

Health and Safety at Work

PAVS' policy and procedural documents have been developed to meet the specific needs of the Association and are periodically reviewed in line with any changes in the law or statutory provision. They are provided as an example for information purposes only.

Other Information Sheets in this series:

PH2– Outreach and Lone Working Policy

PH3– Outreach Risk Assessment Checklist



Pembrokeshire Association of Voluntary Services



HEALTH & SAFETY AT WORK

Background

Voluntary Organisations as employers and occupiers of premises have a duty under various statutes to ensure the health, safety and welfare of employees and visitors on the premises. Employers are also responsible for the safety of such persons as window cleaners, office cleaners, students on work experience etc. Employers have a duty as well, under the Health & Safety at Work Act 1974, to voluntary staff involved in their 'undertaking'.

The 1974 Act also places a requirement on the employee, which is outlined later.

An employer who employs five or more employees must prepare (and revise) a written statement of general policy with respect to their health and safety at work, including the arrangements in force for carrying out the policy. This statement and any revision must be brought to the notice of all employees.

The main purpose of the policy statement is to identify risks involved at work, to identify the precautions and to show who is responsible for carrying out those precautions. The essential ingredients of the policy statement are:

1. A statement of the employer's (Executive Committee's) general policy with regard to Health & Safety.
2. Details of the safety provisions relating to all premises and the practices undertaken there and duties of employers and employees with regard to adhering to such provisions.
3. The name of the senior member of staff who is responsible for fulfilling the policy.

Part 2 – SAFETY INSTRUCTIONS

These general arrangements supplement the Policy Statement. They are not exhaustive. Constant observation of policy, adherence to rules and maintenance of good practice and procedure will prevent personal suffering, injury and hardship by reducing accident rates.

1. EMERGENCIES

1.1. Accident: In the event of an accident:

- Render first aid and if in doubt, call an ambulance. First aid equipment is provided
- Stop the process causing the accident, but preserve equipment for investigation. Only allow work to resume if fault or deficiency can first be rectified, following investigation
- Record circumstances of the accident in full. Report serious cases to immediate superior and follow up with a written accident report.

1.2 Accident Report: Complete and forward without delay to the officer responsible for Health & Safety. An amplifying report can be forwarded later. All accidents/near misses, must be recorded in the accident book kept in all premises.

1.3 Sickness: in the event of sick in work, report to immediate superior.

2. FIRE PROCEDURES

It is important that all staff are vigilant in ensuring that fires do not occur through carelessness, and you must make yourself aware of fire procedure in your office. In every office there should be notices containing this information conspicuously displayed. Fire Alarm points and Emergency Exits should be clearly marked and fire-fighting appliances are provided and checked. It is your duty as an employee to know what to do in the event of a fire. To this end, it is necessary to hold fire drills. It is appreciated that at times these cause inconvenience and even annoyance, but they should be regarded as rehearsals which we are obliged to carry out at least twice a year and at which mistakes, deficiencies and comments by staff are noted and corrected if possible.

In the event of a fire the following procedures will apply:

RAISE THE ALARM

EVACUATE ALL PERSONNEL FROM THE BUILDING

CALL THE FIRE BRIGADE