

**SOUTH POPLAR & LIMEHOUSE
ACTION FOR SECURE HOUSING**
"It takes a community to grow a child"
Charity Number: 10969480

HEALTH AND SAFETY POLICY

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SECTION 1: HEALTH & SAFETY POLICY STATEMENT

1.1 DESCRIPTION OF ORGANISATION

South Poplar & Limehouse Action for Secure Housing, referred to as SPLASH, is a community organisation operating from Tower Hamlets, London.

1.2 POLICY STATEMENT

Under the Health & Safety at Work etc. Act 1974 and other related statutes, SPLASH has duties to our members, employees, contractors and the general public.

Our duties include, conduct of professional undertakings in respect of maintenance and operation of the property we occupy, and any plant and equipment installed or used at the premises. We also have duties in respect of provision of safe systems of work, employee training and employee welfare.

SPLASH has a legal and a moral obligation to safeguard anyone who may be affected by our undertaking. We fully accept our obligations and responsibilities and ensure, so far as is reasonably practicable, the health, safety and welfare of our members and employees and anyone who may be affected by the actions of the Club.

Members and employees are required to co-operate with the Club, not only to ensure their own personal safety but also to ensure that they are not in breach of legislation. The members and employees and members specific responsibilities are:-

- a. To comply with all health and safety rules and safe systems of work instigated by the Club.
- b. To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.
- c. Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

Guidance as to how this policy is to be implemented can be found in Parts 2 – 4 of this policy document.

The details of this safety policy are to be made available to all members and employees and are to be reviewed annually and updated as required.

SECTION 2: ORGANISATION & RESPONSIBILITIES FOR HEALTH & SAFETY

2.1 THE ORGANISATION FOR HEALTH & SAFETY

The organisation within the Club to organise health and safety is:

Chair	Management Committee	Fire Officer
Health & Safety Officer	First Aiders	

2.2 OVERALL RESPONSIBILITY FOR HEALTH & SAFETY

The Senior Executive with overall responsibility for health and safety within the Club is:

The Chair

2.3 CHAIR'S RESPONSIBILITIES

- a. To have overall responsibility for health and safety within the Club.
- b. To ensure that sufficient resources are made available to meet health and safety needs.
- c. To appoint competent persons to manage health and safety within the Club.
- d. To ensure that competent Health & Safety Co-ordinators, Fire Officers and First Aiders (as required) are appointed.
- e. To ensure that Health & Safety Co-ordinators, Fire Officers and First Aiders receive adequate training to enable them to carry out their duties.

- f. To ensure that safe systems of work are in place for members and employees under their control involved in hazardous tasks.

2.4 COMMITTEE MEMBER'S RESPONSIBILITIES

- a. To assist the chairman in ensuring that the health and safety policy is being adhered to within those areas under their control.

2.5 HEALTH & SAFETY CO-ORDINATORS RESPONSIBILITIES

- a. To display health and safety information for members and employees.
- b. To review the health and safety risk assessment and ensure that all observations are rectified.
- c. To regularly inspect the premises to ensure safe systems of work and safe access are in place.
- d. To act as a focal point for members and employees regarding health and safety matters.
- e. To ensure that each employee receives health and safety induction training.
- f. To advise on and arrange specialist health and safety training, as required.
- g. To ensure everyone visiting the property for the first time receive a health and safety briefing.
- h. To ensure that accidents occurring on the property or to site staff are investigated and controls implemented to prevent re-occurrence.
- i. To ensure that where any hazardous substance is used or stored on site, that adequate precautions are taken.
- j. To ensure that cleaning and waste removal contracts are satisfactorily in place.
- k. To ensure that maintenance contracts are in place for all plant and equipment in use at the club.
- l. To ensure that all statutory inspections of plant and equipment, gas installations, etc. in the property take place and records are maintained.
- m. To ensure that the fixed electrical wiring is examined on a regular basis.
- n. To ensure that portable electrical appliances are regularly examined.
- o. To ensure that all safety records for the property are maintained and available for viewing by interested parties.

