



## **DAY TO DAY HEALTH AND SAFETY AT ELHAP**

Health and Safety at ELHAP is everyone's business. It is essential that everyone knows and understands their responsibilities and who to talk to when a problem arises.

All ELHAP staff and volunteers are responsible for spotting hazards or potential hazards. If a hazard is identified, it should be removed or dealt with as soon as possible, or if not, reported to the Manager and/or to the designated Health and Safety Officer(s).

ELHAP has a responsibility to provide a safe and healthy environment for staff, volunteers, visitors and users. The Manager will be responsible for managing Health and Safety on a daily basis.

All staff, volunteers and users of ELHAP are encouraged to read the ELHAP Health and Policy which governs and directs how ELHAP manages health and safety.

### **1. DAILY HEALTH AND SAFETY CHECKS**

The ELHAP premises, its equipment and the outdoor areas (including all play structures) are to be checked daily for faults and hazards and a record kept of these checks. Faults and hazards, and measures used to deal with them are logged in the Health and Safety Folder in the general office.

Daily health and safety checks are to be completed by employees who have been assessed by a senior ELHAP member of staff for competency in completing the daily checks. Health and Safety checks are separated into:

- Daily outdoor checks
- Daily indoor downstairs checks
- Daily indoor upstairs checks

### **2. HEALTH AND SAFETY INSPECTIONS**

Two formal health and safety inspections of ELHAP by a suitably qualified and experienced independent Health and Safety Inspector. These will consist of a detailed inspection of the building, equipment, grounds and recording systems, including site check logs, fire-drill reports, accident reports and hazardous substance records. The inspection reports will be submitted to the ELHAP Manager and to the ELHAP Board of Trustees.

### **3. EXAMPLES OF HAZARDS:**

#### **Things out of reach:**

Chairs or other furniture must not be used to stand on for the purposes of replacing light bulbs, reaching for things off tops of cupboards etc. A properly maintained, undamaged step ladder must be used.

### **Damaged Equipment:**

Regular checks must be carried out on furniture and equipment for damage which leave sharp edges protruding or other hazards. Any damaged equipment or furniture must be reported for repair or condemnation straight away and must be removed from use.

### **Damage to Fabric of Building, Windows etc:**

All such damage must be reported immediately to the Manager and/or the Health and Safety Officer(s).

### **Misplaced Furniture, Equipment or Supplies:**

Any furniture, equipment or supplies left in an inappropriate place, for example obstructing a gangway, must be removed immediately, and placed in an appropriate, safe place.

### **Damage to Outdoor Structures and Equipment:**

Regular checks must be carried out on all outdoor structures and equipment for damage or any other hazards. Any damaged structures and equipment must be reported for repair or condemnation straight away and must be removed from use.

## **4. GOOD HOUSEKEEPING**

### **AISLES & GANGWAYS**

Gangways must be kept clear from obstructions and materials must be stored in safe areas. Under no circumstances must goods or materials be stacked immediately in front of or obstructing fire doors, fire exits, fire alarms or fire equipment.

### **SMOKING**

ELHAP is a non smoking building. ELHAP maintains a Smoking Policy which can be found at [www.elhap.org.uk](http://www.elhap.org.uk)

### **OVERCROWDING**

The general minimum space per person, recommended by the 1992 Regulations is 11 cubic metres. ELHAP will avoid unhealthy and overcrowded working conditions, and will consult staff on any changes in office layout.

### **VENTILATION**

ELHAP will endeavour to provide a well ventilated workplace in which staff have control over their local level of ventilation.

### **TEMPERATURE**

In office workplaces a minimum temperature of 16°C must be maintained, Efforts will be made so far as is reasonably practical to ensure the workplace temperature does not rise to an uncomfortable level. A thermometer will be provided in a conspicuous place and in such a position as to be easily seen. ELHAP will do all in its power to ensure reasonable temperatures in the workplace at all times.

