



The
Bolton
Woods Centre

Connecting communities, Creating change.

The Bolton Woods Centre
Health and Safety Policy

2024

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Introduction

This document will outline The Bolton Woods Centre's commitment to ensuring the health and wellbeing of all persons involved with the charity.

The Bolton Woods Centre refers to any work related to the charitable aims of the organisation.

The designated Health and Safety Officer will be referred to as the HSO.

When referencing the term 'staff' within this document this includes, any paid employees, volunteers and work placement students.

When referencing the term 'parents and guardians' within this document this refers to responsible adults aged 18 or over

The Bolton Woods Centre takes Health and Safety extremely seriously as a matter of both legal and moral importance. The Bolton Woods Centre will always strive to go beyond the minimum statutory standards to ensure the health and safety of staff, children, visitors, and other individuals.

The Health and Safety at Work Act 1974 places a number of legal responsibilities on charities. Therefore, The Bolton Woods Centre has insurance cover appropriate to its duties under this legislation, including Employer's Liability Insurance, however staff must take reasonable care, both for themselves and other people who may be affected by their acts or omissions.

The Bolton Woods Centre will adhere to the terms set out in HSE guidance which states that organisations will:

Review their accident scenarios and risk management arrangements (for prevention, control and mitigation)

Identify what good practice is relevant.

Comply with the good practice (to the extent to which it is applicable)

Ask the question - are there any other measures which would be effective in further reducing the risks?

Determine whether the extra measures are reasonably practicable and implement those that are.

The Bolton Woods Centre Manager is the person in charge, with overall responsibility for ensuring that the organisation complies with the H&S policy. This responsibility entails ensuring that ALL staff/volunteers are aware of their H&S responsibilities and are adequately trained in discharging them.

The Manager will monitor the effectiveness of the Health and Safety policy and report any adjustments needed to the board. The manager may devolve out management of different aspects of the policy to appropriate staff members, ensuring they have adequate training to manage effectively.

General health and safety and staff welfare

It is vital to ensure that all staff and other persons who are affected by The Bolton Woods Centre's activities take health and safety matters seriously. Anyone found to have blatantly disregarded safety instructions or recognised safe practices will be subject to the procedures laid out in the staff disciplinary policy.

Staff are responsible for ensuring that the provisions of the Health and Safety policy are adhered to at all times. As such, they are required to:

Report any accidents, incidents or dangerous occurrences that have led to, or may in the future be likely to lead to, injury or damage to their line manager.

Undergo relevant Health and Safety training when instructed to do so by their line manager.

Strive to maintain an environment that is safe and without risk to health.

The Bolton Woods Centre will provide adequate resources necessary to meet its Health and Safety responsibilities. Accurate records will be kept of all resources relating to health and safety and any items which need replacing/purchasing will be brought to the attention of the Manager.

If staff members do not have the appropriate equipment to complete a task they should not attempt to complete it.

The Bolton Woods Centre will display the health and safety at work law poster. **The poster is displayed in the main staff office and displays the named responsible person.** All staff should be made aware of the poster and who the named person is.

The HSO/Manager should be familiar with the Health and Safety Executive Stress Standards. Risk assessments will include consideration and identification of possible work place stressors. Measures to reduce stress via the control of risk factors will be considered. The Bolton Woods Centre has a responsibility to offer staff additional support if they are experiencing stress outside of work.

Consideration of any other health related issues should be taken as such conditions may affect a staff members ability to perform certain tasks. In some cases, the legitimate use of prescribed drugs can affect a person's ability to do their job. In such instances employees should inform their line manager. Staff should not report or try to report for work when unfit due to alcohol or drugs (whether illegal or not)

Line managers will ensure that staff do not work excessive hours and that they are allocated rest breaks. Holidays should be taken as appropriate. Line managers will monitor workloads to ensure that staff are not overloaded.

Young workers in health and safety law, relates to anyone under 18 and a child is anyone who has not yet reached the official minimum school leaving age. As an employer, in addition to our health and safety responsibilities to all our employees, The Bolton Woods Centre is responsible for ensuring a young person is not exposed to risk due to lack of experience; being unaware of existing or potential risks; lack of maturity. The competency of young workers in relation completing tasks at The Bolton Woods Centre should be assessed. A separate risk assessment for young workers may be appropriate.

