

# **SPARKLERS FOUNDATION AND CENTRE OF EXCELLENCE**

## **HEALTH & SAFETY**



**March 2019**

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## 1.0

### STATEMENT OF POLICY

- 1.1 It is the policy of Sparklers Foundation and Centre of Excellence, in relation to its occupation of Sparklers House, to take all reasonable practical steps to promote the safety, health and welfare of all its staff and members of the public, when they are on the premises.
- 1.2 For the purposes of this policy and its application, the term 'staff' includes full, part time employees and volunteers.
- 1.3 The premises, and all that pertain to them, at Sparklers House, are termed 'centre'.

## 2.0 RESPONSIBILITIES

### 2.1 The Directors

The Management Committee (Directors) of Sparklers Foundation and Centre of Excellence are ultimately responsible for all health and safety matters affecting the premises, staff, and any visitors to the centre.

### 2.2 The Chief Executive Officer (CEO)

The day-to-day implementation of policy is the task of the, CEO who is responsible for the health and safety of all staff and visitors whilst they are in the Centre, and who ensures that policy, procedures and practices are followed. In the absence of the CEO on site, the Principal is the official representative and the responsible person for all the duties of the CEO.

### 2.3 Appointed Staff / Volunteer Safety Officer

From time to time a staff member or designated volunteer will be nominated for specific responsibilities regarding health and safety

at the Centre, and they shall ensure that the following are observed:

2.3.1. Equipment and systems of work are safe and without risk to health.

2.3.2. Handling, storage and transport of articles and substances are carried out carefully.

2.3.3. Instruction and supervision are adequate to meet health and safety standards.

2.3.4. The workplace is maintained in a condition conducive to health and safety.

2.3.5. The workplace environment and facilities meet the welfare requirements of its staff.

2.3.6. Proper arrangements are made to conduct regular Health and Safety inspections (see enclosed form).

## 2.4 Staff

2.4.1. Staff have a personal responsibility to take care of themselves whilst at the centre, or on official duty at any location, and of any others located there, permanently or temporarily.

2.4.2. Staff are to co-operate with the CEO and the Trustees in the execution of health and safety policy, and to help in the implementation of regulations.

2.4.3. Staff shall not interfere with, or misuse, anything provided in the interests of health and safety.

## 3.0 CODES OF PRACTICE

### 3.1 General

The following codes of practice apply to the **cCentre** and are to be read and observed by all staff and visitors.

3.1.1. Ensure that the working area is as safe as is practicable.

3.1.2. Ensure that all working materials are used in accordance with any instructions provided with them.

3.1.3. Ensure that machinery and equipment are maintained in a fully safe and serviceable condition.

## 3.2 Staff

All staff shall observe sound common-sense rules of good housekeeping in the workplace.

3.2.1. Keep the workplace tidy, and floors and gangways clear.

3.2.2. Do not leave open the drawers of filing cabinets. Most are fitted with anti-tilting devices, but it is sensible not to leave open more than one drawer at a time. Fill lower drawers first to provide stability.

3.2.3. Store all tools and loose materials in drawers and cupboards.

3.2.4. Dispose of waste in the bins provided.

3.2.5. Do not set down waste or other bags in positions that could cause other staff to fall over them.

3.2.6. Leave all workplaces, toilets and washrooms in a clean and tidy fashion, and in doing so show your concern for others.

## 4.0 ACCIDENTS & FIRST AID

4.1 The usual requirements for qualified first aiders is one per 50 employees. Sparklers Foundation and Centre of Excellence will train a nominated first aider, but every employee also has a responsibility for the stated codes of practice for the Centre.

4.2. Sparklers Foundation and Centre of Excellence does not have a separate First Aid Room.

4.3 The specific responsibilities of the CEO are to:

4.3.1. Ensure that the Centre has a First Aid Box, and it is complete, with a list of its contents.

4.3.2. Assign a location for the First Aid Box.

4.3.3. Ensure that the Centre has an Accident Book.

4.3.4. Know the authorities to whom accident details must be reported.

4.4. The specific responsibilities of the Office Manager are:

4.4.1. Logging details of accidents in the Accident Book.

4.4.2. Ensuring that Sparklers Foundation and Centre of Excellence reports the incidence of injuries, diseases and dangerous occurrences.

