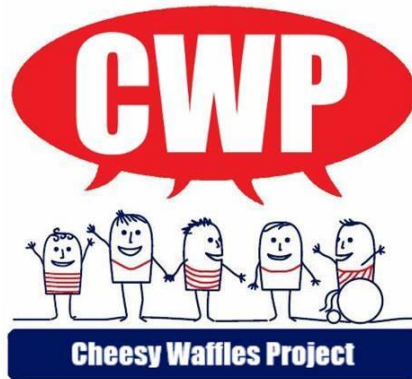


# Cheesy Waffles Project



## Health, Safety & Environmental Policy & Procedures

REVISED: 19<sup>th</sup> April 2023

REVIEW DATE 18<sup>th</sup> April 2024

## **GENERAL STATEMENT OF INTENT**

1. In accordance with the Health and Safety at Work etc Act 1974, it is the Projects intention that our operations will be undertaken in a manner so far as is reasonably practicable, the health, safety and welfare of all our employees, and those affected by our activities is uncompromised.
2. The Project requires that high standards of safety, health and welfare shall be achieved and constantly maintained and improved at both Belmont Community Centre and The Skills House and also whilst conducting visits off site. The Project also feels there is the need to have a strong commitment to the protection of the environment and to minimise waste. The Project has therefore set out its environmental statement in this policy document to support this commitment.
3. The Safety Policy will be reviewed annually or as legislation or changes to work operations dictate, by the trustees and will be formulated and implemented by the Project Manager under the guidance of the Trustees , supported by the Safety Advisor who will monitor compliance with the requirements and give advice in Health, Safety and Welfare generally in order to meet current legal requirements.
4. This Policy and all revisions of it will be brought to the attention of all employees by the Manager by formal discussion and written communication where appropriate.
5. The Project will undertake inspections, audits and review activities to ensure the Projects objectives for Health, Safety and Welfare are being met.
6. All matters concerning Health and Safety will be implemented only after full consultation with employees. The employees have the right to nominate safety representative and all employees will be afforded every opportunity to discuss health and safety issues with the Manager.
7. The Project will ensure that all relevant safety training and safeguarding training will be undertaken. The Project will ensure that sufficient financial or other resources are available to meet all reasonable Health and Safety requirements.

## **ENVIRONMENTAL POLICY**

### **INTRODUCTION**

Cheesy Waffles Project has prepared an Environmental Policy that reflects the nature of its activities and will ensure that adequate financial and physical resources are available to implement this policy. The formulation of the environmental procedures will be designed to integrate fully with the project delivery.

### **OPERATIONS**

The Projects objective is to balance the need to achieve its aims and objectives with the need to satisfy society's rising environmental aspirations and to improve the quality of the environment in the local community, which may be affected by its operations. The Project will endeavour to provide adequate financial and physical resources to achieve its aim of a continual improvement in the impact of its operations on the environment.

### **MANAGEMENT RESPONSIBILITIES**

The Environmental Policy will be reviewed annually or as legislation or changes to work operations dictate, by the trustees and will be formulated and implemented by the Management of the Project under the guidance of the Trustees.

### **LINE MANAGEMENT RESPONSIBILITIES**

The Manager is charged with the responsibility for implementing the project's environmental policy. They may delegate to nominate other members the day-to-day responsibility for the operational environment. They are responsible for ensuring that:

- A high standard of housekeeping is maintained and where possible take steps to reduce odour, noise, dust, atmospheric pollution and other impacts thereby avoiding complaints arising out of our operations.
- In planning the operations to ensure social and environmental consequences are considered.
- The centre is left in a clean and tidy manner and maintain a high standard of appearance.
- The staff are regularly informed of environmental conditions of the centre and off site locations and are trained to operate any equipment with proper regard for the environment.

- Any complaints regarding our operations are dealt with fairly and promptly: and that details of the investigation and the action taken are recorded.
- There is continual improvement in environmental performance.
- Significant environmental impacts caused by the Projects operations are reduced.

