




**OXSRAD LTD**

**HEALTH AND SAFETY POLICY**

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| <b>Policy/Procedure Title</b>           | <b>Health and Safety Policy</b>  |
| <b>Approved by Chairman of Trustees</b> | <br><b>Jason Lane</b> |
| <b>Reviewed</b>                         | <b>30/4/24</b>   |
| <b>Review Date</b>                      | <b>30/4/25</b>   |

## **Introduction**

The Health and Safety at Work Act 1974 places a legal duty on OXRAD LTD to prepare, amend and revise as often as appropriate, a written Health and Safety Policy .

This policy addresses four key areas:

### **Statement of Intent**

A declaration of our intent to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment for our employees, the service users we work for and any other visitors to the premises. We enlist the support of our employees in achieving these goals.

### **Organisation and Responsibilities**

This section sets out the health and safety responsibilities of key personnel within the organisation.

### **Monitoring**

This section includes the arrangements for monitoring, reviewing and auditing the effectiveness of overall management of health and safety

### **Safety Arrangements**

This section explains the systems and procedures that will be used to form the basis of our health and safety regime.

### **Statement of Intent**

- It is the policy of OXRAD Ltd to comply with the terms of the Health and Safety at Work Act 1974 and subsequent legislation
- OXRAD recognises the importance of providing and maintaining safe and healthy working conditions, equipment, and systems of work for all employees
- As part of their duty, OXRAD will provide health and safety information, and training to all its staff
- OXRAD recognises the importance of consultation prior to the implementation of health and safety arrangements and the allocation of health and safety tasks to its staff
- OXRAD recognises that some people are more vulnerable than others and special consideration will be given to their health and safety
- OXRAD also recognises and accepts its responsibility to protect the health and safety of all visitors to the centre including members of the public, contractors, hirers, user groups, individuals and volunteers
- It is the legal duty of all OXRAD employees to take care of their own health and safety and that of their fellow employees. Employees also have a responsibility to

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members of the public to co-operate with OXRAD to enable this policy to be successfully implemented

OXRAD is fully committed to the health, safety and welfare of its employees and all visitors to the centre including members of the public, contractors, hirers, user groups, individuals and volunteers

### **Organisation**

#### **Health and Safety Management Structure**

##### **The Board of Trustees -**

- 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.
- The Board of Trustees, as the employer, has overall and final responsibility for health and safety matters at OXRAD and for ensuring that health and safety legislation is complied with.
- The Board of Trustees will review the operation of its Health and Safety Policy annually.

##### **The Centre Chairman -**

- The Centre Chairman has overall responsibility for ensuring that Health and Safety Policy is put into practice at OXRAD.

##### **Competent Person -**

- To ensure this policy is put into practice, the Centre Chairman will appoint from amongst the OXRAD employees, at least one “competent person” as defined in the Management of Health and Safety at Work Regulations 1993 . The ‘competent person’ will have day to day responsibility for managing Health and Safety .

#### **Management Responsibilities General**

- Provide and resource an effective health and safety management system
- Make arrangements to consult with employees on health and safety matters
- Arrange and maintain appropriate Employers’ Liability Insurance cover
- Ensure that health and safety implications are considered when acquiring new equipment and machinery
- Ensure that contractors (when used) are competent and monitored during work
- Ensure that a process is in place to identify and report hazards
- Ensure that all employees receive appropriate health and safety training
- Provide measures to protect the health and safety of employees working alone
- Monitor the health and safety performance of the organisation

*Updated: April 2024*

- Ensure RIDDOR requirements are met

### **Occupational Health**

- Ensure that adequate procedures are in place to identify and address occupational health risks
- Ensure that the measures required to reduce and control employees' exposure to occupational health risks are in place and used
- Implement measures to reduce stress within the workplace
- Sufficient space will be provided to work comfortably including toilets and break areas
- Smoking is not permitted on OXS RAD premises. People who are smoking outside of our venue are encouraged to move away if any smoke is causing a disturbance to activities, general work or staff comfortability

### **Health & Hygiene**

- Facilities including bathrooms are provided to ensure staff are able to maintain an acceptable standard of hygiene during activities
- We expect all staff to have an acceptable standard of personal hygiene
- We cannot accept staff or anyone else attending our sessions within 48 hours of having any symptom of an infectious illness or disease. These symptoms include but are not limited to; fever, high temperature, vomiting and/or diarrhoea