4.4.3. Ensuring that the First Aid Box is kept in its designated place and adequately marked.

4.4.4. Periodically checking that the contents of the First Aid Box are complete.

4.4.5. Ensuring that areas are clean after any form of contamination.

4.5 All staff are to:

4.5.1. Report all accidents.

4.5.2. Know the location of the First Aid box.

4.5.3. Ensure that when dealing with any human contamination or spills, gloves, kept in the First Aid Box, must be worn.

## 5.0 FIRE PRECAUTIONS

### 5.1 The Centre's fire equipment is to comprise:

5.1.1. Fire alarms

5.1.2. A general-purpose red fire extinguisher.

5.1.3. A fire blankets

### 5.2 The fire precautions that must be in place comprise:

5.2.1. Signs showing the escape routes and fire doors.

5.2.2. Fire regulations, see Section 6

5.2.3. Fire alarms are checked at least once each year, see Section 7.

### 5.3. The Maintenance manager is to ensure that:

5.3.1. The fire-fighting equipment is in place.

5.3.2. Fire extinguishers are checked annually.

5.3.3. Escape routes are checked daily and are clear by unlocking or unbolting all doors that give access to an escape route while the building is occupied.

5.3.4. All staff are trained in fire regulations.

5.3.5. Fire drills are practised at least four times a year.

5.3.6. A fire record book is kept, and drills and instances recorded in it.

5.3.7. The fire certificate is up to date and complied with – this is currently held by the centres and the alarm is checked by them.

5.3.8. The local fire officer will only visit the premises once every ten years but will advise in the meantime on any fire safety issues. The office is covered by workplace regulations which are reviewed by the Maintenance manager at least once a year.

5.4. All staff are to be aware of:

5.4.1. How to raise the alarm.

5.4.2. The action to be taken on discovering a fire.

5.4.3. The evacuation procedure.

5.4.4. The location and use of fire-fighting equipment.

5.4.5. The location and use of escape routes.

## 6.0 FIRE REGULATIONS

6.1. A person discovering a fire will:

6.1.1. Immediately raise an alarm and operate the nearest fire alarm.

6.1.2. Notify a member of staff.

6.1.3. Evacuate the building as soon as the senior member of staff present so directs.

6.2 The special precautions to be taken in carrying out this action

**WITHOUT TAKING RISKS AND IF TIME ALLOWS** are: .



6.2.1. Shut all doors and windows in the room concerned. This will prevent draughts feeding and spreading the fire.

6.2.2. Switch off all electrical equipment is switched off where such fittings are involved in the fire.

6.2.3. Use the fire blanket, or any other covering that may be near, to wrap round the person should they be on fire.

6.3 The senior member of staff present, on hearing the fire alarm will:

6.3.1. Notify the Fire Brigade by making a phone call.

6.3.2. Prevent others from going near the fire, especially where it is near the stairs or landing areas.

6.3.3. Assist in the evacuation of all personnel in the building.

6.3.4. Check that all personnel in the building at the time of the fire have been safely evacuated.

6.4 On hearing the alarm all members of staff and any visitors in the building at the time are to:

6.4.1. When ordered to evacuate the building, leave immediately, without attempting to collect personal belongings

6.4.2. Proceed in an orderly manner to the nearest exit.

6.4.3. Help in conducting any visitors to the exit.

6.4.4. The fire assembly point for is in the playground, denoted by a green fire assembly point notice. \_

6.4.5. Respond to a check by the senior member of staff and fire warden present that all have been safely evacuated from the Centre.

6.4.6 Not return to the building until the senior member of staff present has given permission.

## 7.0 FIRE DRILLS

7.1 A fire drill is to be held at least four times a year.

7.2 At the sound of the alarm all staff will ensure that:

7.2.1. Windows are shut.

7.2.2. As people leave the building the doors are also shut.

7.2.3. All electrical equipment is switched off.

7.3 Leave the Centre immediately by the nearest exit, —and assemble outside at the assembly point.

## 8.0 HANDLING & LIFTING

8.1 Injuries can be caused at work by lifting and handling objects not necessarily because they are heavy but also because the action is carried out by the wrong movements. No person should be asked to lift or move an object that is likely to cause an injury.