## **WASTE MATERIALS**

In respect of any waste materials generated on sites, the charity will:

- Dispose of all waste in accordance with relevant requirements, including Legal requirements
- Research into methods of reducing the quantity produced
- Promote the recycling of materials compatible with all considerations of safety.

## **WASTE MANAGEMENT PROCEDURES**

The Project has in place a waste management procedure which form part of its agreement with the centre landlord - Belmont Community Association,

## **ACCOUNTABILITY**

The Project policy is to ensure that the highest practicable standards of environmental management are achieved.

The Project will undertake a process of reviewing its activities, covering all quality, environmental management and general housekeeping. To ensure commitment and adhere to all current/relevant environmental Legislation.

## **PURCHASING AND SUPPLY**

The Project will:

- Pursue a policy of recycling and refurbishment of equipment and materials to maximise utilisation and life and so reduce environmentally costly wastage and unnecessary consumption of resources.

## **SUPPORT**

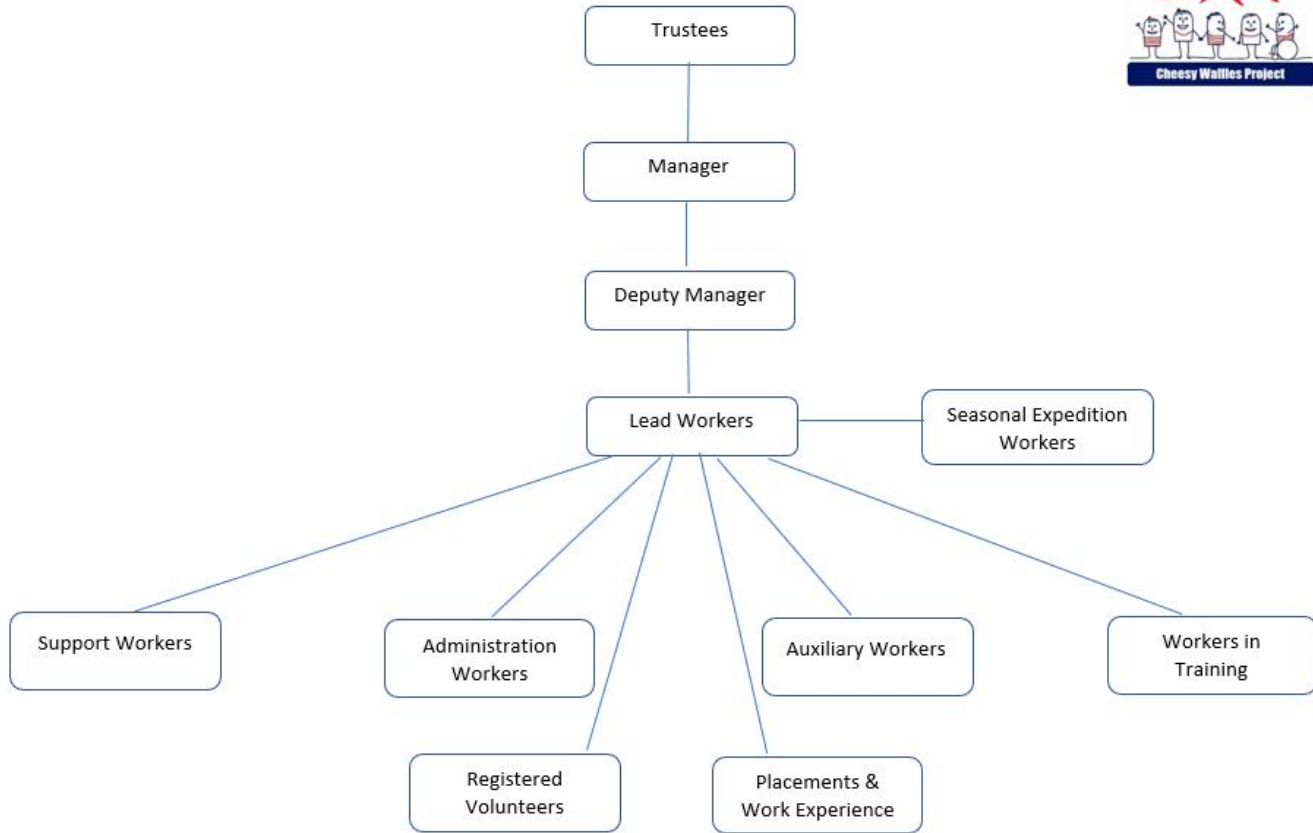
The Projects objective is to support the implementation of the Environmental Policy through regular environmental training and to promote a greater dissemination of environmental information to its staff.