### **LIGHTING**

Adequate lighting must be provided. If lights are found to be out of order, the fault must be corrected as soon as reasonably possible.

### **NOISE**

Some ELHAP staff work within an open plan office and therefore a certain level of noise is unavoidable, however ELHAP will endeavour to ensure that noise are kept to as low a level as is practicable.

### **OFFICE ATMOSPHERIC POLLUTANTS**

Office equipment such as photocopiers and printers can emit pollutants into the atmosphere. ELHAP will take reasonable precautions in ensuring that these levels are kept as low as is possible. Employees will not be expected to work in enclosed spaces with equipment that emit atmospheric pollutants. Spaces where these pollutants are present shall be kept well ventilated.

### **EQUIPMENT STORAGE AND USAGE**

Equipment must not be left lying around but must be suitably stored.

- No wires must be left trailing across floors.
- Non flammable rubbish bins must be positioned at various points.
- Except in emergencies, and with the permission of the Manager, no paraffin, bar electric or calor gas fires will be used at ELHAP premises.

### **ELECTRICAL EQUIPMENT**

All building maintenance such as electrical work, carpentry, painting etc should be carried out by skilled people. No staff should endanger themselves or others by carrying out such work.

Broken, ineffective or damaged electrical equipment must be reported to the Manager. Staff should never perform unsafe practices such as: jamming wires in sockets with matchsticks or nails, improvising a junction box, running power tools from lamp sockets so that they cannot be earthed, forcing a plug into the wrong socket, using improvised wrongly rated fuses for the current that the equipment is carrying, hanging cables on nails or allowing them to trail in pools of water, using equipment with the earth wire pulled out of its terminal, misusing an earthing clamp on welding sets etc.

All portable electrical appliances are to be maintained so as to prevent danger. Checks will be carried out by a qualified person every 12 months and recorded in the Health and Safety book, which is kept in the general office.

Where possible, there should be sufficient plug socket outlets provided to negate the use of multi-socket adapters and/or extension cables with trailing wires.

### **FLAMMABLE SUBSTANCES**

All flammable substances are stored in the garage (located in the driveway) or in the tool room (located in the playground).

### **ATTENDANCE**

ELHAP staff must ensure that a list of staff and users is made each day in the daily attendance record sheet, and that the number of visiting staff and users is recorded on this daily attendance record sheet. A note should also be made of users and staff leaving the building for periods of time e.g. on outings, meetings etc. The Manager is responsible for recording these and in their absence; the most senior member of staff on site will take responsibility.

## **5. WELFARE ARRANGEMENTS**

## **TOILETS AND WASHING FACILITIES**

ELHAP will seek to ensure that suitable and sufficient toilets and washing facilities are provided for all staff in accordance with the minimum requirements of Health and Safety legislation, i.e:

<b>Number at work</b>	<b>Number of toilets/washbasins</b>
1-5	1
6-25	2
26-50	3

- Each toilet will be in a separate, lockable room.
- Washing facilities will include a supply of clean hot and cold water, soap and suitable means of drying (eg paper towels).
- At least one toilet facility will be wheelchair accessible and suitable for people with disabilities that includes accessible washing facilities.

## **DRINKING WATER**

An adequate supply of drinking water will be provided for all visitors, users, staff and volunteers.

## **REST AREAS**

So far as is reasonably practicable ELHAP will provide all staff with seating in a rest area, where they may rest during normal work breaks.

## **PREGNANT WOMEN**

Suitable rest breaks and facilities will be provided for pregnant employees.

## **HOURS OF WORK**

ELHAP employees should not work excessively long hours, and should take adequate breaks for meals and rest as indicated within their statements of terms and conditions of employment.

## **VACCINATIONS**

ELHAP employees, volunteers and work placements must ensure that they are vaccinated against all communicable diseases relevant to working with children, young people and adults with disabilities. All employees, volunteers and work placements must contact their GP for advice and to ensure that they are appropriately vaccinated for working at ELHAP.