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**Health & Safety policy**

1. **Purpose of policy**

Loughborough Junction Action Group (the Employer) takes health and safety issues seriously and is committed to protecting the health and safety of its staff and all those affected by its business activities and attending its premises. This policy is intended to help the Employer achieve this by clarifying who is responsible for health and safety matters and what those responsibilities are.

This is a statement of policy only and does not form part of your contract of employment. This policy may be amended at any time by the Employer in its absolute discretion. The Employer will review this policy at regular intervals to ensure that it is achieving its aims effectively.

1. **Who is responsible for workplace health and safety?**

Achieving a healthy and safe workplace is a collective task shared between the Employer and staff. This policy and the rules contained in it apply to all staff of the Employer, irrespective of seniority, tenure and working hours, including all employees, trustees and officers, consultants and contractors, casual or agency staff, trainees, homeworkers and fixed-term staff and any volunteers. Specific responsibilities of staff are set out in the section headed "Responsibilities of all staff" below.

**2.1. Employer responsibilities**

The Employer is responsible for:

1. taking reasonable steps to safeguard the health and safety of staff, people affected by the Employer's business activities and of people visiting its premises;
2. identifying health and safety risks and finding ways to manage or overcome them;
3. providing a safe and healthy place of work and safe entry and exit arrangements, including during an emergency situation;
4. providing and maintaining safe working areas, equipment and systems and, where necessary, appropriate protective clothing;
5. providing safe arrangements for the use, handling, storage and transport of articles and substances;
6. providing adequate information, instruction, training and supervision to enable all staff to do their work safely, to avoid hazards and to contribute positively to their own health and safety at work. The Employer will give you the opportunity to ask questions and advise who best to contact in respect of those questions, if you are unsure about how to safely carry out your work;
7. ensuring any health and safety representatives receive appropriate training to carry out their functions effectively;
8. providing a health and safety induction and appropriate safety training to your role, including:

* manual handling;
* working at height;
* gas safety;
* electrical safety;

1. promoting effective communication and consultation between the Employer and staff concerning health and safety matters and will consult with staff directly relating to health and safety;
2. if an epidemic or pandemic alert is issued, providing instructions, arrangements and advice to staff as to the organisation of business operations and steps to be taken to minimise the risk of infection; and
3. regularly monitoring and reviewing the management of health and safety at work, making any necessary changes and bringing those to the attention of all staff.

The board of trustees of the Employer has overall responsibility for health and safety and has appointed the Chair of Trustees as the Principal Health and Safety Officer with day-to-day responsibility for health and safety matters.

Any concerns about health and safety matters should be notified to the Principal Health and Safety Officer.

**2.2. Responsibilities of all staff**

**2.2.1. General staff responsibilities**

All staff must:

1. take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions;
2. co-operate with the Principal Health and Safety Officer and the Employer generally to enable compliance with health and safety duties and requirements;
3. comply with any health and safety instructions and rules, including instructions on the safe use of equipment;
4. keep health and safety issues in the front of their minds and take personal responsibility for the health and safety implications of their own acts and omissions;
5. keep the workplace tidy and hazard-free;
6. report all health and safety concerns to the Principal Health and Safety Officer promptly, including any potential risk, hazard or malfunction of equipment, however minor or trivial it may seem; and
7. co-operate in the Employer's investigation of any incident or accident which either has led to injury or which could have led to injury, in the Employer's opinion.

**2.2.2. Staff responsibilities relating to equipment**

All staff must:

1. use equipment as directed by any instructions given by representatives of management or contained in any written operating manual or instructions for use and any relevant training;
2. report any fault with, damage to or concern about any equipment (including health and safety equipment) or its use to the Principal Health and Safety Officer, who is responsible for maintenance and safety of equipment;
3. ensure that health and safety equipment is not interfered with; and
4. not attempt to repair equipment unless suitably trained and authorised.

