



Health and Safety Policy

June 2026

workⁿest
H&S

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INTRODUCTION

INTRODUCTION

This Health and Safety manual has been prepared by WorkNest on our behalf and with our involvement. It contains our Health and Safety Policy as required by the Health and Safety at Work Act 1974 and it defines the way we manage the health and safety hazards and risks associated with our business, premises and activities.

Atwell Wilson Motor Museum and the company Atwell Wilson Motor Museum Enterprises Limited are committed to managing health and safety effectively to protect our volunteers/workers, visitors and other persons with whom we interact because we recognise that we have not only a moral and legal duty but also that our volunteers/workers are our greatest asset.

Our Health and Safety Policy Statement sets out our commitment and the objectives we aspire to in managing health and safety. It is signed by the responsible person. Our approach to managing health and safety will be pragmatic and proportionate and will be prioritised according to risk with the objective of maintaining continuous improvement. We accept that we cannot eliminate risk from everything we do but we can manage risk in such a way that exposure to hazards is controlled as far as is reasonably practical.

We recognise that improvement in health and safety will not happen by chance and that planning to manage using a systematic approach through risk assessment is a necessary first step and an ongoing process. In moving forwards we will wherever possible eliminate risk through selection and design of buildings, facilities, equipment and processes. Where risks cannot be eliminated they will be minimised by the use of physical controls or, as a last resort, through systems of work and personal protection.

Based on our performance measurement in the form of accident monitoring, internal monitoring and external audits we will review our health and safety arrangements periodically and at least annually. The results of our measurement will be recorded and presented to the Board of Trustees in our Annual Report.

This Policy has been created by the named consultant from WorkNest with the co-operation of the Directors. WorkNest have signed the Policy to confirm that at the time of creation it is suitable, sufficient and relevant to our circumstances and operations. Our nominated responsible person has signed the Policy to confirm that it is a true reflection of the activities and operations that we undertake and the circumstances in which the charity operates.

Creation Date	Signed on behalf of WorkNest	Confirmed
04/04/2025	Adam Spiers	

POLICY REVIEW

This Health and Safety Policy will be reviewed annually by WorkNest in conjunction with our nominated responsible person. As each review is completed it will be signed off by the consultant from WorkNest and confirmed by our nominated responsible person.

Review Date	Signed on behalf of WorkNest	Confirmed
16/01/2026	Adam Spiers	

DOCUMENT CONTROL

The electronic copy of the Health and Safety Policy provided by WorkNest will remain the controlled copy. Where further controlled copies are required then these should be issued accordingly and added to a register of controlled copies. Any amendments made to the policy will be provided for each of the controlled copies to ensure all controlled copies in circulation remain up to date.

If uncontrolled copies of the policy are printed either in whole or part, or if uncontrolled electronic copies are issued, then these will be clearly marked as an 'UNCONTROLLED COPY'.

Register

Copy Number or Reference	Location kept
1	WorkNest Client Portal. N:Drive

AMENDMENT RECORD

Any amendments made to the Health and Safety Policy will be recorded below with information on changes made.

Where significant changes are to be made which could impact on the business or our clients, we will consider the reasons for change, potential problems and how it will be implemented.

Date	Section	Ref /Title	Details of amendment made	Change made by
16.01.2026	2	H&S Policy Statement	Amendments made for responsible person	Adam Spiers
03.06.2026	2	H&S Policy Statement	Amendments made for responsible person	Adam Spiers

LEGISLATION

Extracts of relevant legislation are provided for ease of reference on the WorkNest webpage, accessible by the Directors. Full copies of relevant legislation are available on the Office of Public Sector Information web page (www.opsi.gov.uk) and the National Archives (www.legislation.gov.uk)

GUIDANCE

Guidance on a number of health and safety issues can be accessed by logging onto the WorkNest webpage which we hope you will find useful as a quick reference source.

Should you require further advice or assistance not available here then remember that advice on any health and safety issue is available from the WorkNest advice line - **Tel: 0345 226 8393**.

FORMS

Relevant forms and templates that may be utilised can be accessed by logging onto the WorkNest webpage.

POLICY STATEMENTS

2. HEALTH AND SAFETY POLICY STATEMENT

The management of Atwell Wilson Motor Museum recognises that it has a legal duty of care towards protecting the health and safety of its volunteers/workers, visitors and others who may be affected by the charity's activities, and that managing health and safety is a business critical function.

In order to discharge its responsibilities the Directors will:

- bring this Policy Statement to the attention of all volunteers/workers
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- communicate and consult with our volunteers/workers on matters affecting their health and safety
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- encourage volunteers/workers to identify and report hazards so that we can all contribute towards improving safety
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- maintain our premises, provide and maintain safe plant and equipment
- only engage contractors who are able to demonstrate due regard to health & safety matters
- provide adequate resources to control the health and safety risks arising from our work activities
- provide adequate training and ensure that all volunteers/workers are competent to do their tasks
- provide an organisational structure that defines the responsibilities for health and safety
- provide information, instruction and supervision for volunteers/workers
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement.

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all volunteers/workers.

Signed:

Name: Diana Covey

Dated:

Position: Director

ORGANISATION FOR HEALTH & SAFETY

3. ORGANISATION FOR HEALTH AND SAFETY

The overall responsibility for health and safety rests with the Directors. However, it is the responsibility of every volunteer/worker to co-operate in providing and maintaining a safe place of work.

This part of our policy allocates responsibilities to Directors to provide a clear understanding of individuals' areas of accountability in controlling factors that could lead to ill health, injury or loss. Directors are required to provide clear direction and accept responsibility to create a positive attitude and culture towards health and safety.

The following positions have been identified as having key responsibilities for the implementation of our health and safety arrangements:

Board of Trustees

Individual Director Responsibilities

Individual Assigned Roles

- **Key Holder**
- **Fire Marshal**
- **First Aider**

Contractors

WorkNest

Health & Safety Committee

HEALTH AND SAFETY RESPONSIBILITIES

4. HEALTH AND SAFETY RESPONSIBILITIES

Board of Trustees

The Board of Trustees, also known as the Directors, has the ultimate responsibility for the health and safety of Atwell Wilson Motor Museum and Atwell Wilson Motor Museum Enterprises Limited both of which share the same premises and volunteers/workers.

The Board is nominated to have special responsibility for health and safety and will ensure that:

- they provide a lead in developing a positive health and safety culture throughout the organisation
- all its decisions reflect its health and safety intentions
- adequate resources are made available for the implementation of health and safety
- they will promote the active participation of volunteers/workers in improving health and safety performance
- they will review the health and safety performance of the charity on an annual basis.

Individual Director responsibilities

Within Atwell Wilson Motor Museum, individual Directors will be assigned one or more health and safety responsibilities as follows:

- **Site Infrastructure Director** – responsible for the whole site e.g. site access and parking, buildings, plant, power, heating, lighting, water, waste, solar panels and land.
- **Exhibits Director** – responsible for the whole vehicle and memorabilia collection, whether they be open to the public or stored on site
- **Reception Director** – responsible for all areas that can be accessed by museum visitors during opening hours. Also responsible for the supervision of tasks undertaken by reception volunteers/workers
- **Workshop Director** – responsible for all areas where any maintenance work is performed. Also responsible for any equipment or products used to perform vehicle maintenance
- **Membership Director** – responsible for maintaining records of all volunteers/workers and their training records. Also to disseminate the health and safety policy and handbook and govern the health and safety committee made up of volunteers/workers.
- **Atwell Wilson Motor Museum Enterprises Director** – responsible for all activities concerning the wedding cars; maintenance and checks, drivers, finance
- **Youth Team Director** – responsible for the safety of all youths while on site for education/training purposes
- **Emergency Director** – responsible for the provision of first aid cover and fire marshals. Also for the maintenance and monitoring of fire and security systems, and CCTV.
- **Insurance Director** – to be responsible for insurance of premises and vehicles

The Directors will ensure that in their areas of control:

- they actively lead the implementation of our Health and Safety Policy
- they supervise the volunteers/workers to ensure that they work safely, providing increased supervision for new and young workers
- safe systems of work are developed and implemented
- risk assessments are completed, recorded and regularly reviewed
- accidents, ill health and 'near miss' incidents at work are investigated, recorded and reported
- they communicate and consult with volunteers/workers on health and safety issues
- they encourage volunteers/workers to report hazards and raise health and safety concerns
- safety training for volunteers/workers is identified, undertaken and recorded to ensure volunteers/workers are competent to carry out their work in a safe manner
- issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented
- premises, plant and work equipment are maintained in a safe condition
- statutory examinations are planned, completed and recorded
- personal protective equipment is provided, volunteers/workers instructed in its use and that records are kept
- adequate arrangements for fire and first aid are established
- any safety issues that cannot be dealt with are referred to the Directors for action
- welfare facilities provided are maintained in a satisfactory state
- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures
- contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures
- health and safety notices are displayed
- agreed safety standards are maintained particularly those relating to housekeeping
- health and safety rules are followed by all.

Individual Assigned Roles

Key Holder

The Key Holder will be either a Director or an approved volunteer/worker responsible for supervising the areas of the Museum open to the public. The Key Holder is assigned on a daily basis and is recorded in the monthly roster held in the Reception Area. The responsibilities of the Key Holder are:

- to open the site, turn the security alarms off and unlock any fire doors
- at the end of the day, check everyone has vacated the site, any lights and heating have been turned off, the security alarms activated and the premises made secure
- act as senior personnel for the day and be available to support any issues brought to their attention
- take control of any emergency situations
- act as designated Fire Marshal for the day and Appointed Person for first aid

Fire Marshals

Fire Marshals will ensure that in their designated area of responsibility they:

- monitor the general fire safety of the buildings
- check corridors and walkways to ensure combustible materials are not stored there
- monitor escape routes to see they are kept free of obstructions
- check that fire doors are not tied, propped or wedged open
- check that final exit doors are not obstructed
- check that extinguishers are where they should be and no obvious misuse or defect has occurred.