2.6 FIRE OFFICER'S RESPONSIBILITIES

- a. To ensure that a fire certificate or exemption certificate is held for the property (if required).
- b. To ensure that the fire alarm is tested and serviced regularly.
- c. To ensure that the emergency lighting is inspected and tested every 6 months.
- d. To ensure that the firefighting equipment is in position and not misused.
- e. To ensure that firefighting equipment is serviced annually.
- f. To ensure that fire safety signage is in place.
- g. To regularly inspect the means of escape and ensure no obstructions.
- h. To ensure that fire evacuation procedures are displayed.
- i. To ensure there are adequately trained staff to assist in evacuation.
- j. In an emergency, act as the Building Fire Co-ordinator.
- k. To maintain a Fire Safety Logbook to record all checks and servicing of fire equipment.

2.7 FIRST AIDER'S RESPONSIBILITIES

- a. To provide first aid to members and employees, as trained.
- b. To ensure that the first aid kits are maintained.
- c. To maintain the accident book.
- d. To report serious accidents under RIDDOR.

2.8 NAMES & LOCATIONS

Health & Safety Officer	Alkhad Ali
First Aid Location	The Front Office, Above SPLASH Cabinet and other equipment available in big closets
Telephone Location	The Front Office
Qualified First Aiders	Alkhad Ali Fajjul Hussain Altibur Rahman

SECTION 3: ARRANGEMENTS FOR HEALTH & SAFETY

3.1 HEALTH & SAFETY POLICY

(Health & Safety at Work Act 1974)

a. Review of the Health & Safety Policy

- i. The health and safety policy will be reviewed annually to ensure that it is effective. This task may be contracted to an external consultancy.
- ii. The policy will be amended where required and members and employees informed of any amendment.

b. Display of the Health & Safety Policy

- i. A copy of the health and safety policy will be displayed and available to all members and employees.

3.2 HEALTH & SAFETY RISK ASSESSMENTS

(The Management of Health & Safety at Work Regulations 1999 – Regulation 3)

- a. A health and safety risk assessment will be conducted for the Club's managed premises. This task can be contracted to an external consultancy. Risk assessments are to include:
 - i. General health and safety risk assessment.
 - ii. **All activities must include a risk assessment**
 - iii. Fire risk assessment
 - iv. Water hygiene risk assessment (where stored water present).

- b. A copy of the risk assessment report will be available on site where staffs are employed, and their attention brought to any hazards found by the risk assessment.

- c. Hazards will be eliminated, or the risk at least reduced to the minimum level practicable by implementing control measures and safe systems of work.

d. HAZARD IDENTIFICATION AND RISK ASSESSMENT

In order to discharge the duty of care to provide a safe environment it is necessary to identify hazards, assess the associated potential risks, then take action to eliminate the hazard. Failing this, action must be taken to either eliminate the risks or reduce them to an acceptable level to the respective activities.

Risk must be assessed in terms of:

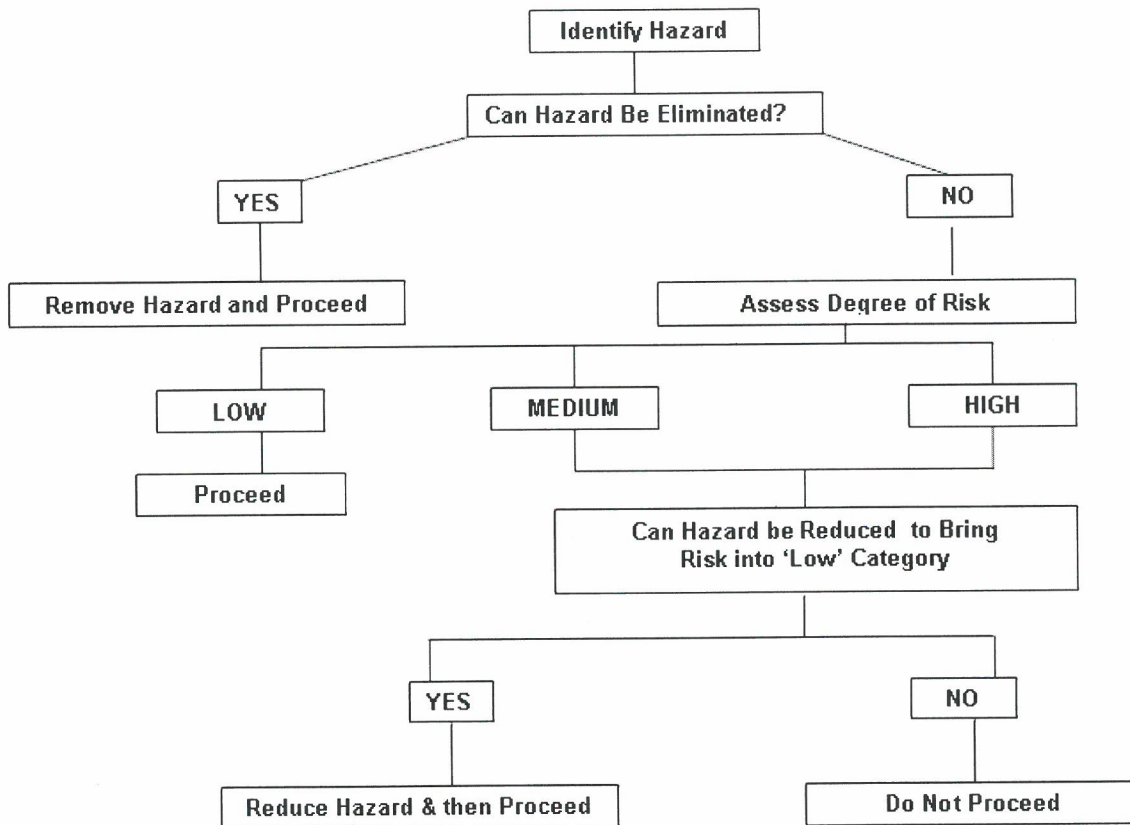
Low Risk - No risk or minimal risk of injury

