



Health & Safety Policy

The Wickers Charity is committed to ensuring that the Health, Safety and Welfare of its volunteers, employees, candidates, contractors and visitors are not adversely affected as a result of the work it does or by the condition of its buildings.

The information contained within this booklet has been produced to provide all staff at who work for The Wickers Charity to provide key information that will help you protect your own and others Health and Safety when working with us.

This information is not intended to be exhaustive and should you have any queries or concerns while working, you should seek further advice and information from a member of staff within the Health and Safety committee, who will be able to assist you further.

At certain points throughout your induction today, you will be asked to sign to say that you have understood our Risk Assessment and Policy and completed the relevant training on the day of induction.

Health and Safety Law poster is displayed at (location)	The Hall
First-aid box is located	The Kitchen
Accident book is located	The Kitchen (in the First-aid box)

Important!

Please ensure you:

1. Understand the policies relevant to your work area and your job role.
 2. Undertake any identified learning, training and development required for your role; as agreed with your line manager.
 3. Understand **ALL** the emergency procedures.
 4. Are aware of who your emergency key people are and their phone number.
 5. Read through the Health and Safety Policy Statement for a full understanding of how Health and Safety works in the charity.
 6. Ask questions if you are unsure or require more information.
-



Health & Safety

Health and Safety is the responsibility of everyone, but we all have different roles to play in ensuring that our working environment remains safe, risk free and hazard free.

As a volunteers or employees, **The Wickers Charity** have a 'Duty of Care' to all volunteers, employees and our students. As a result, we make a point to ensure that our Health and Safety officers carry out regular risk assessments of all the buildings, floors and surrounding areas that we use to guarantee that our working environment is safe and to reduce the risk of accidents and incidents within the workplace

We as a charity, will ensure that you have the necessary documentation to be well informed about our policy statement, the procedures and any changes to documentation. We will also make sure that we have a trained member of staff to assess any risk to all members of staff, volunteers and students. We will also arrange for the effective planning, organization, control, monitoring and review of preventive and protective Health and Safety measures.

You, as a volunteer or an employee, are expected to point out any potential risks and help manage the level of risks within your working area. Therefore, should you come across a risk or hazard within the building or your working area, you must make your Manager or H&S Coordinator aware of this – **DO NOT** assume it has been done already - so that they may start working on removing the risk or dealing with it immediately. You should **NEVER** carry out tasks that you believe to be dangerous or pose a risk to you or others around you. We always expect staff to work in a safe, professional manner; this not only aids in reducing risk for yourself but also reduces risk for those working around you.

An incident, accident or a near miss needs to be reported as soon as possible! Reporting them to your Manager or H&S Coordinator as soon as possible will prevent the events' recurrence and allow The Wickers Charity to implement control measures and comply with legislation – as stated in the Health and Safety Statement.

Should an accident or incident happen, you need to report immediately and complete a form which your line manager will supply. – More information on accidents and incidents can be found in this booklet.

Good housekeeping is the responsibility of everybody! Both from the point of view of Health & Safety and of appearance. Your work areas must be kept clean and tidy at all times. Care must be taken to ensure that passageways, fire exits, and firefighting equipment are not obstructed by your belongings.

It is your responsibility to ensure that your working area is tidy and safe. Should any of your items or personal belongings pose a danger to yourself or your colleagues, you will be informed and asked to remove the hazard immediately.