When the fire alarm sounds, Fire Marshals must:

- without putting themselves at risk, sweep through the buildings and verbally encourage volunteers/workers and visitors to leave via the nearest fire escape route. Fire Marshals should aim to finish their sweep at a fire exit and should not delay their own escape unduly
- check all accessible rooms including toilets to make sure volunteers/workers and visitors have evacuated the area or in case someone is waiting for assistance to evacuate. If there are signs of fire in a room (e.g. smoke coming out around the door), they should note the fact but should not enter or open the door
- if there is no immediate danger, ensure that all windows and doors are closed en-route to the fire exit
- liaise with other volunteers/workers at the fire assembly points to check if anyone is at risk and to advise if the building where they were present is clear.
- collect the signing book for volunteers/workers and check it off against the evacuees
- take part in any post-alarm de-briefing to identify any shortcomings in the fire evacuation procedures.

Fire Marshals are not expected to unnecessarily delay their own exit from the building or to jeopardize their own safety at any time. Fire Marshals are not expected to fight a fire or to use a fire extinguisher except to aid their own escape. However if the fire is in their area of responsibility and they are trained and competent to do so, Fire Marshals may attempt to tackle a small fire if it is safe to do so and using the appropriate extinguisher.

NOTE: all the Reception volunteers/workers will assist the Fire Marshal in sweeping through the buildings accessible to visitors.

Appointed Person for First Aid

The Appointed Person will:

- check the defibrillator
- take charge when a volunteer/worker or visitor falls ill or is injured, including calling an ambulance if required
- identify if a qualified first aider is on site to enlist their assistance
- complete an accident form and bring it to the attention of the Director responsible (Emergency Director)

The Appointed Person will not be required to provide treatment for which they have not been trained.

When there is no qualified first aider on duty the casualty (visitors and volunteer/worker) will have access to a first aid kit and an accident form completed by the reception staff or the injured volunteer/worker.

Contractors

All contractors must:

- take reasonable care of their own safety
- take reasonable care of the safety of others affected by their actions
- observe the safety rules
- submit their health and safety policy and relevant risk assessments to us for approval
- comply with and accept our health and safety policy, if they do not have one
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- dress sensibly and safely for their particular working environment or occupation
- conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
- use all equipment, safety equipment, devices and protective clothing as directed
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition and report defects to their supervisor
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- report all incidents to their supervisor and to us whether an injury is sustained or not
- attend as requested any health and safety training course
- observe all laid down procedures for processes, materials and substances used
- observe the fire evacuation procedure and the position of all fire equipment and fire exit routes.

WorkNest

WorkNest, in agreement with the Directors, provides us with the following services:

- development of our documentation throughout the period of our contract and keeping it updated for:
 - changes in Health and Safety legislation relevant to us
 - organisational changes which affect our management system.
- a general risk assessment in the first part of the contract that forms the basis of our risk management programme and helps us plan our future actions to reduce risk.

- a consultant visit to train Directors and to support our implementation of this Policy by:
 - assisting us to complete specific risk assessments
 - providing further training, as agreed, on relevant agreed topics
 - reviewing and auditing our health and safety procedures and legal compliance
 - providing advice on implementing changes and system procedures.

WorkNest is also contracted to:

- fulfil the role of 'Competent Person', providing advice and assistance on Health and Safety issues
- provide for us a telephone advisory service - available 24 hours per day, 365 days of the year
- provide crisis help if we have a serious accident or incident involving the Enforcement Authorities
- provide briefings to help keep us up to date with new and forthcoming legislation.

Health & Safety Committee

The Health & Safety Committee's responsibility is to assist the Directors in the communication and consultation on health and safety issues across the charity.

Directors are responsible for ensuring that:

- there is regular communication and consultation with volunteers/workers on health and safety issues
- health and safety issues raised by volunteers/workers are discussed and considered for action
- health and safety standards within departments are monitored
- trends in accident statistics across the charity are identified and making recommendations for action
- health and safety is promoted and new initiatives are considered to progressively improve standards in all areas
- volunteers/workers are made aware of significant changes to our health and safety policy documentation.

HEALTH AND SAFETY RULES

5. HEALTH AND SAFETY RULES

This section of our Health and Safety Policy specifies the rules laid down for the attention of all volunteers/workers. These rules are prepared in accordance with legal requirements and acknowledged safe working practices. In addition to the legal duty imposed upon volunteers/workers to comply with these rules, failure to observe them will result in consideration of the termination of their membership.

Volunteers/workers are reminded that a breach of health and safety legislation by a volunteer/worker is a criminal offence and action taken by an Enforcing Officer against an individual may result in heavy penalties.

Safety rules may vary depending upon the nature of work and the circumstances therefore the overriding requirement is that volunteers/workers are expected to act in a sensible manner and adhere to verbal instructions given by Directors.

General

- It is the duty of all volunteers/workers to co-operate with Directors in fulfilling our legal obligations in relation to health and safety.
- Volunteers/workers must not intentionally or recklessly interfere with anything provided in the interests of health, safety or welfare.
- Volunteers/workers are required to notify to Directors of any unsafe activity, item or situation.

Working Practices

- Volunteers/workers must not operate any item of plant or equipment unless they have been trained and authorised.
- Volunteers/workers must make full and proper use of all equipment guarding.
- Volunteers/workers must not clean any moving item of plant or equipment.
- Volunteers/workers under the age of 18 years must not operate any item of plant or equipment unless they have received sufficient training or are under adequate supervision.
- Volunteers/workers must not make any repairs or carry out maintenance work of any description unless authorised to do so.
- Volunteers/workers must use all substances, chemicals, liquids etc, in accordance with all written instructions.
- Volunteers/workers must not smoke in any of the buildings.

Hazard / Warning Signs and Notices

- Volunteers/workers must comply with all hazard/warning signs and notices displayed on the premises.

Working Conditions / Environment

- Volunteers/workers must make proper use of all equipment and facilities provided to control working conditions/ environment.

- Volunteers/workers must keep stairways, passageways and work areas clear and in a clean and tidy condition.
- Volunteers/workers must dispose of all rubbish, scrap, and waste materials within the working area, using the facilities provided.
- Volunteers/workers must clear up any spillage or liquids within the work area in the prescribed manner.
- Volunteers/workers must deposit all waste materials and substances at the correct disposal points and in the prescribed manner.

Protective Clothing and Equipment

- Volunteers/workers must use all items of protective clothing/equipment provided as instructed.
- Volunteers/workers must store and maintain protective clothing/equipment in the approved manner.
- Volunteers/workers must report any damage, loss, fault or unsuitability of protective clothing/equipment to the relevant Director.

Fire Precautions

- Volunteers/workers must comply with all laid down emergency procedures.
- Volunteers/workers must not obstruct any fire escape route, fire equipment or fire doors.
- Volunteers/workers must not misuse any fire fighting equipment provided.
- Volunteers/workers must report any use of fire fighting equipment to the Emergency Staff Director.

Accidents

- Volunteers/workers should seek medical treatment for work related injuries they receive by contacting a designated first aider if available. Upon returning from treatment they must report the incident to their supervisor.
- Volunteers/workers must ensure that any accident or injury treatment is properly recorded in the Accident Book.
- Volunteers/workers must notify the relevant Director of any incident in which damage is caused to property.

Health

- Volunteers/workers must report to the relevant Director any medical condition or medication which could affect the safety of themselves or others.
- Volunteers/workers must co-operate with the management on the implementation of the medical and occupational health provisions.

Atwell Wilson Motor Museum Transport

- Volunteers/workers must carry out prescribed checks of charity vehicles prior to use and in conjunction with the laid down checking procedure.
- Volunteers/workers must not drive or operate any vehicles for which they do not hold the appropriate driving licence or permit.
- Volunteers/workers must not carry unauthorised passengers or unauthorised loads.
- Volunteers/workers must not use vehicles for unauthorised purposes.
- Volunteers/workers must not load vehicles above the stated capacity.
- Volunteers/workers must not drive or operate vehicles whilst suffering from a medical condition or illness that may affect their driving or operating ability.

Rules Covering Gross Misconduct

A volunteer/worker may have their membership terminated if they are found to have acted in any of the following ways:

- A serious or wilful breach of Safety Rules.
- Unauthorised removal or interference with any guard or protective device.
- Unauthorised operation of any item of plant or equipment.
- Unauthorised removal of any item of first aid equipment.
- Wilful damage to, misuse of or interference with any item provided in the interests of Health and Safety or welfare at work.
- Unauthorised removal or defacing of any label, sign or warning device.
- Horseplay or practical jokes which could cause accidents.
- Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence.
- Misuse of any item of equipment, utensil, fitting/ fixture, vehicle or electrical equipment.
- Deliberately disobeying an authorised instruction.

ARRANGEMENTS

6. ARRANGEMENTS

Accident, Incident and Ill-Health Recording, Reporting and Investigation

This policy sets out the procedures that are to be followed when any volunteer/worker, visitor or contractor has an accident, near miss or dangerous occurrence on the charity's premises during the course of their employment.

