**Health and Safety Policy**

**{Organisation Name}**

**{Organisation name}** recognises its requirements under the Health and Safety at Work Act 1974 to ensure so far as is reasonably practicable, the health, safety and welfare at work of all employees, and so far as is reasonably practicable, that it does not expose people who are not employees to risks to their health and safety. The organisation further recognises that there is a common law duty of care on all.

**{Organisation name}** attaches great importance to the health, safety and welfare of our staff, volunteers and young people and all who use facilities provided by us and who are involved in activities organised by us. To this end we aim to ensure that all activities carried out or undertaken by our staff and volunteers are managed in a manner to avoid, reduce or control foreseeable risks to the health and safety of any person who may be affected by those activities as far as reasonably practicable whilst providing an environment that is supportive of our activities.

We will adopt and implement policy and procedures that are compatible with and acknowledge the duties imposed by the provisions of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations and other Regulations that apply to our activities.

We will achieve this by:

* Ensuring that anyone who may be affected by our activities is not exposed to undue health and safety risks.
* Carrying out suitable assessments of the health and safety risks to which staff, volunteers and those participating in our activities may be exposed and minimise those risks as far as is reasonably practicable.
* Establishing clear organisational and procedural arrangements to effectively carry out our duties.
* Providing a safe working environment for staff and volunteers including a fire risk assessment.
* Providing equipment that is maintained in a safe condition at all times.
* Establishing emergency procedures for actions to be taken in the event of fire, incidents, accidents, dangerous occurrences and illness and ensure that fire drills and tests of fire points/detectors/emergency lighting are undertaken regularly.
* Ensuring the safe storage, handling and labelling of any hazardous materials.
* Providing relevant information, advice, training, instruction and supervision.
* Consulting with staff and volunteers on health and safety matters.
* Implementing appropriate procedures for the effective monitoring and review of this policy, our organisational arrangements and our health and safety procedures.
* Encouraging a positive attitude to health and safety and ensuring that all staff and volunteers, by example, promote safe practice.

**Organisational Responsibilities for the Management of Health and Safety**

**Introduction**

Xxxxx will endeavour to achieve the highest standards of health and safety as are reasonably practicable and ensure that all staff and volunteers carry out their activities in a safe and healthy manner. Xxxxx is committed to continuous improvement of health and safety in the following ways:

* + Conducting and changing risk assessments
	+ Creating safe and inclusive environments
	+ Applying the principle of prevention
	+ Compliance with other policies as and when requested
	+ Ensuring when agreeing contracts that health and safety considerations are noted and applied

However, whilst it is a management responsibility to ensure that appropriate health and safety management systems, policies and procedures are established and implemented, this cannot be achieved without the full co-operation and support of our staff. The Senior Management Team will endeavour to promote a positive safety culture by a visible and active commitment to health and safety issues and by helping to motivate staff and volunteers to work safely. We expect all staff and volunteers to take an active part in ensuring that they work safely and do not put others at risk.

In order to demonstrate our commitment and to comply with health and safety regulations and best practice, we will ensure that each member of staff receives a copy of our Health and Safety Policy on employment and signs to show that they have read and understood the policy. The Health and Safety Policy will be reviewed annually and updates will be provided as and when necessary.

Our Policy may be provided to outside organisations on request and as approved by the Chief Executive. It must be provided to enforcing authorities such as the Local Authority, Health and Safety Executive or the Environmental Agency on request.

All staff and volunteers will be briefed on health and safety issues on induction and at regular intervals thereafter, when exposed to new risks or if new equipment or work practices are introduced. Appropriate training and instruction will be provided.

We will ensure that staff and volunteers are made aware of the risks to their health and safety whilst at work, measures taken to minimise the risks, emergency procedures and organisational responsibilities. We will also consult staff and volunteers on matters affecting their health and safety.

The following sections outline responsibilities for health and safety matters within our current structure and provide information on the roles of staff with specific safety duties.

**The Trustees**

The Trustees carry the ultimate responsibility for health and safety and will ensure that our Health and Safety Policy and procedures are properly discharged. The Trustees will therefore:

* Regularly review health and safety performance.
* Ensure that the Health and Safety Policy reflects current organisational priorities, company circumstances and management structures.
* Ensure that an effective Health and Safety Management System is in place that provides for effective monitoring and reporting of health and safety performance.
* Receive information on any significant safety failures and the outcomes of any investigations.
* Ensure that periodic audits are undertaken.

**Chief Executive/Chairman**

On behalf of the Trustees, the Chief Executive/Chairman will be responsible for ensuring that:

* All elements of the Health and Safety Management System are implemented.
* The Safeguarding Policy is managed.
* The risk and COSHH assessment programmes are implemented.
* The Fire Plan is implemented.
* Health and safety induction and training needs are met.
* Health and safety reviews and audits are carried out.
* The implications of changes in legislation and/or guidance are identified.
* Progress reports on health and safety matters are reported to the Trustees.

The Chief Executive/Chairman will work closely with staff and volunteers on all aspects of health, safety, hygiene and welfare.

