



A Helping Hand to Asylum Seekers & Refugees

Burslem Jubilee Project Health & Safety Policy

Introduction

This is the Health and Safety policy of BJP. BJP recognises the responsibility it has to its staff and volunteers under the Health and Safety at Work Act 1974 and the provisions of the Management of Health and Safety at Work Regulations 1999.

This policy applies to all staff, volunteers or any person placed with BJP under any of the Government Training or Employment Schemes.

This policy will be reviewed annually. However as this policy is a working document, any areas identified in need of change should be noted and the policy should be reviewed at the first available opportunity.

General Statement

It is the declared and committed policy of BJP as an employer and user of volunteers to be concerned for and attentive to, the needs and expectations of its staff and volunteers in respect of health and safety at their place of work (this includes working out of the office).

BJP has a responsibility to:

- provide a suitable and acceptable environment in which to work
- provide and maintain a safe and healthy working environment
- set and maintain appropriate standards of safety, health and cleanliness
- carry out regular health and safety risk assessments
- ensure that staff and volunteers are made aware of the BJP Health and Safety Policy

Responsibilities of staff and volunteers

Staff and volunteers must take all reasonable care for their own individual health and safety, and be concerned for any other persons who may be affected by their own acts or omissions.

In particular, staff and volunteers have a responsibility to:

- Know, or seek explanation of, and observe the BJP health and safety policy.
- Conduct themselves as to promote and maintain a safe, healthy, clean and tidy environment in the best interests of all concerned.

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- Ensure that floor space, passage ways and stairs are kept tidy and are not subject to any dangerous obstructions
- report any incidents, situations or any safety hazard which may lead to injury or damage

Responsible Persons

The application of this policy is the responsibility of the BJP trustees who are the designated “responsible persons” for the premises.

The responsibility of the responsible persons extends to all aspects of this policy, including information, training and induction of staff and volunteers.

Information

Staff and volunteers will be advised of the responsibilities of BJP and individual staff and volunteers on health and safety matters. All staff and volunteers will also be provided with safety information in respect of hazards, risks and any preventative measures that affect their workplace.

Staff and volunteers will also be told the names of the appropriate responsible persons and First Aider if applicable.

Training

All staff and volunteers will be given suitable training in the steps required to ensure safe working.

Upon appointment, new staff and volunteers will undergo a safety induction briefing.

The responsible persons shall ensure that all reasonably practical steps are taken to comply with statutory standards in respect of workplace hazards.

Risk Assessments

Risk assessments shall be carried out at all BJP premises in order to identify hazards, determine risks, and put in place any necessary preventative measures.

Risk assessments will be conducted by the responsible persons in consultation with the appropriate staff and volunteers.

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Risk assessments shall be recorded in writing, and be subject to an annual review. If circumstances change it may be necessary to undertake an earlier review.

Concerns Over Safety

All staff and volunteers of BJP have the right and responsibility to raise any matters concerning health and safety with the appropriate responsible persons.

Any employee, who considers that a health and safety issue has not been dealt with satisfactorily, may discuss the matter with their line manager, with a view to pursuing the matter either informally, or through the grievance procedure.

Hazards

Staff and volunteers are requested to advise the responsible persons of any malfunction or signs of wear and tear which are dangerous, in respect of any electrical appliances or other equipment situated in the BJP premises.

Staff and volunteers are instructed to ensure that all electrical equipment is switched off and left in a safe condition after use.

The responsible persons will ensure that all BJP electrical equipment is subject to annual safety testing.

Emergency procedures

Procedures will be established by the responsible persons for the emergency evacuation of the office in line with the building procedures.

All staff and volunteers, volunteers, and sub-contractors working on BJP premises will be informed of the procedures and notices will be displayed prominently to advise visitors of the procedures.

Staff and volunteers should be familiarised with the site and operating instructions of any fire extinguishers situated on BJP premises.

Accidents

Serious accidents shall be reported immediately to the responsible persons or the most senior person available at the time and to the responsible persons as soon as practicable.

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Where necessary, an ambulance shall be called or other transport provided to take the injured person to the nearest Hospital Accident / Casualty Department.

Equipment that might have contributed to the accident should be isolated and any obstructions removed.

All serious accidents will be investigated thoroughly by the responsible persons.

All minor accidents shall be reported to the staff and volunteers' line manager, and first aid provided if appropriate.

All accidents (major or minor) must be recorded in the Office Accident Book. The location of the accident book will be made known to all staff.

In the event of any accident nearly happening the staff member should report the incident to the responsible persons, who will record the incident.

First Aid

Where possible, a member of staff shall undergo first aid training and will be appointed the office First Aider.

BJP premises shall have a First Aid Box. All staff will be informed of the location of the first aid box.

The responsible persons (or first aider if there is one) will ensure that the contents of the First Aid Box are kept in good condition and any item used is replaced as soon as possible.

A leaflet giving general First Aid guidance will be available inside the First Aid Box.

First aid is for minor or temporary treatment only.

No member of staff should give first aid treatment unless trained to do so.

Adopted March 2020

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