DSE Assessments & Reviews

Display Screen Equipment (DSE) include any graphic or alphanumeric display screen (regardless of the technology of the display) and includes computers, radar screen and process control screens. A typical 'workstation' at URG consists of:

- The screen, keyboard and software which the user interacts with on screen
- Any accessories to the screen
- Any disks drives, telephones, modems, chairs etc used at the workstation
- The immediate work environment around the equipment/workstation

The health risks associated with DSE use fall under the following three categories:

- Upper limb disorders (neck, arm, elbow, wrist, hand and finger pain)
- Temporary eyestrain (but not eye damage) and headaches
 - Fatigue and stress

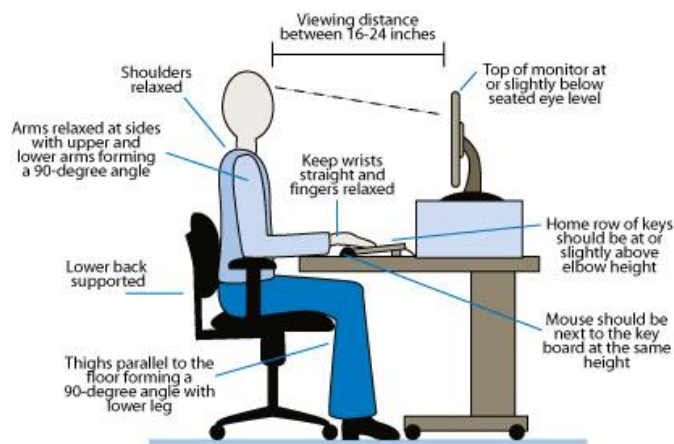


Figure 1: The correct seating position

The legislation that covers DSE use is the *Health and Safety (Display Screen Equipment) Regulations 1992* which lays down minimum Health & Safety requirements for work with DSE. The employer's principal duty is to assess the risks to 'users' of DSE and to reduce the risks to the lowest level reasonably possible and practical. The employer is also under a duty to effectively manage four principal issues:

- The design, set-up and use of workstations, furniture, etc...
- The work routine of operatives
- Eye and eyesight care
- Training and information provision

The DSE user completes an initial self-assessment of Health, Safety and Welfare factors associated with your work station and DSE use. This is carried out in your own time by completing the form given to you by your Manager or H&S Coordinator. Following the completion of this self-assessment, your Manager will conduct one-to-one assessments; once again working through an assessment form similar to the one you will have completed. This assessment will be completed at your workstation,



which gives you the chance to speak to your Manager about any issues or concerns you may wish to discuss. During the assessment, eye tests and the provision of information and training is also obtained to determine legal compliance. The observations made, and action points identified during the assessment are recorded on The Wickers system and your Manager will act on them accordingly.

As a result of your Manager acting on the points made in your assessment, they will create a safety improvement plan which you can discuss with your Manager and you both can manage accordingly. *More information on DSE assessment can be found at the back of this induction booklet.*

Risk Assessments

A risk assessment (RA) is nothing more than a careful examination of an activity to find out what harm could potentially be caused to you, your colleagues or any other people who may be working or visiting The Wickers, removing the hazard and reducing the risk of harm, incidents and/or accidents.

The aim of a RA is to make sure no one gets hurt or becomes ill due to office negligence. RHSS Limited our Competent Source of Advice (CSA) will carry out these assessments to ensure that your working environment and surrounding areas are safe for you to work in. You shouldn't carry out these assessments yourself however, if you notice something that is out of place you must inform your line Manager as soon as possible and allow them to make the provisions to rectify the issue.

Reporting Accidents & Incidents

An accident or incident is any unplanned event that has resulted in injury or ill-health of an employee, damage or loss to property, plant, material, environment or loss of business opportunity. All accidents, incidents and work-related ill-health need to be reported to your line manager. They will ensure that the event is correctly documented and next of kin informed if applicable to the event.

To prevent such events, you should think about any potential dangers that may be associated with the task you are about to undertake because accidents often occur as a result of people who do not follow the work procedures which are in place to help keep all members of staff safe. So please, ensure you follow procedure and maintain professional conduct while at work. Along with thinking about your own safety and the safety of others by considering the knock-on effect of your actions and the possible outcome.

In addition, you need to report any Health and Safety concerns to your line Manager within your office. This includes any near misses, a potential hazard and any



accidents or incidents. This may include slippery surfaces, blocked emergency exits, tripping hazards, trailing leads, bare wires etc.