## **POLICY REVIEW**

The Project will ensure, through the manager, that this policy is the subject to a process of regular reviews so the account is taken of developments in legislation.

# ORGANISATION

Cheesy Waffles Project Organisational Chart



## **CHAIN OF RESPONSIBILITY**

1. The Board of Trustees responsible for the Safety Policy being formulated, implemented, amended or up-dated as required.
2. The Manager is responsible for centre and office safety.
3. The Manager is responsible for ensuring the requirements of the Project Safety Policy are effectively communicated to all sites and all staff
4. The Manager is responsible in ensuring all Line Management are competent to conduct the work in a safe manner, and to assist in developing safe systems of work.
6. All employees are responsible for ensuring that all aspects of the Safety Policy are complied.
7. Employees are expected to involve themselves in safety matters and report any unsafe equipment or dangerous situations to their superior.
8. All Staff will be actively encouraged to provide essential safety support. Particular regard will be given to the introduction of better, safer systems of work for the benefit of all employees.
9. Anyone who may be affected by operations undertaken by the project will be kept fully informed and the requisite liaison between the parties will be effectively maintained.
10. No safety policy can work without the full co-operation of all the employees of the project and the co-operation of all those working on behalf of the project. The Safety Policy cannot be forced onto employees without those employees having the right to forward criticism, comments, etc. about the Safety Policy.

**In order to achieve a safety policy that can work in practice with the full approval of everyone concerned, the project regards employer/employee consultation and co-operation as essential**

## **GENERAL SAFETY ARRANGEMENTS**

1. A comprehensive list of common and special hazards involved with all aspects of the project are included in this policy.
2. In the case of there having to be an emergency evacuation of the centre and off site location an assembly point will be organised by the lead worker prior to the start of any visits. All persons under the control of the lead worker will be informed about the location of the assembly point.
4. It is essential that a high level of housekeeping is maintained both locations. There is a duty on everybody to ensure that all areas are kept tidy, unneeded equipment locked up or returned to the stores, waste removed, etc. Connected with this is the requirement to maintain a safe access to and egress from operational locations there must be adequate areas on site to provide safe walkways and these must not be obstructed with materials, rubbish, etc. Any emergency exits clearly marked **MUST** be kept free from obstruction.
5. The Project will ensure that all employees are fully trained as required and are made aware of all the requirements with regard to health and safety matters.
5. Safety inspection of sites and premises will be undertaken by a number of persons:-
  - Board of Trustees
  - Charity Manager
  - Lead Workers
  - Health and Safety Officers

## **ACCIDENT REPORTING AND INVESTIGATION PROCEDURES**

- See separate Accident & Incident Procedure



## **HEALTH AND WELFARE**

### **Washing and toilet Facilities**

The Project will have adequate washing and toilet facilities, which will include:-

- ★ Washbasins.
- ★ Adequate toilet facilities
- ★ Soap and towels or dryers.
- ★ Hot and cold (or warm) water.

They must be kept in a clean and serviceable condition.

### **First Aid**

There will be at least one first aid box at both the Community Centre and Skills House, which conforms to the requirements of the Health and Safety (First Aid) Regulations, kept readily available for every person employed there.