**2.2.3. Staff responsibilities relating to accidents and first aid**

All staff must:

1. promptly report any accident at work involving personal injury, however trivial, to the Principal Health and Safety Officer so that details can be recorded in the Accident Book and cooperate in any associated investigation;
2. familiarise themselves with the details of first aid facilities and trained first aiders, which are displayed on the notice board in the office of the Grove Adventure Playground, 18 Gordon Grove, London SE5 9DT, at The Platform Café, 2 Ridgway Road, London SW9 7AH, at Loughborough Farm, Loughborough Road, London SW9 7EL and available from the Principal Health and Safety Officer;
3. if an accident occurs, dial 07799621582 and ask for the duty first aider, giving name, location and brief details of the problem.
4. The Principal Health and Safety Officer is responsible for investigating any injuries or work-related disease, preparing and keeping accident records, and for submitting reports under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), where required.

**2.2.4. Staff responsibilities relating to national health alerts**

If an epidemic or pandemic alert is issued, all staff must comply and co-operate with all instructions, arrangements and advice issued by the Employer as to the organisation of business operations and steps to be taken by staff to minimise the risk of infection. Any questions should be referred to the Principal Health and Safety Officer.

**3. Fire and Emergency Evacuation**

**3.1. Staff responsibilities relating to emergency evacuation and fire**

3.1.1. All staff must:

1. familiarise themselves with the instructions about what to do if there is a fire which are displayed on the notice board in the office at the Grove Adventure Playground, at The Platform Café, at Loughborough Farm and are available from the Principal Health and Safety Officer;
2. ensure they are aware of the location of fire extinguishers; fire exits and alternative ways of leaving the building in an emergency;
3. comply with the instructions of fire wardens if there is a fire, suspected fire or fire alarm (or a practice drill for any of these scenarios);
4. co-operate in fire drills and take them seriously (ensuring that any visitors to the building do the same), fire drills will be held at least once every 12 months;
5. ensure that fire exits or fire notices or emergency exit signs are not obstructed or hidden at any time;
6. notify the Principal Health and Safety Officer immediately of any circumstances (for example, impaired mobility) which might hinder or delay evacuation in a fire. This will allow the Principal Health and Safety Officer to discuss a personal evacuation plan for you, which will be shared with the fire wardens and colleagues working near to you.

3.1.2. On discovering a fire, all staff must:

1. immediately trigger the nearest fire alarm and, if time permits, call the playleader, the café manager, the farm manager and notify the location of the fire; and
2. attempt to tackle the fire ONLY if they have been trained or otherwise feel competent to do so. Nominated members of staff will be trained in the use of fire extinguishers.

3.1.3. On hearing the fire alarm, all staff must:

1. remain calm and immediately evacuate the building, walking quickly without running, following any instructions of the fire wardens;
2. leave without stopping to collect personal belongings;
3. stay out of any lifts; and
4. remain out of the building until notified by a fire warden that it is safe to re-enter.

The Principal Health and Safety Officer is responsible for ensuring fire risk assessments take place and changes made where required, and for making sure there are regular checks of fire extinguishers, fire alarms, escape routes, signage and emergency lighting

4. **Risk assessments, display screen equipment and manual handling**

Risk assessments are simply a careful examination of what in the workplace could cause harm to people. The Employer will assess any risks and consider measures to best minimise any risk. The Employer will carry out general workplace risk assessments when required or as reasonably requested by staff. Managers must ensure that any necessary risk assessments take place and the resulting recommendations are implemented. The Principal Health and Safety Officer is responsible for workplace risk assessments and any measures to control risks.

Staff who use a computer for prolonged periods of time should try, where possible, to organise short breaks every few hours away from the computer screen, but may request a workstation assessment and/or an eye test by an optician by contacting the Principal Health and Safety Officer. The Principal Health and Safety Officer will then provide you with more details and make arrangements if you would like to proceed. Guidance on the use of display screen equipment can also be obtained from the Principal Health and Safety Officer.

