

1. Health and Safety Policy

1. Statement

- 1.1 The Health and Safety at Work Act 1974 places a statutory duty on all employers to ensure, so far as is reasonably practical, the safety, health and welfare of all employees at work, and other people who may be affected by their activities, e.g. users, volunteers and members of the public.
- 1.2 The Management of Health and Safety at Work Regulations 1999 state that the Board of Trustees must appoint from amongst The Vine Centre's employees, at least one "competent person" who will oversee the implementation of the Health and Safety Policy. For The Vine Centre this will be the CEO.

2. Responsibilities – The Board of Trustees

- 2.1 The Board of Trustees has ultimate responsibility for health and safety matters at The Vine Centre, and for ensuring that health and safety legislation is complied with. It will ensure that Health and Safety Policies and related procedures are appropriate and that they address potential Health and Safety issues.
- 2.2 Day to day responsibility for the implementation of the Health and Safety Policy falls within the job description of the Chief Executive Officer (CEO), but the Board of Trustees will ensure that person has adequate time, information, training and resources to undertake this task.
- 2.3 The Board of Trustees is responsible for assessing the health and safety risks to The Vine Centre's employees and for devising and applying measures to improve health and safety. This will be done within the annual Risk Assessment Procedure.
- 2.4 The Board of Trustees will review the operation of its Health and Safety Policy annually.

3. Responsibilities – The CEO

- 3.1 The CEO is responsible for ensuring that the Health and Safety Policy is put into practice at The Vine Centre's premises.
- 3.2 The CEO must report directly to the Board of Trustees over issues concerning health and safety.
- 3.3 The CEO will assist the Board of Trustees in assessing the health and safety risks to The Vine Centre's employees and for devising and applying measures to improve health and safety.

- 3.4 The CEO will ensure that:
 - 3.4.1 Employees and volunteers receive sufficient information, training and supervision on health and safety matters.
 - 3.4.1.1 See Induction Policy and Procedure and Training.
 - 3.4.2 Line managers, including those who manage volunteers, are aware of their responsibilities to their staff and volunteers.
 - 3.4.2.1 See Induction Policy and Procedure and Monitoring and Supervision.
 - 3.4.3 A risk assessment is undertaken and the results written up and made available to all employees.
 - 3.4.3.1 See Risk Assessment.
 - 3.4.4 Accidents and Incidents are investigated and reported to the Board of Trustees
 - 3.4.4.1 See Accident and Incident Procedure (including investigation of accidents).
 - 3.4.5 Maintenance of premises and shared equipment will be the responsibility (as written in the lease agreement) of the Landlord and any problems will be reported to them by a member of The Vine Centre staff.
 - 3.4.5.1 Maintenance of equipment will be monitored on a day to day basis by staff and any problems must be reported to the CEO.
 - 3.4.5.2 Any problems will be reported into the line manager.
 - 3.4.5.3 When outside agencies are invited into a partnership, confirmation must be obtained that the partners' own risk assessment covers their activities whilst on The Vine Centre's premises.
- 4. Responsibilities – All Employees and Volunteers**
 - 4.1 All employees and volunteers have the responsibility to co-operate with the CEO and the Board of Trustees to achieve a safe and healthy workplace and to take reasonable care of themselves and others.
 - 4.2 Employees must not intentionally or recklessly interfere with anything provided for their health, safety and welfare.
 - 4.3 Serious breaches of the Health and Safety Policy and rules (e.g. misusing equipment, deliberately putting someone else's safety in danger) will be dealt with through The Vine Centre's Disciplinary Procedure.
 - 4.4 Whenever an employee or volunteer notices a health and safety problem which they are unable to put right, they must immediately inform their line manager or the CEO.
- 5. Risk Assessment**
 - 5.1 The CEO will ensure that a risk assessment is in place 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 made available to all staff and Volunteers.
 - 5.2 All information about risk assessment can be found in The Vine Centre's Risk Assessment Policy and Procedure

6. Reporting Accidents

- 6.1 All employees must report to the CEO all incidents which did or nearly resulted in personal injury to themselves or others as soon as possible.
- 6.2 The CEO will make sure the accident is recorded in the Accident Book and investigated where appropriate.
- 6.3 It is the responsibility of the CEO to ensure that any necessary follow up action is taken to reduce the risk of the accident or near accident reoccurring.
- 6.4 The CEO or Operations Manager is responsible for reporting incidents which come within the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) to the Environmental Health Department of Rushmoor Borough Council.
 - 6.4.1 The Health and Safety Incident Contact Centre (ICC) can be contacted on 0345 300 9923.
- 6.5 The following incidents fall under RIDDOR:
 - 6.5.1 Fatal accidents.
 - 6.5.2 Major injuries, accidents and conditions (i.e. Accidents causing more than 7 days incapacity to work)
 - 6.5.3 Dangerous occurrences. (Near miss accidents)
 - 6.5.4 Certain work-related diseases.
- 6.6 Any unsafe conditions or work activities must be reported to the CEO immediately.
- 6.7 It is the responsibility of the CEO to report any major incident to the Board of Trustees.

