



## **Folkestone Nepalese Community HEALTH AND SAFETY POLICY**

### **1.0 POLICY STATEMENT**

Folkestone Nepalese Community seeks to provide a safe and healthy working environment and undertakes to conduct its operations in such a way as to ensure the health and safety of its employees, Board Members, volunteers, service users and all who use the service or visit its premises.

1.1 In order to create a safe environment, health and safety procedures will seek to:

- Comply with legislative guidance and where requirements are discretionary, balancing compliance with the best interests of users and staff.
- Minimise risks, identify hazards and take steps to prevent accidents, the spread of illness or fires breaking out.
- Provide users, staff and volunteers with clear guidance about what to do if prevention measures fail and accidents, fires etc. do occur.

1.2 The Health and Safety Policy will be reviewed, and as necessary, revised as often as may be appropriate.

### **2.0 THE LEGAL FRAMEWORK**

Folkestone Nepalese Community will seek to fully comply with the legislative and statutory requirements relevant to health and safety the general principles of which are listed below.

2.1 Employers, employees, the self-employed and occupiers all have duties under health and safety legislation.

2.2 Environmental Health Officers (EHOs) are responsible for enforcing the statutory requirements in many workplaces.

2.3 Enforcement inspectors have very extensive powers including that of prosecution and can take immediate action in certain circumstances to suspend a business activity.

2.4 Employers and employees must co-operate to enable both to fulfill their statutory obligations.

2.5 Employers must do what is reasonably practicable to protect employees and any others who might be affected by the work activities.

2.6 Employers must have compulsory employers' liability insurance.

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2.7 Occupiers have a duty of care to employees and visitors.

2.8 All premises must have fire provisions.

2.9 Equipment and facilities must be appropriate, adequate and properly maintained.

2.10 Certain types of equipment must be installed, tested and maintained by appropriately qualified persons.

2.11 Health and safety information must be given to employees.

2.12 A safety policy should cover certain important issues and must be in writing where there are five or more employees.

2.13 Certain health and safety notices must be displayed.

2.14 Some injuries and dangerous occurrences must be reported, on prescribed forms, to the enforcement authority within time-limits.

2.15 Manual handling safety considerations are not only applicable to heavy industry.

### **3 SAFETY CONSCIOUSNESS**

Folkestone Nepalese Community will endeavour to develop a working environment in which there is an awareness of the vital importance of health and safety. This will form part of the induction process for all staff and appropriate training will be provided.

### **4 RISK ASSESSMENT**

Risk Assessment forms a key component of health and safety management.

A comprehensive set of risk assessments will be carried out on all hazards identified, with an on-going programme of appraisal and review. There will be monthly health and safety checks at all office premises and day centres carried out to an agreed format and recorded with problem issues reported immediately to the Manager.

All working practices, equipment and activities which pose a potential health and safety risk will have a separate risk assessment undertaken.

All risk assessments will be reviewed at least annually or immediately following an accident or near miss, or prior to changes in working practice or new equipment. Specific risk assessments for individual employees should also be undertaken where specific risks arise such as with pregnant women or people with particular disabilities.

### **5 ACCIDENT REPORTING**

An accident record book will be kept at each place of work, ideally with the first aid box. All accidents and 'near misses' and dangerous occurrences should be recorded in this book. Any accident should also be reported to the line manager as soon as possible. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) require that certain serious accidents in connection with a work activity must be reported to the environmental health department of the local authority.

The following must be reported:

- A death or major injury.

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- An over three day injury (i.e. one that results in a person being off work for more than three days).
- A work related disease.
- Any dangerous occurrence.
- Any accident in which a member of the public is taken to hospital.

## **6 ACCIDENT INVESTIGATION**

Folkestone Nepalese Community will investigate any accident causing personal injury or property damage to ascertain the causes of the accident or near miss and will take steps to reduce or eliminate the possibility of such an accident recurring.

## **7 FIRST AID**

Basic first aid equipment will be available at each office and each day or resource centre. Key staff will be trained to administer first aid. Folkestone Nepalese Community will encourage all employees to improve their knowledge of first aid and, where appropriate to become trained in the application of first aid. The legal minimum number of certificated first-aiders will be available at each site.

## **8 CONTROL OF INFECTIOUS DISEASES**

The risks of spreading highly infectious diseases, for example Hepatitis B and Tuberculosis can be significantly reduced if standards for general and personal hygiene are high and projects are clean. Staff will receive information and training on how to prevent personal risk and reduce the spread of infectious diseases.