**Senior Workers**

Will co-ordinate day-to-day health and safety activities and are responsible for:

* Managing allocations of trainee project workers and volunteers.
* Ensuring that the Safeguarding Policy is adhered to.
* Implementing the health and safety policy and procedures for their areas of work.
* Developing generic risk and COSHH assessments.
* Ensuring that dynamic risk assessments and safe systems of work for each project are implemented.
* Administering the accident reporting and investigation procedure including ensuring that incidents/accidents are reported and that accident investigations are carried out.
* Submitting reports as required by RIDDOR.
* Enforcing PPE requirements.
* Ensuring that staff and volunteers are adequately trained for the tasks they perform.
* Identifying and reporting safety related problems.
* Ensuring that health and safety and fire inspections are carried out.
* Ensuring that appropriate maintenance is carried out.
* Setting a good example on health and safety issues.
* Supporting the work of the Chief Executive/Chairman in health and safety matters.

**Project Staff**

Project staff are responsible for:

* Implementing the health and safety policy and procedures for their areas of work.
* Allocating mentors and supervision of trainee project workers and volunteers.
* Implementing the Safeguarding Policy.
* Implementing dynamic risk assessments.
* Implementing safe systems of work.
* Enforcing PPE requirements.
* Ensuring that staff are adequately trained for the tasks they perform.
* Identifying and reporting safety related problems.
* Ensuring that incidents/accidents are reported.
* Supporting accident investigations.
* Setting a good example on health and safety issues.
* Supporting the work of the Chief Executive/Manager/Chairman in health and safety matters.

**Staff Teams**

Overall responsibility for health and safety rests with the Trustees and the Senior Management Team. However all staff have a duty to understand and implement our Health and Safety Policy and Arrangements. It is everyone’s duty to:

* Comply with the health and safety policy and procedures.
* Comply with safe systems of work.
* Take reasonable care of themselves and anyone else who may be affected by the way in which they carry out their duties.
* Co-operate with senior staff on health and safety matters.
* Mentor trainee project workers and volunteers as required.
* Report any faults, defects, hazardous situations, working practices or procedures.
* Report accidents or near misses.
* Report child protection issues.
* Use, and not misuse, any protective clothing, equipment or materials provided.
* Use equipment only with the appropriate safety devices in position.

Failure to comply with our health and safety policy and procedures could result in disciplinary action being taken.

**Volunteers**

Volunteers are led by project staff and they will confirm specific risk assessments for the work being undertaken and any hazards that may be encountered.

**Visitors**

All visitors must report to site receptions on arrival where they will sign in and be briefed on our Visitor Procedures.

**Contractors**

All contractors must report to site reception on arrival where they will sign in and be briefed on our Visitor Procedures and inducted to the premises.

Contractors must carry out their duties under the provisions of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations and other relevant legislation. Safe means of access/egress, safe working places, plant and equipment must be maintained and work should be carried out under competent supervision. Contractors must comply with our safety arrangements, including the completion of a Permit to Work where required. They must also provide safety policies, specific risk assessments and method statements when required.

**Risk Assessment**

Risk Assessment requirements are complied with at all times with due regard to Health and Safety standards.

The key to all Safety Management is to identify the hazards, assess the risks and then control hazards inherent in the task and working environment. This can be achieved by doing one of the following:

**Elimination** removing the hazard completely.

**Engineering Control** using less of the hazardous substance, guarding against the hazard, isolating or containing the hazard.

**Administrative Control** issuing a procedure, stating do’s and don’ts, training inspections and audit.

**Personal Protective Equipment** this is the last resort.

If the hazard cannot be eliminated the degree of control will depend on the severity of the hazard and the likelihood of it happening, as well as the cost in monetary and other terms (so far as is reasonable and practicable).

An approved Risk Assessment recording system is used, comprising:

* + Record Sheet
	+ Assessment Sheet

Risk Assessments are carried out as follows:

* + Potential to cause harm (hazards) identified and recorded
	+ Is anyone vulnerable
	+ Determination of what can cause hazard to occur
	+ Decide how likely somebody might be harmed and how
	+ Consider what controls are already in place
	+ Evaluate risks arising from the potential to cause harm and decide if existing precautions are adequate or whether more should be done
	+ Findings are recorded
	+ Assessment is reviewed periodically or following changes

**Risk Assessment in Practice**

The risk assessment will take into account the nature of the undertaking and the type and extent of the hazards and risks. Part of the risk assessment is to decide if any person is vulnerable.

Office working normally presents a few low risk hazards and sufficient risk assessment can be a very straightforward process on judgement and requiring no specialist skills or complicated techniques. If there are no hazards, there are no risks.

However, staff that are carrying out indoor and outdoor activities and events away from the office should make a suitable and sufficient written Risk Assessment, which should be retained as a record for inspection or further use at a later date.

The record shall be in writing using the Risk Assessment Form provided and should include the significant hazards identified in the assessment, the control measures in place and the extent to which they control the risks and the population, which may be affected by these significant risks or hazards.

