

FAMILY ARENA

Health and Safety Policy

1. It is the policy of Word Fountain Christian Ministries (Family Arena) to comply with the terms of the Health and Safety at Work Act 1974 and subsequent legislation, to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees and to provide such information, training and supervision as they need for this purpose.
2. Word Fountain Christian Ministries also recognises and accepts its responsibility to protect the health and safety of all visitors to the workplace (including contractors, temporary staff and members of the public). It is the duty of all employees and volunteers to take care of their own Health and Safety at work and that of other employees, volunteers and members of the public and to co-operate with Word Fountain Christian Ministries (Family Arena) so as to enable it to carry out its responsibilities.
3. A copy of this policy will be issued to each member of staff. The policy will be kept up to date and the way in which it has operated will be reviewed each year.
4. The specific arrangements for the implementation of the policy and the personnel responsible are set out below.

Signed _____
Director

Dated _____

Responsibilities and arrangements for health and safety management

1 The board of trustees

- 1.1 The Health and Safety at Work Act 1974 places a statutory duty on all employers to ensure, so far as is reasonably practicable, the safety, health and welfare of all its employees at work and other people who may be affected by their activities.
- 1.2 The Board of trustees, as the employer, has overall and final responsibility for health and safety matters at Word Fountain Christian Ministries, and for ensuring that health and safety legislation is complied with.
- 1.3 The Board of trustees will review the operation of its Health and Safety Policy annually.

2 Organisation of health and safety

The Administrator has overall responsibility for ensuring that the Health and Safety Policy is put into practice at Word Fountain Christian Ministries (Family Arena) premises.

3 Registration of Activity

The activity of the Word Fountain Christian Ministries (Family Arena) is registered with the Oxfordshire County Council

4 Insurance

Certificate of Employers' Public Liability is displayed on the Statutory Information notice board in the entrance hall at Hollow Way Premises of the Organisation.

5 Competent Persons

- 5.1 The Trustees will appoint from amongst the Word Fountain Christian Ministries (Family Arena) employees, at least one 'competent person' as defined in the Management of Health and Safety at Work Regulations 1993.
- 5.2 Competent persons will report to the Administrator and will assist in assessing the health and safety risks to Word Fountain Christian Ministries' employees and devising and applying measures to improve health and safety. The Administrator will ensure that the competent persons have adequate time, information, training and resources to undertake their task.
- 5.3 All employees will be told who the competent persons are.
- 5.4 The competent person at the time of issuing this policy statement is Mr Adam Adekoya, a trustee of the organisation.

6 All employees

- 6.1 All employees and volunteers have the responsibility to co-operate with the Administrator and the Board of trustees to achieve a safe and healthy workplace and to take reasonable care of themselves and others.
- 6.2 Employees and volunteers must not intentionally or recklessly interfere with anything provided for their health, safety and welfare. Serious breaches of the Health and Safety Policy and rules (e.g. misusing equipment, deliberately putting someone else's safety in danger) will be dealt with through Word Fountain Christian Ministries (Family Arena)'s Disciplinary procedure.
- 6.3 Whenever an employee or volunteer notices a health or safety problem, which they are unable to put right, they must immediately inform their line manager, or one of the competent persons named above (or the Fire officer or first aider if this seems more appropriate).
- 6.4 Health, safety and welfare matters may be raised by any employee or volunteer at Word Fountain Christian Ministries (Family Arena)'s staff meetings.

7 Fire officer

Word Fountain Christian Ministries (Family Arena) will appoint a Fire officer who shall receive appropriate training. At the time of issue of the policy the Fire officer is Development team Manager Emmanuel Egeonu.

