

## LIST OF HEALTH AND SAFETY DOCUMENTS FOR LENDON BARN

Ref No H&S 201 Feb 15	<b>Emergency Information</b> (issued to employees and H & S Co-ordinator)	<b>p2</b>
Ref No H&S 202 Feb 15	<b>Telephone Information for Staff</b> (Lendon Office)	<b>p3</b>
Ref No H&S 203 Feb 15	<b>First Aid Officers for the Lendon Barn</b> (Source Notice Board)	<b>p4</b>
Ref No H&S 204 Feb 15	<b>Health And Safety – Arrangements</b> (issued to employees and H & S Co-ordinator)	<b>p5</b>
Ref No H&S 205 Feb 15	<b>Responsibilities of Employees/Youth Workers</b> (issued to employees and H & S Co-ordinator)	<b>p6</b>
Ref No H&S 206 Feb 15	<b>Health and Safety Policy Statement</b> (issued to employees and H & S Co-ordinator)	<b>p10</b>
Ref No H&S 207 Feb 15	<b>Fire Emergency Plan</b> (copies at Exits to building and Barn Office)	<b>p11</b>
Ref No H&S 208 Feb 15	<b>In the Event of Finding Sharps/Syringes in or around Wings Premises and any Sharps Injuries</b> (issued to employees and H & S Co-ordinator)	<b>p12</b>

## **EMERGENCY INFORMATION**

(To be issued to employees and youth workers)

### **ACCIDENT**

The list of **first-aid officers** are on display around the premises. Other recognised workers/volunteers are also First Aid trained. The first-aid box, with the accident book placed below it, is situated outside the Lendon office and a further first-aid box is situated outside the rear of the classroom block.

#### **In case of accident:**

- Take appropriate first-aid action and consult first-aid officer immediately.
- Call doctor or ambulance if necessary.
- Report all accidents (however slight) verbally to the CEO and create an "Incident Report" on the shared drive. In addition, any injuries should be written up in the accident book; completed entries should be forwarded to the Lendon Barn Manager and placed in the 4 drawer cabinet in the Admin Office at Lendon.

### **FIRE**

Fire exits are signposted, and are situated at either end of Lendon Barn and at any points on the escape route where there is a change of direction. The emergency evacuation point is located at the gated access to the site. It is designated by an evacuation point sign attached to the gate post.

Fire drills will be held at least every 3 months; some prior warning will be given.

#### **In case of fire:**

- Stay calm.
- Set off the fire alarm system.
- Evacuate the building and assemble at the Assembly Point. The emergency evacuation point is located at the gated access to the site. It is designated by an evacuation point sign attached to the gate post.
- Ensure the Fire Service is called.
- Put out the fire if safe to do so – DO NOT take any risks.
- Do NOT re-enter the building until told it is safe to do so by the emergency services or Fire Warden.

### **ILLNESS**

Contact first-aid officer immediately, and the doctor if necessary. The doctors' phone numbers may be found under 'Telephone Information for Staff' in the office.

### **BREAK IN**

Security representatives are Blanchard's, 01237 472084; Police can be contacted on 101

### **SECURITY**

The building is protected by an alarm system. This must never be abused. Each employee is responsible for security in his or her own working area. Out of hours security (11 pm to 6 am everyday) is provided by Guarantor Security Ltd (472740).

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

MASH ..... 0345 155 1071

*NB Wings Safeguarding Lead(s) first*

[REDACTED]

**Wings Hall** [REDACTED]

**Staff**

[REDACTED]

[REDACTED]

[REDACTED] [REDACTED]

[REDACTED]

**CEO**

[REDACTED] [REDACTED]

**Trustees**

[REDACTED] [REDACTED]

[REDACTED] [REDACTED]

[REDACTED] [REDACTED]

[REDACTED] [REDACTED]

[REDACTED] [REDACTED]

**Administrator**

[REDACTED]

**Health and Safety Co-ordinator**

[REDACTED]

# **FIRST AID OFFICERS**

## **FOR LENDON BARN**

**Mark Slade**  
**Andy Best**  
**Dan Bowser**  
**Kathryn Best**  
**Lucy Bowser**  
**Gillian Ashcroft**

### **APPOINTED FIRST AID PERSON**

**Andy Best**

These general arrangements are a supplement to the Wings South West Safety Policy.