If The Bolton Woods Centre employs people with disabilities, it has a duty under the Equality Act 2010 to make reasonable adjustments to the workplace for them. Staff should declare any disability that may prevent them from completing a task.

Lone working may be permitted but must be pre-arranged and workers should not be put at more risk than any other staff and must be always contactable by phone. Certain tasks may not be appropriate for lone

working. This should be risk assessed based on the nature of the task, time of day and the person carrying out the task.

Reporting of accidents and incidents

By law it is required for The Bolton Woods Centre to report specified incidents in the workplace. These can include a wide range of things such as dangerous occurrences (when a serious accident was luckily avoided) all the way to work related deaths.

All accidents, incidents and dangerous occurrences should be adequately reported and recorded (including informing the Health and Safety Executive - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), to the manager and to the Board of trustees.

As an employer, it is a legal requirement to make a report of all incidents, no matter how big or small, as well as ill health at work. To be legally compliant, BWC will record all reportable accidents, injuries, illnesses, dangerous occurrences, work-related deaths and specific injuries lasting more than seven days to RIDDOR. All employees' RIDDOR records will be kept strictly confidential and are stored away securely. (If the records are not kept confidential and stored properly, they will not be deemed compliant with the GDPR)

It is advised that RIDDOR records are kept for 5-6 years in order to allow time for any civil litigation to be made. Incidents must be reported within a 10-day timeframe after the occurrence.

Types of incidents that The Bolton Woods Centre will report to RIDDOR include

Work-related death

Serious injuries

Over-7-day injuries (where the person is unable to work for at least a week)

Work-related diseases

Serious injuries to members of the public

Dangerous occurrences – when an accident *almost* happens

Dangerous gas fittings in a workplace (Gas Safe registered gas fitters must report this)

The HSO will review all reported accidents, incidents and dangerous occurrences, and BWC's response, to enable corrective measures to be implemented where necessary. This information will be disseminated to the staff team. Where appropriate it may be the Chair of the Board or manager who implement new procedures and or corrective measures.

The working environment

The Bolton Woods Centre will provide clean premises, furniture, and fittings; will provide containers for waste materials; staff will remove dirt, refuse and trade waste regularly, clear up spillages promptly, keep internal walls, floors and ceilings clean, clean toilets and hand basins. Sanctions may be put in place for staff who do not comply.

The Bolton Woods Centre will maintain well-lit outside areas, so far as is reasonable and practicable. Outdoors passage ways will be free of 'bad hazards'

The Bolton Woods Centre has a designated staff smoking area which is out of bounds to the public. Staff smoking is only permitted in this area.

The Bolton Woods Centre will maintain safe passages for pedestrians and vehicles. Internal spaces have suitable forms of emergency lighting and well-lit corridors.

The Bolton Woods Centre will maintain access points to include safely constructed doors, shutters, and gates; that all staff are able to use with ease.

The Bolton Woods Centre will provide appropriate toilet facilities, running hot and cold or warm water, soap and towels or another suitable means of drying. Drinking water, somewhere for staff to eat, drink and have rest breaks will be available.

Emergencies

When dealing with serious incidents The Bolton Woods Centre must ensure there are enough emergency exits for everyone to escape quickly and keep emergency doors and escape routes unobstructed and clearly marked.

For fire related incidents please refer to the The Bolton Woods Centre fire safety policy.

All staff should be trained in emergency procedures. Adjustments may be needed for people with disabilities and vulnerable workers. The HSO will plan essential actions such as emergency shutdown procedures. The HSO may carry out on the spot emergency drills and or fire drills at any given time.

Office working

All staff members carrying out work in the office should have enough workspace, including suitable workstations and seating.

The Bolton Woods Centre will provide appropriate equipment to reduce the risk of injury, including wrist rests, footrests, appropriate seating and workstations.

A reasonable working temperature within the office building (usually at least 16 °C) should be adhered to. There should be a sufficient supply of fresh, clean air drawn from outside or a ventilation system. The heating system should not give off dangerous or offensive levels of fumes into the office.

The Bolton Woods Centre will use natural light where possible but try to avoid glare, The Bolton Woods Centre will have good level of local lighting at workstations. The Bolton Woods Centre will pay for annual eye tests for all staff who use visual display units. (In line with standard NHS charges)

Use of equipment for work purposes

The provision and use of Work Equipment Regulations 1998 defines 'work equipment' as almost any equipment used by a worker at work including, machines such as photocopiers, computers, kitchen equipment, mowing machines, generators, hand tools, power tools, other equipment such as ladders and water pressure cleaners.

