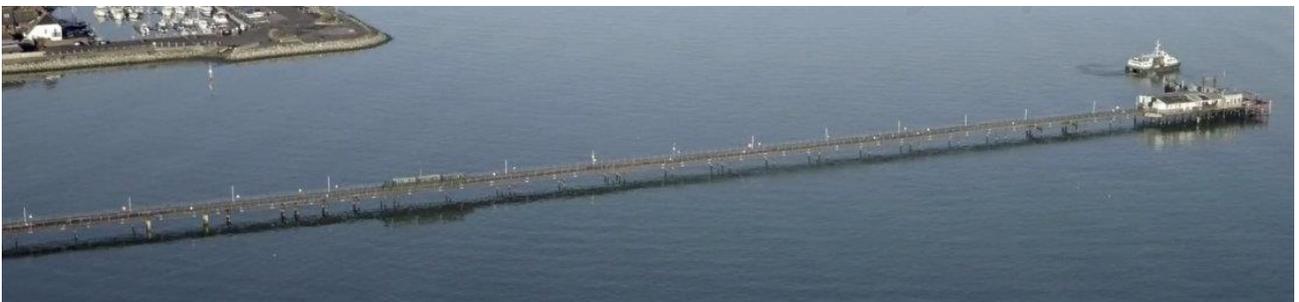




Hythe Pier Heritage Association

Health and Safety Policy

The Grove
25 St. John's Street
Hythe
Hampshire
SO45 6BZ



13 February 2020

Introduction

The Hythe Pier Heritage Association are fully committed to providing the highest standards of health and safety and have adopted the Safety Management System provided by our health and safety consultants, HCS Safety Ltd., to ensure this is achieved.

This policy has been prepared as required by Section 2(3) of the Health and Safety at Work etc. Act 1974 and is in three parts.

Part 1 (General Statement) affirms the Director's commitment to the prevention of both accidents and ill-health to employees, non-employees and members of the public and Part 2 (Organisation and Responsibilities) and Part 3 (Arrangements) describe how this is to be achieved.

This policy is published for the benefit of all our Company employees, who should ensure they are familiar with the contents. With all employees committed to health and safety, this will ensure that all Company work locations provide a safe and healthy working environment.

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Policy Amendment History

Version	Date	Amendment Details
1.0	15 November 2018	Initial policy

Version	Author	Date	Checked by	Date
2.0	Joseph Younger	13 February 2020	Sara Quayle	20 February 2020

Compiled and Updated by



HCS Safety Ltd.

Part 1 – General Statement

The Hythe Pier Heritage Association is fully committed to encouraging a culture of openness within our workforce in regard to health and safety. Not just as a matter of importance, but also as an essential part of our responsibilities. Furthermore, we regard the promotion of health and safety matters as a mutual objective of both board members and volunteers to ensure that practical, achievable safety standards are agreed and maintained by everyone within our organisation.

It is therefore, the Company's policy to do all that is reasonably practicable to prevent personal injury, damage to property and to protect everyone from foreseeable risks, including the general public, insofar as they interface with the Association or our activities.

The Association will:

- provide and maintain a safe and healthy working environment at our office and activity locations, in accordance with the relevant statutory requirements.
- provide sufficient information, instruction and training for all our board members and volunteers, as is necessary, for them to conduct their activities in a safe manner.
- provide and maintain equipment, etc. and systems of work that are safe and without risks to health.
- provide and maintain means of access to and from the activities that are safe and without risks to health.
- provide and maintain adequate facilities and arrangements for the welfare of our board members and volunteers whilst at the Association activities.
- arrange safe and healthy systems for use, handling, storage and transport of hazardous materials.

Good safety management begins with the commitment of the board members to ensure that the responsibilities and arrangements detailed within this document are carried out fully.