# Standard Operating Procedures

A Standard Operating Procedure (SOP) is used for safety in relation to venues, programmes and people as appropriate. This SOP ensures:

* RIDDOR (reporting and recording of accidents and dangerous occurrences) is complied with.
* All events implemented by the Board, staff or volunteers include, as standard, arrangements for the health, safety and welfare of participants, including, for example, egress in case of fire and appropriate first aid support.

**{Organisation Name}** meets insurance requirements and has:

* Public liability
* Employer’s liability

Please see Appendices 1 and 2.

**Operating Arrangements**

###### **Fire Safety**

All members of staff/volunteers should note the following general fire prevention guidance:

* Fire exits and fire exit routes must be kept clear of obstructions and flammable materials.
* Rubbish, waste paper and other materials must not be allowed to accumulate.
* Flammable materials and substances must not be left near a heat or ignition source.
* Electrical equipment should be checked regularly and switched off when not in use.
* Make sure you know which extinguisher to use on which sort of fire.

Fire risk assessments will be carried out in owned premises and information on fire procedures will be given to landlords in leased premises.

**Accident Reporting**

The primary purpose of reporting accidents and incidents is to identify the underlying cause(s) of the accident and incident and any contributing factors in order to prevent a similar occurrence. All accidents and incidents, however trivial they may appear, must therefore be reported immediately to the relevant Project Manager. (If the accident occurs at the weekend, the Chief Executive/Chairman should be notified directly). An Accident Form should be completed and submitted to the Chief Executive/Chairman as soon as possible after the incident by hand. The Chief Executive/Chairman will deal with any incidents to be reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations1995) and will ensure that investigations have been carried out. Youth Workers will conduct investigations of each incident to ensure that, wherever possible, a repeat event is prevented.

**First Aid**

The Youth Centre/building has a standard 1-50 person First Aid kit. Personal First Aid kits are available for off-site activities. It is the responsibility of staff to ensure that kits are regularly checked and replenished and that medication is not being kept in them.

All members of staff are offered the opportunity to attend First Aid training.

Staff should make themselves aware of First Aid facilities when working in non **{Organisation Name}** premises.

**Potential to Cause Harm Spotting and Risk Assessment**

All projects, activities, tasks, residentials and trips undertaken and managed by **{Organisation Name}** will be risk assessed – please the see Risk Assessment Policy.

It is the responsibility of the Chief Executive/Chairman to ensure that an assessment of business risk is carried out and reviewed on an annual basis. It is also the responsibility of the Chief Executive to ensure that risk assessments for all activities are carried out and reviewed. This includes fund raising events and activities.

The **Position** will carry out and review office based risk assessments.

Each person leading an activity will work with their line manager to carry out a suitable a sufficient risk assessment.

Any member of staff/volunteer who works alone and unsupervised with young people must follow the guidelines for lone working.

Staff/volunteers will be notified of the outcomes of risk assessments.

Staff/volunteers encountering unforeseen safety hazards should report them to the Chief Executive/Chairman immediately.

**COSHH**

When applicable COSHH assessments will be carried out and the assessments, together with safety data sheets will be held in a COSHH file. Staff will be notified of the outcomes

**Electricity**

Only electrical equipment or appliances supplied and tested or approved for use by **{Organisation Name}** should be used. Under no circumstances should staff make alterations or adaptations to electrical equipment or the electrical supply unless qualified to do so. Only qualified electricians will be used when undertaking work on electrical systems and equipment.

Competent electricians will undertake electrical tests. Fixed and portable electrical equipment must not be used unless it has first been inspected. When an appliance has been tested, a label will be fixed showing the test date, the identity of the competent person and the date of the next test. Records of PAT and fixed electrical installation testing will be maintained. Faults or defects must be reported immediately to your line manager. Faulty equipment must be labelled immediately and isolated from the energy supply.

Staff/volunteers should carry out a visual check of their electrical equipment every six months.

Visitors or contractors providing their own electrical equipment may be asked to provide appropriate electrical test certification.

All staff/volunteers will be given instruction in moving and handling techniques and should note that:

* If an object is heavy or bulky, assistance should be sought rather than risk injury.
* Staff suffering from a physical complaint or condition that may put them at risk of injury should not lift or carry heavy equipment or materials.
* If moving and handling cannot be avoided, staff should assess the load and take action to minimise the risk of injury.

To assess loads and lift correctly, you should consider the following:

* Survey the load and your environment (i.e. is the load heavy, awkward, hard to grasp, cold or hot? Do you need to bend, twist, stretch or stoop? Is the floor level? Are there any steps or stairs to negotiate? Is the route clear? Is it really necessary?)
* Can it be carried out by one person without assistance
* Is mechanical assistance required and readily available e.g. trolley
* Relax - tension can lead to a rigid lifting technique that in turn can cause damage.
* Plant your feet close to the load and comfortably apart to aid your balance.
* Bend your knees not your back.
* Maintain your balance through the lift.
* Keep your back as straight as possible and maintain the natural curve in your back.
* Grip the load properly by taking its weight in your palms, not on your fingers alone.
* Lift your head to straighten your back just before you lift.
* Lift using your thigh and calf muscles.
* Keep the load close to your waist as you carry it.
* Avoid jerky movements.
* Reverse the process when you set the load down.