The HSO/manager will look at all the work equipment in use, decide what can cause risk and how. The HSO will consider what can be done to prevent or reduce these risks and check whether any additional measures need to be put in place.

Inspections should be carried out by a competent person at regular intervals to make sure the equipment is safe to operate. The intervals between inspection will depend on the type of equipment, how often it is used and environmental conditions. Inspections should always be carried out before the equipment is used for the first time or after major repairs. Records to be kept by the HSO, as per the maintenance. To include when inspected and the outcome.

Training for those whose job involves managing or supervising the use of work equipment will be adequate to ensure competence and appropriate to the needs of the organisation.

All employees will be trained to carry out manual handling tasks. Only light weight goods should be stored above head height.

Employees tasked with maintaining and using equipment should have the knowledge they need to use and maintain equipment safely. Necessary information should be available, e.g. manufacturer's instructions, operating manuals and training provided if needed.

Staff should avoid working from ladders if possible, use safer means of access; ladders should only be used for short duration work (less than 30 minutes in one position)

Heating systems will be serviced on an annual basis and services recorded by the HSO.

The Bolton Woods Centre will ensure that gas pipework, appliances and flues are regularly maintained. The HSO will ensure that all rooms with gas appliances have adequate ventilation – don't block air inlets to prevent draughts, and don't obstruct flues and chimneys. (If you suspect a leak, turn off the supply and immediately call the National Gas Emergency Service on 0800 111 999 for natural gas.)

Inspections will be carried out by a competent person, either from within the staff term or externally if necessary, at regular intervals to make sure the equipment is safe to operate. The intervals between inspection will depend on the type of equipment, how often it is used and environmental conditions. Inspections should always be carried out before the equipment is used for the first time or after major repairs. Records to be kept by the HSO. To include when inspected and the outcome.

When working away from facilities, A suitable supply of drinking water should be available for staff to access.

Working outdoors

The Bolton Woods Centre has a duty under the Management of Health and Safety at Work regulations 1999 to undertake risk assessments for the protection of employees working outdoors: this includes protection from the elements. Outdoor workers may be exposed to long periods of sunshine during the summer season and thereby have increased risk of skin cancer. Appropriate requests will be made in the event of high temperatures, including the use of hats and sunscreen.

All workers who use a chainsaw should be competent to do so. Before using a chainsaw to carry out work on or in a tree, a worker should have received appropriate training and obtained a relevant certificate of competence or national competence award, unless they are undergoing such training and are adequately supervised.

COSHH standards

COSHH covers substances that are hazardous to health. Substances can take many forms and include:

chemicals

products containing chemicals

fumes

dusts

vapours

mists

nanotechnology

gases and asphyxiating gases

biological agents (germs).

If the packaging has any of the hazard symbols, then it is classed as a hazardous substance.

The Bolton Woods Centre will deal with any incidents or emergencies that may occur involving the hazardous substances present at the workplace quickly and efficiently.

All chemicals will be stored in an appropriate way that is inaccessible to children. COSHH regulations will also be adhered to.

When not in use, oil based paints, domestic cleaning materials, toilet cleaner, window cleaner, furniture polishes, petrol, floor cleaners, varnishes, anti-fouling paints, timber - paints preservatives, lubricating oils, fly sprays, mouse poisons and other pest control substances, should be kept closed and stored in suitable cabinets or bins of fire-resisting construction and which are designed to retain spills (110% volume of the largest vessel normally stored in it). These should be in designated areas that are where possible away from the immediate processing area and do not jeopardise the means of escape from the workroom/working area. Flammable liquids should be stored separately from other dangerous substances that may enhance the risk of fire or compromise the integrity of the container or cabinet/bin.

It is recommended that the maximum quantities that may be stored in cabinets and bins are no more than 50 litres for extremely, highly flammable and those flammable liquids with a flashpoint below the maximum ambient temperature of the workroom/working area; and no more than 250 litres for other flammable liquids with a higher flashpoint of up to 55°C.

COSHH requires that all staff know the names of the substances to which they are liable to be exposed and the risks to health created by exposure. The HSO should ensure this is adhered to.