8.2 The following guidelines must be observed:

8.2.1. Be sensible about the scale of lifting and moving being tackled.

8.2.2. Check the package for an indication of its weight.

8.2.3. Bend the knees, keep the arms close to the body, take a good grip with the whole hand, and keep a good balance.

8.2.4. Lift without snatching or twisting.

8.2.5. As the hands take the load, raise the head to straighten the back.

8.2.6. When moving the load make sure that the path is clear.

8.2.7. Set down the load securely so that it cannot topple.

8.3 If using steps make sure that they are safe and stable.

8.4 Do not stand on chairs.

8.5 When pushing a load keep the arms straight.

8.6 Obtain help if any load is too great for one person.

## 9.0 SECURITY

9.1 The rules on security for staff of the Centre are:

9.1.1. Keep valuables on the person or locked in a drawer.

9.1.4. Anyone acting suspiciously is to be challenged, reported to the senior staff member present, and escorted from the Centre.

## 10.0 ELECTRICAL EQUIPMENT

10.1 Electricity is hazardous in many ways, and the danger is often unseen. Precautions are essential in using all electrical equipment. In the event of a power failure it is essential to switch-off everything, as when power is restored such equipment will again be live. In silent hours and when the office is closed this could otherwise present an extra hazard.

10.2 To protect staff and visitors the following basic rules must be observed:

10.2.1. Make a daily check on the cables and plugs of equipment in common use.

10.2.2. Where cables are bare or frayed stop using the equipment and report it to the Chief Officer.

10.2.3. Treat all bare cables and loose connections as live.

10.2.4. Do not attempt to carry out temporary or makeshift repairs, wait until a qualified person has repaired items properly before re-use.

10.2.5. Do not overload any plug or socket with adapters and extension cables.

10.2.6. Switch-off kettles before removing plugs.

10.2.7. Switch-off all electrical equipment except computers before going home.

10.2.8. Report any defects immediately to the Chief Officer.

## 11. WORKING ENVIRONMENT

11.1 Adopt a relaxed posture at the desk or computer terminal, and ensure that there is no need to twist or stretch in reaching working materials.

11.2 Chairs should be adjusted to a comfortable height, to ensure that the back is supported, and the feet are on the ground.

11.3 Sparklers Foundation and Centre of Excellence advice on work breaks is to take a break before you are tired. Frequent short breaks are more effective than fewer long ones.

11.4 The work desk or surface should have a large non-reflective surface and allow a flexible arrangement of the computer.

11.5 A document holder should be stable and adjustable.

11.6 A footrest should be available if the user wants one.

11.7 A telephone should be freely adjustable in its position on the desk.

11.8 Space: there should be adequate legroom space at the desk, with no obstacles and sufficient clearance to make posture changes.

## 12 COMPUTER TERMINALS

12.1 Additional rules apply to the use of computer terminals, which are the subject of a special HASAWA Regulation of 1992 on Display Screen Equipment (Please see Annex A on VDU).

12.2 The components and characteristics of a computer workstation are:

12.2.1. The display screen must have adjustable brightness and contrast, easy to swivel and tilt, and free from reflective glare.

12.2.2. The keyboard must be separate from the screen, be tiltable, have space in front to support the hands and arms of the user, have a glare-free surface, and have legible symbols on the keys.

12.2.3. Lighting should be adequate and provide contrast between the screen and the background.

12.2.4. Terminals should be placed so that there are no distracting reflections or glare on the screen.

12.2.5. Attention should not be distracted by unwanted noise.

12.2.6. Equipment must not produce excessive heat when operated. Though there is no maximum, the minimum acceptable temperature of the working environment is 16 degrees centigrade.

12.2.7. Radiation must be negligible. The hazard from today's screen is well below the HASAWA standard, and it is not considered injurious.