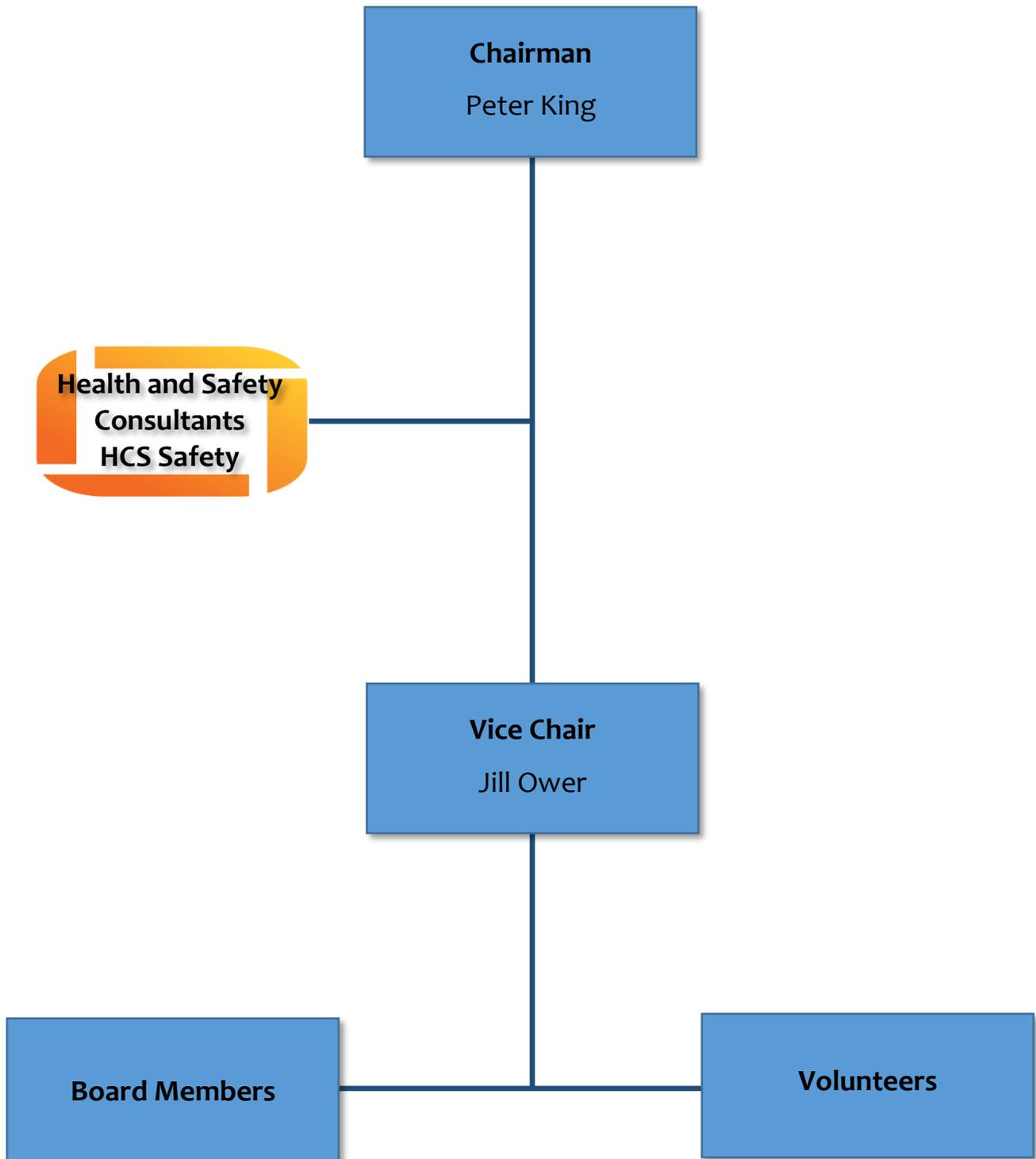
Peter King is appointed as the Chairman responsible for health and safety. He puts in place arrangements for the effective implementation of the Association's health and safety policy.

This policy is reviewed at least annually and revised as often as may be appropriate.

Name	Signature	Position	Date
Peter King		Chairman	

Part 2 – Organisation and Responsibilities

Organisation Chart



Health and Safety Responsibilities

The responsibilities within this policy describe the Association's organisation for health and safety, which aims to ensure management control over health and safety.

Ultimate responsibility for health and safety rests with the Chairman.