**Display Screen Equipment (DSE)**

All staff defined as DSE users can review their own work layout, furniture and practice in line with H & S Executive Easy Guide working with VDUs. Any changes required will be actioned and one-to-one guidance and instruction on safe working with display screen equipment will be available.

**Personal Protective Equipment (PPE)**

**{Organisation Name}** will provide all PPE requirements identified through the risk assessment process. PPE and clothing provided must be used in accordance with safe working procedures. Staff must immediately report any defects that occur in their protective clothing and equipment issued to them. The use of safety shoes is job specific and as required by the risk assessments.

**Lone Working**

Lone workers are defined as staff, volunteers, visitors and contractors who work by themselves without close or direct supervision, often outside normal working hours. An assessment will be undertaken to identify any activities presenting a special risk to the lone worker and guidance is provided in the Lone Working Procedure – please see the Lone Working Policy.

###### **Mobile Phones**

Staff/volunteers are provided with a mobile phone. Personal use of the **{Organisation Name}** mobile phone is allowed for emergencies or occasional necessary use (i.e. informing a relative that you are working late). Use of the phone may be monitored.

Personal mobile phones must be kept on vibrate only during working hours and staff are asked to use personal phones with discretion.

Staff/volunteers should note that although research into adverse health risks has so far proved inconclusive, the use of mobile phones for prolonged periods is discouraged.

**Working at Height**

Working at height can be very hazardous, even when using small ladders or stepladders. Ladder failure (due to age, damage or overloading) can cause people and equipment to fall; contact with electrical supply can be lethal; people can fall due to over-reaching or stretching too far; and ladders can slip due to incorrect securing.

**{Organisation Name}** will ensure that only competent, trained and experienced staff, volunteers or contractors will use ladders and stepladders. We will also keep a register of our ladders and maintain records of inspection.

Only approved contractors will be authorised to carry out work at height.

**Noise**

Whilst noise levels are considered to be below action levels, monitoring will continue.

**Equipment and Maintenance**

We will endeavour to provide adequate furniture and equipment to ensure the safety and comfort of staff. Anyone who experiences discomfort or who discovers faulty equipment should inform their line manager as quickly as possible. Furniture and equipment will be maintained in good and efficient working order.

**Slips and Trips and Falls**

Floor surfaces must be kept free of obstructions (i.e. cables, boxes, equipment etc.). Walkways are also fire escape routes and must be kept clear so that access and egress are not impeded during an emergency.

Liquid spills and broken glass or crockery must be swept up and dried with immediately. Body fluids will be handled in accordance with safe working practices and body spills kits are provided in each base and minibus.

**General Housekeeping**

**{Organisation Name}** offices and accommodations are cleaned regularly. However, all staff should ensure that their area is kept clean and tidy to minimise any unnecessary hazards. Vehicles must also be kept clean and tidy.

**Storage**

Materials and equipment must be stored or stacked in such a way that they are not likely to fall and cause an accident. Heavy or sharp objects should not be stored above head height.

Storage units and shelves will be fixed, stable and strong enough for the loads placed on them. Racks and shelving should be checked regularly for damage.

**Smoking**

In order to reduce the risk of fire and to protect the health of staff, smoking is not allowed in any building used by **{Organisation Name}** or on trips. Smoking is permitted during agreed breaks out of sight of the buildings. Smoking in front of young people accessing the club/organisation is not permitted either indoors or outdoors. Whilst acknowledging that smoking is a lifestyle choice, staff/volunteers are discouraged from smoking on residentials.

**Safety Signs**

Where there is a risk to health and safety that cannot be controlled by any other practicable means, safety signs will be displayed to highlight the risk. Fire exit and directional signs will be displayed in all buildings to highlight safe exit routes.

In addition, **{Organisation Name}** will display the following:

* Employers Liability Insurance Certificate
* Health and Safety Law Poster
* Health and Safety Policy Statement
* Health and Safety Organisation Chart
* Emergency Fire Evacuation Procedure
* Actions to be taken in the event of a Serious Accident

**Hygiene and Welfare Facilities**

Toilets are provided in all buildings with hot and cold running water, soap and hand towels.

There are no canteens in any building. However kettles, fridges and microwaves are available to prepare food. Staff/volunteers are asked to ensure that an area is kept clear for food preparation and that food waste is disposed of appropriately.

**Drinking Water**

Drinking water is available in all buildings. **Water coolers are provided in certain locations.**

**Key Holders**

The **Position** holds a list of authorised key holders

**Temperature, Lighting and** **Ventilation**

As far as possible, appropriate heating and ventilation will be provided to ensure that temperature and humidity are maintained within the recommended comfort range. The minimum temperature in an office environment is 16oC. Whilst there is no maximum temperature, fans or adjustable blinds will be provided for use in hot weather.

Adequate lighting, whether natural or artificial, will be made available. If required, local lighting will be provided in places of particular risk. Staff should set their own standards of lighting to ensure a comfortable working environment

**Working Outdoors**

There are particular hazards associated with working outdoors and staff/volunteers should note the following:

# The Sun

# The dangers of exposure to the sun are well known. Sunburn is both painful and there is a danger of long term skin damage. If you are working outside wear a hat, loose, long sleeved clothing and work in the shade if possible. A high factor sunblock should be used.