12.2.8. Software in use should be suitable for the task, easy to use, and offer help facilities to the user.

12.3. Weekly back-ups should be made and stored in a metal cabinet on the premises.

12.4. Sparklers Foundation and Centre of Excellence will encourage staff to have one eye test for staff per year for those using VDU's as a large part of their workload.

12.4.1. Employers do not have the right to force an employee to have an eyesight test if the employee does not want one.

12.4.2 The results of the eyesight test will be sent to the employer, and the employee sent a copy. If the test shows that an employee needs eyesight correction, for example, spectacles, in order to use a VDU safely, the employer must pay for these.

## 13 SAFETY OF OFFICE STAFF/VOLUNTEERS

13.1. No volunteer should be left to work alone in the office.

13.2. The office opening hours (9:00 – 4.00pm Monday to Tuesday and 9.00-11.3am on Thursdays) and two hours once a week at each centre during school holidays. If there are 2 members of staff or more on the premises, then people may be let in without an appointment at the discretion of a senior member of staff.

13.3. If anybody refuses to leave the premises or behaves in a threatening manner, the police should be called.

13.4. When working alone after office hours the front door should be locked.

# FIRE RECORD

[illegible]

# SPARKLERS

## Health and Safety Inspection Report

Date and time of inspection

.....

Place where problems  
found

Description of problem

Management reply  
remedial action taken with  
date or reasons

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Name(s) of safety representatives

.....

...

Name of Manager

.....

Date report submitted

.....

Date of reply

.....

## **RISK ASSESSMENT CHECKLIST:**

1. Are members entitled to regular breaks?
2. Do members take a lunch break?
3. Do any members work long hours? (more than 48 per week)
4. Are members allowed to consume food and drink in the working areas?
5. Are suitable rest and meal facilities provided?
6. Are the facilities smoke-free?
7. Are adequate numbers of toilets provided for men and women?
8. Is there an adequate supply of soap and hand drying facilities?
9. Are toilets and washbasins kept in a clean, orderly condition?
10. Is there enough space provided in all work areas?
11. Does the amount of equipment and furniture in the area make it unsafe?
12. How can the work area layout be improved?
13. How often is the workplace cleaned?
14. What arrangements exist for the disposal of refuse?
15. How are hazardous substances disposed of?
16. Is special attention paid to areas where high hygiene standards are necessary? (e.g. kitchens, canteens)
17. Are there trailing wires and cables?
18. Is electrical equipment switched off at the end of the day?
19. Are there any damaged electrical sockets or plugs?

20. Are building/refurbishment works carried out during normal working hours and in normal working areas?
21. Are building materials and substances safely stored whilst building work is ongoing?
22. Are pregnant workers exposed to any health and safety risks?
23. What arrangements does the employer have for preventing/controlling such risks?

## **INSPECTING FOR RISKS IN THE OFFICE: A CHECKLIST**

Employers are required (Management of Health & Safety at Work Regulations) to assess all health and safety risks, to comply with the general duty (Health & Safety At Work Act) to provide a safe and healthy place of work and comply with more detailed, specific Regulations.

This checklist is designed to enable safety representatives to carry out a visual inspection of the workplace. The questions asked relate closely to relevant Regulations. Reference should also be made to the Risk Assessment Checklist.

If there are any areas of doubt or concern these should be raised through the Sparklers Foundation and Centre of Excellence CEO.

You should also bear in mind that working practices and relationships can also affect health and safety, so it will be necessary to talk to members to understand the full picture.

### **Work Environment**

1. Ventilation
  - 1.1 Is there a sufficient supply of fresh or purified air?
  - 1.2 Is the workplace free of uncomfortable draughts?
  - 1.3 Are air supply grills/ducts free from obstructions?