This will also apply to visitors who are members of the public and are therefore not at work. In addition volunteers/workers who develop a work-related illness must also report via these procedures.

Definitions:

An **accident** is an unplanned event that causes injury to persons, damage to property or a combination of both.

A **near miss** is an unplanned event that does not cause injury or damage but could do so.

A **work-related illness** is a prescribed illness that is obtained by a volunteer/worker through the course of work or from a visitor as a result of activities carried out by the charity.

The Accident Book

All accidents resulting in personal injury must be recorded in the charity's Accident Book.

The Accident Book will comply with the requirements of the Data Protection Act.

The Accident Book will be reviewed regularly by the Directors to ascertain the nature of incidents that have occurred in the workplace. This review will be in addition to any investigation of the circumstances surrounding each incident.

All near misses must also be reported to the relevant Director as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

Volunteers/workers must ensure that they are aware of the location of the accident book.

Reporting Requirements

Certain accidents causing injury, both fatal and non-fatal, certain occupational diseases and certain dangerous occurrences are reportable to the Enforcing Authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The following events must be reported to the Health and Safety Executive:

- A death
- A specified injury to a volunteer/worker as detailed in regulation 4
- An injury to a volunteer/worker where that person is taken directly to hospital for treatment as a result of their injury
- Any dangerous occurrence
- Any volunteer/worker diagnosed by a qualified medical practitioner as suffering from a disease specified in the Regulations

- Any volunteer/worker diagnosed with a cancer caused by work-related exposure to a known carcinogen or mutagen.

Injuries that lead to a worker being incapacitated for **more than seven consecutive days** as the result of an occupational accident or injury (not counting the day of the accident but including weekends and rest days) must also be reported within 15 working days using the Health and Safety Executive (HSE) website.

You **must** also keep a record of an accident if the worker has been incapacitated for **more than three consecutive days**. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record can be treated as a record for the purposes of RIDDOR.

Contact details for the Health and Safety Executive are:

Tel: 0345 300 9923 (Monday to Friday 8:30am to 5:00pm)

Website: www.hse.gov.uk

For further advice on injuries, diseases or dangerous occurrences requiring notification please contact the WorkNest Advice Line. (Tel: 0345 226 8393)

The completed report form sent back by the HSE should be kept with the other accident records and documents; this will confirm the notification has been made.

Accident report, completed notification form and investigation notes, witness statements and photographs are to be kept on file to advise the insurers of a potential claim and to present to the Enforcing Authority in the event of an investigation.

Records are to be kept for 3 years from the date of the incident.

Investigation

All injury related accidents that are either notified to the Enforcing Authority or where a serious injury has occurred will be investigated:

- to ensure that all necessary information in respect of the accident or incident is collated
- to understand the sequence of events that led to the accident or incident
- to identify the unsafe acts and conditions that contributed to the cause of the accident or incident
- to identify the underlying causes that may have contributed to the accident or incident
- to ensure that effective remedial actions are taken to prevent any recurrence
- to enable a full and comprehensive report of the accident or incident to be prepared and circulated to all interested parties
- to enable all statutory requirements to be adhered to.

The investigation will include obtaining signed witness statements, photographs and drawings as appropriate.

Asbestos

The charity will protect volunteers/workers and other persons potentially exposed to asbestos as far as is reasonably practicable. Everyone who needs to know about the presence of asbestos will be alerted. No one will be allowed to start any work that could disturb asbestos unless the correct procedures are to be employed.

This will be achieved by minimising exposure through:

- the management of asbestos-containing materials in the workplace premises by
 - **Assessment** - The premises will be surveyed to determine whether asbestos-containing materials are present. It will be presumed that materials contain asbestos unless there is strong evidence to the contrary.
 - The amount and condition of the asbestos-containing material will be assessed and measures will be identified to ensure that airborne asbestos fibres are not present or formed in the workplace.
 - **A Written Plan** - A written plan or register that sets out the location of the asbestos-containing material and how the risk from this material will be managed will be prepared and steps will be taken to put the plan into action. The plan or register will be made available and the arrangements will be reviewed at regular intervals or when there has been a significant change to the organisation or personnel.
 - **Access to Asbestos-containing Materials** - Access to asbestos-containing materials in the premises will be controlled so as to prevent inadvertent disturbance of the material and the release of asbestos fibres. Systems will be put in place to ensure that anyone liable to disturb asbestos-containing materials is made aware of their location.
 - **Monitoring and Maintenance** - The condition of all asbestos-containing materials or materials suspected of containing asbestos will be inspected at agreed intervals to ascertain that there has been no damage or deterioration. Where damage or deterioration is found the asbestos-containing material will be reassessed and repaired or removed as appropriate.

Asbestos in Motor Vehicles

In the past, asbestos was used in motor vehicles as the friction material in clutches, automatic transmission and brake linings, and in gaskets. The use of asbestos in these components was prohibited from 1999, with the exception that pre 1973 vehicles could continue to be fitted with asbestos containing brake shoes until 2004. Therefore, it is possible that some older and 'classic' vehicles could still contain these asbestos containing products. The supply, possession for supply and fitting of asbestos products to motor vehicle, trailer etc is now banned. Care should be taken when removing an existing component that you suspect may contain asbestos (which must be replaced by one which is asbestos-free).

Remember that all brake and clutch dust is potentially harmful, so it is prudent in all cases to

- never blow dust out of brake drums or clutch housings with an airline
- use properly designed drum cleaning equipment which prevents dust escaping; or
- use clean, wet rags to clean drums or housings

Any component which is suspected to contain asbestos including the rags used to clean the drums or housings should be disposed of as 'asbestos waste'. Follow the guidance in HSE's guidance sheet for the disposal of asbestos.

Asbestos-related Emergencies

Procedures to deal with asbestos-related incidents will be in place (including the provision of information and warning systems) unless there is only a slight risk to the health of volunteers.

Arrangements for Controlling Work on Asbestos

Any work on, or removal of, asbestos-containing materials will be controlled to ensure that adequate precautions are taken to prevent the release of asbestos fibres.

Work with asbestos and asbestos-containing materials is to be carried out by a licensed contractor (licensed by the HSE) unless the work is exempted from the requirement for licensing.

Selection and Control of Contractors to Work on Asbestos-containing Materials

When contractors are engaged to work on the premises, adequate steps will be taken to ensure the contractors are competent and have sufficient skills and knowledge to do the job safely and without risks to health.

Only contractors licensed by the HSE will be used for the removal of asbestos-containing materials, unless the work involves the removal of materials in which:

- asbestos fibres are firmly linked in a matrix
- the exposure during the removal process is likely to be sporadic or of low intensity.

Contractors hired to carry out building or allied trade work that will involve minor work with asbestos must comply with the Control of Asbestos Regulations.

Procedures for Dealing with Health and Safety Issues

Where a volunteer/worker raises a health and safety problem related to work with asbestos, the charity will:

- take all necessary steps to investigate the circumstances
- take corrective measures where appropriate
- advise the volunteer/worker of actions taken.

Where a problem arises relating to the condition of, or during work on, asbestos-containing material, the volunteer/worker must:

- inform a Director immediately
- in the case of an accident or emergency, respond quickly to ensure effective treatment.

Communication and Consultation

It is a legal requirement for the charity to establish arrangements to communicate and consult with volunteers/workers on issues affecting their health and safety and to take account of their views.

To achieve this objective we will:

- establish effective lines of communication
- involve and consult with volunteers/workers through:
 - individual conversations
 - notice boards
 - internal publications
 - volunteer/worker meetings
 - health and safety meetings.
- display the 'Health and Safety Law – What You Need To Know' poster
- consult with volunteers/workers when changes to processes, equipment, work methods etc. are to be introduced that may affect their health and safety.

Dangerous Substances and Explosive Atmospheres

All reasonable steps will be taken to ensure dangerous substances in the workplace are controlled to minimise risks of fire and explosion.

Definition

The term 'dangerous substance' covers any substance that could cause harm to people from fire or explosion as a result of its properties or the way it is used. This includes petrol, LPG, paints, varnishes, solvents and dusts that could cause an explosive atmosphere with air.

Implementation

The charity will:

- assess the risks from dangerous substances in conjunction with assessments for health risks and fire
- provide measures to eliminate those risks, or reduce them so far as is reasonably practicable
- ensure the correct and safe storage of dangerous substances
- ensure that the content of any vessels or containers are identified
- provide equipment and procedures to deal with accidents and emergencies
- provide information and training to volunteers.

In addition, if there are places where hazardous explosive atmospheres may be present; those places will be classified into zones and marked accordingly. Any new electrical or mechanical equipment used in those zoned areas will be suitable for the atmosphere present and will be compliant with all relevant legal requirements.

Disabled Persons

The charity will give full and proper consideration to the needs of disabled volunteers/workers and visitors.

To achieve this, the charity will:

- treat all disabled volunteers/workers and visitors with respect and dignity, both in the provision of a safe working environment and in equal access to the organisation's facilities
- ensure that risk assessments are undertaken of the special needs of the disabled and carry out reasonable adjustments to the premises and/or work arrangements
- encourage volunteers/workers with special needs to suggest any premises or task improvements to the relevant Director
- challenge any volunteers/workers found treating their disabled colleagues with less than the expected standards of respect and dignity
- in an emergency evacuation, ensure suitable plans are in place which will assist disabled people to leave the premises swiftly.

Driving for Work

Driving is an integral part to some roles within the charity and as such requires driving on charity business. Driving has inherent risks associated with it which drivers should be made aware of.