Medium Risk - Some risk of injury

High Risk - High risk of injury

Note; Only if the risk has been assessed as 'Low' should an activity or training session be permitted to proceed. The following diagram outlines the procedures to be followed:

The Following Diagram should be used.



3.3 SAFE SYSTEMS OF WORK

(Management of Health & Safety at Work Regulations 1999)

- a. Where a risk assessment identifies a hazard that cannot, so far as is reasonably practicable, be eliminated, a Safe System of Work will be ensured.
- b. If required, personal protective equipment will be issued, free of charge to members and members and employees.
- c. Where a hazard cannot be eliminated a hazard warning sign will be displayed warning of the hazard.

3.4 EMPLOYEE CONSULTATION & SAFETY INFORMATION

(Management of Health & Safety at Work Regulations 1999)

- a. All relevant safety information will be provided where site staff are employed. This is to include:
 - i H & S Policy
 - ii HSE Law poster
 - iii Employer's Liability insurance certificate
 - iv Fire safety instructions
 - v Names of Fire Marshals & First Aiders
 - vi Other safety instructions relevant to that workplace

3.5 SAFETY INSTRUCTION & TRAINING

(Management of Health & Safety at Work Regulations 1999)

- a. All new employees will be given safety induction training to include:
 - i Fire precautions and safety procedures
 - ii First aid and accident reporting arrangements
 - iii Known hazards in the workplace and control measures in place

- b. Any employee required to use equipment provided by the Club will receive adequate instruction and training on that equipment to include all safety aspects.
- c. Records of training provided will be maintained.

3.6 FIRE SAFETY

(Fire Precautions {Workplace} Regulations 1997)

(Fire Precautions{Workplace}{Amendment} Regulations 1999)

3.6.1 FIRE CERTIFICATES

- a. Fire certificates for the Club's properties will be applied for from the local fire authority (if required). In some cases, the fire authority may issue exemption certificates.
- b. A copy of the fire certificate (or exemption certificate) will be held in the property it refers to.
- c. The certificate will provide instructions regarding fire safety and these will be adhered to.

3.6.2 FIRE RISK ASSESSMENT

- a. All Clubs' properties will be subject to a fire risk assessment, including those with an issued fire certificate. (This may be conducted by an external consultancy)
- b. A copy of the fire risk assessment report will be available on site where staff are employed and their attention brought to any hazards found in the assessment.
- c. Fire hazards found in the risk assessment will be eliminated or the risk at least reduced to the minimum level practicable by implementing control measures and safe systems of work.

3.6.3 FIRE DETECTION

- a. The Club's property is to have adequate means of fire detection. This will normally be stipulated in the fire certificate where issued.