Everyone within our organisation has a significant contribution to make towards accident prevention and are assigned responsibilities as follows:

Chairman

The Chairman has overall responsibility for ensuring that our health and safety policy is comprehensive, effective and kept up to date.

In particular, he will:

- ensure that a health and safety policy is developed and brought to the attention of all members and relevant volunteers.
- have full knowledge of all parts of this policy and how it relates to the health and safety management system.
- sign and date the general statement and ensure that this policy is reviewed at least annually.
- ensure that adequate funding and resources are made available to meet the requirements of this policy.
- ensure that all members have knowledge of this policy and that they are updated when any changes are made.
- seek the advice of the safety consultants whenever needed and heed the advice given.
- inform the consultants in good time of work that they are required to do.
- establish and maintain procedures to ensure that all workspaces are safe and without risks to the health of members or others who may be affected.
- ensure adequate arrangements for welfare and the provision of first aid at all Association events.
- establish and maintain an adequate first aid and accident reporting system in compliance with current legislation.
- record and ensure that all accidents are investigated and ensure that remedial measures are taken to avoid recurrence.
- ensure that near miss incidents are recorded and investigated as appropriate.
- implement required training for members at all levels.
- give support and encouragement to all members for whom they are responsible.
- review safety inspection reports and accidents at board meetings.
- respond to correspondence from the Health and Safety Executive (HSE) when required.
- set a personal example of safe behaviour and acknowledge suggestions for improvement.

Vice Chair

The Vice Chair is accountable to the Chairman for implementing the relevant requirements of the Association's health and safety policy within the association for which they are responsible.

In particular, they will:

- ensure compliance with this policy in all activities for which they are responsible.
- take note of any comments on health and safety matters raised by members or volunteers and pass these on to the Chairman as appropriate.
- take reasonable care for the safety and health of themselves, fellow board members, volunteers and any visitors to the office.
- comply with the requirements of the office fire risk assessment.
- keep the office tidy, ensuring that personal belongings do not create trip hazards or present a fire risk.
- report all hazards in the office to the council facilities team or Peter King.
- keep records as required by legislation and retain documents for the appropriate time periods.
- be aware that it is a criminal offence under the Health and Safety at Work etc. Act 1974 to intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare.
- set a personal example of safe behaviour.

Board Members and Volunteers

Board Members and Volunteers must also comply with the requirements of the Association's health and safety policy and cooperate with the Association in our efforts to prevent accidents and ill health.

In particular, they will:

- take reasonable care for the safety of themselves and of any other persons who may be affected by what they do or fail to do in the course of the Association's activities.
- co-operate with the Association or any other persons in the performance of our activities.
- comply with the requirements of the office fire risk assessment.
- report all hazards in the office to the council facilities team or Peter King.
- be aware that it is a criminal offence under the Health and Safety at Work etc. Act 1974 to intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare.
- read and comply with the Associations' health and safety rules.
- behave in a responsible manner at all times.
- develop and demonstrate a personal concern for the health and safety of themselves and others.
- ensure that any personal injuries are recorded in the accident book.
- inform Peter King of any near miss incidents.
- propose to the Chairman ways of eliminating hazards and improving safety, particularly for members of the public during Association events.

Visitors to Association Premises

The Association ensures safe access and egress for all visitors to Association offices. In order to ensure their safety and well-being, all visitors to Association premises must:

- sign into the visitor's book and read the Association's safety rules.
- observe, at all times, the Association's safety rules and procedures.

Part 3 – Health and Safety Arrangements

Health and Safety Assistance

The Hythe Pier Heritage Association has formally appointed HCS Safety Ltd. as their competent advisors on matters of Health and Safety under Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

Safety Management System (SMS)

HCS Safety Ltd. have provided a safety management system (SMS) which consists of a folder containing the elements as listed below.



The SMS folder is based on Health and Safety Executive (HSE) guidance document HSG65 – *Managing for Health and Safety*, and the folder is used to manage and store all health and safety documentation. This is further supported by the “member area” of the HCS Safety Ltd. website that provides the majority of forms required to maintain our safety management system.