The charity is committed to reducing the risks its volunteers/workers face or create when driving at work and therefore will:

- ensure risk assessments are completed and that journeys are planned
- not put unreasonable time constraints on travel
- ensure those driving for business are competent (and where required, authorised) and fit
- provide any additional training that may be deemed necessary to reduce driving related occupational risks
- provide sufficient information and guidance for drivers to enable them to understand the additional occupational risks involved in driving
- establish a travel plan which will limit the requirement for travel and make provisions for long journeys
- require drivers to annually submit copies of their insurance, the MOT certificate or evidence of the MOT exemption for their vehicle and their current driving licence.

When providing charity vehicles the charity will:

- maintain them to the required legal standard and ensure they are suitable for their purpose
- provide and maintain additional tools and equipment necessary for the purposes of the journey
- provide access to breakdown support and recovery

- provide no smoking signs for inside the vehicle.

Implementation

The charity asks volunteers/workers to play their part, whether they use a charity vehicle, their own or a hire vehicle.

Drivers

Drivers will remain responsible for their safety and others and must comply with the Highway Code and Road Traffic Act.

It is the responsibility of drivers to inform the Wedding Car Director or other relevant person of:

- anything that could affect their driving e.g. health conditions or injuries, use of prescribed medication
- changes to licence such as; limitations, offences recorded, period bans
- vehicle defects that affect ability / safety to drive
- any accidents / incidents that occurred whilst driving on behalf of the charity.

Before driving, drivers must

- review the need to travel
- have a valid licence for the vehicle they are driving and for any overseas travel if required
- ensure valid insurance for business use
- carry out a pre-use vehicle check
- allow sufficient time to drive allowing for traffic, poor weather and rest breaks
- ensure sufficient rest
- be physically fit and have a level of alcohol below the maximum limit allowed, ideally zero and not under influence of any drugs that may affect the ability to drive
- have had an eye test in last 2 years and be using any required corrective appliance
- adjust their driving position, head restraints and mirrors to ensure maximum comfort and safety.

Whilst driving, drivers must

- drive in accordance with the applicable law and with consideration for the safety of passengers and other road users
 - take regular rest breaks every 2-3 hours or at first signs of tiredness
 - remain in control of the vehicle at all times
 - not smoke in a charity vehicle
-
- only use hands free electronic devices e.g. mobile phone, satellite navigation, mp3 player, when safely set up to do so i.e. using an appropriate hands-free device

- follow all safety instructions when taking their vehicle on board ferries, trains or other vehicle-carrying craft, including parking and leaving their vehicle on a vehicle deck and travelling in a designated passenger area while the craft is underway.

Wedding Car Director

The Wedding car Director should ensure that the driving policy is brought to the attention of drivers and they will:

- lead by example, both in the way they drive and by not tolerating poor driving practices amongst colleagues
- challenge unsafe attitudes and behaviours and encourage staff to drive safely
- monitor compliance with the driving policy

Drugs and Alcohol

Alcohol

Volunteers/workers must not drink alcohol on the charity's premises or the premises of its customers or clients without express permission from a director.

Any volunteer who is found consuming alcohol on the charity's premises or the premises of its customers and clients without permission or is found to be intoxicated at work will be asked to leave the premises and their termination as a member of the charity considered by the Directors.

Drugs and medication

The possession, use or distribution of drugs for non-medical purposes on the charity's premises is strictly forbidden and a gross misconduct offence.

If you are prescribed drugs by your doctor which may affect your ability to perform your work you should discuss the problem with the relevant Director.

If the charity suspects there has been a breach of this policy or your work performance or conduct has been impaired through substance abuse, the charity reserves the right to consider the termination of your membership.

Reasonable Grounds

The charity reserves the right to inform the police of any suspicions it may have with regard to the use of controlled drugs by its volunteers/workers on the charity's premises.

Electricity

All reasonable steps will be taken to secure the health and safety of volunteers/workers who use, operate or maintain electrical equipment.

To ensure this objective the charity will:

- ensure electrical installations and equipment are installed in accordance with the Wiring Regulations (BS 7671) published by the Institution of Engineering and Technology (IET)
- maintain the fixed installation in a safe condition by carrying out routine safety tests
- inspect and test portable and transportable equipment as often as required to ensure safety by maintaining a PAT register
- promote and implement a safe system of work for maintenance, inspection and testing
- forbid live working unless absolutely necessary, in which case a permit to work system must be used
- ensure volunteers/workers who carry out electrical work are competent to do so
- maintain detailed records.

Volunteers/workers must:

- visually check electrical equipment for damage before use
- report any defects found to the relevant director
- not use defective electrical equipment
- not carry out any repair to any electrical item unless qualified to do so
- switch off non-essential equipment from the mains when left unattended for long periods
- not bring any electrical item onto the charity premises until it has been tested and a record of such a test has been included in the appropriate record
- not leave electric cables in such a position that they will cause a tripping hazard or be subject to mechanical damage.

Fire

All reasonable steps will be taken to prevent a fire occurring. In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

In order to prevent fire and to minimise the likelihood of injury in the event of a fire the charity will:

- assess the risk from fire at our premises and implement appropriate control measures
- ensure good housekeeping standards are maintained to minimise the risk of fire
- provide and maintain safe means of escape from the premises
- develop a fire evacuation procedure for all buildings
- provide and maintain appropriate fire-fighting equipment
- regularly stage fire evacuation drills, inspect the means of escape and test and inspect fire-fighting equipment, emergency lighting and any fire warning systems
- provide adequate fire safety training to volunteers/workers, plus specialist training to those with special responsibilities
- make arrangements for the safe evacuation of deaf or otherwise disabled persons
- make arrangements for ensuring all visitors are made aware of the fire evacuation procedures
- display fire action notices
- keep fire safety records.

The charity does not require persons to attempt to extinguish a fire but extinguishing action may be taken if it is safe to do so.

Immediate evacuation of the building must take place as soon as the evacuate signal is given. All occupants, on evacuation, should report to the pre-determined assembly points.

Re-entry of the building is strictly prohibited until the fire brigade officer or a senior person present declares it is safe to do so.

Volunteers/workers are encouraged to report any concerns regarding fire procedures so the charity can investigate and take remedial action if necessary.

First Aid

The charity is committed to providing sufficient provision for first aid to deal with accidents and injuries that arise at work.

To achieve this objective the charity will:

1. appoint and train a suitable number of first aid personnel to cover all work patterns
2. display first aid notices with details of first aid provision
3. provide and maintain suitable and sufficient first aid facilities including first aid boxes
4. provide any additional first aid training that may be required to deal with specific first aid hazards.

The minimum first aid provision at all sites is an adequately stocked first aid box and an Appointed Person to take charge of the first aid arrangements.

Appointed Person

The Appointed Person duties include:

- taking charge when someone falls ill or is injured, including calling an ambulance if required

The Appointed Person will not be required to provide treatment for which they have not been trained.

First Aiders

First aiders are qualified personnel who have received training and passed an examination in accordance with HSE requirements.

The numbers of first aid personnel at each location will be determined by individual circumstances, the level of risk and in line with current government guidance.

First aid personnel will be provided with refresher training at regular intervals to keep their skills up to date.

First Aid Boxes

The contents and location of first aid boxes, including portable ones, will be maintained and recorded monthly.

First aid boxes will be provided within the workplace to ensure there are adequate supplies for the nature of the hazards involved. All boxes will contain at least the minimum supplies suggested by L74 (Health & Safety at work Act 1974): First Aid at Work Approved Code of Practice. Only specified first aid supplies will be kept. No creams, lotions or drugs, however seemingly mild, will be kept.

Portable First Aid Kits

Portable first aid kits will be available for volunteers/workers required to work away from the normal workplace, where access to facilities may be restricted, such as:

- volunteers/workers travelling in vehicles on a regular basis

Hazardous Substances (COSHH)

All reasonable steps will be taken to ensure all exposure of volunteers/workers & visitors to substances hazardous to health is prevented or at least controlled to within statutory limits.

The charity will implement the following:

- maintain an inventory of all substances hazardous to health kept or present on site and retain copies of relevant hazard data sheets
- carry out risk assessments of the exposure to substances hazardous to health and advise on their control
- all operations which involve, or may involve, exposure to substances hazardous to health will be assessed and appropriate control measures will be taken if elimination or substitution of the substance is not possible
- engineering controls will be properly maintained by planned preventive maintenance and annual performance monitoring to ensure continued effectiveness
- systems of work will be reviewed at suitable intervals and revised if necessary
- all volunteers/workers and others who may work in the affected areas will be informed of the purpose and safe operation of all engineering controls
- personal protective equipment (PPE) will only be used as a last resort or as a back-up measure during testing or modification of other controls
- the type and use of PPE will be carefully assessed and maintained according to manufacturers' instructions
- assessments will be reviewed periodically or if changes to the operation or any hazardous substances used
- qualified professionals, where necessary, will carry out health surveillance
- all volunteers/workers will be provided with understandable information and appropriate training on the nature of the hazardous substances they work with.
- volunteers/workers will be informed about any monitoring and health surveillance results
- all changes to control measures and changes of PPE will be properly assessed and no new substances will be introduced into the workplace without prior assessment.

Information and Training

The charity will give sufficient information and training to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of the control measures provided. Information will also be given to others who may be affected such as contractors, and visitors where appropriate.