Each box will be clearly identifiable and its location made known to all persons employed on site.

Every box will be checked frequently and replenished as necessary to ensure that they are fully stocked. The appointed first aider or emergency first aider shall be given the responsibility of checking the box contents on a weekly basis, and for arranging the replenishment of the contents.

A competent person will be appointed to take charge of the box and to take the essential steps necessary in the event of a serious incident. Generally the competent person will be the person trained in First Aid, or the Appointed Person, trained in emergency aid.

Where tap water is not readily available for eye irrigation, sterile water or normal saline solution in sealed, disposable containers should be provided. At least 900 ml should be provided. The site supervisor is responsible for arranging the provision of the sterile or saline water.

Opened or partially used solution is to be discarded immediately and replaced with sterile sealed units.

## **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) REGULATIONS 2002**

The Project will do all that it can reasonably do to comply with the above regulations. They will do this by:

1. Making a written assessment of the risks to determine the action needed to meet the requirements of the regulations.
2. Adequate control of exposure which must be achieved by means other than the use of personal protective equipment (PPE) so far as is reasonably practicable.
3. Provision of suitable protective clothing
4. Control measures to be properly used and maintained.
5. The provision of the necessary instruction, information and training.

The Project will endeavour to provide sufficient information to employees and others who may be exposed to any risk generated by the use of substances or as a result of work activities.

Up to date product information will be obtained from suppliers and this will be utilised to produce COSHH assessments, which will be made available to all employees.

### **Training**

All staff who are required to use hazardous materials or products will be given appropriate instruction and/or training to enable them to safely use the material or product.

## **FIRE PRECAUTIONS**

Refer to Belmont Community Fire Risk Assessment

## **PERSONAL PROTECTIVE EQUIPMENT REGULATIONS 2002**

The Project will provide all staff with the necessary protective equipment and clothing as required by regulations, and as identified by risk assessments, that matches individual requirements.

Employees are reminded of their statutory duty to use the equipment and clothing in the correct manner, and to take care of it, reporting its loss or damage to it immediately.

### **Hand Protection**

Gloves to protect the hands from either hazardous substances or during handling operations will be provided when identified during the COSHH or risk assessment. Hand protection will also be provided for periods of personal care.

## **MONITORING AND REVIEW STRATEGY**

The Project will ensure that an effective management structure will be put in place to effect appropriate control over its activities and to make sure these controls are sufficient to meet its needs.

The controls include policymaking, planning, implementation, monitoring and review.

It is necessary to monitor and review the work activities and project procedures to enable the project to maintain standards and manage risks to the best possible extent. To this end the project, will carry out regular monitoring of its activities, measuring its performance against known standards and accepted best practices.

The Project will seek to have a Health and Safety audit carried out periodically (or as dictates) to assess the effectiveness of its Health and Safety procedures and the success with which the procedures are carried out and understood by its employees.

The Project will from time to time carry out a review of its safety performance to determine area of weakness and actions required.

The findings of the reviews will be disseminated to all relevant employees and Board of Trustees

## **RISK ASSESSMENTS**

The Management of Health and Safety at Work Regulations requires all employers to assess the risks to workers and any others who may be affected by their undertaking.

The Risk Assessment would normally involve identifying the hazards present in any operations and evaluate the extent of the risks involved, any persons affected by such risks, existing controls, precautions etc. being taken into account.

Risk Assessments should be carried out with the following hierarchy of principles of prevention being applied as required by Regulation 4 of the Management of Health & Safety Regulations:

- ★ Avoid the risks altogether if possible.
- ★ Evaluate the risks that cannot be avoided.
- ★ Combat the risks at source.
- ★ Adapt the work to suit the individual.
- ★ Replace dangerous with less dangerous (e.g. water based paints instead of solvent based paints)
- ★ Ensure employees are provided with appropriate information, instruction, training and supervision.
- ★ Use of PPE

**All project activities both on and off site shall be risk assessed and findings recorded on the project risk assessment form.**

## **MANUAL HANDLING**

See separate Moving and Handling Policy.

