



**BALKAN SUPPLEMENTARY EDUCATION PROJECT
LTD**

HEALTH AND SAFETY POLICY

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HEALTH AND SAFETY POLICY

1. GENERAL STATEMENT

It is BALKAN SUPPLEMENTARY EDUCATION PROJECT (BSEP) responsibility and policy to provide and maintain safe and healthy working conditions for all employees and volunteers and any other workers in accordance with the Health and Safety at Work Act 1974. Whatever training, information and supervision are required for this purpose will be provided. We also acknowledge our responsibility for the health and safety of other people, including service users who may be affected by our activities.

All employees have a responsibility to co-operate with their employer to ensure a healthy and safe workplace and to take reasonable care of themselves and others.

Section A

2. RESPONSIBILITIES

The **Executive Committee** bears the ultimate legal responsibility for health, safety and welfare.

The Executive Committee will review the policy at least annually. Any concerns relating to health and safety should be reported to the person who has responsibility for the day-to-day implementation of the policy, hereafter referred to as 'the responsible person'.

The following Officer(s) has delegated responsibility for the day-to-day implementation of the Policy ('**the responsible person**'):

Catalin Caruntu - DIRECTOR
Valentina Motoc - TEACHER
Victoria Marinescu - H&S OFFICER

The staff health and safety representative is responsible for assisting the Network Co-ordinator in implementing and monitoring compliance with the policy and procedures and carrying out risk assessments as required by health and safety legislation.

The staff Health and Safety representative is also responsible for ensuring that proper risk assessments are undertaken and revised as appropriate. The representative must also advise the Director should any assessment indicate a need to update the policy or procedures. These risk assessments will be written down and adequate training will be provided for the staff.

EQUAL OPPORTUNITIES CONSIDERATIONS

Employees should ensure that Health and Safety arrangements are fully effective in relation to the diversity of staff, volunteers, young people, and all visitors to the offices. Consequently careful consideration should be given to the following.

Whether women or men may require specific additional protection from some potential hazard e.g. a notification of a German Measles outbreak for pregnant women.

Ensuring implicitly sexist, racist, homophobic attitudes do not undermine safety practice.

Special needs of employees, volunteers and young people and other users with disabilities, particularly in relation to mobility, sight

and hearing impairment and with special attention to information and arrangements for emergency procedures.

Whether safety equipment and procedures are equally effective and appropriate for women and men.

Translation and interpreting needs especially in relation to key emergency and first aid procedures.

For young people, specific risk assessments must be carried out.

Section B - GENERAL ARRANGEMENTS – OFFICE

The following arrangements apply to all areas.

Insurance

Adequate insurance for all aspects of the service will be maintained at all times and the relevant insurance certificates will be displayed on the notice board in the main office.

Accidents

All accidents must be reported to the responsible person named above. This person must ensure that the accident is recorded in the accident book, which can be assessed through the Vice Chair.

Where an accident results in an injury requiring more than 3 days off work, form F2508, available from the Vice Chair must be completed and sent to the enforcing authority by the Vice Chair.

Where an accident is fatal or results in a specified major injury or a dangerous occurrence has taken place, (as specified on the front of form F2508), the responsible person must notify the enforcing authority immediately by telephone and then send on form F2508.

Any accident however minor, or any occurrence, which NEARLY causes an accident, should be noted in the Accident Book. The record should include date and time of accident or dangerous occurrence, the full name and occupation of the affected person, nature of any injury, where it happened and the circumstances.

First Aid

The first aid box will be located in the main office.

Fire Safety

Everybody will be made aware of the escape routes, fire alarms, assembly points and fire fighting equipment throughout the premises. It is the responsibility of the person carrying out the induction to ensure that this takes place on the first day. Fire exits will be clearly marked and kept free of obstruction at all times.