Health, Safety and Welfare

The charity is committed to providing suitable health, safety and welfare facilities in line with current legislation, in particular the provision of:

- adequate maintenance of workplace and equipment
- appropriate ventilation, temperature control and lighting
- suitable cleanliness and housekeeping standards
- well maintained traffic routes and floors
- appropriate fall protection
- suitable glazing
- safe access and egress (well maintained exits and entrances)
- appropriate sanitary and washing facilities
- plentiful wholesome drinking water supply and cups
- facilities for rest periods, hot drinks and meals preparation
- appropriate first aid provision
- appropriate emergency, fire and evacuation equipment and procedures.

Legionnaires Disease

All reasonable steps will be taken to identify potential legionellosis hazards and to prevent or minimise the risk of exposure.

At risk systems include the hot and cold water storage and distribution system

To achieve control of legionella bacteria the charity will employ a specialist to carry out an inspection of the premises, and the charity will implement its recommendations with appropriate records being kept to implement the following:

Avoidance of Conditions Favouring Growth of Organisms

As far as practicable, water systems will be operated at temperatures that do not favour the growth of legionella. The recommended temperature for hot water is 60°C and either above 50°C or below 20°C for distribution, as care must be taken to protect people from exposure to very hot water.

The use of materials that may provide nutrients for microbial growth will be avoided. Corrosion, scale deposition and build-up of bio films and sediments will be controlled and tanks will be lidded.

Avoidance of Stagnation

Dead-legs, which occur when water services leading from the main circulation water system to taps or appliances, are used only intermittently and other parts of systems which may provide a reservoir for infection will be identified and where possible eliminated.

- **System Maintenance**

Water systems will be disinfected by an effective means before being taken into service and after shut downs of five or more days. The system will be regularly inspected and maintained (e.g. by monthly visits from a water treatment specialist). The system will be disinfected periodically (normally twice yearly) by chlorination or by temporarily raising water temperatures. Biocides may be used to control microbial growth. Maintenance personnel must wear appropriate protective clothing.

- **Sampling**

Sampling for legionella will not normally be necessary, unless in the case of an outbreak or to monitor the effectiveness of precautionary measures.

- **Record Keeping**

Records will be kept of all maintenance, temperature monitoring and sampling carried out.

Selection, Training and Competence of Staff

Persons carrying out control measures will receive appropriate training and supervision so they are able to perform their duties competently.

Action in the Event of an Outbreak

A contingency plan in case of an outbreak of legionellosis will be prepared. This will include the:

- identification of people who may have been exposed
- involvement of public health authorities
- dissemination of information to volunteers/workers and other interested parties as to the nature of the risks

Lifting Operations and Equipment

All reasonable steps will be taken to ensure lifting operations and equipment are suitably managed with regards to health and safety.

Definition

Lifting equipment includes any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing or supporting it.

Implementation

The charity will ensure that

- lifting equipment is suitable for the intended use with adequate strength and stability, including whatever guards are necessary to prevent:
 - persons or equipment falling from the lift
 - the lift falling from its restraints
 - persons or equipment being trapped, crushed or struck by objects when using the lifting equipment.
- an examination scheme is drawn up by a competent person
- lifting operations will be properly planned by a competent person, appropriately supervised and carried out in a safe manner
- lifting equipment is maintained in a safe condition and examined/inspected by competent persons annually (or every six months if lifting people) to ensure correct installation and safe operation
- lifting equipment will be re-examined following relocation or conditions that may cause deterioration
- safe working load (SWL) is clearly displayed on all lifting equipment
- suitable training, instruction and information is provided for operators and supervisors.

Records

All thorough examination reports will be kept for as long as the equipment is being used except for lifting accessories reports and reports carried out due to deterioration in condition, which must be kept for 2 years.

Liquefied Petroleum Gas (LPG) and Compressed Gas

Gas cylinders are a convenient way to transport and store gases under pressure.

These gases are used for many different purposes, including:

- soldering, welding and flame cutting
- chemical processes
- fire extinguishers
- heating and cooking.

The main hazards are:

- impact from the blast of a gas cylinder explosion, or rapid release of compressed gas
- impact from parts of gas cylinders that fail or any flying debris
- contact with the released gas or fluid
- fire resulting from the escape of flammable gases or fluids
- impact from falling cylinders.

Where LPG / Compressed Gas are used, the charity will ensure that provision is made for:

- adequate training and supervision in their use

- suitable handling equipment, plant and storage facilities with adequate ventilation, security measures, and monitoring and control devices
- regular maintenance and inspection by competent persons, and the recording of all maintenance and inspections.

Handling and Use of Gas Cylinders

- Users must carry out an external visual inspection of the gas cylinders and any attachments (e.g. valves and regulators), to determine whether they are damaged. Indicators may include dents, bulges, evidence of fire damage etc.
- Use gas cylinders in a vertical position, unless specifically designed to use otherwise.
- Always double-check that the cylinder/gas is the right one for the intended use.
- Close the cylinder valve and replace dust caps, where provided, when a gas cylinder is not in use.
- Before connecting a gas cylinder to equipment or pipe work make sure that the regulator and pipe work are suitable for the type of gas and pressure being used.
- Wear suitable safety shoes when handling gas cylinders.
- Do not drop gas cylinders.
- Empty cylinders must be stored in a safe and secure manner and not disposed of with normal waste.
- Do not lift the cylinders by valves, shrouds and caps.

Transporting Gas Cylinders

- Fit suitable protective valve caps and covers to cylinders, when necessary, before transporting.
- Securely stow gas cylinders in an upright position to prevent them from moving or falling.
- Disconnect regulators and hoses from cylinders whenever practicable.
- Ensure gas cylinders are clearly marked to show their contents and the hazards associated with their contents.

Storage of Gas Cylinders

- Store gas cylinders in a safe and secure manner.
- Gas cylinders containing flammable gas should not be stored in part of a building used for other purposes.
- Protect gas cylinders from external heat sources and ensure that gas cylinders are stored away from sources of ignition and flammable materials.
- Gas cylinders must be clearly marked to show what they contain and the hazards associated with their contents.
- LPG cylinders should be stored away from drains and not in cellars.

Lone Working

The charity will ensure, so far as is reasonably practicable, that volunteers/workers and self-employed contractors who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.

The charity will determine, by risk assessment, those activities where work can actually be done safely by one unaccompanied person. This will include the identification of hazards from means of access and/or egress, plant, machinery, goods, substances, environment and atmosphere, etc.

Particular consideration will be given to:

- the remoteness or isolation of workplaces
- any problems of communication
- the possibility of interference, such as violence or criminal activity from other persons
- the nature of injury or damage to health and anticipated "worst case" scenario.

Information and Training

Volunteers/workers and others will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone.

Volunteers/workers will be required to follow the safe working procedures devised including:

- when working alone, e.g. in an isolated area of a building with all doors closed, ensure that someone is aware of your presence
- check that work being done has been subject to risk assessment and check the assessment yourself – some work may have been identified as requiring the assistance of a second person
- if possible and arranged beforehand, keep in regular contact with someone else, e.g. use a mobile phone to call a designated buddy/contact every couple of hours indicating your movements or post on a WhatsApp group.
- do not put yourself at risk; if you do not feel safe discuss the situation with the relevant Director
- report all accidents, injuries, near-misses and dangerous occurrences to the relevant Director

Machinery and equipment Maintenance

The charity will take all reasonable steps to ensure the safety of designated volunteers/workers maintaining the machinery as well as the safety of those affected by the maintenance work. The charity will liaise with the suppliers of all new machinery to establish how that machinery should be maintained safely.

The charity will inform and train personnel to implement this policy.

To achieve this objective the charity will, in consultation with the maintenance volunteer/worker:

- carry out an assessment of how the machinery should be isolated for specific maintenance work
- carry out an assessment of how the machinery should be isolated to enable general maintenance work to be carried out safely
- carry out an assessment of the maintenance of the machine itself, including any heavy parts that have to be moved, any positions that have to be reached to achieve the necessary result and any risks of parts falling
- carry out an assessment of how the maintenance of the machine affects its environment
- carry out an assessment of all hazards that arise when guards have been removed
- take appropriate measures for the protection of any person carrying out maintenance operations which the assessment has shown to involve risk to health or safety
- provide any personal protective equipment that might be necessary to carry out the work safely
- ensure that volunteers/workers are aware of the reporting procedures, so that a responsible person is informed of any problems as soon as they arise and remedial action can be taken.

Information and Training

The charity will give sufficient information, instruction and training as is necessary to ensure the health and safety of all maintenance staff and any others affected by maintenance of the machinery. Volunteers/workers responsible for carrying out and or supervising the maintenance of the machinery will be appropriately trained.

Manual Handling

To prevent injuries and long term ill-health from manual handling the charity will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable. Where it is not practical the charity will carry out a manual handling risk assessment to determine what control measures are required to reduce the risk to an acceptable level.

To implement this policy the charity will ensure that:

- manual handling risk assessments are carried out where relevant and records are kept
- Volunteers/workers are properly supervised
- adequate information and training is provided to persons carrying out manual handling activities including details of the approximate weights of loads to be handled and objects with an uneven weight distribution
- any injuries or incidents relating to manual handling are investigated, with remedial action taken
- volunteers/workers adhere to safe systems of work
- safety arrangements for manual handling operations are monitored and reviewed
- where relevant, volunteers/workers undertaking manual handling activities are suitably screened for reasons of health and safety, before doing the work

- special arrangements are made for individuals with health conditions which could be adversely affected by manual handling operations.

Reducing the risk of injury

In considering the most appropriate controls, an ergonomic approach to designing the manual handling operation will optimise the health, safety and productivity associated with the task.