- 1.4 Is the system regularly cleaned and maintained in good order?
2. Temperature
  - 2.1 Is the office temperature maintained between 20°C and 23°C, at least 16°C and not over 26°C?
  - 2.2 Are cooling fans available in hot weather?
3. Lighting
  - 3.1 Is there a source of natural light?
  - 3.2 Are corridors and stairways adequately lit?
  - 3.3 Is the lighting level in work areas adequate and suitable?
  - 3.4 Are outdoor areas (e.g. car parks) adequately lit after dark?
4. Cleanliness
  - 4.1 Are furniture, furnishings and floors kept clean?
  - 4.2 Are enough waste containers provided?
5. Keyboard
  - 5.1 Is the keyboard tiltable and separate from the screen?
  - 5.2 Is there space in front of the keyboard to provide support for the hands?
  - 5.3 Does the keyboard have a matt surface?
6. Work desk or work surface
  - 6.1 Is the work desk or surface large enough to allow flexible arrangement of equipment?
  - 6.2 Is a stable, adjustable document holder provided?
  - 6.3 Is there enough space for operators to work comfortably?
  - 6.4 Is the desk a matt finish?
7. Work Chair
  - 7.1 Is the chair stable and comfortable?
  - 7.2 Is the seat height adjustable?
  - 7.3 Is the backrest adjustable in height and tilt?
  - 7.4 Is a footrest provided where necessary?
8. Environment
  - 8.1 Is there sufficient space for the user to change position and vary movements?
  - 8.2 Is the lighting suitable?

- 8.3 Are glare and reflections prevented?
- 8.4 Are windows fitted with blinds?
- 8.5 Is noise distracting or disturbing?
- 8.6 Is the temperature comfortable?
- 8.7 Is the level of humidity comfortable?

### Lifting, Carrying and Moving

- 1.1 Are members of staff required to lift or move heavy loads?
- 1.2 Is mechanical equipment (e.g. trolleys) provided?

### Hazardous Substances

- 1.1 Are photocopiers and laser printers sited in separate or well-ventilated rooms?
- 1.2 Are hazardous substances labelled and safely stored?

### First Aid Provision

- 1.1 Are first aid facilities available and accessible to all staff?
- 1.2 Is there a qualified first-aider or appointed person available at all times?
- 1.3 Is there a first-aid box available which meets the prescribed standard?

## 9. Room Dimensions and Space

- 9.1 Is there sufficient space for the number of people and amount of equipment in the office?
- 9.2 Is there a risk of injury from overcrowding?

## 10. Workstations and Seating

- 10.1 Are workstations designed to meet the comfort needs of the individuals using them?
- 10.2 Is suitable seating with back support provided?
- 10.3 Is a footrest provided, where necessary?

## 11. Floors

- 11.1 Do floors have a non-slip, even surface?
- 11.2 Are floors unobstructed by falling and tripping hazards?
- 11.3 Do stairs have handrails?

## 12. Window

- 12.1 Can windows (skylights, etc) be opened and closed safely?
- 12.2 Are windows made of safety glass?
- 12.3 Can windows be easily cleaned?
  
- 13. Toilets and washing facilities
  - 13.1 Are there enough easily accessible, clean toilets?
  - 13.2 Are there separate facilities for men and women?
  - 13.3 Are there enough easily accessible, clean washing facilities?
  - 13.4 Are soap and drying facilities provided?
  
- 14. Is there a supply of drinking water?
  
- 15. Restrooms and meal facilities
  - 15.1 Do restrooms provide for the protection of non-smokers from discomfort caused by tobacco smoke?
  - 15.2 Are facilities provided for workers to eat meals?
  - 15.3 Are suitable rest facilities for pregnant workers and nursing mothers provided?

## **Working with VDUs**

### **Display Screen**

- 1.1 Are the characters on the screen well-defined and of adequate size?
- 1.2 Is the screen image stable and flicker free?
- 1.3 Are brightness and contrast adjustable?
- 1.4 Does the screen tilt and swivel easily?
- 1.5 Is it possible to alter the height of the screen?

### **Electrical Safety**

- 1.1 Is the supply cable free from defects?
- 1.2 Are plugs and sockets in good condition?
- 1.3 Is the overloading of sockets (using adaptors etc) avoided?
- 1.4 Are trailing wires avoided?

### **Fire Safety**

- 1.1 Are all fire exits well marked and unobstructed?
- 1.2 Is fire fighting equipment regularly checked?
- 1.3 Are fire drills held regularly?

- 1.4 Are emergency exits unlocked while people are on the premises?
- 1.5 Are fire doors always kept shut?