

CHICHESTER DIOCESAN ASSOCIATION FOR FAMILY SUPPORT WORK **HEALTH AND SAFETY POLICY**

Responsibilities

Overall and final responsibility for health and safety for the volunteers of FSW is that of the Director and the Executive Committee. Within Church House, FSW accepts the authority of the Diocesan Secretary and is subject to the diocesan Health and Safety Policy.

At Knowles Tooth the Health and Safety Officer is supported by the Head of Centre and Housekeeping and Resident Head Centre and Buildings.

At Garton House the Health and Safety is supported by the Team Administrator.

1. Church House, Hove

The health and safety officer responsible for the policy being carried out at 211 New Church Road, Hove BN3 4ED is:

the Property Director

In the absence of the above the appointed deputy to whom responsibility passes is:

Central Services and IT Manager

2. In Church House the following have responsibility for particular areas:

Property Director:	Fire
Caretaker:	Waste

3. All volunteers have the responsibility to co-operate with supervisors to achieve a healthy and safe environment and to take reasonable care of themselves and others.

4. Whenever an volunteer, supervisor or manager notices a health or safety problem that they are not able to put right, they must straightaway tell the appropriate person named above.

Consultation between management and employees is provided by:

The Caretaker

5. Other areas of responsibility are:

Safety training:	Heads of departments
Carrying out safety inspections:	Clerk of Works
Investigating accidents:	Diocesan Secretary
Monitoring maintenance of plant and equipment:	Clerk of Works

GENERAL ARRANGEMENTS

Accidents

At Church House:

The first aid box is situated: on the wall at the end of the filing area for Properties and General Office.

Trained/qualified first aiders are listed in the Reception area and on the first floor by the First Aid Box.

The person responsible for the first aid box is: the Central Services Manager

Accidents should be reported to: the Central Services Manager
and a record must be kept in the accident book held in Central Services.

General fire safety

The escape routes are checked weekly by: The Caretaker

Fire extinguishers are checked
and serviced annually by: Chubb Fire Extinguishers
Fire alarms are checked weekly by: The Caretaker

Staff should ensure that they are acquainted with locations of alarms and fire extinguishers. Fire drills will be held at regular intervals. Staff should be responsible for guiding their visitors to the muster point.

Advice and consultancy:

The local inspector's office for health and safety is:
Health and Safety Executive, East Grinstead House, London Road, East Grinstead, West Sussex. Tel:
01342 334200

HAZARDS

Housekeeping and premises:

Toilets, washbasins and cloakrooms should be left as volunteers would wish to find them. Be as clean and tidy as possible when using the kitchens. Keep offices and working areas tidy.

Waste should be properly disposed of, left over food being wrapped carefully before disposal. Bottles and glass should be disposed of in consultation with the caretaker. Any other queries concerning waste should also be referred to the caretaker. Gangways and exits should be distinctly marked and kept clear. Advice can be obtained from the Property Director.

Electrical equipment:

The Property Director is responsible for carrying out a six-monthly check on all electrical supply equipment. Extension leads or cables should not trail over the floor. If moving heavy equipment, lift carefully or ask another person for assistance, to reduce the risk of injury as far as reasonably practicable.

Machinery:

Any piece of machinery should be used in accordance with the manufacturer's instructions. Locations of machines and instructions are given below:

Photocopier (first floor)	with machine
Copying machine (print room)	Copy machine operator
Paper drill (print room)	"
Guillotine (print room)	"
Stapler (print room)	"

The lift is serviced twice annually by the manufacturer, Schindler.

Dangerous substances:

Dangerous substances are not kept on the premises, with the exception of cleaning substances (egg bleach), which are kept in the caretaker's store.

GARTON HOUSE

Health and Safety person is supported by the Team Administrator. In general clauses above that do not relate to a specific building apply to staff at Garton House. In addition, there are documents available for use of groups hiring Garton House.

KNOWLES TOOTH

Health and Safety is supported by the Head of Centre and Housekeeping and Resident Head Centre and Buildings. In general, clauses above that do not relate to a specific building apply to volunteers at

Knowles Tooth. In addition the following should be noted:

There are documents available for use of visitors to Knowles Tooth:

- Filling in checklist reminder
- Responsibilities of group leaders
- Fire Procedure
- Fire Notice

These documents are kept under review.

VOLUNTEER VISITING and WORKING ALONE

All volunteers, whether or not involved in the direct delivery of support, may from time to time find themselves in situations where they are working alone and without the immediate support of others. This may be away from an FSW base, for example in a client's home, or within Knowles Tooth, or other volunteer related places.

Volunteers who work away from FSW premises have to accept a greater degree of responsibility for their own safety and the safety of others who may be affected by their actions. This is because measures to control risk may be difficult to implement during travel and in situations where volunteers have to work in private domestic premises which are not subject to health and safety legislation. Nevertheless, volunteers should take precautions to an appropriate degree to avoid risks of violence or aggression and should be ready to terminate the visit if circumstances necessitate this. Care should also be taken in travelling as well parking safely and securely. If alone in one of the office or at Knowles Tooth the premises should be kept secure.

MINI BUS

Great care must be exercised in all aspects of minibus use; failure to act without due care and attention could have very serious consequences. The particular points that should always be followed are:

The minibus must only be driven by capable and named persons agreed by the project staff. Never drive the bus if you feel incapable or are feeling unwell. Seat belts must be worn.

- All vehicle accidents, injuries and vehicle faults must be fully reported.
- Petrol and other inflammable or harmful substances must never be carried loose on the KT minibus.
- A mobile phone must always be charged and carried and available to the driver. The number should be known to the staff.

Volunteers should read and understand the procedures detailing the use of the minibus and other vehicles used by the Association. The minibus is covered by the AA for breakdowns.