3.6.4 FIRE FIGHTING EQUIPMENT

- a. There will be adequate firefighting equipment installed in the Club's premises as dictated by the fire certificate or the risk assessment.
- b. Fire extinguishers and fire hoses will be serviced by contractor annually and the service date recorded on each extinguisher/hose reel.
- c. Sprinklers, where installed, will be checked weekly for pressure tests and regularly serviced by contractor.
- d. Wet/Dry risers will be inspected annually.
- e. Records of all inspections of firefighting equipment will be maintained in the fire log book on site.

3.6.5 EMERGENCY LIGHTING

- a. Emergency lighting will be installed in the Club's premises where lighting would continue to be required in the event of a mains power failure. Details of emergency lighting stipulated in a fire certificate will be adhered to.
- b. Battery operated emergency lighting will be tested and serviced six monthly.
- c. Records of testing and servicing of emergency lights will be maintained in the fire log book on site.

3.6.6 FIRE TRAINING

- a. Staff will receive induction training in:
 - i Action to take if they discover a fire.
 - ii Action to take on hearing the fire alarm.

iii The practical use of fire extinguishers.

3.7 WORKPLACE SAFETY

3.7.1 STAFF WELFARE

(The Workplace {Health, Safety & Welfare} Regulations 1992)
(Disability Discrimination Act 1995)

- a. Suitable and sufficient welfare facilities will be available to staff in the Club's premises, including:
- i Toilet facilities.
 - ii Washing facilities
 - iii Accommodation for clothing
 - iv Drinking water

3.7.2 WORKPLACE SAFETY ACT

(The Workplace {Health, Safety & Welfare} Regulations 1992)
(Disability Discrimination Act 1995)

- a. Each area of the Club's premises classified as a workplace will:
- i Have adequate ventilation
 - ii Provide a comfortable temperature
 - iii Be adequately illuminated
 - iv Be kept in a clean condition
 - v Have adequate workspace for the activity
- b. Safe access and egress will be maintained in each workplace, including for the disabled.
- c. Provisions will be made to prevent slips, trips, falls and falling objects.
- d. All storage racking will be sound and regularly inspected.
- e. Where high level storage takes place, adequate safety steps will be provided.

3.7.3 FIRST AID, ACCIDENT REPORTING

(Health & Safety {First Aid} Regulations 1981)

- a. Adequate first aid equipment will be provided in the Club's premises, to include:
- i First aid kits
 - ii Eyewash stations near chemicals or batteries.
- b. A member of staff will be nominated to maintain the first aid equipment.
- c. An adequate number of trained first aiders will be available in each of the Club's Departments. Names of the trained first aiders will be displayed.
- d. All accidents on the Club's premises will be recorded in a site accident book that is Data Protection compatible. The page containing the accident report is to be removed from the accident book and held separately by the health and safety co-ordinator for the property.
- e. Serious accidents occurring on the Club's premises will be investigated and controls implemented to prevent re-occurrence. This will be the responsibility of the Health & Safety Co-ordinator using the form at Appendix 1.
- f. It is a legal requirement to report accidents and ill-health at work. You must report all of the following:
- a death or major injury;
 - an over-three-day injury (when an employee has had an accident at work and is unable to work for over 3 days).
 - a work-related disease.
 - a member of public is killed or taken to hospital;
 - a dangerous occurrence (this is when something happens that does not result in a reportable injury, but clearly could have done).

Report all cases to the Incident Contact Centre by:

Postal F2508 forms to: Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF8 3GG;

Internet reports to: www.riddor.gov.uk;

or e-mail to: riddor@natbrit.com;

by telephone: 0845 300 9924.

3.7.4 MANUAL HANDLING

(The Manual Handling Operations Regulations 1992)

- a. Manual handling tasks by members and members and employees will, where practicable, be eliminated or reduced to a minimum.
- b. Where manual handling tasks are necessary, an assessment of the risks will take place and any required control measures implemented. These may include:
 - i Provision of mechanical aids, (trolleys, etc.)
 - ii Provision of PPE
 - iii Provision of manual handling training
 - iv Provision of manual handling information. (Posters, etc.)
 - v Posters giving guidance in lifting technique should be displayed in offices

3.7.5 PERSONAL PROTECTIVE EQUIPMENT (PPE)

(Personal Protective Equipment at Work Regulations 1992)

- a. Where required, adequate PPE will be provided to members and members and employees.
- b. PPE will be regularly inspected and provided free of charge.