**Dehydration**

Even on cold days, and particularly on hot ones, it is possible to become dehydrated. If you are working away from base, it is important that you take plenty to drink and drink regularly. Signs of dehydration include a headache and feeling thirsty.

**Heat Exhaustion**

Maintaining your body temperature while you are working can be difficult and suffering from heat exhaustion is not limited to hot, sunny days. It can be caused by the loss of salts and water due to excessive sweating and can be induced by hard physical work and dehydration. Symptoms include feeling dizzy and sick, confusion, headache, pale sweaty skin and cramps in the limbs or abdomen.

If you think you are suffering from heat exhaustion, let your Line Manager know, move to a cool place and replace lost fluids and salts.

**Hypothermia**

This condition develops when the body temperature falls and can be caused by prolonged exposure to the cold and/or wet conditions. A high "wind-chill factor' can also substantially increase the risk of hypothermia setting in. It is always important to take correct clothing with you and never underestimate the changeability of the British weather - plan for the worst and hope for the best - a waterproof coat is essential! If you do get caught out and start to feel shivery and cold, let your Line Manager know immediately. Symptoms include pale, dry skin, bluing around the lips and nails and disorientation. There will normally be somewhere that you can go to warm up and dry off and a warm drink and high energy foods can quickly help you to feel better. We carry foil survival bags in our First Aid kits.

**Lyme Disease**

This is a rare bacterial infection, generally occurring in summer or early autumn, which is transmitted from animals to humans by the bite of a sheep or deer tick. It is characterised by a patch on the skin steadily increasing in size and gradually clearing in the centre to form a series of concentric rings - known as a target lesion. It is treatable at this stage by antibiotics. Later stages of the disease are much more difficult to treat and quite diverse in their nature, affecting various body systems. If you have been bitten by a tick or suspect that you may have contracted the disease, seek medical treatment immediately. Protective clothing and insect repellent should be worn if you may come into contact with grazing sheep or deer.

**Tetanus**

This is a very prolonged and extremely unpleasant illness which is invariably fatal. It can be contracted through contact with soil viacuts, abrasions or puncture wounds. Immunisation should be kept up to date and booster jabs are required every 10 years in most cases. Talk to your GP for advice about this.

**Toxicara Canis**

This micro-organism is found in dog faeces and one can encounter it on any outdoor activity. It can cause blindness in children although the risk to adults is not considered to be so great. If you get dog faeces on your skin or clothes, wash off immediately with soap and water.

**Leptospirosis (Weils Disease)**

Is a rare bacterial infection carried in the urine of rats, foxes and domestic animals, which can contaminate water and wet banks. This infection can be contracted through outdoor activities. Infection usually occurs through cuts, abrasions and the lining of the nose, eyes and mouth. An incubation period of one to two weeks is followed by feverish flu-like symptoms, including redness of the eyes. The illness will usually last 4-9 days. In rare cases, where people are jaundiced, a second phase can develop and this is known as Weils disease and this can have severe results.

When working in or near potentially contaminated water, cuts should be covered with waterproof plasters and contact with water should be avoided. Exposed skin should be covered and waterproof gloves worn whenever possible. Hands should be washed before eating, drinking or smoking. Seek prompt medical attention from your GP and tell them that you have been working near water if symptoms appear.

###### **Monitoring**

The following monitoring will be carried out in all buildings and the outcomes reported to the Chief Executive/Chairman:

* Fire safety checks
* Activity room checks
* Project visits
* Health and safety reviews
* Policy reviews
* Risk assessment reviews
* Accident/incident data analysis
* Health and safety will be a standing item on the agendas of Board meetings, SMT and staff meetings.

**Training and Instruction**

All staff, including trainees and volunteers, will be briefed on health and safety matters at induction, when exposed to new risks and on the introduction of new equipment or work practices. Training in other activities will be assessed and provided where necessary. Records of safety related training will be maintained.

**Consultation**

**{Organisation Name}** will ensure that all staff and volunteers are made aware of the risks to their health and safety whilst at work, measures taken to minimise the risks, emergency procedures and organisational responsibilities. We will consult staff on matters affecting their health and safety by cascading information via line managers, notice boards and one-to-one by discussion and email.

Health and safety will be discussed in meetings at all levels and staff are encouraged to report any safety concerns.

**Alcohol and Drugs**

The consumption of alcohol and use of drugs whilst on duty is forbidden. Any member of staff or volunteer found to be under the influence of alcohol or drugs will be disciplined.

Staff and volunteers should also be aware of the side effects from prescription and non-prescription medication (i.e. drowsiness). If taking medication, please inform your Line Manager.

**Equality and Diversity**

**{Organisation Name}** does not seek to differentiate between employees/volunteers simply on the grounds of status and believes in equal opportunity for all irrespective of gender, marital status, parental status, colour, race, ethnic origin, nationality, religion, disability or age.

