

Regional Studies Association

HEALTH AND SAFETY AT WORK etc ACT 1974

HEALTH AND SAFETY POLICY

Amended in JANUARY 2004

Section A

GENERAL STATEMENT OF POLICY

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

The policy will be kept up to date, particularly as this charity changes in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed annually.

Signed:

Chief Executive

Chair

Secretary

Treasurer

Date:

Section 1:

RESPONSIBILITIES

1. Overall and final responsibility for health and safety in the organisation is that of the trustees of the Regional Studies Association.
2. Sally Hardy, Chief Executive, is responsible for this policy being carried out at the premises at Little Court, Sutton Avenue, Seaford, East Sussex, BN25 4LE.

Lisa Bibby-Larsen will be responsible as her deputy.
3. All employees have the responsibility to co-operate with the Chief Executive and colleagues to achieve a healthy and safe workplace both at the Association offices and elsewhere when on Association business and to take reasonable care of themselves and others.
4. Whenever an employee, or the Chief Executive notices a health or safety problem which they are not able to put right, they must straightaway tell the appropriate person named above.

Section 2:

GENERAL ARRANGEMENTS

Accidents

NB First aid box must be kept and certain accidents and diseases must be reported to the inspecting authority.

First aid box is in the cupboard by the Emergency Exit in the office.

Lisa Bibby-Larsen is responsible for ensuring that the first aid box is kept well stocked.

Lisa Bibby-Larsen is responsible for reporting incidents on form F2508 or F2508A.

The Accident Record is kept in the cupboard next to the Emergency Exit.

General Fire Safety

Sally Hardy is responsible for general fire safety. She is responsible for ensuring clear access of fire exits, availability and checking of fire extinguishers, liaising with the maintenance company, checking the fire alarms work and organising fire practices.

The Association's fire policy is:

IF YOU DISCOVER A FIRE

1. Immediately operate nearest fire alarm call-point.
2. Attack fire, if possible, with appliance provided but without taking personal risks.

ON HEARING ALARM OF FIRE

3. The person in charge will call fire brigade immediately by telephone.
 - (a) Lift receiver and dial "999"
 - (b) Give operator your telephone number and ask for FIRE
 - (c) When Fire Brigade replies give call distinctly "FIRE AT LITTLE COURT, SUTTON AVENUE, SEAFORD, BN25 4LE"

DO NOT REPLACE RECEIVER UNTIL ADDRESS HAS BEEN REPEATED BY FIRE BRIGADE.

CALL FIRE BRIGADE IMMEDIATELY TO EVERY FIRE OR ON SUSPICION OF FIRE

4. Leave the building and report to person in charge of assembly point across the road, next to 12 Sutton Avenue.
5. The person in charge will take charge of any evacuation and ensure that no one is left in the premises.

Use nearest available exit

Do not stop to collect personal belongings

Do not re-enter the building

The escapes routes are:

- (a) main entrance door leading to Sutton Avenue
- (b) Fire Exit (in office) leading to Sutton Avenue
- (c) Kitchen back door leading to Sutton Avenue via side of house
- (d) Back door at end of hall leading to rear garden

Advice and Consultancy

Local inspector's office and telephone number:

Trading Standards
1 Upperton Gardens
Eastbourne

Tel: 418200

Employers Medical Advisory Service (EMAS) contact details are:

3 East Grinstead House
London Road
East Grinstead
West Sussex RH19 1RR

Tel: 01342 334200

(Medical wing of Health and Safety Executive).

Nearest hospital with an A and E department:

Eastbourne District General Hospital (DGH)
Tel: 417400

Training

The organisation is committed to ensuring that all employees receive all the training necessary to ensure that they are able to do their job safely. Sally Hardy is responsible for this.

Contractors and Visitors

Contractors and visitors should not be allowed to work in the office without a member of the RSA staff present.

Contractors should be suitably qualified for the job contracted and visitors should take normal care over health and safety issues while in the office.

The front door should always be locked and the burglar alarm activated when the building is left unoccupied however temporarily.

Section C

HAZARDS

Housekeeping and premises

1. **Cleanliness:** staff are responsible for maintaining the cleanliness of the office. Periodically the office should be cleaned using the office vacuum cleaner and surfaces should be wiped using the cleaners and cloths kept in the cupboard under the sink. Washing up should be done each evening and especial care should be taken to ensure that any foodstuffs are securely stored away in closed packets to avoid problems with mice.
2. **Waste disposal:** all paper and normal office waste should be placed in the bins provided which should be lined with bin liners or plastic bags. When moderately full they should be emptied, tied securely and be placed in the dustbin. Cardboard boxes should be laid flat and placed in the dustbin.
3. **Safe stacking and storage:** boxes should be stored in the office. They should never be stacked more than three high and should be secure at all times.
4. **Perishable foodstuffs** should be stored in the fridge.
5. **Marking gangways:** gangways in the office should be kept clear of obstruction and filing cabinet drawers should be kept closed when not in use. Special care should be taken with electrical cables during fitting of equipment or when vacuum cleaning.
6. **Checking equipment:** all equipment in the office should be periodically checked for safety. This is the responsibility of the Chief Executive. Items should be fit for their purpose e.g. no rickety chairs etc.

Electrical Equipment

Routine for inspecting plugs and cables for loose connections and faults: this is the responsibility of the Chief Executive. Portable Appliance Tests should take place every year. Every 3 - 5 years a qualified electrician should be invited into the office to check all electrical equipment.

Rules for the use of extension leads and portable equipment: particular care should be taken when using extension leads to ensure that they do not create a tripping hazard and that they will not be unnecessarily worked by rubbing against work surfaces or being trod on. Portable equipment should be firmly sited and care should be taken in moving it.

Machinery

Rules for use: all staff should receive in-house training in the use of office machinery such as the photocopier, franking machine etc before using it. This is the responsibility of the Chief Executive. Staff should never attempt to fix or maintain office machinery other than by using the

approved techniques e.g. for clearing paper jams on the photocopier. Contractors will be brought in to perform all other tasks.

VDUs

All staff on appointment should read the document "**VDUs an easy guide to the regulations**" (**HS9[G]90**). They should be told that they will be entitled to a free eye test - paid for by the Association, annually if they are a regular VDU user. The Association expects that this will include all regular staff. Users are expected to take care and apply common sense in their use of computing equipment and VDUs and to take responsibility for alerting senior staff if there is any unusual problem. The Chief Executive is responsible for compliance in this area.

Document ends.