Upper Street, London, N1 1XR

General advice and information on Health and Safety issues available from Health and Safety Executive – [www.hse.gov.uk](http://www.hse.gov.uk).

Comprehensive guidance and downloadable documents are available on the website.

Online advice form: <http://www.hse.gov.uk/contact.information-advice>.

Health and Safety office covering London; Rose Court, 2 Southwark Bridge, SE1 9HS. Tel: 020 7556 2100