



## **HEALTH AND SAFETY POLICY**

DRAFT

General Policy Statement:

The Trustees of the Great Britain Wheelchair Basketball Association regard the promotion of health and safety measures as a mutual objective for both management and employees at all levels.

It is GBWBAs' policy to do all that is reasonable to prevent personal injury and damage to property and to protect everyone from foreseeable work hazards and including the public in-so-far-as they come into contact with GBWBA.

In particular GBWBA has a responsibility to:

- provide and maintain safe and healthy working conditions taking into consideration statutory requirements;
- provide information, instruction, training and competent supervision to allow employees to work safely and efficiently;
- make available all necessary safety devices, appliances, techniques, equipment and to supervise their use in an effective and efficient manner; maintain a constant and continuing commitment to health and safety matters applicable to GBWBA' activities, in particular, by consulting and involving employees wherever possible.

Employees have a legal duty to co-operate in the compliance of this policy by:

- working safely and efficiently;
- using the protective equipment provided;
- reporting incidents and accidents that have or may have lead to physical injury or damage to property or stock damage;
- adhering to GBWBA' policy, procedure and any guidance issued by management, installers, importers and/or manufacturers;
- adhering to GBWBA' procedures, jointly agreed on their behalf, for securing a safe workplace;
- assisting in the investigation of accidents with the objective of preventing a re-occurrence.

GBWBA Staff whose duties require them to work away from GBWBA premises are required to follow, wherever practicable, the GBWBA Health and Safety Policy. They must at all times follow the Health and Safety instructions given by the owner/occupier of the premises at which they are working/visiting. Before commencing work they must seek information from the owner/occupier regarding their Health and Safety Policy and actions in the event of an emergency.

A copy of this policy will be provided to all current employees and volunteers and to all new employees/volunteers at the start of their employment.



**Health & Safety responsibilities within GBWBA.**

TRUSTEES

CHIEF EXECUTIVE

SAFETY REPRESENTATIVE AND FIRE MARSHALL

\*APPOINTED FIRST AIDER(S) & DEPUTY FIRE MARSHALL

\*specialist training received

**THE ORGANISATION**

GBWBA has a responsibility for the health and safety of all its employees, volunteers and visitors whilst engaged on business. This responsibility is delegated through the Trustees to the Chief Executive who is entrusted with the implementation of all statutory requirements arising from the Health & Safety at Work Act 1974 and other legislation relating to GBWBA and its workings.



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The Chief Executive is responsible for the consideration and revision of necessary of all health and safety matters and procedures in consultation with the Trustees. The Chief Executive will appoint a member of staff to act as the organisation's safety representative, whose duty will be to oversee and communicate issues to the Chief Executive which he feels to be in the interests of health, safety and/or welfare.

The Chief Executive will ensure that sufficient provisions have been taken to provide a positive safety culture and will also ensure staff who require specific training i.e., First Aider(s), Fire Marshall(s) - have access to such facilities.

All employees and volunteers have a responsibility to follow the rules and procedures on health and safety, and to take reasonable care to avoid injury to themselves and others.

Non-compliance with health and safety rules, policies, procedures, codes of practice etc is a serious matter. GBWBA disciplinary procedures will apply where it is appropriate to take formal action for serious or repeated breaches. Employees are reminded of the possibility of their being personally prosecuted for serious breaches of health and safety law.

The Chief Executive will prepare an annual report for the Board of Directors/ Trustees on progress towards the objectives in this policy.



## **ARRANGEMENTS**

### **Accident Prevention & Reporting**

A risk assessment must be carried out for all work activities. It is the responsibility of the Chief Executive to carry out risk assessments and to ensure that they are updated as work processes etc change. The purpose of risk assessment is to prevent:

- \* accidents causing injury or death
- \* near misses (which could cause injury if they happen again)
- \* work related ill health
- \* repetitive/accumulative strain injuries
- \* stress related ill health/mental health problem.

Maintenance of property and equipment is the overall responsibility of the Chief Executive. All staff are responsible for the correct and safe use of property and equipment and for reporting any faults or hazards to the designated Safety representative who in turn will report them to the Chief Executive.

The following areas are identified that require special attention:-

- (a) All electrical equipment must be safe, and when not in use either the plug be removed or switched off at the socket every evening before leaving the office(s).
- (b) Any guards or other safety features fitted to machinery or other equipment must be used at all times and must not be removed.
- (c) Staff are to be trained on the safe handling of any machine(s)/ equipment they have to use.
- (d) Windows and doors must be closed and locked at the end of each working day.
- (e) Filing cabinets must not be overloaded, and doors should be kept closed whilst not in use.
- (f) Offices should be kept clean, tidy and safe, corridors and stairs need to be kept clear and unobstructed to ensure free access at all times.
- (g) The lifting of heavy and awkward loads should be considered by all staff as a potential health hazard and competent assistance should always be sought when in doubt.
- (h) Employees asked to handle or transport money or other valuables should consider the personal risks involved and where they require additional support, this will be provided.
- (i) Information booklets advertising various aspects of health and Safety in the workplace will be made available to all staff. These booklets will be kept by the Safety representative whose responsibility it will be to bring them to the attention of all employees, and in particular new employees as they progress through the induction process.