Techniques of risk reduction will include:

- mechanical assistance
- redesigning the task
- reducing risk factors arising from the load
- improvements in the work environment
- volunteer/worker selection.

No volunteer/worker will be required to lift any item that they do not feel confident of doing without risking personal injury.

Noise

The charity will take all reasonable steps necessary to ensure that the risk of hearing damage to volunteers who work with noisy equipment or in a noisy environment is reduced to a minimum.

Noise Risk Assessments

The charity will carry out regular noise exposure risk assessments of noisy areas, processes and/or equipment as appropriate. Assessments will be used as the basis for formulating action plans for remedial measures when necessary. Assessments will be recorded and updated regularly, particularly when changes in work practice cause changes in noise exposure levels of volunteers/workers.

Reduction of Noise Exposure Levels

The charity will, as far as is reasonably practicable, take all steps to reduce noise exposure levels of volunteers/workers by means other than the use of personal protection. The company accepts that the use of ear protectors is a last resort and is committed to continuing to seek and introduce alternative methods for reducing noise exposure levels whenever possible in the future.

Provision of Ear Protectors

The charity will provide suitable and effective ear protection to volunteers/workers working in high noise levels, as indicated as necessary by the results of noise exposure assessments. It will also provide for the maintenance and repair or renewal of the protective equipment, provide training in the selection and fitting of protectors and provide details of the circumstances in which they should be used.

Hearing Protection Zones

The charity will designate and mark out hearing protection zones, which may include particular areas, operations or pieces of equipment. All personnel entering these zones will be required to wear ear protectors as necessary.

Use and Maintenance of Noise Control Equipment and Procedures

The charity will maintain all equipment and monitor all procedures introduced for the purpose of reducing noise exposure of volunteers/workers, including enclosures, silencers and machine covers.

All personnel will be required to

- use these procedures and equipment correctly
- promptly report any defects or deficiencies through the appropriate channels.

Provision of Training

The charity will provide adequate training to volunteers/workers as part of its hearing conservation and noise control policy.

All volunteers/workers who are subject to high levels of noise will be provided with:

- information, instruction and training about the harmful effects of noise
- information and training on what they must do in order to protect themselves and meet the requirements of the law and of the organisation's policy.

Where a problem arises as a result of noise in the workplace, the volunteer/worker must inform the relevant Director immediately.

Personal Protective Equipment

The charity provides personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health and safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum.

To effectively implement its arrangements for the use of PPE the charity will:

- ensure that PPE requirements are identified when carrying out risk assessments
- use the most effective means of controlling risks without the need for PPE whenever possible and only provide PPE where it is necessary
- carry out an assessment to identify suitable PPE
- ensure that if two (or more) items of PPE are used simultaneously, they are compatible and are as effective used together as they are separately
- ensure that PPE is sourced appropriately and bears the "CE" certification mark
- ensure PPE is available to all staff who need to use it
- provide adequate accommodation for correct storage of PPE
- provide adequate maintenance, cleaning and repair of PPE

- inform staff of the risks their work involves and why PPE is required
- instruct and train staff in the safe use and maintenance of PPE
- make arrangements for replacing worn or defective PPE
- review assessments and reassess the need for PPE and its suitability whenever there are significant changes or at least annually.

Pressure Systems

The charity will ensure that all pressure vessels and pressurised equipment used by the charity meet the requirements of the Pressure Systems Safety Regulations 2000 and the Pressure Equipment Regulations 1999.

To ensure the safety and mechanical integrity of the pressure systems used and to meet the requirements of the legislation the charity will:

- ensure that the equipment is thoroughly examined by a competent person before it is put into service
- ensure that the equipment is of sound construction, suitable quality, made from suitable materials and free from any obvious defects before it becomes operational
- ensure that each item of equipment is clearly and uniquely marked so that it can be readily identified
- establish the safe operating limits of the equipment and display them on the equipment, and not allow the equipment to exceed those limits except where tests carried out by a competent specialist require it
- provide adequate training and instructions to ensure the equipment is operated safely, including instructions for procedures to be followed in case of emergency
- fit and calibrate suitable protective and warning devices to the equipment to deal with emergencies or mechanical malfunctions, and ensure that any devices such as safety valves or bursting discs will be able to discharge safely
- ensure that the equipment is properly maintained
- have a suitable written scheme drawn up or certified by a competent person for the examination, at appropriate and regular intervals, of the equipment
- arrange to have examinations carried out by a competent person at the intervals set down in the scheme and whenever the equipment is transferred to a new location
- keep adequate records of the most recent examination
- ensure that equipment identified as being in need of repairs is not used until repairs are carried out and, wherever possible, depressurise the equipment before the repair work begins
- pass all pertinent records on to the new owner if we choose to dispose of the pressure equipment and ensure that we receive written confirmation of the transfer of records.

The examination normally takes place annually.

Records of examinations are kept in the office and a copy of the last inspection must be taken with the equipment when it is transferred to a new location.

Risk Assessment

Risk assessment is a systematic examination of what within our business can cause harm to people and it helps us determine whether we are doing enough or further actions are required to reduce the likelihood of injury or ill health.

Our policy is to complete a general risk assessment of all our known and reasonably foreseeable health and safety hazards covering all our premises, equipment and activities in order to plan and prioritise the implementation of the identified control measures.

More detailed specific risk assessments will also be carried out as determined by the general assessment to address those premises, equipment, people or activities to comply with specific legislation or to proactively manage health and safety risks.

We will ensure that:

- assessments are carried out and records are kept
- control measures introduced as a result of assessments are implemented and followed
- volunteers/workers are informed of the relevant results and provided with necessary training
- any injuries or incidents lead to a review of relevant assessments
- assessments are regularly monitored and reviewed
- suitable information, instruction and training will be provided to all persons involved in the risk assessment process.

We may be controlling risks in various ways, determining the effectiveness of those controls is part of our risk assessment process.

Smoking

Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not stop potentially dangerous exposure.

It is the policy of the charity that all of its workplaces are smoke-free and that all volunteers/workers have a right to work in a smoke-free environment.

Smoking is prohibited throughout the buildings and fire hazard areas and this includes the use of all artificial smoking aids (electronic or otherwise) with no exceptions. This includes charity vehicles that are used by more than one volunteer/worker. This policy applies to all volunteers/workers, contractors and visitors.

Implementation

All volunteers/workers are obliged to adhere to and facilitate the implementation of the policy.

The charity will ensure that all volunteers/workers and contractors are aware of the policy on smoking. They will also ensure that all new personnel are given a copy of the policy on recruitment or induction.

Appropriate 'no smoking' signs will be clearly displayed at or near the entrances to the premises. Signs will also be displayed in company vehicles that are covered by the law.

Stress

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Stress at work can come about for a variety of reasons. It may be excessive workload, unreasonable expectations, or overly-demanding work colleagues. As a reasonable organisation we try to ensure that you are in a pleasant working environment and that you are as free from stress as possible.

We will endeavour to:

- ensure that volunteers/workers are treated with respect and dignity
- provide a safe working environment
- try to resolve fairly any problems or difficulties encountered by volunteers/workers
- welcome feedback from volunteers/workers for assesment/change

Training

Training in health and safety is a legal requirement and also helps create competent volunteers/workers at all levels within the charity to enable them make a far more effective contribution to health and safety, whether as individuals, teams or groups.

Competence of individuals through training helps individuals acquire the necessary skills, knowledge and attitude which will be promoted by Directors and those in a supervisory position throughout the organisation.

Our training objectives will cover three areas, that of the organisation, the job and individuals.

All volunteers/workers will need to know about:

- the health and safety policy
- the structure and system for delivering this policy.

Volunteers/workers will need to know which parts of the system are relevant to them, to understand the major risks in our activities and how they are controlled. All volunteers/workers will be provided with the charity Health and Safety Handbook.

Directors and supervisors training needs will include some of the following:

- leadership and communication skills
- safety management techniques

- skills on training and instruction
- risk assessment
- health and safety legislation
- knowledge of our planning, measuring, review and audit arrangements.

All our volunteers/workers training needs will include:

- relevant health and safety hazards and risk
- the health and safety arrangements relevant to them
- communication lines to enable problem solving.

All volunteers/workers will receive **induction training**. Such training will cover:

fire procedures, warning systems, actions to be taken on receiving warning, locations of exits/escape routes, evacuation and assembly procedures, first aid/injury reporting procedures, names of first aiders/appointed persons, instruction on any prohibition areas (i.e. no smoking), issue of protective clothing/equipment and its use, instruction under COSHH, mandatory protection areas, thorough instruction applicable to their particular duties at work etc.

Training needs will be reviewed as a result of job changes, new activities or new technology, following an accident/incident and performance appraisal. Records of training will be kept for all volunteers/workers.

Volunteers/workers must:

- participate in the induction training activities they have been required to attend or carry out
- work according to the contents of any training they receive
- ask for clarification of any points they do not fully understand
- not operate hazardous plant or equipment, use hazardous chemicals or carry out any hazardous activity unless they have been appropriately trained and instructed.

Vibration

Regular exposure to continuous vibration from a work process has the potential to cause long term ill health including a range of occupational diseases collectively known as hand-arm vibration syndrome (HAVS) or whole body vibration (WBV).