**{Organisation Name}** believes that the performance of its employed staff and volunteer staff is central to the success of the organisation. The Board of Trustees and the Chief Executive depend upon the skills and motivation of all those employed by the organisation to promote and develop the ethos of the organisation, and recognise that positive reinforcement of equal opportunities for all employees and the young people the organisation seeks to serve is essential for continued success and prosperity

Bullying and harassment will not be tolerated at **{Organisation Name}**. Any member of staff or volunteer who feels they are being bullied or harassed must report it to their Line Manager or supervisor.

All claims of bullying or harassment will be thoroughly investigated and disciplinary action taken as necessary. *Please refer to the Equality and Diversity Policy*

**Disabled Access**

**{Organisation Name}** aims to provide a full and fair opportunity for the employment/volunteering of disabled persons and to ensure their continued employment and promotion. Employees who become disabled will be accorded every possible opportunity for maintaining their role or for retraining.

###### **Work Related Stress**

We take the effects of stress seriously and recognise that it can occur both in the workplace and our personal life. We will take all reasonable steps to ensure that excessive stress is eliminated from the working environment and that any necessary risk assessments are carried out.

In addition we will provide suitable support mechanisms for work related stress difficulties and will encourage a working environment where problems may be discussed openly and sensitively.

###### **Waste Disposal**

We try to recycle paper, cardboard, postage stamps and toner and suitable receptacles for waste collection are provided throughout the workplace. All staff/volunteers should ensure that they dispose of waste in the receptacles provided. Waste disposal arrangements will be regularly reviewed and recycling initiatives adopted where reasonably practicable.

**Dealing with Aggression, Threats and Violence**

All staff/volunteers are offered training in control and restraint and are encouraged to follow our guidelines to keep themselves safe – please see Lone Working Policy and the Prevention and Management of Violence Policy.

**Child Protection**

**{Organisation Name}** fully recognises its responsibilities to have arrangements in place to safeguard and promote the welfare of children. Through their contact with young people and work with families, staff have a crucial role to play in noticing indicators of possible abuse or neglect. The procedures to be followed are set out in the Safeguarding Policy.

### Appendix 1 – Standard Operating Procedures (SOPs)

**{Organisation Name}** uses the following SOPs in association with its Health and Safety Policy. It is based on the three key areas of:

* People
* Places
* Programmes

# People

* All staff/volunteers undertake to maintain their personal and professional development whilst in the employment of the organisation, and ensure that they remain suitably qualified to undertake the requirements of their post.
* All staff/volunteers must be suitably qualified to meet both organisational and other member/customer requirements. This will be checked and verified before any offer of work is made.
* In the case of outdoor development programmes, all staff must hold the relevant NGB award.
* The lead staff member/volunteer for a particular project or programme is responsible for health and safety for that programme. They are responsible for ensuring a risk assessment is carried out, as necessary, reporting of any accidents or incidents, and ensuring health and safety matters are identified at the start of any activity, event or intervention. This includes first aid, risks to health and safety and emergency procedures.
* In order to ensure those who are not employees are protected, all volunteers are also made aware of the organisation’s policy and commitment to health and safety and advised on health and safety standards/requirements. This includes emergency procedures and recording and reporting of accidents and dangerous incidents.

# Places

* Venues used by the organisation must be suitable for the programme, number of people and nature of the activity, and comply with access requirements.
* Venues must meet current Health and Safety standards, and be checked in advance of an event through a Risk Assessment process, in co-operation with the provider, where appropriate.
* Using Emergency Procedures - venues used invariably belong to others. As such, their emergency procedures are always learned and used. In addition, information about their first aid arrangements is always verified before the start of an intervention or activity, and any procedures for reporting/recording accidents.
* Place of Work – Staff/volunteers work at the **{Organisation Name}** office and also at various other venues and recognise their duty to protect themselves and each other. An assessment of risk has been carried out for the **{Organisation Name}** office base and employees/volunteers accept their responsibility for its safety and that of the equipment in their care. They have read the relevant HSE Health and Safety leaflet regarding the law.
* Outdoor development - only AALA licensed venues are used. They are required to provide their certificate number and own statement of health and safety as part of the booking/contracting process. This ensures all legislative requirements are met and standards pertaining to equipment, clothing, activities and risk management in the outdoors are covered.
* Due to the nature of its work, there is very little cause for supplying/using protective clothing. **{Organisation Name}** recognises that there are requirements under the 1992 Personal Protective Equipment at Work regulations, which govern this issue. Individuals will always be consulted if protective clothing needs to be worn.
* As a small organisation employing **?** people **{Organisation Name}** has a low health and safety risk. It does not use any hazardous substances in its work or at places of work.

# Programmes

* All projects and programmes are designed to ensure health and safety matters are identified at the start of any intervention. This includes indication of procedures to be followed in emergencies and hazards to participants at the time of the event.
* The organisation ensures that all programmes are designed, developed and delivered within an appropriate health and safety framework.