Reviews and Updates

The Hythe Pier Heritage Association will undertake an Annual Safety Review with the consultants. The review will be attended by the consultants and at least one member of senior association board member. The review will involve discussion of the previous year’s safety performance, including a check on compliance with the management system, any updates needed for this policy, future training requirements and any other safety or health needs that are relevant.

The policy will be updated within two weeks of the Annual Safety Review taking place.

Date of last review: 04 February 2020

Date of last policy update: 13 February 2020

A copy of the Annual Safety Review report will be stored in section 1e of the SMS folder.

Personnel within the Association will stay up to date on matters of health and safety by receiving a monthly newsletter from the consultants and attending an Annual Safety Forum with other HCS Safety Ltd. member clients. In addition to these mandatory updates, seminars will be available to our Association personnel throughout the year as well as any other training. A suitable member of staff will attend the seminars as appropriate.

Newsletters will either be distributed to the Association personnel or displayed on information boards. They can also be stored in section 1c of the SMS folder and dates for the seminars and Annual Safety Forum can be stored in section 1d of the SMS folder.

Risk Assessments and Method Statements

The Association ensures that risk assessments are carried out for tasks that involve significant risks to members and volunteers or others.

The person within the Hythe Pier Heritage Association responsible for ensuring that risk assessments are carried out to a suitable and sufficient standard and are updated on a regular basis is Peter King.

The following procedure will be used to write risk assessments:

- identify hazards and who could be affected.
- evaluate risks, taking into account the likelihood and severity.
- control the risks, using the principles of prevention (see below).
- monitor the effectiveness of the control measures.
- review periodically and as necessary.

Risk assessments will be communicated to relevant members and volunteers by means of briefings and by distributing copies to individuals. Each of the relevant members will sign to confirm that they understand the contents of the risk assessments and confirm that they will carry out their activities in accordance with it.

Health Surveillance

It is the aim of the Hythe Pier Heritage Association that all board members are able to carry out their working duties without risks to their health. In order to monitor the effectiveness of health protection systems, health surveillance will be undertaken.

Active members of the Association will be provided with a questionnaire which should be completed and returned to the office.

All answers provided in the questionnaire will be held in confidence under the requirements of the Data Protection Act 2018.

Any issues identified during the surveillance process will be discussed with the board member in question and Peter King. Appropriate action will be taken to protect member from further risk.

Training

The Association recognises the importance of providing all our employees with adequate health and safety training.

All relevant board members will be required to attend a safety brief prior to starting activities for or on behalf of the Association. Safety briefings will include:

- Relevant sections of the Association's health and safety policy.
- procedures for reporting of accidents and near misses.
- risk assessments and safe methods in which activities will be carried out.
- first aid arrangements.
- sources of health and safety information.
- correct use of personal protective equipment where required.
- the role and function of the Association's health and safety consultant.
- the consultation procedures.

Specialist Training

Specific training will be given to those who require it. This may include:

- First aid.
- Manual handling.

Consultation and Communication

The Association will ensure that it takes a proactive role to promote the content, guidance and benefits of this policy by communicating the contents and responsibilities at briefings and meetings.

The Association will encourage feedback from our board members, volunteers and third parties with regard to the measures enforced and the reasoning behind this policy and safe working practices.

Consultation with the board members and volunteers is a responsibility of the Chairman who carries this out prior to activities and during meetings as needed. All board members and volunteers are encouraged to feedback on any health and safety issues they may have and where they believe the Association can improve on the current procedures. During the communication and consultation processes, particular emphasis will be placed on:

- the Association's commitment to health and safety.

- feedback on risk assessments and activity procedures.
- health and safety training requirements.
- the responsibilities of board members and volunteers to co-operate and carry out the activities safely.
- the contents of this policy, such as safe activity practices, etc.
- any specific site-based issues.

The Vice Chair will record any issues raised on the report form and these will be discussed during board meetings. Any actions taken will be relayed back to the board members.

Board meeting minutes on health and safety issues are held within section 3b of the SMS folder.

Accidents

The Hythe Pier Heritage Association aspire to maintaining a healthy and safe environment for all our members and volunteers. All reasonable steps are taken to ensure members are made aware of their responsibilities for good activity practices and accident prevention; however, the Association recognises that incidents may occur that could result in injury or material damage.