The responsibilities of Fire officers will be to:

- meet on a regular basis with each other
- be instructed on potential fire hazards and the use of fire fighting equipment
- ensure the testing of fire alarms and carrying out of fire drills
- assist with the efficient evacuation of Word Fountain Christian Ministries (Family Arena) staff and visitors
- liaise with the Fire Brigade at the assembly point
- ensure Word Fountain Christian Ministries (Family Arena) staff are aware of the fire alarm and fire drill procedure

8 Fire safety

It is the responsibility of all staff and volunteers to be aware of fire hazards, to know the location of fire exits and the assembly point. Everyone must know the fire drill instructions, and these will be part of the induction process for all new staff and volunteers.

Access to escape doors, extinguishers and other fire fighting equipment must not be obstructed. In the event of the fire alarm sounding it is the responsibility of the Fire Officer to account for all employees and volunteers within the Word Fountain Christian Ministries (Family Arena) offices at the designated fire assembly point. Fire drills will be carried out at least twice each year.

8.1 Fire Drill Procedure

If you discover a fire:

- Raise the alarm by shouting **FIRE** or by sounding the alarm.
- If you have been trained in the purpose and use of the various extinguishers, attack the fire if possible using the appliances provided – DO NOT PUT YOURSELF OR OTHERS AT RISK.
- If you are not able to extinguish the fire, call 999 to call the Fire Brigade, close all doors and evacuate the building. Report to the assembly point in front of the Benefits Agency????
- Do not re-enter the building until the Fire Brigade confirm that it is safe to do so.

9 First Aid and accident reporting

In all Word Fountain Christian Ministries (Family Arena) premises First Aid provision will be available at all times in an appropriate and accessible First Aid Box.

At least two employees will receive appropriate First Aid training.

At the time of issuing of this policy the employees who have undertaken a recognised training course approved by the Health and Safety Executive are Mr Olabode Adefala, Adam Adekoya and Emmanuel Eguenu.

The trained first aiders named above will ensure that the First Aid boxes are kept in the correct place, contain the items laid down in the Code of Practice and Guidance Notes published by the Health and Safety Executive (and nothing else) and are regularly restocked.

All new employees and volunteers will be told as part of their induction of the location of First Aid equipment and the employees who have received First Aid training.

A record of all first aid cases treated will be kept in the Accident Book, which will be kept with the First Aid Box.

All staff and volunteers are responsible for ensuring that accidents and incidents are reported and recorded. It is the responsibility of the Chief Executive to ensure that any necessary follow up action is taken.

10 Risk Assessment

Word Fountain Christian Ministries (Family Arena) will ensure that a competent person carries out a risk assessment in accordance with the 1992 Management of Health and Safety at Work Regulations and the Approved Code of Practice (ACOP). The risk assessment will be written up, and be made available to all staff. The competent person will liaise with the Training Officer about adjustments necessary to accommodate any special needs of learners.

The written risk assessment will be reviewed and updated annually to ensure it covers all employees and volunteers against all risks, and to ensure that any action identified as needed in the risk assessment has been carried out. The risk assessment will also be updated every time that there is a major change in working practices. The risk assessment will cover all Word Fountain Christian Ministries (Family Arena) employees and volunteers, wherever they may be based, and will cover all aspects of their work.

11 Training

Word Fountain Christian Ministries (Family Arena) will ensure that new employees, volunteers and learners enrolled on courses run by Word Fountain Christian Ministries (Family Arena) receive information on Health and Safety as part of their induction.

Word Fountain Christian Ministries (Family Arena) will organise training for employees and volunteers on Health and Safety matters as appropriate.

If employees and volunteers consider they have Health and Safety training needs they should inform their line manager.

12 Building Maintenance

Word Fountain Christian Ministries (Family Arena) has a responsibility to provide a safe and healthy environment for staff, volunteers and learners. The Finance and Database Officer is responsible for liaising with the Administrator to ensure that any repairs are carried out with the minimum of disruption. The Training Officer is responsible for ensuring that premises hired for the delivery of courses provide a safe environment for learners.

All staff is responsible for spotting hazards or potential hazards. If a hazard is seen, it should be removed or dealt with as soon as possible, or if not, reported to the Finance and Database Officer.