**Appendix 2 – Investigating Health and Safety Incidents**

**{Organisation Name}** **is a small organisation and it has a low health and safety risk. It recognises that however stringent the procedures are that are in place, accidents do happen. It will make sure that in using its SOP it is able to deal with accidents, and also, where necessary investigate them.**

* Every injury, however minor, is reported and recorded in the organisation’s “accident book”. Records are kept on a computer file. This ensures Xxxxx is able to monitor if it is prone to a particular type of risk. If this is established, the organisation will implement measures to reduce it.
* The details documented when an accident is reported are: name, age, employee/volunteer status, job title, the injury details and the date, time and place the accident occurred.
* Reporting accidents to RIDDOR will be used if applicable using form F2508. Contact details when reporting a work related accident are as follows:

**By Letter** – For death and major injuries: Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG, WALES.

By Internet – for all other reportable accidents: [www.riddor.gov.uk](http://www.riddor.gov.uk)

**By email** – riddor@natbrit.com

**Appendix 3**

**Relevant Legislation**

The Health and Safety at Work etc Act 1974 (HSWA) is the primary UK legislation on health and safety. There are a number of Regulations that support, enhance and clarify the requirements of the HSWA, which Xxxxx must comply with. These are:

* Control of Asbestos at Work Regulations 2002
* Control of Substances Hazardous to Health (COSHH) Regulations 2002
* Electricity at Work Regulations 1989 and amendment
* Gas Safety (Installation and Use) Regulations 1998
* Health and Safety (Consultation with Employees) Regulations 1996
* Health and Safety (Display Screen Equipment) Regulations 1992
* Health and Safety (First Aid) Regulations 1981
* Health and Safety (Miscellaneous Amendments) Regulations 2002
* Health and Safety (Safety Signs and Signals) Regulations 1996
* Health and Safety (Training for Employment) Regulations 1990
* Health and Safety (Young Persons) Regulations 1997
* Low Voltage Electrical Equipment (Safety) Regulations 1989
* Management of Health and Safety at Work Regulations 1999
* Manual Handling Operations Regulations 1992
* Noise at Work Regulations 2006
* Personal Protective Equipment (PPE) at Work Regulations 2002
* Provision and Use of Work Equipment (PUWER) Regulations 1998
* Regulatory Reform (Fire Safety) Order 2005
* Reporting of Incidents, Diseases and Dangerous Occurrences (RIDDOR) Regulations 1995
* Working at Height Regulations 2005
* Workplace (Health, Safety and Welfare) Regulations 1992

In addition, the following HSE guidance has been considered:

* Successful Health and Safety Management (HSE – HSG65)
* Charity and Voluntary Workers – A Guide to Health and Safety at Work (HSE – HSG192)

**Note:**

The above list is not exhaustive.

**Appendix 4**

**HSE COSHH Assessment Form**

|  |
| --- |
| This assessment ***only addresses the risk of harm to health*** from the substances listed. Additional risk assessments may be required to control the risk from other hazards associated with this work/the procedures used. |
| **Assessor** (print) (1) | **Employer/Supervisor** (2) |
| **Assessment Date** (3) | **Dates reviewed**(4) |
|  |  |  |
| **HAZARDS IDENTIFIED** \*If the substance has a R45 or R49 risk phrase or a H350 or H350i hazard statement, it must also be registered on your personal carcinogen return (at Occupational Health) *where exposure is not adequately controlled*.  |
| **Substance**(5)*(Name of Chemical, etc. as appropriate);* ***NB.***  | **Hazardous Properties**(6)*(Provide details of how the substance could cause harm, e.g. harmful by inhalation, skin contact, flammable, carcinogen, allergen, etc)* | **Quantity**(7)*(Indicate how much of the substance will be used)* |
|  |  |  |
| **Additional information**(8)* Workplace Exposure Limits:
* R-phrases:
* S-phrases:
* H and P statements:
 |
| **Emergency Procedures**(9)* Eye contact:
* Inhalation:
* Skin contact
* Ingestion:
* Spill procedure:
 |
| **What will the chemical be used for?** *(insert title of experiment or experimental procedure)* **Who may be exposed?** (10) |

|  |
| --- |
| **METHODS OF PREVENTION OR CONTROL OF EXPOSURE** (select all that apply by circling/ticking/highlighting the appropriate statement) |

|  |  |
| --- | --- |
| **1. Engineering controls required**(11)* total containment
* fume cupboard
* local exhaust ventilation
* blast screen
 | **2. Access control**(12)* restricted to competent personnel
* special containment facility (give specific area):
 |
| **3. Special procedures**(13)* Standard Operating Procedure (SOP) required 🞎
* Code of practice, local rules, etc 🞎
 | **4**. **Approved PPE**(14)*( Note: PPE is to be used as the ‘last resort’ when controlling exposure)** gloves etc (specify type)
* eye protection (specify type)
* laboratory coat/overalls (specify type)
* other PPE (specify)
 |
| **Disposal Procedures**(15) *(Give details of waste disposal procedure to be used)** Are chemicals with risk phrases R50-R59 or hazard statements H400 – H413 (environmental

hazards) involved? Yes / No |
| **TRAINING REQUIREMENTS**(16)(List any specialised training requirements before work can begin) |
| **HANDLING AND STORAGE REQUIREMENTS**(17)(Note any special requirements e.g. ventilation, chemical incompatibility, flash point, etc) |

|  |
| --- |
| **ASSESSMENT OF RISK USING CONTROLS DETAILED ABOVE**(18)*(Are the hazards/risks suitably controlled, using the control measures detailed above? If not, state the further actions required, e.g. Requirement for a standard operating procedure (SOP), etc).* |

|  |
| --- |
| **Authorisation by Employer/Supervisor** 19**I confirm that I have considered and understand the chemical to be used and the associated hazards. I am satisfied that all of the hazards have been identified and that the control measures to be followed will reduce the risks to as low a level as reasonably practicable.** **Print name: Signed:****Date:** |