To minimise the risk from vibration the charity will:

- assess the risks to health from exposure to continuous levels of vibration and determine the control measures needed
- introduce effective control measures to ensure levels of exposure to hand-arm vibration and whole body vibration are eliminated or reduced as far as is reasonably practicable
- record the assessments and review them periodically or when changes occur
- ensure that the most appropriate equipment is used for the job, that the equipment is sourced from appropriate suppliers and that it bears the “CE” certification mark

- ensure that those persons responsible for managing work likely to result in exposure to hand arm vibration and whole body vibration are adequately trained and competent
- inform, instruct and train volunteers/workers about the risks and the precautions to be taken to protect themselves from the harmful effects of continuous exposure to vibration
- ensure no new equipment or processes are introduced into the work activities where there is a foreseeable risk of hand-arm or whole body vibration without a risk assessment and approval of a designated manager
- maintain an inventory of all vibration equipment used that is likely to cause hand-arm vibration and whole body vibration
- monitor exposure of hand-arm vibration and whole body vibration and undertake appropriate health surveillance, where necessary
- maintain tools to the manufacturer's specifications to avoid worsening vibration.

Violence

The charity recognises that in certain situations violent behaviour towards volunteers/workers may occur and therefore will take all reasonable measures to protect them from violence and aggression.

We define violence and aggression as:

- actual or threatened physical assaults on volunteers/workers
- psychological abuse of volunteers/workers
- verbal abuse which includes shouting, swearing and gestures
- threats against volunteers/workers.

To achieve this objective we will:

- carry out risk assessments of potential conflict situations to determine the control measures necessary to protect volunteers/workers
- ensure that premises are kept as secure as possible
- inform all volunteers/workers of the procedure following a violent or challenging behaviour incident
- not tolerate violence or challenging behaviour towards our volunteers/workers
- train our volunteers/workers who may be exposed to violence or challenging behaviour situations
- support the volunteers/workers involved in any incident
- support their decisions regarding the pressing of criminal charges
- keep records of all incidents of violence and aggression and review the control measures with a view to continual improvement in volunteer/workers safety.

Visitors

In the interest of safety and security, the charity will take the necessary measures to protect volunteers/workers and non-paying visitors e.g.press, estimators etc. from any accidents or incidents that may occur during visiting.

Volunteers/workers hosting visitors must ensure that:

- they are authorised to enter the premises or accompanied
- they adhere to applicable health and safety instructions and rules during their visit
- adequate information is passed to ensure their safety including emergency information
- any protective clothing required is provided and worn
- any accidents / incidents involving visitors are reported through the accident reporting arrangements.

Volunteers/workers aware of people on the premises who may be unauthorised should report these to the key holder for action.

Emergency Action

In the event of the fire alarm sounding, all visitors should be escorted to the assembly point by their host. Visitors should not leave the area before notifying the senior person present.

Work At Height

The charity will take all reasonable steps to provide a safe working environment for all volunteers/workers who may be affected by work at height activities.

The charity will ensure that:

- all work activities that involve work at height are identified and assessed
- the need to undertake work at height will be eliminated whenever it is reasonably practicable to do so
- adequate and secure working platforms with guard rails and toe boards will be used in preference to ladders which will be used for light, short duration work only and secured to prevent displacement
- when necessary, only scaffolds and scaffold towers that have been erected by a competent person will be used
- roof lights and other fragile surfaces will be protected to prevent falls
- fall arrest equipment will be used if other means of prevention (safety nets, harnesses with running lines, etc.) are not practical or justified
- risks associated with those activities where work at height cannot be eliminated are evaluated and steps are taken to control them
- all the necessary equipment to allow safe access to and egress from the place of work is provided
- all the necessary equipment to ensure adequate lighting and protection from adverse weather conditions is provided

- suitable plant is provided to enable the materials used or created in the course of the work are safely lifted to and from the workplace and stored there if necessary
- any working platform and its supporting structures are selected and/or designed in accordance with current standards
- regular inspections of all equipment required for working at height are undertaken
- competent persons are appointed to be responsible for the supervision of all work at height and associated activities
- any contractors from whom they procure services comply with this policy.

Information and Training

The charity shall provide any information, instruction and training required to work in a safe manner when working at height.

Work Equipment

The charity will provide a safe working environment in relation to work equipment safety and ensure all volunteers/workers receive appropriate safety information and training in their tasks.

To achieve this objective the charity will:

- provide work equipment that is suitable for the purpose and compliant with the requirements of the Provision and Use of Work Equipment Regulations
- retain and make available the manufacturer's instruction manual for each item of equipment, where relevant
- before using any item of work equipment, ensure that a risk assessment is carried out and brought to the attention of relevant volunteers/workers
- inspect all equipment at installation and prior to first use
- regularly inspect work equipment in accordance with the manufacturer's recommendations
- maintain work equipment in accordance with the manufacturer's recommendations
- keep records of all inspections and maintenance
- provide adequate instruction, information and training to volunteers/workers to enable the work equipment to be used and maintained safely
- provide refresher training as appropriate and as determined necessary by workplace inspections.

Workplace Transport

The charity will take all reasonable steps to control the risks associated with vehicles operating on its premises to ensure a safe site, safe vehicles and safe drivers.

Traffic routes

The charity will provide safe traffic routes that:

- are suitable in design for the people and vehicles that use them
- allow both of the above to move around safely and not cause danger to others working near the traffic route
- are well-drained and free of obstructions and slip/trip hazards
- avoid steep slopes and sharp or blind bends where possible, and use appropriate measures to increase visibility where they are unavoidable.
- are of suitable construction so as to provide adequate grip and to be able to bear the loads that will pass along the route
- avoid passing close to:
 - Any obstruction that could collapse or be left in a dangerous state if struck (such as racking) unless it is fenced off or adequately protected against being struck
 - Any potentially dangerous items such as chemical storage, fuel tanks or pipes unless they are well protected
- be adequately lit
- avoid slopes and uneven or slippery surfaces, and erect barriers to prevent vehicles from entering hazardous terrain (such as pits) to reduce the risk of vehicles overturning.

The charity will ensure that all vehicles adhere to the site speed limits when on site.

Where reasonably practicable, all new traffic routes will be wide enough to allow pedestrians and vehicles to circulate freely. The charity will also ensure that all existing traffic routes which do not allow pedestrians and vehicles to circulate freely will include measures such as vehicle passing places or traffic management systems where reasonably practicable. One way systems will be clearly marked and flow clockwise wherever possible, as that is the direction that most drivers will expect.

Signage and signals will be provided wherever necessary to ensure that pedestrians and vehicle operators are warned of hazards before they encounter them and at the hazard itself. These will conform, wherever practicable, to the same standards of the signage used on public roads.

Traffic segregation

The charity will keep vehicles and pedestrians separated on traffic routes wherever possible, and will provide pedestrian crossings where pedestrian and vehicle traffic routes cross each other. Pedestrians will be prevented from entering areas where vehicles operate unless they are required to do so as part of their job role.

Parking

The charity will provide safe and suitable parking areas for work-related vehicles, which will be separated from those of private vehicles wherever possible. Parking areas will:

- be clearly signposted
- not impede traffic routes, and keep pedestrians and vehicles separated wherever possible
- allow drivers and pedestrians to see clearly
- be firm, level and well drained and, if possible, well lit
- be as close as possible to the intended destination of drivers and passengers.

No vehicle should be left unattended unless the parking brake has been applied, the engine has been switched off, the starter key has been removed from the ignition and any mounted equipment has been lowered to the ground or secured. Vehicles will not be permitted to park in no parking areas or where they will obstruct any entrance, exit door or emergency escape route.

Loading and unloading

Loading and unloading areas used for deliveries and collections will be:

- in designated places which are clear of passing traffic, pedestrians and other persons not involved in loading or unloading
- clear of overhead power cables or pipework
- on firm level ground, free from potholes and debris.

Vehicles will be prevented from moving during loading and unloading, and the charity will implement any appropriate systems to ensure that this is achieved.

Company Vehicles

All vehicles provided by the charity will meet all the relevant safety requirements specified for that type of vehicle. When a vehicle is found to be sub-standard it will be immediately taken out of service until the fault can be rectified. Vehicles will be regularly inspected, and the manufacturer's guidelines will be followed when devising regular maintenance schedules and the content of the inspections.

The inspections will include:

- the braking system
- the steering system
- the tyres
- the mirrors, windscreen, windscreen washers, wipers and any other visibility aids
- any alarm systems, such as the horn or lights
- lubricant and hydraulic fluid levels and pneumatic pressure levels
- vehicle-mounted equipment
- any specific safety systems such as control interlocks
- any ladders, steps, walkways or similar equipment used to access parts of the vehicle or support persons using the vehicle.

Drivers

All drivers for charity vehicles will be checked and assessed as competent before they may use any workplace vehicles. Where drivers will be operating charity vehicles purely within the confines of the workplace, they will still be assessed to the standards necessary to drive on the public road.

Drivers of vehicles with specialised attachments or carrying out tasks outside of the normal scope of driving on the public road (such as loading and unloading, trimming or sheeting) will be trained specifically for those tasks and equipment and must be authorised to use them. This

authorisation will be separate from any authorisation that they have received to drive on the public road.

Competent drivers will:

- be capable to operate the vehicle and any associated equipment safely
- receive comprehensive instruction and training for operating that vehicle
- have a suitable level of fitness and a mature and responsible attitude.

The fitness levels of drivers will be taken into account when assigning drivers to vehicles. Reassessment and refresher training will be used to ensure that all drivers remain competent.

Young People

Whilst precautions taken to protect the health and safety of the workforce as a whole will, in many cases, also protect young persons, there are occasions when different and/or additional measures will be necessary due to their lack of experience, knowledge or absence of awareness of potential risks.

A 'young person' is defined as one who is below the age of 18 years.