13 Housekeeping

All staff is responsible for ensuring that their working environment is kept tidy and that the floor is not used to store paper, files or any object that may cause a hazard. Gangways must be kept clear from obstructions.

Electrical Equipment: Portable Electrical Testing (PAT) will be carried out on relevant equipment annually.

Fire Extinguishers: will be inspected and serviced annually.

Intruder Alarms: will be inspected and serviced annually.

Gas Appliances: will be inspected and serviced annually.

Maintenance: the Administrator, should hold copies of manufacturers' detailed instructions on the maintenance of machinery, and will ensure that maintenance contracts are adhered to and, where appropriate, renewed.

14 Welfare arrangements

Word Fountain Christian Ministries (Family Arena) will seek to ensure that suitable and sufficient toilet and washing facilities are provided for all staff and volunteers in accordance with the minimum requirements of Health and Safety legislation:

- each toilet will be in a separate lockable room;
- Washing facilities will include a supply of clean hot and cold water, soap and suitable means of drying.

Word Fountain Christian Ministries (Family Arena) is a non-smoking environment. Employees, volunteers and visitors who wish to smoke must do so outside the buildings.

No drugs or alcohol may be brought into or consumed on Word Fountain Christian Ministries (Family Arena) premises except for alcohol at particular events or celebrations authorised by the Chief Executive.

14.1 Drinking water

An adequate supply of drinking water will be provided for all staff and volunteers.

14.2 Hours of work

Word Fountain Christian Ministries (Family Arena) employees and volunteers should not work excessively long hours, and should take adequate breaks for meals and rest as indicated within their statements of terms and conditions of employment.

14.3 Visual display equipment

It is the policy of Word Fountain Christian Ministries (Family Arena) to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations 1992

Word Fountain Christian Ministries (Family Arena) will conduct Health and Safety assessments of all workstations staffed by employees and volunteers who use VDU screens as part of their usual work. All workstations must meet the requirements set out in the Schedule to the Regulations.

Appropriate seating must be available to all users.

Staff and volunteers will take regular breaks (at least 10 minutes away for every hour at the screen). Short frequent breaks are more satisfactory than occasional longer breaks.

Equipment

Resources will be sought by Word Fountain Christian Ministries (Family Arena) to provide:

- a) VDU's with a detachable and adjustable screen, i.e. in height, swivel etc. to allow for the individual preference of the operator
- b) computer cleaning supplies
- c) a wrist and foot rest at each workstation
- d) an anti-static mat at each workstation
- e) keyboards which are separate from screens
- f) anti glare screens, where direct light cannot be prevented from falling on the screen
- g) adequate workstation space

Eye and eyesight test

Staff and volunteers are mandated to have eyesight tests every 2 years.

Where a member of staff is experiencing eyesight problems attributable to their work with VDUs she/he will be entitled to have an eyesight test. If the test determines that the employee requires prescription spectacles to fulfil their duties, Word Fountain Christian Ministries (Family Arena) will pay for a basic pair of spectacles.

WRULDS/RSI

Work Related Upper Limb Disorders (also known as Repetitive Strain Injury) are often associated with keyboard work. It is the intention of Word Fountain Christian Ministries (Family Arena) by following best advice to provide VDU/keyboard equipment and furniture, which help prevent the development of these musculoskeletal disorders. Staff and volunteers however should contribute to their own safety and welfare by:

- avoiding sitting in the same position for long periods
- adjusting equipment and furniture to appropriate/comfortable position
- taking a rest break from VDU work (at least 10 minutes away every hour) by doing some other work.

14.4 Hygiene controls

- The Administrator is responsible for the work of the cleaner.
- All areas must be kept clean and tidy.
- Toilets must be washed regularly and kept clean.
- If practicable all washbasins should be provided with hot water, soap, clean paper towel or hand dryers.
- Vending machines for sanitary products and disposal bins should be provided. Bins should be emptied and sanitised regularly.