(j) Volunteers will also have potential hazards associated with the work of GBWBA pointed out to them.

The Safety representative will keep an accident register. All accidents resulting in personal injury must be recorded no matter how trivial the injury may appear. Every employee has a duty to report any such incidents; they assist the Chief Executive in determining the cause and to help in any subsequent investigation with the aim of preventing a re-occurrence. Prevention of accidents is of paramount importance and in order to further this aim all incidents which might have resulted in personal injury must also be reported so that appropriate remedial action(s) can be taken.

The Chief Executive will report accidents, dangerous occurrences or diseases affecting staff to the Health & Safety Executive in accordance with statutory/regulatory requirements. Such reports will also be brought to the attention of the Trustees.

### **Hygiene**

Hygiene is a basic but important part of any health and safety programme. Washing and toilet facilities are provided and will be regularly maintained. All staff are responsible for ensuring their work area, and the immediate vicinity surrounding these areas is kept clean and tidy. Staff must use the appropriate waste bins provided for the disposal of rubbish.

### **First Aid Provisions**

First aid provisions are provided and maintained by GBWBA through at least one trained and appointed first aid officer:-

Current Appointed Officers: *Tina Gordon (Head Office)*

A first aid box is located in the office. First Aid officers are responsible for ensuring that the first aid boxes are maintained in accordance with the Health and Safety (First Aid) Regulations 1981.

### **IF THERE IS A FIRE**

Instructions in case of a fire are contained in a fire notice displayed in the office near the main entrance. All staff members must ensure they are familiar with these instructions and any alterations made.

The Safety representative will also act as Fire Marshall with another member of GBWBA staff being appointed as Deputy Fire Marshall (see duties are outline in Appendix 1).

### **The Fire Alarm**

-on discovering a fire in any of the offices used on the site:  
-sound alarm by breaking the glass front and depressing the button inside.



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- contact the Fire Brigade by dialling 999
- contact University Security on 01509 263171

### Evacuation Procedure

When the fire alarm bells ring the office will be evacuated under the supervision of the Fire Marshall and/or Deputy Fire Marshall. Where possible switch off all electrical appliances including lights and fires, close all windows and doors.

- Act quietly. Evacuation must be undertaken immediately and in an orderly manner.
- Use the nearest available exit
- See that all "Emergency Exits" are kept closed.
- No one should be allowed to re-enter the premises until told by a Fire Brigade Officer that it is safe to do so.

### Means of Escape

All staff should make themselves familiar with the various means available to vacate the premises and any connecting passages. The main fire exit to GBWBA' office is located within the office.

### Assembly Area

On evacuating the office buildings all staff are to assemble on the carpark at the front of the building.

Fire Marshals will take a headcount of staff and any other persons visiting GBWBA' offices and once this has been reported to the Chief Executive or Fire Warden for the building then people are at liberty to move further away if they so desire.

*NB: It is the responsibility of each employee to familiarise themselves with the instructions displayed on Fire notices.*

### Other Information:

The fire alarm bells are tested annually.

Full evacuation procedure will be tested annually through Loughborough University.

The appropriate fire equipment is available in GBWBA National office.

Training will be provided to the Fire Marshall and Deputy Fire Marshall on use of special equipment and to all staff on what to do in the case of fire. No staff should attempt to tackle a fire unless trained to do so, and unless the fire can be dealt with by one extinguisher. If in doubt evacuate premise(s)



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### Training

- (a) Induction Training: New members of staff and volunteers are to be given information and instructions on the organisation's Health & Safety Policy, rules and systems as part of the induction procedure and the responsibility for ensuring this induction will lie with whoever is the manager for the employee, or the safety representative for volunteers.
- (b) Regular fire drills are to be carried out at regular intervals. Fire Marshals are required to have training related to their duties.



## APPENDIX 1

### RESPONSIBILITIES OF THE FIRE MARSHALL & DEPUTY FIRE MARSHALL

1. Before the Fire
  - (a) Be fully familiar with the escape routes for each office building.
  - (b) Know the location of the nearest fire fighting equipment and how it should be used in case of fire.
  - (c) Be particularly aware of anyone on the office premises who may have difficulties on leaving the premises in an emergency.
  - (d) Give training to all employees in evacuation procedures in the event of a fire or other emergencies and the use of fire extinguishers.
2. On Hearing the Alarm
  - (a) Ensure all employees evacuate the office premises by moving through the nearest available exits.
  - (b) If appropriate, attack the fire using the nearest fire fighting equipment, enlisting assistance from other appropriate staff members.

*NB: No Marshall should remain alone and attempt to deal with a fire single-handed; on the other hand too many persons tend to hinder each other.*

  - (c) If you consider the fire too large for you to deal with, or, if it is getting out of control, retire immediately closing the door of the affected office premises behind you.
  - (d) Make a check of all other rooms (including lavatories) to ensure that no one remains on the office premises and then leave yourself, making sure that all doors are shut (where possible).
3. Ensure that Everyone Leaves Without Delay
  - (i) Restrain any tendency to panic or excitable behaviours; see that employees move quietly and quickly.
  - (ii) Prevent any return for collection of personal belongings or for any other reason.
  - (iii) Check that all employees and volunteers based at the premises on the day of the fire are at the Assembly Area and report this to the Chief Executive or Fire Warden.

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