### **Record accidents and incidents**

- Complete accident and incident investigations, identify causes and measures for prevention
- Staff are expected to follow the accident/incident procedure in the event an accident or incident occurs
- Ensure that applicable injuries, diseases and dangerous occurrences are reported to the Enforcing Authority
- Ensure that adequate first aid arrangements are in place

### **First Aid**

- An adequate number of first aiders in the organisation will be trained to ensure that a sufficient number can act in situations where their training would be required
- In the case of emergency and no first aider is available or if the first aider themselves is injured, then another member of staff is able to step in and administer first aid with the support of NHS 111 or call 999 if they feel confident and it is necessary
- All staff members will be made aware of who the trained first aiders are

### **Control Of Substances Hazardous to Health Regulations (COSHH)**

- The use of chemicals occurs in OXRAD's daily routine whether this is to ensure cleanliness and safety or undertake maintenance.
- We will ensure that we only keep and store chemicals where it is necessary.
- Only staff who have been trained to use specific chemicals will be able to use them.
- All chemicals are kept in dry, secure locations as listed here: Cleaning Cupboard, Kitchen and Office.
- Information Sheets are available for every chemical we must have a COSHH record for in our COSHH register. All sheets are stored in the office. For products stored in the Boiler Room and Cleaning Cupboard, COSHH records can be found in the corresponding locations.
- Care will be taken to ensure COSHH products are used sensibly and safely.
- Ensure correct PPE is being worn to handle chemicals. This could include but is not limited to eye protection, a face covering and/or gloves.
- Ensure chemicals are used as per manufacturers' instruction, not mixing chemicals unless this is advised.

### **Fire and Emergency Arrangements**

- An adequate number of fire marshals in the organisation will be trained to ensure that a sufficient number can act in situations where their training would be required
- Ensure that adequate arrangements are in place to deal with fire safety at our premises or at our member's premises
- Employees are aware of the fire and evacuation arrangements and other emergency procedures.
- Emergency equipment is provided, tested and maintained appropriately.
- Adequate Fire Risk Assessments are completed

### **Risk Assessment**

- Ensure that Risk assessments are complete and Safe Systems of Work are produced for all activities that pose a significant risk of harm
- Risk assessments are documented
- The outcomes of risk assessments are carefully explained to the workforce.

### **Premises**

- Provide a suitable and safe working environment for employees with adequate welfare facilities
- Ensure that the fixed electrical installation is adequately installed and maintained
- All electrical equipment must be visually inspected before use, checking for exposed wiring, loose pins on the plug or any other faults which may be identified.
- Introduce and maintain measures to control and manage the risks from asbestos

*Updated: April 2024*

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- Ensure good housekeeping standards are instigated and maintained
- Ensure we have a sufficient stock of cleaning materials to be able to effectively clean where necessary.
- All equipment/resources will be assessed for cleanliness as much as is sensibly possible.
- Ensure that daily cleaning checks are completed
- Provide suitable and sufficient maintenance of the facilities provided within the workplace

### Equipment

- All equipment provided by the organisation is suitable and properly used
- All work equipment is adequately maintained and safe
- Portable electrical appliances are adequately maintained, inspected and tested
- Appropriate Hand Tools Are Provided And Maintained
- Any Personal Protective Equipment (PPE) provided gives suitable protection, is used and that employees are given information, instruction and training on its use

### Lifting & Manual Handling

- Lifting and manual handling increase the risk of injury.. At OXRAD, we have a responsibility to reduce this risk as much as possible, this includes reducing the need to lift.
- Staff will be provided with training to ensure they are able to safely lift and handle.
- Where staff do not have formal training, they are given appropriate guidance and supervision from a trained member of staff.
- A variety of factors will be considered before lifting including:
  - Capacity: are they physically able to lift the load considering the load's weight and size?
  - Health: Does the person have a back problem or any other health issue that could be aggravated/triggered by lifting?
  - Age: Is the person young and still growing meaning there are increased risks of injury and resulting long term health issues?
  - New or expectant mother: Are heavy loads being lifted which could mean increased risks of injury to mother and possible harm to the baby could occur?