7. First Aid

- 7.1 First Aid provision will be available at all times in an accessible First Aid Box.
- 7.2 The First Aid Boxes will be kept in the Culture Café, The Kitchen and upstairs outside of the offices.
- 7.3 All staff member will receive appropriate training in First Aid. These names will be displayed in prominent places on the premises.
- 7.4 There will be at least two people trained in First Aid on the premises at all times during opening hours.
- 7.5 All new employees will be told as part of their induction of the location of the first aid equipment. They will also be advised not to perform first aid unless trained to do so and of which employees have received training and are qualified to perform first aid.
- 7.6 A record of all first aid cases treated will be kept in the Accident Book, which will be kept with the First Aid box
- 7.7 It is the responsibility of a named member of staff to ensure that the First Aid box is kept fully stocked.

9. Smoking

- 9.1 Smoking is prohibited anywhere on The Vine Centre's premises.

10. Building Maintenance

- 10.1 The Vine Centre has a responsibility to provide a safe and healthy environment for staff and volunteers.
- 10.2 The CEO or the Client Services Manager will be responsible for liaising with the Landlord of the premises for re annual maintenance checks of boiler and fire alarm. All other repairs and servicing are organised by the Client Services Manager or delegated to relevant

members of staff to ensure that any repairs are carried out swiftly with the minimum of disruption. Authorisation for repairs must be gained from the CEO or Client Services Manager.

- 10.3 All of The Vine Centre staff and volunteers are responsible for spotting hazards or potential hazards.
- 10.4 If a hazard is seen, it should be removed or dealt with as soon as possible.
- 10.5 If this is not possible or is too dangerous, the hazard should be reported to the CEO, or Client Services Manager as quickly as possible.
- 10.6 All building maintenance, electrical work, carpentry and painting etc, should be carried out by skilled, qualified people only. No staff should endanger themselves by carrying out such work.

11. Examples of Hazards

11.1 Things out of reach:

11.1.1 Chairs or other furniture must not be used to stand on for the purposes of replacing light bulbs, reaching for things off tops of cupboards etc. A properly maintained, undamaged stepladder must be used.

11.2 Damaged equipment

11.2.1 Any damaged furniture or equipment must be reported for repair or condemnation straight away and must be removed from use and placed in a designated area. Evidence is recorded by email.

11.2.2 Regular checks must be carried out on furniture and equipment for damage e.g. Sharp edges protruding, exposed wires etc.

11.3 Damage to the fabric of the building, windows etc:

11.3.1 All such damage must be reported immediately by the staff member to the Operations Manager or the CEO.

11.3.2 It is the duty of the Operations Manager to arrange the repair of the damage within 72 hours of the fault being reported. Misplaced furniture, Equipment or supplies:

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

12. Electrical Equipment

12.1 Broken, ineffective or damaged electrical equipment must be reported to the Client Services Manager or the CEO.

12.2 Staff and volunteers should never perform unsafe practices such as jamming wires in sockets, using wrongly rated fuses for the current that the equipment is carrying, forcing a plug into a wrong socket, hanging cables on nails or allowing them to trail in pools of water etc.

13. Fire

13.1 Designated people on each floor will be The Vine Centre's Fire Marshalls and they will instruct other staff in the event of fire.

13.2 The CEO will work with the Landlord to ensure that all care is taken to keep staff, volunteers, clients and visitors safe, including taking the actions set out in 13.3, 13.4, 13.5 and 13.7

13.3 Fire exits should be kept clear and free from obstruction at all times.

13.4 Exit signs and notices giving instructions in case of fire should not be covered or removed.

- 13.5 Staff, volunteers, clients and visitors to the project should be made aware of escape routes and assembly points.
- 13.6 Staff and Volunteer Induction process must include being made aware of the Emergency Evacuation Procedure.
- 13.7 Emergency Evacuation drills will be carried out annually, at a minimum.
- 13.8 Fire alarms must be checked regularly and records of this must be kept.

14. Personal Safety

- 14.1 It is in the nature of The Vine Centre's work that staff or volunteers may, on occasion, find themselves in potentially dangerous situations whilst dealing with clients.
- 14.2 Staff and volunteers should avoid unnecessary risk e.g. staff should not approach a violent client without having had formal training in dealing with difficult situations.
- 14.3 Staff and volunteers dealing directly with clients of The Vine Centre will receive sufficient training in assessing the risk of violence, intervention and listening in order to reduce the risk of violence and recognise warning signs of potentially volatile situations.
- 14.4 If at any time, staff and volunteers are concerned about their personal safety or a difficult client, they should discuss the matter with their line manager or the CEO.
- 14.5 All staff and volunteers should be made aware of the "Procedure for Dealing with Volatile Situations".
- 14.6 Details of all incidents of physical or verbal abuse and any subsequent action taken must be recorded on an Incident Form, in the handover book. Any violent incident must be clearly marked as such.
- 14.7 Incidents where a client intentionally hurts someone, or makes a serious threat to hurt someone, must be reported to the police.

15 Lone Working

Please refer to the relevant Lone Working Policy & Procedure.

16 Kitchen

16.1 All staff working in the kitchen must have a food and hygiene qualification. Any staff member involved in handling food must be aware of Natasha's Law and complete training in allergy awareness.