Accident reporting is not only a legal requirement but also a necessity to ensure a safer future activity environment for all board members, volunteers and visitors to Association activities.

To this end, by enforcing the measures in this policy, the Association encourages positive participation in safe working practices in order to prevent accidents happening in the first place.

All accidents, no matter how small, will be recorded in the accident book. The Chairman will be informed as soon as possible after the incident.

- the office number is **02380 986 480**.

Specified injuries or fatalities must be reported to the HSE immediately and should be notified by phone on **0345 300 9923**.

Situations where the injured person is unable to carry out their normal work for 7 days or more must be reported to the HSE within 15 days of the injury being sustained. The HSE may be contacted via the internet at <http://www.hse.gov.uk/riddor/report.htm>. If unsure whether the accident is reportable or not, contact HCS Safety Ltd. immediately for advice.

Peter King will be responsible for informing the HSE of all reportable incidents and for informing HCS Safety of any serious accidents.

Information on accidents that have occurred are to be found in section 5d of the SMS folder. This information must not contain personal details of those involved.

Accidents will be discussed at regular board meetings and publicised to our members if appropriate so that others can learn from these events.

On the following page is an outline of what injuries and dangerous occurrences are reportable under RIDDOR.

Reportable Injuries and Diseases	Dangerous Occurrences
<p>Deaths</p> <p>All deaths to workers and non-workers must be reported if they arise from a work-related accident, including an act of physical violence to a worker. Suicides are not reportable, as the death does not result from a work-related accident.</p> <p>Specified injuries to workers</p> <ul style="list-style-type: none"> ▪ a fracture, other than to fingers, thumbs or toes. ▪ amputation of an arm, hand, finger, thumb, leg, foot or toe. ▪ permanent loss of sight or reduction of sight. ▪ crush injuries leading to internal organ damage. ▪ serious burns (covering more than 10% of the body, damage to the eyes, respiratory system or other vital organs). ▪ scalpings (separation of skin from the head) which require hospital treatment). ▪ unconsciousness caused by head injury or asphyxia. ▪ any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours. <p>Over seven-day injuries to workers</p> <p>This is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).</p> <p>Reportable occupational diseases</p> <ul style="list-style-type: none"> ▪ carpal tunnel syndrome. ▪ severe cramp of the hand or forearm. ▪ occupational dermatitis. ▪ hand-arm vibration syndrome. ▪ occupational asthma. ▪ tendonitis or tenosynovitis of the hand or forearm. ▪ any occupational cancer. ▪ any disease attributed to an occupational exposure to a biological agent. 	<p>Dangerous occurrences are certain, specified 'near-miss' events (incidents with the potential to cause harm.) Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces. For example:</p> <p>the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.</p> <p>plant or equipment coming into contact with overhead power lines.</p> <p>explosions or fires causing work to be stopped for more than 24 hours.</p> <p>the complete or partial collapse (including falling, buckling or overturning) of:</p> <ol style="list-style-type: none"> a) a substantial part of any scaffold more than 5 metres in height. b) any supporting part of any slung or suspended scaffold which causes a working platform to fall (whether or not in use); or c) any part of any scaffold in circumstances such that there would be a significant risk of drowning to a person falling from the scaffold. <p>structural collapse – The collapse or partial collapse of any building involving over 5 tonnes of material or a collapse of any false-work.</p> <p>failure of a pressure vessel.</p> <p>electrical incidents causing explosion or fire. Any explosion or fire caused by an electrical short circuit or overload (including those resulting from accidental damage to the electrical plant) which either:</p> <ol style="list-style-type: none"> a) results in the stoppage of the plant involved for more than 24 hours; or b) causes a significant risk of death. <p>explosion or fire -any unintentional explosion or fire in any plant or premises which results in the stoppage of that plant, or the suspension of normal work in those premises for more than 24 hours.</p>

Fire

The fire risk assessment for the Association premises is to be kept in the council office and is accessible by all staff.

Peter King is responsible for ensuring that a sufficient number of trained staff are available at any Association event to manage the situation in the event of a fire. This will include the testing of evacuation procedures and logging of any comments arising from the evacuation drill.