3.7.6 SAFETY SIGNS

(The Health & Safety {Safety Signs & Signals} Regulations 1996)

- a. Where a hazard cannot be eliminated, the hazard will be indicated by a safety sign.
- b. Safety signs are to conform to the Safety Signs & Signals Regulations 1996.

3.7.7 WATER HYGIENE

(Control of Substances Hazardous to Health 1999)

(The Control of Legionella Bacteria in Water Systems – HSE ACOP-L8-2000)

- a. Water systems in the Club's premises that are susceptible to Legionella will be identified by a survey and a water hygiene risk assessment will be carried out. These will include properties with:
 - i Hot water supplies
 - ii Cold water storage
 - iii Showers
- b. Where required by the risk assessment, detailed water hygiene maintenance will take place. This may include regular cleaning, disinfection, water sampling, temperature checks, etc
- c. Detailed records will be maintained of all water hygiene maintenance. A suitable and sufficient assessment should be carried out to identify and assess the risks of legionellosis from work activities and water sources on the premises and adopt any necessary precautionary measures. Risk from exposure can be minimised by measures which do not allow the proliferation of legionella in the system and reduce exposure to water droplets and aerosol. Precautions will include the following:
 - Avoidance of water temperatures and conditions that favour legionella and other micro-organisms,
 - Temperatures are in the range of 20-45°C favour growth,
 - Avoidance of water stagnation;
 - Maintenance of the cleanliness of the system and water in it.
 - Action to ensure the correct and safe operation of the water system and plant.

3.7.8 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) (Control of Substances Hazardous to Health 2002)

Where hazardous substances are used or stored on the Club's premises, a COSHH assessment will be completed and the required control measures implemented. Where the substances are provided and used by a contractor, he will provide the risk assessment. You must carry out an assessment of the use of hazardous substances in the workplace. The assessment should identify which substances are hazardous; whether there are any significant risks from their use and what precautions are necessary to prevent or control the exposure of employees to such hazardous substances.

Employees must be trained to ensure that they do not endanger themselves or others through exposure to substances hazardous to health. Training must include the methods of control necessary, the use of personal protective equipment required and any procedures to be followed in an emergency. Control of Substances Hazardous to Health Regulations 2002

- a. Quantities of hazardous substances will be kept to a minimum on the Club's premises.
- b. Where hazardous substances are stored on site, adequate safe storage facilities will be provided. Ensure that paints and DIY chemicals are stored correctly in an area that is not accessible to 'unauthorised persons or children.
- c. Safety data sheets (SDS) for each hazardous substance in use will be displayed at the point of use.
- d. Adequate PPE will be available. (Gloves, goggles, aprons, as required). You must ensure that suitable personal protective equipment is provided to employees who may be exposed to a risk to their health and safety (unless the risk has been effectively controlled by other means). Consideration should be given to the provision of goggles and gloves to employees engaged in beer line cleaning. Personal Protective Equipment At Work Regulations 1992.
- e. COSHH hazard signs will be displayed on doors to plant rooms and cabinets containing hazardous substances. An up to date copy of your "Employers Certificate of Liability" must be displayed in a conspicuous position.
- f. The Club's members and employees required to handle hazardous substances will be provided with adequate training.

3.7.9 FOOD HYGIENE

(The Food Safety Act 1990)

(The Food Safety {General Food Hygiene} Regulations 1995)

(The Food Safety {Temperature Control} Regulations 1995)

- a. Where food handling or storage takes place on the Club's premises, the staff engaged in food handling will be properly trained and are to comply with statutory hygiene regulations.
- b. The Catering/Retail Industry Guide to Good Hygiene Practice suggests that staff who prepare open, high risk foods, or handle food and have a supervisory role, must have training to a level equivalent to the Chartered Institute of Environmental Health (CIEH) Foundation Certificate in Food Hygiene within three months of starting work. (Schedule 1, Chapter X) Food Safety (General Food Hygiene) Regulations 1995.
- c. Drinks and food are checked regularly to ensure efficient stock rotation. The 'best before' date is the date until which the manufacturer of the food guarantees the quality of that product.
- d. With regard to food safety, it is advised to provide details of procedures and keep monitoring records particularly at critical control points:
 - hazard analysis / assured safe catering system / HACCP;
 - training;
 - food temperatures (after cooking, when stored chilled, frozen or hot);
 - equipment temperatures;
 - cleaning schedules;
 - delivery monitoring;
 - stock rotation;
 - pest control;

- COSHH assessments;
- equipment maintenance.

