

# **healthwatch** Rochdale

## Health & Safety Policy

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### Introduction

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 Healthwatch Rochdale (HWR) changes in nature and size to ensure our responsibilities are met in relation to:

- Health and Safety at Work Act (1974)
- Management Regulations (1999)
- Other relevant current legislation

To ensure this, the policy and the way in which it has operated will be reviewed every year.

### Responsibilities

Overall and final responsibility for health and safety in the organisation is that of the Board of Directors of Healthwatch Rochdale.

The Chief Executive Officer (CEO) is responsible for this policy being carried out at our registered office and for ensuring the preparation, implementation and review of risk assessments and safe work practices.

HWR employees are responsible for bringing to the attention of the CEO any deficiencies in safety arrangements.

### Employees

All HWR employees have the responsibility to co-operate with supervisors and managers to achieve high standards of safety within the work area and to take reasonable care of themselves and others. Deficiencies or defects in current arrangements must be reported to the CEO.

Consultation between management and employees is provided via:

- staff meetings
- team meetings
- staff supervision
- appraisal

### Accidents

All accidents need to be reported to the First Aider and recorded in the HWR Accident Book.

Reportable accidents are recorded on form F2508A and brought to the attention of the CEO or Manager by the Health and Safety Officer or First Aider for notification to the Local Authority.

Unusual or unexpected incidents are also reported to the First Aider and recorded in the accident book for review of current arrangements.

The Accident Book is located in filing cabinet 1 in the head office and completed accident forms are also kept cabinet 1.

### First Aid

The First Aid Box is located within the registered office. The qualified First Aider is: Naomi Kenyon and Claire Birch

### Fire Safety

HWR operates a no smoking policy in its premises.

#### FIRE ACTION PLAN – NO 2, THE ESPLANADE, ROCHDALE

- Upon discovering a fire it is the duty of every person to sound the nearest fire alarm immediately at one of the call-points located throughout the building.
- The Fire Service should be informed immediately by dialling 999, either by the switchboard operator or the person discovering the fire.
- Upon hearing the fire alarm, all personnel should leave the building immediately by the nearest safe exit, following the fire signage that is present.
- Upon hearing the fire alarm, fire wardens are to assist visitors and disabled persons to leave the building, again via the nearest safe exit.
- Fire wardens to sweep areas of responsibility to ensure all personnel have evacuated the building.
- All personnel should ensure doors are closed behind them.
- Lifts should not be used due to possible electrical failure.
- Once outside the building, all personnel should congregate in the car park area to the front of the building.
- Roll call of personnel to be taken by the fire wardens who should report to the Fire Service Officer upon his arrival "all persons accounted for" or "missing".
- Personnel should not re-enter the building until advised to do so by the Fire Service Officer. IT IS THE DUTY OF THE TENANTS ON EACH INDIVIDUAL FLOOR TO ENSURE THEIR SPECIFIC VISITORS ARE ALSO SIGNED IN LOCALLY. ANY PHYSICALLY IMPAIRED PERSONS MUST DECLARE THIS TO THE TENANTS THEY ARE VISITING.

### Housekeeping and Premises

All Staff will monitor that:

- safe stacking and storage methods are followed
- standards of cleanliness and hygiene are maintained in kitchen areas
- waste is disposed of safely in appropriate containers
- corridors and exits are kept clear and free of obstruction
- equipment in your work area is in good working order

Employees will ensure that they co-operate with all reasonable requests from their CEO or manager to ensure the above standards are maintained.

### Electrical Equipment

Electrical equipment will be inspected annually by the CEO and the Health and Safety Representative and PAT tested annually by an external company.

The CEO will ensure a risk assessment is prepared and safe work practices are in place to ensure trailing wires are covered and fastened down, portable equipment is placed in a safe position, regular visual checks of equipment are made, and equipment faults are reported and corrected.

Employees must visually inspect equipment they use and report any defects or faults to the CEO.

Equipment for hire or use by visitors will be inspected visually prior to the event for loose connections and faults to plugs or cables. Equipment with known faults will not be used.

### Display Screen Equipment

The CEO will involve their employees in assessing their workstation and ensuring it meets their individual needs.

Information in adjusting employee workstations and good work practices will be available from the CEO.

### Manual Handling

Manual handling will be reduced as far as possible by monitoring and reviewing all work tasks, as and when required. The CEO will ensure a risk assessment is prepared of manual handling tasks and agree with employee's safe work practices. These work practices will be reviewed to meet individual needs, particularly where changes in health indicate they are not appropriate e.g. pregnancy, known back complaints. Employees must bring to the attention of their CEO any health problems that may be affected by handling activities.

### Training

All staff will complete an induction programme with information about Health and Safety arrangements within the organisation. Any updates or changes to these arrangements will be discussed at staff meetings and supervision sessions. Staff will be offered further Health and Safety training to support their identified needs appropriate to their work tasks.

### Outreach Offices

Staff working in outreach offices should make themselves fully aware of any health and safety issues affecting their premises. They should have their own fire evacuation procedure.

### Contractors

Organisations or contractors using HWR's premises will be informed that they must comply with the requirements of the Health and Safety at Work Act 1974 and that their employees, trainers, trainees and volunteers are made aware of their own duties and liabilities under the Act. Information will be made available to contractors of known hazards on the premises and of HWR emergency procedures.

### Advice and Consultancy

Information and advice on Health and Safety arrangements should first be sought from the Health and Safety Officer or Health and Safety Representative. The CEO reports to the Board of Directors in respect of Health and Safety matters.

If further information is required contact the following:

[environmental.health@rochdale.gov.uk](mailto:environmental.health@rochdale.gov.uk)

Rochdale Borough Council– Environmental Health  
Public Protection Service  
Number One Riverside  
Smith Street  
Rochdale OL16 1XU