Fire Procedure

- a) Ensure that you do not put yourself or other people at risk if attempting to tackle a fire.
- b) Activate the fire alarm and dial 999 if possible. The fire alarm at [name of premises] is located in the main office by the fire exit door and on the first floor landing. If you can safely do so, isolate the fire by closing nearby doors.
- c) Only attempt to tackle a fire if you are not at risk and know how to use the equipment. Fire extinguishers are located at marked points throughout the building and should not be moved.
- d) On hearing the alarm, everybody must quickly and quietly make their way to the assembly point without stopping to collect personal belongings. Nobody should re-enter the building until it has been declared safe to do so.
- e) The responsible person will attempt to ensure that everybody is evacuated but only if this is possible without risk or injury from the fire.
- f) If the fire brigade has been called to tackle a serious fire, nobody must enter the building until the fire brigade have declared it safe to do so.
- g) Any incident involving fire must be recorded.

The Assembly Point for the office of BSEP will be located at:

The back of the Premises far from any danger.

Fire extinguishers are maintained under a maintenance agreement with The Fire Brigade. It is the responsibility of the Vice Chair to ensure regular maintenance checks take place. Any faults discovered with fire extinguishers should be reported to the Maintenance Department who will deal with any problems.

Chemicals

If there are chemicals that BSEP will be using it is still essential that they are used with care.

The instruction and care label should never be defaced or removed. Before use, all instructions should be read and followed. Particular care should be taken when replacing toner cartridges, which can cause irritation, and these should only be handled in accordance with manufactures guidelines. Never mix chemicals.

Any irritations, rashes or accidents caused by chemicals must be recorded in the accident book. Medical advice should be sought immediately if chemicals are inhaled, swallowed or spilt on skin or in the eyes. After using chemicals hands should be thoroughly washed. Chemicals must never be kept in unmarked containers.

COSHH (Control of Substances Hazardous to Health Regulations 1988) assessments will be carried out by the staff health and safety representative as part of the overall risk assessment.

Staffing/Violence

BSEP provides a service to the general public at certain times. No person should be seen at the centre without a minimum of two members of staff present at any one time. It is all workers' responsibilities to ensure that the physical working environment is safe and has adequate means of escape.

If a situation is looking potentially violent do not attempt to deal with the situation on your own. Try to maintain calm and speak in a calm non-threatening manner.

Try and withdraw from the situation and attract assistance from another member of staff. Call the police.

Any assault should be notified to the responsible person and a record will be made on the appropriate form.

If an employee works alone on the premises at any time, the entrances should be locked and unknown callers not admitted.

When staffs are out on appointments alone, these must be recorded in the diary and wherever possible indicate the time expected back. A name and a contact number of the organisation that you are visiting should also be entered into the diary.

Volunteers should not under any circumstances (unless prior agreement has been made with the Executive Committee) work in the building alone.

Smoking

Smoking is not permitted in the BSEP offices.

Visual Display Units (VDUs)

All workstations: will assess by the staff Health and Safety Representative to ensure that they meet the minimum requirements set, which are:

- a) Stable screen with adjustable brightness and contrast.
- b) Screen which can swivel and rotate
- c) Adequate size characters on screen
- d) A non slip keyboard which can be tilted between 10 and 15 degrees
- e) A sufficient size work area with a stable and adjustable document holder if the worker requires this.
- f) A stable and fully adjustable chair plus footrest.
- g) The screen must be free from glare. Anti glare screens will be provided if needed.

Every VDU user must follow this advice:

- a) Adjust everything to suit you when you sit down
- b) Ensure that light is not shining onto the screen and that an anti glare screen is fitted if required.

- c) Take regular breaks for VDU work and allow your eyes time to focus in the distance at least every 20 minutes.
- d) Clean the screen.
- e) Work at a comfortable pace.

Employees are entitled to eye tests at the employer's expense if requested when starting VDU work and at regular intervals thereafter or when experiencing visual difficulties. The employer must supply any corrective equipment required by a VDU user.

Environment

Workrooms must be kept at a reasonable temperature. Temperature should be 16 degrees after one hour.

All areas will be appropriately and adequately illuminated.

BSEP will ensure that a clean working environment is provided for all employees. Any spillages or breakages must be cleaned up immediately.

Any faults (i.e. torn carpets, blockages in means of escape) should be notified to the responsible person.

Electrical Equipment

Electrical equipment must not be tampered with under any circumstances. This can invalidate warranties and insurances.

Ensure that on trailing leads or extensions are a hazard.