Information regarding the identity of the fire wardens, the position of fire extinguishers and routes of escape can be found on the information board at the events.

Board Members and volunteers working at events will be made aware of the fire plan for that location at the time of their event brief. Any activity carried out that increases the risk of fire should have a fire extinguisher nearby.

Health Risk Management

The Hythe Pier Heritage Association is fully aware of the responsibility for ensuring that health risks are identified and controlled to protect our board members and volunteers whilst working with the Association. The policy for managing these risks are as follows:

Asbestos

Asbestos is a fibrous mineral that can cause fatal lung diseases if inhaled. It was used extensively in buildings up to the early 1980's and it may have been used in buildings up to as late as 1999. The material cannot be easily identified by appearance only and is often concealed by other materials or coatings.

The Association premises were built before 2000 and there is asbestos known to be present in the building. An asbestos survey has been carried out and a register is provided if required. Members and volunteers are made aware of the location of the asbestos in the council offices.

Hazardous Substances (COSHH)

Association members will be required to use manufactured chemicals during the course of their volunteer activities. Material safety data sheets (MSDS) will be obtained and COSHH assessments will be developed for all of these whether manufactured or created as part of a process or activity.

These COSHH assessments will be provided to all users of the hazardous substances to inform them of hazards and how to use, handle and store them safely. Where information is available in the document EH40, the Workplace Exposure Limits (WEL) will be stated on the COSHH assessment. This information will be communicated to all relevant personnel, including the control measures required to use the substance safely.

COSHH assessments and material safety data sheets will be stored in section 4b of the SMS folder, and provided to the volunteers as part of a safety information pack.

Hazard warning markings on containers must also be heeded. An explanation of the common warning signs follows:

	Acute toxicity, very toxic (fatal), toxic, etc.		Harmful skin irritation, serious eye irritation		Harmful to the environment
	Gasses under pressure		Explosive, self-reactive, organic peroxide		Oxidising gases, oxidising liquids, oxidising solids

	<p>Corrosive (causes severe skin burns and eye damage), serious eye damage</p>		<p>Respiratory sensitizer, mutagen, carcinogen, reproductive toxicity, systemic target organ toxicity, aspiration hazard</p>	 <p>Flammable gasses, flammable liquids, flammable solids, flammable aerosols, organic peroxides, self-reactive, pyrophoric, self-heating, contact with water emits flammable gas</p>
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Noise

Excessive noise can cause permanent damage to hearing. The damage is often gradual and is always irreversible. Even a small amount of hearing loss can have a debilitating effect on a person's quality of life.

Where noise levels exceed the exposure limits, personnel must wear their hearing protection. They will be provided with the protection that is the most comfortable to them and will be shown how they are to be worn correctly to ensure their effectiveness.

Exposure Limit Values

- lower exposure action values are, 80 dB(A) or peak sound pressure of 135 dB(C).
- upper exposure action values are, 85 dB(A) or peak sound pressure of 137 dB(C).
- daily / weekly exposure limit values are, 87 dB(A) or peak sound pressure of 140 dB(C).

If the noise levels are excessive and for long periods of time, a noise assessment may need to be carried out. As a guide:

- if conversation at 2 metres is possible but challenging, the noise level is probably 80 dB(A) or more. Assessment will be required if noise level is like this for more than about six hours per day in total.
- if volunteers are exposed to noise which makes it necessary to shout to talk to someone 2 metres away, the noise level is probably 85 dB(A) or more. An assessment will be required if noise level is like this for more than about two hours per day in total.
- if volunteers are exposed to noise which makes it necessary to shout to talk to someone 1 metre away, the noise level is probably 90 dB(A) or more. An assessment will be required if noise level is like this for any length of time.

At 80 dB(A), persons are required to provide hearing protection and attempt to reduce noise levels.

At 85 dB(A), the Association is required to provide hearing protection, provide training in its use, ensure it is properly used when needed and attempt to reduce noise levels.

Manual Handling

All loading and unloading involves lifting and handling to some extent. Although mechanical equipment should be used whenever practicable, some of the work will inevitably continue to be carried out manually. The risk of injury can be greatly reduced by a knowledge and application of correct lifting and handling techniques.