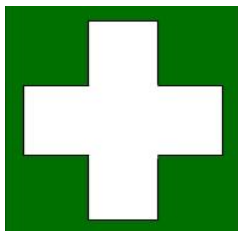
You should report all potential risks & hazards you notice to them as soon as possible so that the Manager or H&S Coordinator can take your comments on board and act on them accordingly.

House Keeping

General housekeeping is not the responsibility of one individual within The Wickers Charity. It falls to everyone within that office to abide by the H&S policy and maintain a safe working environment. Poor standards of housekeeping increase your risk of a slip, trip and a fall and so should be avoided.

The best way to avoid having this type of accident or near miss is to ensure that your work and rest area is kept clean and tidy. Ensure that your personal belongings are hung up within the cloakroom area and any hand bags or duffle bags are placed in a safe area underneath your desk with little risk of tripping over the straps or handles.

First Aid



The Wickers Charity First Aiders are trained in Emergency First Aid and have full access to the first aid kit.

You should NOT use any first aid equipment unless you are fully qualified and authorized to do so.

In the event of an accident, incident or medical emergency where first aid is needed, please report to the first aider **immediately**.

Please make sure you familiarize yourself with who they are and where they are located in your office or on your floor. Also make sure you are aware of where the first aid box is.

Your first aider will attend to any injury and log the event. You will need to explain the series of events as clearly as possible. Should your injuries require you to attend the emergency services, your first aider will ensure that this is done, and notes will be made on the reporting of the incident. Your first aider will ensure that your line manager is made aware of any incident that may impact your working ethic or cause you long term time off work.

THE WICKERS CHARITY

Fire Safety



The Fire Marshals have been trained and know the emergency fire procedure.

Keep ALL fire routes clear at ALL times

ALWAYS listen to your fire marshal in the event of a fire or a drill!

Make yourself aware of the fire and evacuation procedures for whichever building you are in.

The Fire Evacuation Procedure can be found within this induction pack, along with what to do if you discover a fire. It is important that you follow this procedure to ensure your safety during these events.



Fire & Evacuation Procedure

What to do if you discover a fire?

1. **SOUND THE ALARM**
 - a. Locate nearest fire alarm and press call point.
2. **REPORT THE FIRE**
 - a. Call **999** or get the floor Fire Marshal to call- **DO NOT** assume that someone else has
3. **ATTEMPT TO PUT THE FIRE OUT**
 - a. **ONLY IF** you are trained to do so. If the fire is still small, confined and you can do this safely without risking your personal safety, do you get the nearest Fire extinguisher and attempt to put out the fire.
 - b. If the attempt to extinguish the fire fails, back away from the fire, close the door to contain it and evacuate immediately.
4. **EVACUATE IMMEDIATELY**
 - a. Without hesitation, carefully evacuate the building by the nearest fire exit
 - b. Notify and evacuate other members of staff or visitors as you leave the building if they are not aware.
 - c. Make sure all fire doors are securely closed.
 - d. **Evacuate the building immediately.**
 - e. **NEVER RE-ENTER THE BUILDING, UNDER ANY CIRCUMSTANCES**

What to do when the Fire Alarm goes off:

1. Treat every Fire alarm activation as the real thing, unless told otherwise
2. **EVACUATE IMMEDIATELY**
 - a. Without hesitation and stopping to gather personal belongings, evacuate the building by the nearest fire exit.
 - b. Notify and evacuate other members of staff or visitors as you leave the building if not aware.
 - c. Make sure all fire doors are securely closed.
3. **NEVER RE-ENTER THE BUILDING, UNDER ANY CIRCUMSTANCES**



Emergency Key Contacts

Below is a catalogue for all the emergency representatives. Please make sure you are aware of who your emergency key contact is, their location and their phone number.

Name	Location	Emergency Role	Direct Dial
Sam Bosede	Hackney Bridge	First Aider	07748628681

Updated 1st November 2022

Signed
Henry Smith
Chair of Trustees