Alcohol and Drugs

Use of alcohol is not permitted under any circumstances during working hours (including lunch breaks). At no time should employees drink alcohol on the premises without the permission of the Centre Manager. Use of illegal drugs is not allowed under any circumstances on the premises or in carrying out BSEP's activities.

Any worker or volunteer who is suspected to be under the influence of alcohol or illegal substances will be subject to disciplinary proceedings.

If a worker suspects that a client is seriously affected by alcohol or drugs and this is likely to pose a problem, they will have the right to terminate the interview or end a task.

Section C - WORKING TIME REGULATIONS 1998 SERVICE STATEMENT

1. Statement of Approach

BSEP is committed to ensuring that their staffs follow the provision of the working regulations to ensure that staff health and safety and welfare are considered during their employment with the organisation.

2. Purpose of Statement

BSEP requires that their employees are well informed about their own rights and responsibilities as well as those of the organisations and that when a substantial change in legislation occurs, then all employees are made aware of changes that will affect these responsibilities and their way of working. BSEP sees it as both the employer's and the employee's responsibility to ensure that Working Time Regulations are effectively implemented.

3. Scope

The Regulations apply to all employees who are working under a Contract of Employment and who are over the minimum school leaving age. This means BSEP staffs are covered including temporary or freelance staff. Those who are genuinely self-employed are not covered.

4. Exclusions

BSEP considers that only the Vice Chair is partially excluded from regulations (but not the entitlement to annual leave). Certain posts within the organisation may come under special cases categories in which they may at times be excluded from provisions on daily and weekly rest periods, rest breaks and night work. BSEP believes that this would be relevant where there is a foreseeable surge in activity. In this case compensatory time will be given and protection will be provided to ensure that employee's health and safety.

5. Working Week

BSEP expects employees to work 35 hours per week (or pro rata as defined by Contract of Employment). Occasional extra work that has been agreed in advance by line managers should be taken as TOIL in line with the organisation's TOIL policy. Employees of [group] should not work more than 48 hours in any seven-day period. Staffs are reminded that time sheets are our way of showing compliance with the Regulations and need to be completed daily and passed to your line manager on a monthly basis.

6. Rest Periods

All employees of BSEP who work over a 6-hour day are required by the Regulations to take a minimum of 20 minutes rest break per day. Where a young worker's daily working time is more than four and a half hours, s/he is entitled to a rest break of at least 39 minutes. This rest break cannot be taken at the end of the beginning of the day and should, if possible, be taken away from workstations. For certain types of work, such as VDU operation, the employee should take more frequent rest breaks. Employees should aim to take a full hour rest/lunch break, which will be unpaid but is an important part of protecting the health and safety of employees.

7. Annual leave

As staff members are entitled to 25 days per year (or pro rata) plus bank holidays, BSEP is clearly within the guidelines, which state a minimum of 15 days per annum. However, the Regulations state that employees should give their employers twice as many days notice as the number of days that they want to take as leave, specifying the dates of leave. An annual leave card should be used when booking leave and should be completed by the Vice Chair. If the Vice Chair has reasons for refusing the leave then a notice should be issued informing the member of staff and giving reasons for the refusal. The Vice Chair may also issue you with notice to take leave on particular dates provided the notice is twice as long as the number of days to which the notice applies.

8. Records

BSEP needs to keep records showing that we are complying with the requirements of the Working Time Regulations. These records will include for each employee: 1) Timesheets 2) Annual Leave Cards.

Due to the need to keep records and in order to ensure that all staff at BSEP have received and read information about Working Time Regulations a copy of this paper will be given to all staff. These will be kept for two years to be available for the Health and Safety authorities for inspection if required.

Section D - ADVICE AND CONSULTANCY

Local Health and Safety Inspector's Office details are:

Lynton House, 255-259
High Road, Ilford,
Essex IG1 1NN

Tel. 020 8554 5000

Email. customer.cc@redbridge.gov.uk.

Public Enquiry Point, Health and Safety Executive,
Broad Lane
Sheffield,
S3 7HQ

0114 291 2300

London Hazards Centre
Interchange Studios,
Dalby Street
London NW5 3NQ

020 7267 3387

Date: January 2015

Signed:
CATALIN CARUNTU
CHAIRMAN

Date of Next Review: September 2015