The HSO will identify all COSHH related substances and ensure that risk assessments are carried out for usage. HSO to put control measures in place to minimise risks.

The HSO will be aware of whether each substance could be,

Inhaled; swallowed (either directly or from settling on food etc or from eating food with contaminated fingers)

Absorbed or introduced through the skin or via the eyes (either directly or from contact with contaminated surfaces or clothing)

Daily health and safety checks

Daily safety checks will be carried out to ensure that the facilities are maintained in a suitable state of repair and that any other setting where The Bolton Woods Centre operates is safe for public use.

Staff members must carry out any maintenance tasks necessary or notify the Manager what remedial tasks need to be carried out to ensure safety.

Daily site sheets should be completed and stored in the appropriate file. Any staff members found to be 'ticking' the completion boxes on the sheet without thoroughly checking and maintaining each area may be subject to the procedures laid out in the Staff Disciplinary Procedures.

If a maintenance task is identified but is not urgent it may be appropriate for it to be added to on-going site maintenance task sheet.

First aid should be administered by someone trained (with an in-date certificate) A list of identified first aiders will be displayed. If necessary, another playworker will be in attendance.

Staff will adhere to washing hands before and after handling food or drink. Washing hands after using the toilet. Covering cuts and abrasions while at the premises and cover mouth and nose when sneezing/coughing.

Any spillages of bodily waste and fluids from humans or animals will be dealt with rapidly and carefully. Blood, vomit, urine and faeces will be cleaned up immediately and disposed of safely and hygienically by double bagging and taken to the skip. Staff will wear disposable plastic gloves and an apron while using bleach or disinfectant solution and wash themselves thoroughly afterwards. Centre users will be kept well clear while such substances are being dealt with.

The Bolton Woods Centre is committed to taking all practicable steps to prevent and control the spread of infectious germs, and to uphold high standards of personal hygiene in order to minimise the risk of catching or spreading infections.

The Bolton Woods Centre sessions often involve cooking activities, baking and 'tuck-shop'. All areas where food and drink are stored, prepared and eaten can be prone to the spread of infections. Playworkers must be particularly careful to observe high standards of hygiene in such instances. To this end, the following steps will be taken, waste will be disposed of safely. Food storage facilities and equipment will be regularly and thoroughly cleaned after every use. All surfaces and equipment involved will be thoroughly cleaned before and after the session.

Please refer to the 'Cooking and Food Policy' when handling, preparing, cooking, and serving food or drink.

No animals will be allowed on the premises without the prior knowledge (except for disability assistance dogs)

In very exceptional circumstances, sessions may need to be closed at very short notice due to an unexpected event. Such incidents could include: serious weather conditions, burst water pipes/heating system failure, discovery of dangerous structural damage, fire or bomb scare/explosion, serious assault on a worker, or child or a serious accident. In such circumstances, the Manager will ensure that all steps are taken to keep users and themselves safe.

The Bolton Woods Centre's response to Health and Safety regarding Covid-19 pandemic and future implications

Statement of Intent

Given Government guidelines in respect of health and safety at work, The Bolton Woods Centre has considered all aspects of its working environment to deliver safe practices for staff, children and young people and visitors.

The Bolton Woods Centre are fully committed to implementing a rigorous cleaning and protection system to protect all users of the service; office maintenance and cleanliness, session delivery, use of equipment and resources, all internal and external factors to be considered.

Infection Control: Regular hand washing, and sanitising stations will be provided across the service. For session attendance, children and visitors will be expected to regularly use the hand-sanitise stations which will be clearly marked. They will be expected to continue to use the hand-sanitise stations as they move across the playground or community session. Appropriate time will be given between movement to allow for resources to be appropriately cleaned. Areas which are frequently touched, door handles, additional precautions will be implemented, to reduce the risk of infection.

Daily cleaning of workstations to be undertaken, including high impact areas such as, computers and IT equipment, telephones, copiers, desks and chairs. Kitchen areas to be cleaned and sanitised at the end of the day, toilet facilities to be sanitised post-every use. A thorough whole-office deep clean to be undertaken at the end of every working week.

This practice will be continually reviewed and updated in response to changes in Government guidelines

Reviewed	02/07/2024	N. Wilson <i>Centre Manager</i>	No changes made.
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