It is recommended that high risk foods requiring cooking through to the centre are checked with a probe thermometer on an occasional basis where standard recipes and quantities are used. For new or changed recipes it is suggested that initially one item from each batch is probed. In all cases, however, you must take care that probe thermometers do not contaminate or taint the food being probed. Make sure probes are kept clean and disinfected before use with ready-to-eat food otherwise probed food must be discarded. Where antibacterial wipes are used, these must be suitable for use with food. Probe thermometers should be checked regularly for accuracy. As a helpful reference in doing your own checks: pure water and ice mixture should measure between -1°C and +1°C; pure boiling water should measure between 99°C and 101°C. If your thermometer appears not to be working correctly it should be replaced or sent for service. For further advice refer to the manufacturer's instructions.

3.7.10 WASTE MANAGEMENT
 (Environmental Protection Act 1990)
 (The Environment Act 1995)

- Adequate facilities will be provided at each of the Club's property for the safe storage of waste materials. Separate facilities for storage of waste food products will be provided, where required.
- Contracts for the regular removal of waste will be established with licensed contractors.

3.7.11 VERMIN CONTROL

- Where vermin is suspected, vermin control measures will be provided by contractor. (Rats, cockroaches, etc.).
- Where any poison is laid by the contractor, warning signs will be displayed.

3.8 EQUIPMENT SAFETY
 (Provision & Use of Work Equipment Regulations 1998) (PUWER)
 (Lifting Operations & Lifting Equipment Regulations 1998) (LOLER)
 (Gas Safety {Installation & Use} Regulations 1998)

3.8.1 MAINTENANCE OF EQUIPMENT

- All equipment, plant and machinery provided for use in the Club's property will be subject to a system of maintenance as recommended by the equipment manufacturer or competent engineer.
- Records of the equipment maintenance will be maintained. These may be produced by the relevant contractor.

3.8.2 INSPECTIONS OF EQUIPMENT

- All equipment, plant and machinery in use in the Club's premises will be subject to the required statutory and routine examination/inspections. Records of the examination/inspections will be maintained for viewing by interested parties.

- The main examination/inspections are:

EQUIPMENT	INSPECTION
Heating boilers	Annual inspection
Gas installation	Annual examination

3.9 ELECTRICAL SAFETY
 (The Electricity at Work Regulations 1989)
 (The Institute of Electrical Engineers Wiring Regulations)

3.9.1 ELECTRICAL SAFETY PROCEDURES

- Only qualified electrical engineers will be permitted to carry out electrical repairs on the Club's premises.

- b. All electrical control panels and switch rooms will be kept secure and will display electrical hazard signs.
- c. Rubber insulation mats to BS921 will be provided in front of each 415 volt

3.9.2 FIXED WIRING EXAMINATION

- a. The fixed electrical wiring in the Club's premises will be examined in line with the IEE Regulations

3.9.3 PORTABLE ELECTRICAL APPLIANCES

- a. All portable electrical appliances issued for the Club's use will be regularly inspected and where required, PAT tested, as advised in HSE IND(G)236L.
- b. The current test date will be displayed on each portable appliance.
- c. Privately owned electrical appliances will not be used on the Club's premises unless confirmed as electrically safe.
- d. Contract cleaners are to show evidence that their portable appliances are PAT tested annually.

3.10 GAS SAFETY

Gas Safety (Installation & Use) Regulations 1998

3.10.1 COMPETENCE

- a. Only qualified gas fitters are to work on gas installations on the Club's premises.
- b. All gas installers or gas maintenance engineers employed by the Club will be registered with The Council for Registered Gas Installers (CORGI) or the equivalent.

3.10.2 IN THE EVENT OF A GAS LEAK OR SUSPECTED LEAK

- a. Turn of gas supply.
- b. If gas supply cannot be turned off or if a leak is suspected, evacuate area.
- c. Notify gas supplier
- d. Do not operate electrical equipment in the area.
- e. Cease all activities that may expose a spark or naked flame.
- f. Do not re-enter the area until cleared by the gas supply engineer.

