

APPENDIX A – PERSONAL SAFETY

Under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, Viabes Community Association has the responsibility for the health, safety and welfare of its trustees and employees at work.

It is in the nature of the Association's work that employees and volunteers may, on occasion, find themselves in dangerous situations whilst on our premises. The principle of this policy is that the Association will assess working practices and take steps to prevent or control risk where necessary.

A serious incident, even if it results in no physical harm, may cause feelings of fear, panic or despair which can carry on long afterwards. The Association recognises this, and will be disposed to provide whatever support is appropriate.

RISK ASSESSMENT

We recognise that risk assessment is essential to good risk management. The Association will carry out assessments in accordance with its Health and Safety Policy for all trustees and staff whose working practices makes them vulnerable.

INCIDENT REPORTING AND RECORDING ARRANGEMENTS

In order to maintain an appropriate record of incidents involving workers, it is essential that all incidents surrounding personal safety and security be reported to the line manager or Health & Safety Officer. Staff and trustees should ensure that all incidents where they feel threatened or unsafe are reported, even if this was not a tangible event/experience.

LONE WORKING

Lone workers should not be more at risk than other employees. This may require the Association to deploy extra risk control measures, which take account of normal work and other foreseeable emergencies, for example, accident, illness, violence, etc.

DEFINITION OF LONE WORKING

Lone workers are those who work by themselves without close or direct supervision. The circumstances under which lone workers work away from the Association's facilities may exceptionally include visiting other organisations' premises for meetings, and travelling to and from such premises, which are outside the Association's control.

The Association recognises that any trustee or member of staff may spend a limited amount of time working alone.

RESPONSIBILITIES

The line manager shall:

- Assess the need for lone working in all cases
- Devise and implement safe working systems in relation to lone working to avoid or control risk where necessary
- Ensure that appropriate risk assessments are undertaken in regard to lone workers

Lone workers must:

- Ensure that they are aware of the policy and procedures relating to lone working comply with them
- Make it clear to other volunteers/family members where they will be, how long for, and how they can be contacted
- Let the family member/volunteer know if this changes significantly in the course of the journey from home
- If travelling to a meeting on behalf of the Association, make a note in the office diary of the name, address, phone number, and time of any meeting and expected time of return to the office
- Make it clear whom they wish to be informed in the event of an emergency, and how they can be contacted
- Take reasonable care to protect themselves, and to implement all guidance policy and practice relating to risk arising from lone working.

WORKING AT HEIGHT

The Working at Height regulations place duties on the Association to ensure:

- All work at height is properly planned.
- Those working at height are competent or supervised.
- The risks of working on or near fragile surfaces are properly controlled.
- Equipment for working at height is properly inspected and maintained.

Work at height should be avoided where possible and equipment should be used to prevent or minimise the consequence of falls, where working at height is the only option. No volunteer should work at height on the Community Association's premises unless accompanied by another person.

LIFTING AND HANDLING

- Employees and volunteers should avoid manual lifting where at all possible. However the Association recognises that volunteers and employees may occasionally be required to lift and handle loads manually. Correct manual lifting and handling reduces the effort required and prevents strain and risk of injury.
- Volunteers and employees should not put themselves at risk by attempting to lift heavy loads which could be taken apart or divided into smaller quantities. The assistance of other volunteers or employees should always be sought for moving large quantities, or for lifting heavy and awkward loads. When lifting is done by a team, instructions should be given by one person only.
- Any volunteer or employee feeling a strain should stop immediately and record the incident in the Accident Book.
- Aids to reduce the risk of injury (eg trolleys) must always be used if available.

CARRYING/HOLDING MONEY OR VALUABLES FOR THE ASSOCIATION

- Volunteers who carry money for the Association have the right to be accompanied by another person.
- Large amounts of cash should not be kept in the Office.
- Visits to the bank should not be at a regular time.

- Under no circumstances should volunteers or employees put themselves at risk on account of the Association's property. If money is demanded with threats it should be handed over.

HOMEWORKING

In the same way as it does on the Association's premises, this Health & Safety Policy applies when volunteers are carrying out work for the Association at home. It is the responsibility of volunteers to ensure that their home working environment and equipment used in the home is safe. The Committee will be asked to indemnify the Association from damages caused by accidents in the home.

GENERAL

- A stepladder must be used to replace light bulbs, reach for items on top of cupboards etc - not chairs or other furniture.
- All windows and entry doors will be lockable.