Guidance on manual handling (for example, lifting and carrying heavy objects) can be obtained from the Principal Health and Safety Officer and where necessary training will be provided by the Employer, but the Employer will try to minimise or avoid the need for manual handling where there is a risk of injury.

**5. Occupational Health**

We have a legal responsibility to ensure the wellbeing of anyone who may be affected by the possibility of ill health arising from a work activity.

Hazards that have the potential to harm you, or anyone connected with our business, are identified in our risk assessments which can be obtained from the Principal Health and Safety Officer. These assessments will identify any occupational health issues that require controlling.

If our risk assessments deem it necessary, we will institute monitoring procedures for the health of any employee or prospective employee who is, or may be, exposed to health risks whilst carrying out work activities. This may mean that existing employees are referred for health screening, in the event that you have come into contact with something that is likely to cause long term harm and may affect your ability to safely continue with your normal duties. We reserve the right to refer you to an Occupational Health Practitioner appointed by ourselves.

If you suffer from any of the following medical conditions you must inform your Line Manager so that, in case of need, the appropriate action can be taken: bronchitis, heart complaints, epilepsy, allergy to any substance e.g. penicillin, asthma, confirmed pregnancy, high / low blood pressure, giddiness / fainting or diabetes.

This is not an exhaustive list. Any condition that affects your ability to work, or would affect the safety of others must be reported to the relevant Line Manager.

**6. Non-compliance with health and safety rules**

Any breach of health and safety rules or failure to comply with this policy will be taken very seriously and is likely to result in disciplinary action against the offender, in accordance with the Employer's disciplinary policy, up to and including immediate dismissal.

**Sign and Date**

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| --- | --- | --- |
| **Date Created** | **Date Reviewed** | **Next Review Due** |
| **2014** | **23.06.21** | **June 2022** |
| **A close up of some words  Description automatically generated** | **04.04.24** | **April 2026** |
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**Employee Safety Handbook**

**Safety Rules**

1. **Introduction**

This section of the Employee Safety Handbook outlines the general rules laid down and which are applicable to you. These safety rules are prepared in accordance with legal requirements and in compliance with acknowledged safe working practices. In addition, there is a legal duty imposed upon you to comply with these rules, as breaches of the rules will result in disciplinary action, possibly leading to dismissal.

It should be remembered that a breach of health and safety legislation by you may constitute a criminal offence and action taken by an Enforcing Authority against you, as an individual, can result in heavy penalties, i.e. fines and / or imprisonment.

1. **Safety Rules**

**2.1. Working Practices**

You must not operate equipment unless you have been trained how to use it.

1. You must use work equipment in the safe way that you have been trained.
2. You must report any equipment problems to management as soon as possible.
3. You must not make repairs to any work equipment unless you have been trained to do so.
4. When cleaning work equipment you must use the correct procedure.
5. Work equipment must not be left switched on without someone controlling it.
6. Hazardous substances must be used as instructed.
7. All hazardous substances that are not in use must be stored correctly.
8. You must obey the drugs and alcohol policy of the organisation.
9. You must carry out manual handling tasks in accordance with safe systems of work.

**2.2. Hazard / Warning Signs and Notices**

1. You must comply with all workplace warning signs and notices displayed.

**2.3. Working Conditions / Environment**

1. You must use the correct tools provided at work.
2. You must clear up any spillage within the work area.
3. Waste hazardous substances must be disposed of in the prescribed manner.
4. Do not allow hazardous substances to enter drains or sewers.
5. You must make proper use of all equipment and facilities provided.
6. You must keep all areas clean and tidy.
7. You must dispose of all rubbish and waste materials using the facilities provided.
8. You must report any hazardous conditions.

**2.4. Protective Clothing and Equipment**

1. You must use all protective equipment as instructed.
2. You must not damage or misuse personal protective equipment.
3. Personal protective equipment must be stored correctly.
4. You must inform your Supervisor of any personal protective equipment defects.
5. Personal protective equipment must be worn according to the safe system of work.