3.11 CONSTRUCTION SAFETY

(The Construction {Design & Management} Regulations 1994

- a. Where construction or major refurbishment takes place on the Club's premises and it is notifiable to the HSE, the work will be carried out in accordance with the Construction, (Design & Management) Regulations 1994 (CDM).
- b. Where the CDM Regulations apply, the Club is to appoint a Planning Supervisor and Principle Contractor and to ensure that they are competent for the task.

APPENDIX 1 – INVESTIGATION OF ACCIDENT/INCIDENT

1. **Date of Incident:** **Time:**

Incident location:

.....

2. **Person Involved:**

Name:

Office:

Team:

3. **Injuries:**

.....

.....

4. **Nature of Incident:**

Contact with machinery **Injured by another person**

Struck by moving object **Contact with Hazardous substance**

Trapped against object **Handling or lifting**

Slip, Trip or Fall **Other type (Specify)**

5. **Account of accident/incident:**

.....

.....

.....

.....

.....

(Continue on separate sheet if required)

6. Witnesses: (Witness statements should be attached to this form)

Names: No.	Address/Workplace:	Telephone
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.....		
.....		
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.....		

7. Deduced Causes of Incident:

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.....

8. Controls to Prevent Re-Occurrence:

a. Controls in place:

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.....
.....

b. Controls recommended:

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.....
.....
.....

9. Remedial Action Taken:

.....
.....
.....

Signed: Date:
(Health & Safety Co-ordinator)

10. Office Manager Comments:

.....
.....
.....

GENERAL PROPERTY

(To be completed by SPLASH – one copy to be forwarded to Contractor, if employed, prior to him completing his own site specific risk assessment)

Date:	Time:	Assessor:
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1. Nature of Operation/Visit:	2. Specific warnings or requirements notified by Client:
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Manual handling	
Slip, Trip hazards	
Gas services	
Vermin/Pests	
Others:	

Rubbish	
Others:	

Machinery	
Others:	

6. Job Manager's Pre-assessed Risks and Required Action to Minimise the Risk:
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Signed:.....

If other significant risks become apparent, contact SPLASH.

SECTION 4: ANCILLARY POLICIES

4.1 ENVIRONMENTAL POLICY STATEMENT

(The Environment Act 1995)

SPLASH are committed to the improvement of our operations in order to help safe guard the environment. As a consumer of resources, we recognise our responsibility to conduct our operations in an environmentally sustainable manner and strive to avoid or minimise any negative impacts on the environment wherever practicable.

To accomplish this, we are committed to the implementation and the continual improvement of our environmental policy within all levels of our organisation, via the following initiatives:

- a. To continually review and improve our environmental policy and management systems.
- b. To comply with or exceed all relevant regulatory requirements and codes of practice.
- c. To ensure that all members and employees are fully aware of our environmental policy and our commitment to improve environmental awareness by understanding the importance of integrating environmental considerations into daily activities.
- d. Where possible, the use of environmentally responsible contractors and business associates will be employed, to further our environmental approach.
- e. We will minimise waste through reusing, recycling and the elimination of unnecessary wasteful practices, in particular we will move towards:
 - Using energy efficient and pollution preventing equipment, where available.
 - Reviewing the energy saving features of the club.
- f. We will minimise energy consumption through efficient use of electrical appliances, air conditioning systems and hot water systems and encourage the use of renewable energy sources.
- g. The club will make every effort to recycle where possible Glass / Cans / Paper / Cardboard / etc..
This Policy forms the basis of improving management of the environmental issues surrounding the company and the services we provide. Its effectiveness will come from the individuals and combined efforts of all members and employees to ensure its success. The Policy is reviewed as and when appropriate.

4.2 SMOKING, DRINK AND DRUG POLICY

Smoking within the premises and the use of Drugs for all employees and users (except under medical supervision) on the premises are prohibited at all times. The use of intoxicants (alcohol) is prohibited, and no employee/volunteer may undertake his/her duties if under the influence of alcohol or drugs (except under medical supervision)

Manager signature: St. Christine Frost. Date: 15/04/2020

H&S Officer: AAK Date: 15/04/2020

Review date

This policy will be reviewed annually or sooner in the event of legislative changes or revised policies and best practice.