

HEALTH AND SAFETY POLICY STATEMENT

1. STATEMENT

- 1.1 PHASCA is committed to full compliance with the Health and Safety at Work Act 1974 and its associated regulations.
- 1.2 It is PHASCA policy to take all reasonably practicable steps to ensure the health, safety and welfare of all personnel, volunteers, members, visitors and members of the public who are or may be affected by its activities.
- 1.3 This is achieved by:
 - i) the provision and maintenance of safe and healthy working conditions;
 - ii) the operation, design and maintenance of safe systems of work; and
 - iii) the provision of information, training and supervision appropriate to PHASCA's activities.
- 1.4 Health and safety is everyone's responsibility and every member of staff, volunteer, member or visitor has a duty to look after their own health and safety and that of others who may be affected by what they do or do not do.

2. ORGANISATION

- 2.1 The Board of Directors is ultimately responsible for all matters of health, safety and welfare within PHASCA's premise.
- 2.2 The Chair is responsible to the Board of Directors for the overall implementation of PHASCA's Health and Safety Policy and will ensure that the manager and other staff of PHASCA adequately discharge their duties in accordance with that policy.

3. ARRANGEMENTS

- 3.1 Detailed Health and Safety policies, Codes of Safety as well as guidance on legislation are contained in the 'Health and Safety Policy' which is regularly updated.
- 3.2 The policy statement will be periodically reviewed and agreed by the Board of Directors. The policy statement is issued to all staff. Copies of the full 'Health & Safety Policy' and other documents are available on request from PHASCA.

HEALTH AND SAFETY POLICY

1. GENERAL POLICY

- 1.1 The Board of Directors of PHASCA is committed and seeks to ensure the health and safety at work of its employees and users of the premises as required by the Health and Safety at Work Act 1974.
- 1.2 This document sets out the safety organisation of PHASCA. The policy will be kept up-to-date and will be reviewed annually.

2. RESPONSIBILITIES

- 2.1 The Board of Directors of the PHASCA carries the ultimate responsibility for all aspect of Health and Safety. The Chair is responsible to the Board for the overall implementation of PHASCA's Health and Safety Policy and will ensure the manager and other staff adequately discharge their duties in accordance with that policy. The manager will ensure the upkeep of the building including day to day maintenance, the monitoring of Health and Safety procedures and records. The manager will also ensure that any potential hazards are reported to the Board.
- 2.2 Responsibilities of Employees: -
- i) Take reasonable care of their own health and safety and that of their colleagues and others who might be affected by what they do or do not do.
 - ii) Co-operate with PHASCA to meet legal obligation under the Act.

3. CODES OF SAFETY

- 3.1 All staff should ensure that safety procedures are followed in the office, particularly in relation to the following:
- i) Fire
Instructions in case of fire should be displayed. All staff and users must be familiar with these instructions.
 - ii) Fire Drill
Fire evacuation drill should be conducted twice a year during PHASCA's opening hours. Fire drill should involve the complete evacuation of the building as soon as the mock fire alarm is set off. The fire drill should be managed by the manager and an on-duty staff member should be assigned to take responsibility for the exercise. The details of the fire drill (time of siren: time of evacuation; number of persons involved at the premises Assembly Point; time returned to the office of PHASCA) should be recorded and any remarks should be reported to the

Board.

iii) Procedures on Discovering a Fire

- Sound the fire alarm
- Ring the fire brigade and report the fire
- If safe to do so, use an extinguisher to put out the fire
- Check frequently to ensure that the fire does not cut off your fire exit
- Leave the building quickly and calmly using the nearest exit and do not attempt to extinguish the fire.
- Close all doors behind you
- Assemble at 54 Great Eastern Street EC2A, remain there until the fire officer gives the ALL CLEAR.

iv) Access

Access to fire exits and all corridors must be kept clear at all times. There must be adequate lighting at all times.

v) Fire Equipment

- The extinguisher is located immediate outside the office in the building. This must be kept free from obstruction. All staff should familiarise themselves with the extinguisher and how to use it.
- WATER: Safe for wood, paper, cardboard, carpets and straw. It must not be used on electrical fires, or those involving flammable liquids (oils, petrol, paint)

vi) Emergency Services

- A list of emergency phone numbers covering water and electrical services should be made aware to all staff.
- Contractors carrying out work at PHASCA's premises should provide their own equipment in compliance with the Health and Safety regulation. Operations such as overhead work posing a hazard to members using PHASCA's premises should be carried out when PHASCA is closed.
- All contractors should submit their method statement for carrying out any building maintenance. Operation for approval by the Board of Directors/Manager is required prior to their commencement of work.

vii) Safety Equipment

- First Aid Kits should be provided in the office. These should be clearly marked and located so that they are easily accessible during an emergency.
- PHASCA's First Aider is responsible to ensure that adequate supplies of first aid material are maintained.
- All safety equipment should be serviced, checked and tested regularly by approved contractors according to the manufacturer's recommendation to ensure their proper working order.

3.2 Staff Training

- i) All staff members should fully familiarise themselves with the use of the safety equipment in PHASCA's premises including the fire extinguisher, fire alarm system and first aid kit.
- ii) PHASCA should assign an official aider who should receive proper training in applying first aid in an emergency before the arrival of the medical service.
- iii) All staff members should also be given information and instruction on the procedures in the event of a fire.
- iv) Staff should report any potential hazards to the Safety Officer.

4. SAFETY OFFICER

4.1 The Board should appoint a Safety Officer among the staff of PHASCA. The responsibilities of the Safety Officer should read:

- i) Identify any potential hazards in the work of PHASCA.
- ii) Ensure that the manager is made aware of them and that there are procedures which are followed to minimize risks from these hazards.
- iii) Advise the manager of any new hazards of requirements.
- iv) Report annually to the Board of Directors on Health and Safety matters.

5. GENERAL

5.1 Accident Book

It is kept by the manager in the office. All accidents however small should be recorded in the Accident Report Form. Every employee has a duty to report any accidents.

5.2 Hygiene

Hygiene is a basic part of any Health and Safety Policy. Washing and toilet facilities are provided and maintained. Any shortcomings should be reported immediately to the administrative worker.

5.3 Risk Assessment

Risk Assessment should be carried out by the Safety Officer and the manager periodically. Any findings should be reported to the Board of Directors and action should be taken and reviewed.