## **NEW EMPLOYEE INDUCTION PROCEDURE**

The Health and Safety at Work Act requires the Project to provide information, instruction, training and supervision to all staff

Induction training is intended to ensure new staff, including those with experience in the industry, are properly inducted on matters of health, safety and welfare and that this induction is conducted on a formal basis.

When the new employee arrives at their place of work for the first time, the project manager must ensure the employee is informed and instructed on all aspects detailed in the induction form before being given any work task.

## **WORK RELATED STRESS**

The Project recognises that it has a duty of care to protect the health, safety and welfare of all our employees and recognises that work related stress is a health & safety issue and acknowledges the importance of identifying and reducing workplace stress.

### Project Responsibilities

1. Conduct risk assessments and implement recommendations.
2. Ensure any issues raised are treated promptly, fairly, sympathetically and in complete confidence.
3. Ensure good communication between management and employees particularly where there are procedural and organisational changes.
4. Ensure employees are adequately trained and supported to carry out their duties.
5. Monitor workloads to ensure workloads are not excessive.
6. Monitor working hours, overtime and holiday entitlement to ensure that employees are not overworking.

7. Identify bullying and harassment promptly and take suitable and appropriate action.
8. Ensure vigilance and offer additional support to employees who are experiencing stress outside of work e.g. bereavement, marital problems, debt problems etc.

#### Employees

1. Employees experiencing stress should raise issues of concern as soon as possible with your immediate supervisor, manager or safety representative. (Issues raised will be dealt with in the strictest confidence)
2. Employees should accept opportunities for counselling when recommended.

### **CONSULTATION POLICY**

It is the Projects intention to co-operate fully with representatives of clients, safety practitioners and inspectors, so that health and safety can be promoted and effectively controlled. We aim to comply with The Health and Safety (Consultation with Employees Regulations) 1996.

All new employees are made aware of consultation policy at Initial Induction and are encouraged to communicate fully with their colleagues and line management to ensure we are effective in our approach to providing an environment that as far as reasonably practicable is free from risk.

Any new legislative information or changes to site safety rules, including amended risk assessments or safety method statements are issued by the project

The Project is committed to ensuring there are clear lines of communication and consultation throughout the company and all employees are actively encouraged in assisting the company to meet the objectives as outlined in this policy.

## **TRAINING POLICY**

The Project believes that sufficient and appropriate training is the key to the successful operation of the project. Health and Safety training is not just seen as an activity undertaken to meet minimum requirements in regards to law .

Health and Safety training is not seen as a " bolt on" extra to skill or professional training, but as an integral part of general skill training, for the correct undertaking of work activity.

The Project has therefore set out its aims as follows ;

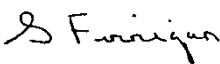
- ★ Training that is suitable and cost effective.

The cost of training and the degree of risk to be countered by the training, will be taken into account when deciding if the training is justified.


- ★ Training will be prioritised to ensure that information and instruction for high-risk activities and emergency procedures is undertaken before general skill training.

The main objective is to ensure that all employees carry out their duties with the least chance of harm occurring either to themselves or others: or causing damage to property.

- ★ The more information, instruction and training received by the employee, the greater their level of competence and therefore the greater the opportunities to act as supervisors of their own work.
- ★ As a Project we carryout training needs analysis annually and this formulates our training plan, however task specific training as deemed necessary for a contract will be carried out as required and the plan amended accordingly.
- ★ As a Project we will seek and provide training for our employees to assist them with their work and allow them to work more safely.

Signed:   
Susan Finnigan (Secretary/Trustee)

Date: 19<sup>th</sup> April 2023

Signed:   
Linda Pennington (Treasurer/Trustee)

Date: 19<sup>th</sup> April 2023