**2.5. Fire Precautions**

1. You must report any use of firefighting equipment to your Supervisor.
2. Do not fight fires unless you have been trained to do so.
3. You must comply with all emergency procedures.
4. You must not obstruct any fire escape route, fire equipment or fire doors.
5. You must not interfere with or misuse any fire equipment provided.

**2.6. Accidents**

1. You must report any injury suffered at work to the person in charge and enter details in the Accident Book.
2. You must report immediately all accidents and dangerous occurrences to the person in charge as soon as possible.
3. You must report all instances of damage to any property or articles.

**2.7. Health**

1. You must report to the person in charge any medical condition which could affect safety.
2. You must cooperate with the organisation’s health surveillance provisions.
3. You must inform the person in charge, as soon as possible, if you are pregnant.
4. You must inform your employer of any infections or illness immediately.
5. Decisions to keep you away from work due to illness will only be taken by managers after careful consideration.

**2.8. Hygiene**

1. You must maintain high standards of personal hygiene at all times.
2. You must protect all open wounds with the dressings provided.
3. You must report infections immediately to the person in charge.
4. You must not consume food or drinks in a place where it may become contaminated.

**2.9. Rules Covering Gross Misconduct**

You will be liable to summary dismissal if you are found to have acted in either of the following ways:

1. Serious breaches of the preceding health and safety rules, which endanger the lives of or may cause serious injury to employees or any other person.
2. Interference with or misuse of any equipment, for use at work that may cause harm.

Name: Anthea Masey

Signed: A close up of some words

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Date: 4 April 2024

**EMPLOYEE CONFIRMATION OF CONTENT OF SAFETY HANDBOOK**

PART 1

Please read the notes below and then sign this form.

We at Loughborough Junction Action Group have formulated a Health and Safety at Work Policy. This letter is to inform you that the sections of the Policy that affect all of our employees are contained in this Employee Safety Handbook.

The complete Health and Safety Policy and Procedures is available for you to inspect if you wish to do so. The Principal Health and Safety Officer will arrange for it to be made available to you if requested.

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PART 2

I have read the Loughborough Junction Action Group Employee Safety Handbook and understand, accept and will comply with its contents. I will keep myself aware of its contents and any updates which I am made aware of.

Employee's signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Health and Safety General Policy**

We at Loughborough Junction Action Group recognise our duties under the Health and Safety at Work etc Act 1974 and the accompanying protective legislation. We will endeavour to meet the requirements of this legislation so as to ensure that we maintain a safe and healthy working environment. Our managers and supervisory staff are informed of their responsibilities to ensure they take all reasonable precautions, to ensure the safety, health and welfare of those that are likely to be affected by our undertaking.

Loughborough Junction Action Group recognises so far as is reasonably practicable the duty to ensure the following:

* To provide adequate resources to maintain a safe place of work, safe systems of work, safe equipment and a healthy and safe working environment.
* To ensure that hazards are identified and regular assessments of risks are undertaken.
* To provide information, instruction and training as is necessary to ensure employees and others are assured of a safe and healthy working environment.
* To promote the awareness of health and safety and encourage health and safety best practice throughout our organisation.
* To ensure we are taking the appropriate protective and preventative measures.
* To ensure that we have access to competent advice and are able to secure compliance with our statutory duties.

In order that we can achieve our objectives, and ensure our employees recognise their duties under health and safety legislation whilst at work, we must ensure that we inform them of their duty to take reasonable care of themselves and others that may be affected by their activities.

We ensure our employees are informed of their obligations to ensure they co-operate with management and adhere with Loughborough Junction Action Group safety rules of which are provided within the Health and Safety Policy.

Signature: A close up of some words

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Date: 4 April 2024

Position: Chair Loughborough Junction Action Group