## 1 ACCIDENT REPORTS

All accidents, however minor, are to be reported to the employee's/volunteer's immediate supervisor and to the CEO. Incident report forms are saved on the shared drive, and filed at Lendon. If relevant, RIDDOR Form 2508 should be completed by the Chair of the Trustees or deputy.

## 2 ACCIDENTS

In the event of an accident, the most senior responsible person present should:

- 2.1 Ensure a suitably qualified First Aider renders first-aid and, if in doubt, call an ambulance. **Ensure** first-aiders and first-aid equipment are available.
- 2.2 Stop the process or activity which caused the accident, and preserve the plant or equipment for investigation.
- 2.3 Record the details of the accident in the accident book, forward the completed entry Wings Admin Office, and inform the CEO of the accident. If relevant, RIDDOR Form 2508 must be completed by the Chair of the Trustees or deputy.

## 3 FIRE

In the event of the fire:

- 3.1 Stay calm.
- 3.2 Set off the fire alarm system.
- 3.3 Evacuate the building and assemble at the Assembly Point. The emergency evacuation point is located at the gated access to the site. It is designated by an evacuation point sign attached to the gate post.
- 3.4 Ensure the Fire Service is called.
- 3.5 Put out the fire if safe to do so – DO NOT take any risks.
- 3.6 Do NOT re-enter the building until told it is safe to do so by the emergency services or the Fire Warden.

## 4 SICKNESS

In the event of feeling unwell at work, an employee/volunteer should notify his/her supervisor. If absent through sickness he/she should comply with the terms of his/her contract. For any employee who is absent through sickness specifically due to an accident which occurred at work, the CEO should be informed forthwith to enable the relevant authorities to be notified.

## 5 EMERGENCY INCIDENTS

In the event of an incident such as a power cut, gas leak, water leak, or threats to the building (eg a bomb threat), action should be taken as per the Fire Emergency Plan and the situation assessed by the person in charge of the Barn at that time.

## 6 OFF-SITE WORKING

If engaged in work for Wings at premises other than those owned/run by Wings, then health and safety will be the responsibility of the person whose premises they are. When working off-site other than at premises, **e.g.** street work, consideration should be given to personal safety, means of communication in case of emergency, first aid cover, information instruction and training to perform the intended task.

## RESPONSIBILITIES OF EMPLOYEES

### THE LAW

Health and Safety at Work Act of 1974 Section 7 states:

It shall be the duty of every person while at work:

To take reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her acts or omissions at work; and employees must co-operate with their employers so that they can meet their legal obligations.

Health and Safety at Work Act of 1974 Section 8 requires that no-one, employee or not, shall either intentionally or recklessly, interfere with or misuse anything, whether plant, equipment, or methods of work, provided by the employer to meet their obligation under this or any other related Act.

### WHAT IS AN EMPLOYEE'S RESPONSIBILITY?

- 1 Use the proper devices and facilities provided.
- 2 Always act responsibly. Learn to recognise and report hazards.
- 3 Keep your work area clean and tidy at all times.
- 4 Never undertake work in a manner you know to be dangerous.
- 5 Learn to lift and handle materials correctly.
- 6 Always observe safety codes of practice.
- 7 Come to work sensibly dressed for the job.
- 8 Report **all** accidents, however minor.
- 9 Be alert to electrical hazards.
- 10 Observe all warning signs and notices.
- 11 Ensure the No Smoking policy is enforced.
- 12 Develop a real determination to work safely.

# **HEALTH AND SAFETY POLICY STATEMENT**

**(Health and Safety at Work etc Act 1974)**

This is the Health and Safety Policy Statement of Wings South West, Registered Charity No 1082938.

Wings South West recognise their responsibility to ensure, so far as is reasonably practicable, the health and safety of all their employees, and have nominated the undersigned to control and review these matters.