To ensure the safety of young persons the organisation will:

- carry out risk assessments to cover the activities of young persons
- implement the actions determined by the risk assessment process
- inform the young persons of any risks associated with their work and the control measures taken to protect them
- provide a copy of the risk assessment to the parent/guardian of any young person below the school leaving age
- provide additional appropriate information, instruction, supervision and training, etc as determined by the risk assessment.

RISK ASSESSMENT

7. RISK ASSESSMENT

Risk Assessment

Risk Assessment involves identifying the hazards present in the work place or arising out of any work activity and evaluating the extent of the risks involved to volunteers/workers and others, taking into account existing precautions and their effectiveness.

A **hazard** is something with a potential to cause harm and can include articles, substances, plant or machines, methods of work and the work environment.

Risk is the likelihood of harm from that hazard being realised. Risk increases with the number of people exposed to the hazard and also with the potential severity of the harm i.e. the resultant injury or ill health effect. If there are no hazards there are no risks.

The regulations require that risk assessments are '**suitable and sufficient**' in that they should identify all the significant hazards present within the business and its activities and that they should be proportionate to the risk. The assessment should cover all risks that are reasonably foreseeable.

The risk assessment must identify all those people who may be affected by the hazard, whether they are volunteers/workers or others, such as members of the public.

We may be controlling risks in various ways, determining the effectiveness of those controls is part of the risk assessment process.

Health and safety law does not demand absolute safety when considering what safety controls are required but measures taken should go as far as is '**reasonably practicable**'; a balance between risk and costs, the greater the risk the greater the need to commit resources in terms of time and money to remove or control the risk.

It is a legal requirement that the significant findings of our risk assessments are brought to the attention of our volunteers/workers.

Carrying out risk assessments

Those who are involved in risk assessments should:

- be competent
- have knowledge and experience of working procedures in practice, potential dangers and strengths and weaknesses of existing precautions
- have knowledge and experience of how to solve problems identified by the assessment
- be in a position to give the commitment, co-operation and resources required to implement the assessment results.

It is important that the person carrying out the risk assessment is competent. This means that the person must have the necessary skills and knowledge gained through experience and training and may have qualifications that enable them to make sound judgments.

The five stages of risk assessment

STEP 1 - IDENTIFY THE HAZARDS

Look for hazards by walking around the workplace. List the hazards that could reasonably be expected to cause harm. Ask for the opinion of volunteers/workers as they may have noticed things that are not immediately obvious.

Examples of hazards include:

- cables trailing over floors
- fire
- chemicals
- work benches which are too high or too low
- electricity
- loads which have to be moved manually
- work equipment
- working environment e.g. ventilation, lighting, heating.

STEP 2 - IDENTIFY WHO MAY BE HARMED AND HOW

List groups of people and individuals who may be affected by the hazards e.g.:

- volunteers/workers
- members of the public
- contractors on the premises.

Pay particular attention to vulnerable persons, e.g. those with disabilities, visitors, female volunteers/workers who are pregnant or who have recently returned to the charity after having a baby, inexperienced volunteers/workers or young persons.

STEP 3 - EVALUATE AND CONTROL THE RISK

Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or if more should be done. When evaluating the extent of the risk, account should be taken of the chance of some harm occurring (likelihood), the likely severity of this, and the number of people who could be affected. The formula:

Severity x Likelihood = Risk

Is used on the risk forms within this policy manual

Even after all precautions have been taken some risk may remain. Ensure the precautions in place meet standards set by legal requirements comply with a recognised standard, represent good practice and reduce the risk as far as is reasonably practicable.

Where additional controls or further action are necessary to reduce the risk, decide what more could reasonably be done by adopting the following principles:

- avoid the risk completely
- evaluate risks which cannot be avoided
- combat risks at source

- adapt work to the individual
- make use of technical progress
- replace the dangerous with none or less dangerous
- develop an overall prevention policy
- give priority to measures which protect the greatest number of people
- give appropriate instructions to volunteers/workers.

IMPLEMENTING AN ACTION PLAN

Once the level of risk has been determined and the control measures needed to reduce or eliminate the risk established, an action plan should be drawn up with timescales for implementation of the control measures.

STEP 4 - RECORD YOUR FINDINGS

The significant findings of the assessment must be recorded since these provide evidence that something has been done, it is also a legal requirement. Keep any written assessments for future reference and ensure that volunteers/workers are informed of the findings and control measures, either existing or additional, that have to be observed and used. In some circumstances the findings of the risk assessment should also be given to others who could be affected, for example agency workers, contractors etc.

Hazards and example controls

Hazard	Example control measures
Manual handling	Mechanical aids, hoists, getting assistance, breaking loads into smaller units, training
Hazardous substances	Substitution for less hazardous alternatives, extract ventilation, personal protective equipment, training
Work equipment (machinery, tools, etc.)	Guarding, demarcation of danger zones, restricted operation and use planned preventative maintenance, training
Ladders	Avoid working at height. correct type of ladder/stepladders, maintained, training
Electricity	Insulated tools, residual circuit breakers, fuses, earthing, inspection and testing of systems and appliances
Stairs, etc	Good lighting, handrails, non-slip surfaces, slightly raised/highlighted front edges
Fire	Detection/warning systems, fire drills, extinguishers, signs, suitable storage facilities for substances and goods, fire retardant furniture and fittings
Noise	Reduction at source, isolation, ear protection, demarcation of danger zones

Stress	Reduce/increase workload, more control over work, work suitable for the individual, avoidance of monotonous repetitive work
Work environment	Good lighting, ventilation, redesign layout of area, heaters/coolers

STEP 5 - MONITOR AND REVIEW THE ASSESSMENT

It is important that the control measures are monitored and that records are kept. A regular review of the assessments should be made to take into account any changes to the methods or systems of work. You should also review the assessment following an accident, where there has been a significant change to the work, if new information comes to light, or if there is any other reason to believe that it may no longer be valid. Following the review, additional control measures should be implemented if required. Even if there are no significant changes since the original risk assessment, it should be regularly reviewed to confirm that it is still relevant and valid.

Fire Risk Assessment

A fire risk assessment is an organised and methodical look at the premises, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises.

The aims of the fire risk assessment are:

- to identify the fire hazards
- to reduce the risk of those hazards causing harm to as low as reasonably practicable
- to decide what physical fire precautions and management arrangements are
- necessary to ensure the safety of people in your premises if a fire does start.

The significant findings of the fire risk assessment, the actions to be taken as a result of the assessment and details of anyone especially at risk must be recorded.

It is important that the fire risk assessment is carried out in a practical and systematic way and that enough time is allocated to do a proper job. It must take the whole of your premises into account, including outdoor locations and any rooms and areas that are rarely used. Small premises may be able to assess as a whole, in larger premises you may find it helpful to divide them into rooms or a series of assessment areas using natural boundaries, e.g. process areas, offices, stores, as well as corridors, stairways and external routes.

Risk assessments must take account of other users of the buildings and co-operation and communication of hazard and risk must be shared between businesses to ensure a co-ordinated response is prepared and implemented.

You need to appoint one or more competent persons to carry out any of the preventive and protective measures needed to comply with the legislation. This person could be you, or an appropriately trained, volunteer/worker or, where appropriate, a third party.

Your fire risk assessment should demonstrate that, as far as is reasonable, you have considered the needs of all relevant persons, including disabled people.

Six Steps to Fire Risk Assessment

1. Identify the hazards

- Sources of ignition
- Sources of fuel
- Sources of oxygen.

2. Identify people at risk

- Volunteers/workers
- Visitors in and around the premises
- Vulnerable persons, disabled etc.

3. Evaluate, remove, reduce and protect from risk

- Evaluate the risk of fire occurring
- Evaluate the risk to people from fire
- Remove or reduce the fire hazards
- Remove or reduce the risks to people.

4. Consider:

- Detection and warning
- Fire fighting
- Escape routes and travel distances
- Lighting
- Signs and notices
- Maintenance.

5. Record, plan, inform, instruct and train

- Record the significant findings and action taken
- Prepare an emergency plan
- Inform and instruct relevant people; co-operate and co-ordinate with other businesses
- Provide training.

6. Review

- Keep assessment under review
- Revise where necessary.

MONITORING HEALTH AND SAFETY

8. MONITORING OF HEALTH AND SAFETY

Measurement is essential to maintain and improve our health and safety performance to identify how effectively we are controlling risks and how well we are developing a positive health and safety culture.

There are two types of performance monitoring, active and reactive.

Proactive monitoring

Monitoring is a Director's responsibility and each of the key management positions are expected to play their part in monitoring achievement against relevant health and safety standards. Directors will be expected to provide evidence that they have carried out monitoring within their areas of responsibility and they are reinforcing their commitment to health and safety objectives in general and helping to develop a health and safety culture.

This approach to proactive monitoring gives the charity feedback on its performance before an accident, incident or case of ill health.

Directors with defined health and safety responsibilities must monitor in detail the areas for which they have day to day control. Much of this checking will be informal and not recorded but formalised, structured checks are also essential to ensure all areas are covered.

Volunteers/workers who take a proactive interest or represent groups for health and safety can also be involved with monitoring and may take the format of a health and safety tour or if more formally via a devised checklist.

Reactive monitoring

Reactive monitoring of events including accidents, incidents, cases of ill health or property damage provide an opportunity to check performance and learn from mistakes and improve control measures.

Trends and common features arising from accident and incident investigation can identify jobs or activities where future health and safety initiatives would be most beneficial. Investigations may also provide valuable information in the event of legal action or a volunteer/worker claim.