If the person's status regarding any of these factors is deemed to increase the risk of injury, then they should not be part of the lifting process and a more suitable candidate should be found. Please see the online HSE 'Toolbox' for more guidance on manual handling:

<https://www.hse.gov.uk/toolbox/manual.htm>

## **Substances**

- Ensure that all substances are used safely
- All substances are appropriately stored

## **Food Handling**

- When handling food, cleanliness must be ensured to reduce the risk of cross contamination.
- Where appropriate, especially in the kitchen, signs are clearly displayed to aid with safe food handling including chopping boards guidelines.
- Appropriate staff are provided with food hygiene training to ensure that safe food storage, preparation and cooking practices are followed.
- Daily checks are carried out to ensure maintained cleanliness of the OXS RAD kitchen.
- Appropriate PPE to support safe food handling is provided.

## **Responsibilities for Employees**

OXS RAD employees must cooperate with the management to enable this policy to be successfully implemented. Their role involves :

- Ensure that company policies and procedures are read, understood and followed at all times.
- Follow signing in and out procedures
- Take reasonable care for their health and safety and the safety of others whilst at work
- Not intentionally or recklessly interfere with or misuse anything required by law or provided by the company in the interests of health and safety
- Visually inspect tools, PPE and equipment prior to use
- Ensure that PPE, tools and equipment are maintained, used and stored in accordance with manufacturer documentation
- Follow all safety instructions and guidance when using equipment
- Report any incidents, accidents and non-conformances to the H&S manager
- Contribute to the promotion of health and safety in the workplace
- Follow all written safe systems of work including method statements, risk assessments, COSHH data, permits to work etc. and their requirements
- Follow the safety instructions of senior management
- Do not use tools and equipment unless they have been formally trained and are competent to do so
- Ensure staff understand and use DSE ( Display Screen Equipment) correctly
- Comply with legislation, Approved Codes of Practice and guidance notes
- Consult on health and safety matters and investigations to ensure a safe working environment is established
- Seek advice from management on any issues relating to health and safety at work.

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- Obey all site safety signs, general site rules and arrangements

### **Delegated Responsibilities**

People who have delegated responsibilities under this policy will also:

- Complete Periodic Checklists of compliance with the policy and procedures arranging for remedial actions to be taken where necessary
- Report to Trustees

### **Monitoring, Review and Auditing**

In order to gauge success and improve, we have put in place a number of monitoring processes

### **Trustees**

The trustees will monitor Health and Safety policies and procedures ensuring they are reviewed and updated through

- Safety Record forms
- Periodic workplace checklists
- Annual Health and Safety review
- H & S standing agenda at Trustees meetings

### **Safety Arrangements**

Further safety arrangements can be found in the policies and procedures documented below. Together With this document, they make up the Health and Safety Policy for OXS RAD Ltd.

### **Policies & Procedures**

Read in conjunction with:

- Control of Hazardous and non-Hazardous Waste
- COSHH
- Display Screen equipment
- Electrical Safety
- Fire Safety Policy & Procedures
- First Aid
- Food Safety & Hygiene
- Gym Equipment
- Health & Safety of Visitors
- Health & Safety Training
- Housekeeping & Cleaning

*Updated: April 2024*



## OXS RAD Health & Safety Policy

- Legionella
- Lone working
- Management of health & Safety in the Workplace
- Managing Safety & Health at Work
- Manual Handling
- Premises
- RIDDOR-Reporting of Injuries, Diseases & Dangerous Occurrences
- Risk Assessment & Hazard Reporting
- Slips , Trips & Falls
- Water temperature Control
- Working at Height

### **Legal framework:**

This policy has been developed in accordance with the principles established by the following legislation and guidance:

- Health and Safety at Work Act 1974 including its amendments in 1991, 2015 & 2020
- Manual Handling Operations Regulations 1992 (amended 2002)
- Lifting Operations and lifting Equipment Regulations 1998 (LOLER)
- Health and Safety (First Aid) Regulations 1981
- Control Of Substances Hazardous to Health Regulations 2002 (COSHH)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
- Food Safety Act 1990, Food Safety (General Food Hygiene) Regulations 1995 and Food Safety (Temperature Control) Regulations 1995

**Health & Safety Executive** [HSE: Information about health and safety at work](#)