**Our statement of general policy is:**

- To provide adequate control of the health and safety risks arising from our activities.
- To consult with our employees on matters affecting their health and safety.
- To provide and maintain safe equipment and environment.
- To ensure safe handling and use of materials.
- To provide information, instruction and supervision for employees to enable them to recognise and minimise hazards to themselves and other persons, and contribute positively to Health and Safety at work.
- To ensure all employees are competent to do their tasks, and to give them adequate training.
- To prevent accidents and cases of work-related ill health.
- To maintain safe and healthy working conditions.
- To have an auditable procedure and record of Health and Safety incidents.
- To review and revise this policy as necessary at regular intervals.

The implementation of the policy is the responsibility of all management and supervisory staff and only with the co-operation of every employee within it, taking care of their own safety and that of other workers, can the Organisation provide a safe and healthy working environment.

A copy of this statement is issued to all employees, and is available on request by Wings Hall user groups.

Signed .....  
(On behalf of Wings South West trustees)

Date .....

Trustees' Review date: February 2024

**1 RESPONSIBILITIES**

- Overall responsibility for health and safety is that of the Trustees of Wings South West.
- Issues of health and safety relating to Lendon Barn are the responsibility of the Health and Safety Co-ordinator.
- Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Lendon Manager.
- To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

<b>Position</b>	<b>Responsibility</b>
Lendon-Manager.....	Designated TRAX Workshop area and associated equipment All other areas, associated equipment and vehicles
Health and Safety Co-ordinator .....	Lendon Barn and The Wings Hall

- All employees must:
  - > Co-operate with supervisors and managers on health and safety matters.
  - > Not interfere with anything provided to safeguard their health and safety.
  - > Take reasonable care health and safety themselves
  - > Report all health and safety concerns to an appropriate person (as detailed in this policy statement).
  - > Ensure the No Smoking policy is enforced.

**2 HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES**

- Risk assessments will be undertaken by the Health and Safety Co-ordinator.
- Reviews of the risk assessments will be reported to the Trustees annually.
- Action required to remove/control risks will be approved by the Trustees.
- The Co-ordinator will be responsible for ensuring the action required is implemented.
- The Co-ordinator will check that the implemented actions have removed/reduced the risks.



### **3 CONSULTATION WITH EMPLOYEES**

It is the responsibility of the Health and Safety Co-ordinator to consult directly with the employees and youth workers.

### **4 SAFE PLANT AND EQUIPMENT**

- All staff are responsible for identifying all equipment in their areas needing attention and then reporting to the Co-ordinator, who will in turn be responsible for ensuring that all identified maintenance is implemented.
- The Co-ordinator is responsible for ensuring effective maintenance procedures are drawn up as appropriate.
- Any problems found with equipment should be reported to the Co-ordinator.
- The Co-ordinator will check that new plant and equipment meets health and safety standards before it is purchased.
- The Co-ordinator is responsible for ensuring all electrical Portable Appliance Testing (PAT) is carried out.
- All equipment should be used in accordance with operating procedures.
- It is the responsibility of the Session Leader to ensure that Personal Protective Equipment (PPE) is supplied and used correctly where the need is identified by the Risk Assessment.

### **5 INFORMATION, INSTRUCTION AND SUPERVISION**

- The Health and Safety Law poster is displayed on the Notice Board at Lendon Barn.
- Health and safety advice is available from the Co-ordinator.
- The Co-ordinator is responsible for ensuring that Wings' employees working at locations under the control of other employers are aware that they should request relevant health and safety information relating to those locations.
- The Co-ordinator has responsibility for the employees' Health and Safety training and supervision.
- Health and Safety training is provided for new staff and volunteers as part of induction. All new students on all courses will receive relevant Health and Safety Training and information at the beginning of each course. For TRAX students a video is used.

### **6 COMPETENCY FOR TASKS AND TRAINING**

- Job specific training will be provided as appropriate.
- Training records are kept.
- Health and Safety training will be identified, and arranged and monitored by the Co-ordinator.