The Association will take steps to reduce risks by carrying out the following:

- highlighting the specification of heavy items at pre-contract stage if possible.

- the provision of mechanical means will be arranged as part of the site planning process. If at all possible, trolleys will be provided to transport materials to their place of use.
- providing training to volunteers in safe handling techniques.
- making maximum use of mechanical handling aids, including:
 - pallet trucks.
 - sack trucks.

If manual handling cannot be avoided, an assessment must be made and included with the risk assessment for the task.

Welfare

As a charity trust, the Hythe Pier Heritage Association is required to ensure that welfare facilities exist for the use of our employees. It is the employer's duty under both Section 2(2)e of the Health and Safety at Work etc. Act 1974 and The Workplace (Health, Safety and Welfare) Regulations 1992 to ensure that work is not carried out in the absence of these facilities.

The Regulations require the following facilities to be in place and maintained in a reasonable state.

- sanitary conveniences.
- chairs with backs.
- washing facilities.
- drinking water.
- facilities for rest and preparing food.

Our members and volunteers are expected to play their part in keeping the welfare facilities tidy and report any defects with the facilities (such as malfunctioning water heaters or blocked toilets) to the council facilities management team and, if needed, Peter King as soon as possible.

For activity sites, arrangements will be made to make use of local public facilities or the facilities of local businesses. Agreement will be sought from the provider of the facilities prior to the start of the activity.

First Aid

The first aiders will regularly check and replenish the first aid boxes when required. They will also be responsible for ensuring that accidents are recorded in the accident book and reported to Peter King. First aid information can be found on display on the information board at the events.

A qualified first aider is required to be present at all Association activities. This would usually be a board member or volunteer appointed by Peter King or the activity leader who is trained and competent as a first aider.

When the Association provides a first aider, it will be that individual's responsibility to ensure that first aid boxes are checked prior to the event and replenished as necessary.

Personal Protective Equipment (PPE)

Following a risk assessment, there will be times where not all risks can be avoided. These are dealt with by the provision of personal protective equipment (PPE). The Association will ensure that suitable PPE is provided to their members and volunteers who may be exposed to a risk to their health and safety while at work.

PPE must be:

- of a standard that will adequately protect the person from the risks.
- replaced when worn out.
- properly looked after by the person using it.
- compatible with other types of PPE, if more than one item is required.
- regarded as the last resort in risk control.

Lone Working

The Hythe Pier Heritage Association will ensure, so far as is reasonably practicable, that members and volunteers who are required to carry out activities at home, alone or unsupervised for significant periods of time, are protected from risks to their health and safety. Measures will also be adopted to protect anyone else affected by solitary working.

Working alone can be a significant risk factor. The Association will either entirely remove the risks from these hazards or, where complete elimination is not possible, to reduce them to an acceptable level.

Risk assessments for working alone will be carried out in accordance with the Management of Health and Safety at Work Regulations 1999. This will include the identification of hazards from, for example, means of access and egress, plant, machinery, goods, substances, environment, atmosphere, etc.

Particular consideration will be given to:

- the remoteness or isolation of workplaces.
- any problems of communication.
- the possibility of interference, such as violence or criminal activity from other persons.
- the nature of injury or damage to health and anticipated "worst case" scenario.

Personnel carrying out lone working tasks will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone. All personnel will be required to follow the safe working procedures devised which will include the provision of first aid, communication procedures and awareness of emergency procedures. All personnel are required to co-operate with these efforts to ensure safe working and to report any concerns to management.

Office Safety

The Association is fully aware that accidents can happen in the office, as well as external locations and will endeavour to reduce the risk of such an accident by the following means:

- wastepaper bins and packing materials will be removed daily.
- cables will be managed to defined routes so that they do not present a trip hazard or an overload to a circuit.
- training will be provided to volunteers in the correct use of fire extinguishers, where required.
- the Company will check lighting levels to ensure they are suitable for the tasks being undertaken. The lighting will be regularly cleaned to ensure efficiency.

- shelving and storage areas will be provided to reduce the possibility for stretching or awkward lifting.
- cleaning chemicals will be kept away from foodstuffs in the kitchen area.