## **9 STORAGE OF MEDICINES AND DRUGS**

Folkestone Nepalese Community will expect service users to be responsible for their own medicines. Under no circumstances will Folkestone Nepalese Community store client's medications.

## **10 FIRE SAFETY**

10.1 Fire Prevention: - Folkestone Nepalese Community will take steps to minimise the chance of fire and adopt methods of fire control / evacuation to ensure the safety of all persons in the event of a fire. Folkestone Nepalese Community will ensure all staff are instructed so that they understand the fire precautions for their building and the action to be taken in the event of a fire. All schemes and all offices will have as a minimum six-monthly fire drill. Inspection of all firefighting equipment will take place monthly.

10.2 Fire Investigation: - Folkestone Nepalese Community will investigate the circumstances of any fire on its premises and take steps to reduce or eliminate the possibility of a similar fire recurring.

## **11 FOOD PREPARATION AND STORAGE**

In schemes where meals are provided, health and safety procedures will cover standards for the preparation and storage of food and the standard of hygiene in kitchen areas. Food

handlers have a legal responsibility to ensure they do not endanger the safety of food. Folkestone Nepalese Community will provide appropriate information, training and supervision to staff and volunteers handling food. All staff or volunteers working regularly in Folkestone Nepalese Community's kitchens will be required to hold a basic food hygiene certificate.

## **12 DANGEROUS SUBSTANCES**

Folkestone Nepalese Community will aim to reduce as far as possible the need to store or use dangerous substances. Where dangerous substances are used a Control of Substance Hazardous to Health (COSHH) assessment will be undertaken which is appropriate in the situation. Results of assessments will be passed on to all who come into contact with dangerous substances.

## **13 BUILDINGS AND EQUIPMENT**

Folkestone Nepalese Community will endeavour to ensure that all property for which it has responsibility will be maintained in a safe and clean condition and that any equipment used will be regularly serviced and safe working practices developed for its operation.

Folkestone Nepalese Community will ensure that Portable Appliance Testing (PAT) Regulations are adhered to across its schemes.

All schemes will carry out monthly building health and safety checks which will be recorded, and any risk issues noted and immediately reported to management.

## **14 OUTSIDE CONTRACTORS**

Outside contractors employed to work in any of the Organisation's premises are required prior to commencing work: -

- i. To verify their acceptance in full of their responsibilities under the Health and Safety at Work Act, 1974.
- ii. To be advised, and agree to abide by all permanent safety rules and instructions issued by the Organisation in relation to their premises, including fire procedures and
- iii. To agree to follow any instructions given by persons whose responsibility it is to enforce the organisation's health and safety policy.

## **15 PREVENTION OF VIOLENCE**

Folkestone Nepalese Community views violence towards staff, volunteers and visitors and service users very seriously and has developed a separate policy for dealing with violence.

## **16 LINES OF COMMUNICATION**

Each employee's main line of communication on health and safety measures is through their line manager. Alternatively, they may make suggestions to the Chair or members of the Board.

## **17 INSURANCE**

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Folkestone Nepalese Community will ensure it has appropriate insurance cover for all of its activities.

## **18 DRIVING**

Any employees driving their own vehicles for work purposes will be required to have the appropriate business use insurance.

## **19 DUTIES OF ALL EMPLOYEES**

19.1 An integral part of Folkestone Nepalese Community's efforts to promote health and safety in its operation is the need to recognise that all employees have a part to play.

19.2 Health and Safety is not just a matter for management or individual employees who have been specifically identified as having health and safety duties.

19.3 Under the Health and Safety at Work Act 1974 all employees have a legal duty to:

- Take reasonable care for the health & safety of themselves and others.
- Co-operate with their employer in any efforts to comply with the Act.
- Not interfere with or misuse anything provided in the interests of health and safety and welfare. All employees are also responsible for ensuring that they follow the health and safety policies and procedures of the organisation.

## **20 MONITORING AND REVIEW ARRANGEMENTS**

The policy, procedures and guidelines issued by the organisation must always be followed , and the failure to do this which puts the health and safety of employees, residents / users or visitors at risk will result in disciplinary action against the member(s) of staff responsible. Copies of risk assessments will be held at each site or service and will be regularly monitored by managers. Scheme and service quarterly monitoring reports will also cover health and safety issues.