## **7 ACCIDENTS, FIRST-AID AND WORK-RELATED ILL HEALTH**

- The First Aid Boxes are kept outside the main office and at the rear of the classroom block.
- All accidents and cases of work-related ill health are to be recorded on an incident report form as stated above and, if required in the injury book which is kept by the First Aid Box. Completed entries should be forwarded to the Admin Office at Lendon.
- The Trustees are responsible for the reporting of injuries, diseases and dangerous occurrences (RIDDOR) to the enforcing authority via RIDDOR Form 2508.

## **8 MONITORING**

- To check our working conditions, and ensure our safe working practices are being followed, the Health and Safety Co-ordinator or a nominated person will carry out spot checks and inspections at regular intervals, and any problems reported to the CEO.
- The Co-ordinator is responsible for investigating accidents.
- The Co-ordinator is responsible for investigating work-related causes of sickness absences.
- The Co-ordinator is responsible for acting on investigation findings to prevent a recurrence.

## **9 EMERGENCY PROCEDURES - FIRE AND EVACUATION**

- The Trustees are responsible for ensuring the fire risk assessment is regularly reviewed.
- Escape routes are checked by the person in charge of activities at Lendon Barn.
- Fire extinguishers are maintained and inspected annually by West of England Fire Protection Service, and visually checked monthly by the Health and Safety Co-ordinator.
- Fire alarms will be tested every month.

# FIRE EMERGENCY PLAN

## **In case of fire:**

- **Stay calm.**
- **Set off the fire alarm system.**
- **Evacuate the building and assemble at the Assembly Point. The emergency evacuation point is located at the gated access to the site. It is designated by an evacuation point sign attached to the gate post.**
- **Ensure the Fire Service is called.**
- **Put out the fire if safe to do so – DO NOT take any risks.**
- **Do NOT re-enter the building until told it is safe to do so.**

## HEALTH AND SAFETY PROTOCOL

### IN THE EVENT OF FINDING SHARPS/SYRINGES IN OR AROUND WINGS PREMISES AND ANY SHARPS INJURIES

NB The term 'sharps' refers to needles, blades, scalpels, knives and other sharp instruments potentially contaminated with blood or body fluids. It is safest to treat ALL as contaminated.

**1 If any sharps are found and are in a place where they cannot be touched by anyone (eg down a grated drain), LEAVE THEM ALONE.**

1.1 Report to the Lendon Manager who will then telephone Torridge District Council (01237 428700) and request prompt collection.

**2 If any sharps are found and are in a place where they could be touched easily, they need to be removed for the safety of others. Take the following action:**

2.1 Collect the Sharps Box, special gloves and 'grabber' from the Lendon Office.

2.2 Using the 'grabber', pick the syringe/needle up with the 'grabber' and place it into the Sharps Box. *Do not attempt to disassemble needles and syringes - dispose of as a whole.*

2.3 Replace the Sharps box, together with the special gloves and 'grabber', to the Office ensuring the box cannot be tipped over.

2.4 Inform the Lendon Manager of your actions.

2.5 The Lendon Manager will telephone Torridge District Council (01237 428700) and request prompt replacement.

**3 Action to be taken if someone is pricked with a 'sharps' that they are unsure of:**

3.1 Wash affected area well with soap under running water.

3.2 Allow wound to bleed freely.

3.3 Report immediately to person in charge at the time.

- 3.5 Take the person to Bideford Hospital Minor Injuries Unit or North Devon District Hospital A and E for further assessment and advice. If the person is under 18, contact the parents/guardian and request they attend the hospital.
- 3.6 On your return, complete the Incident form and Injury Book.
- 3.7 Report the incident and what action was taken to the Lendon Manager, who will further action as appropriate and update the Administrator for including in the Incident Book at the Wings Hall.

*If any worker is at all worried, they should seek the advice of their medical practitioner with regard to whether a Hepatitis B vaccination should be considered.*

**4 Any incident which has involved persons on project courses should also be further reported to Andy Best (Safeguarding Lead).**

Signed: ..... Date: .....  
CEO