Display Screen Equipment (DSE)

The Association complies with the provision of the Display Screen Equipment Regulations 1992 by ensuring the following:

- workstations will be analysed and assessed to reduce risks to health. Records of DSE assessments can be found in section 4e of the SMS folder.
- workstations will comply with the requirements of schedule 1 of The Management of Health and Safety at Work Regulations 1999 in relation to the equipment used. This will include the desk, chair, screen and other relevant items.
- the daily work routine of users allows for breaks away from the screen and/or changes in activity.
- training in the use of display screen equipment will be provided to users.

New and Expectant Mothers

The Hythe Pier Heritage Association will assess specific risks for new and expectant mothers in the workplace, to comply with Regulations 16, 17 and 18 of the Management of Health and Safety Regulations 1999. These risks can be from any process, working conditions or physical, biological or chemical agents.

Consideration will be given to:

- lifting or carrying of heavy loads.
- standing or sitting for long lengths of time.
- exposure to infectious diseases.
- work-related stress.
- workstations and posture.
- other people's smoke in public areas.
- threat of violence.
- excessively noisy event activities.

The Association will regularly monitor and review any assessment made to take into account possible risks that may occur at different stages of pregnancy.

The Association will also take into account, during the specific risk assessment, any medical advice from the new or expectant mother's General Practitioner or midwife about their health and make reasonable adjustments accordingly.

Work Activities

During the course of its operations, The Hythe Pier Heritage Association carry out various event activities which could expose members and volunteer personnel to significant risks if not controlled. The Association, as stated previously, will ensure that risk assessments are carried out for all significant risks and that, where required, event procedures are prepared and communicated to all relevant personnel. The following are the more significant work activities carried out by the Association.

Working with Power Tools

The persons within the Association with responsibility to oversee the safety of tools is the event or activity coordinator; however, the volunteers must ensure the safe use, care and maintenance of their own equipment.

Electrical Tools

Only competent volunteers will be permitted to operate power tools. The policy of the Association for the provision and use of power tools is to ensure:

- battery powered tools will be preferred over 110v electrical tools or 240v electrical tools.
- all tools will be inspected before use, and regularly whilst in use.

Hand Tools

Individual volunteers are responsible for ensuring that their hand tools are kept in good order. They will ensure the following:

- tools used for the event activities will be in good working condition.
- tools will be kept clean stored appropriately when not in use with cutting edges protected.
- tools will be checked frequently to ensure that handles are secure, and guards and covers are in place.

Volunteers will not use any items that are in poor condition.

Work at Height

The Work at Height Regulations 2005 require a risk assessment to be carried out prior to starting any work at height. If, as a result of the assessment, there is no alternative to working at height, suitable work equipment will be selected, taking into account the nature of the work.

Access equipment for working at height will include:

- podium steps.
- extension ladders.
- step ladders.

Housekeeping

Good housekeeping is essential in reducing slips, trips and falls at any location. All activities will be carefully planned to ensure the event areas are not overcrowded with people. The need for good housekeeping will be included in risk assessments and may include the management of people and waste, etc.

All event areas will be regularly tidied up during the course of the event to prevent any build-up of debris, clutter, etc.

It is the responsibility of all personnel to keep their event areas tidy and orderly throughout the event, which will be emphasised during the event briefing.

The event coordinator will ensure that arrangements are in place for the removal of accumulated waste in bins or bags.

Safety Policy Communication

It is the duty of the Association to prepare and update, as necessary, a policy for health, safety and welfare. It is also our duty for the Association to communicate this policy to their members and relevant volunteers.

For the purposes of ensuring safety at events and in the office, board members and relevant volunteers will be expected to read, understand and adhere to relevant sections of this policy.

It is important that you read the health and safety policy carefully, as it will contain important information on the Company's safety procedures. It also contains responsibilities that you must undertake and comply with.

If you have any questions about this policy, please ask Peter King. If you have any suggestions as to how safety could be improved for the Association, please pass these on also.

After you have read this policy, please detach this sheet, sign it, date it and pass it back to Peter King or bring it back to the office.

Name:	
Date:	
Position:	
Signature:	