**Declaration by Employer/Supervisor** (20)

**I confirm that I have read this COSHH Assessment and that I understand the hazards and risks involved and will follow all of the safety procedures stated.**

**Declaration by employee**201

|  |  |  |  |
| --- | --- | --- | --- |
| **Name (please print)** | **Signed** | **PI countersignature** | **Date** |
|  |  |  |  |
|  |  |  |  |

**I confirm that the employee who has signed below is competent to undertake the work. My counter-signature indicates that I am happy for the work to proceed.**

**Guidance notes for COSHH assessment form**

This form must be completed for every hazardous chemical used within the company. The form must be signed by the employee and their employer/supervisor before the work starts.

1. **Assessor:** Insert the name of the person doing this assessment
2. **Employer/Supervisor** Insert the name of **the Employer/Supervisor.**
3. **Assessment Date:** Insert the date that the assessment form is completed. The assessment is valid for a maximum of 1 year. It must be reviewed after 1 year, or if a significant change occurs (change of lab, pregnancy, etc).
4. **Dates reviewed:** all COSHH assessments must be reviewed annually (as a minimum). The review date should be entered here, and signed by the assessor to confirm that the assessment is still valid.
5. **Substance:** insert name of the chemical to be used. NB.Biological hazards must not be assessed on this COSHH form.
6. **Hazardous properties**: insert details of all of the hazardous properties of the chemical – egg. Flammable, explosive, carcinogen, harmful by inhalation, etc).
7. **Quantity**: insert quantity to be used (mg, g, ml, etc)
8. **Additional information**: Include details of any additional information, including any workplace exposure limits. Detail fully all R/S phrases and H and P statements (it is not sufficient to simply stat R45, full details are needed).
9. **Emergency procedures**: provide full details of emergency procedures to be employed following contact with the chemical (skin contact, eye contact, inhalation and ingestion) – such as use of diphoterine, administration of emergency oxygen, etc. Also include details of emergency spill procedures.
10. **What will the chemical be used for? Who may be exposed? :** Insert title of experiment or experimental procedure that the chemical is to be used in, and detail who may be exposed (individual worker? People in close proximity? Cleaners? Engineers?).

**Methods of prevention or control of exposure**

Sections 11-14 detail the methods for preventing or controlling exposure to the chemical. The COSHH hierarchy of control measures should be used when determining the methods to be used to prevent/control exposure, with engineering and group control measures being employed in preference to individual measures (such as individual PPE).

1. **Engineering controls** required: identify the control measures necessary to prevent/control exposure, such as use of a fume cupboard, LEV or blast screen, by circling/ticking/highlighting the appropriate statement(s).
2. **Access control**: In order to prevent/control exposure, is it necessary to restrict access to competent personnel? Are special containment facilities required? Please circle/tick/highlight the appropriate statement(s).
3. **Special procedures**: please identify any special procedures necessary to prevent/control exposure. This might include the need for an SOP to be developed, or for local rules to be drawn up. Please circle/tick/highlight the appropriate statement(s).
4. **Approved PPE**: PPE is to be used as the ‘last resort’ when preventing/ controlling exposure. Please detail the PPE to be used when handling the chemical. Please circle/tick/highlight the appropriate statement(s) and include details of the type of gloves, etc to be used.
5. **Disposal procedures**: Identify whether the chemical is an environmental hazard; Detail fully how the chemical waste is to be disposed of (down sink, by specialist contractor, etc.)
6. **Training requirements**: detail any specialised training requirements that must be met before the work can begin – e.g. Attendance on a gas safety course, etc.).
7. **Handling and storage requirements**: Note any special requirements e.g. ventilation, chemical incompatibility, flash point, etc.
8. **Assessment of risk using controls detailed above**: Are the hazards/risks suitably controlled, using the control measures detailed above? Provide details; If not controlled, state the further actions required, eg. Requirement for a standard operating procedure (SOP), etc.
9. **Authorisation by Employer/Supervisor:** the employer/supervisor must sign and date the assessment, to confirm that they have considered and understand the chemical to be used and the associated hazards, and that they are satisfied that all of the hazards have been identified and that the control measures to be followed will reduce the risks to as low a level as reasonably practicable.
10. **Declaration by employee:** the employee must sign and date the assessment to confirm that they have read the COSHH Assessment, understand the hazards and risks involved and will follow all of the safety procedures stated.
11. **Declaration by Employer/Supervisor**: the employer/supervisor must sign and date the assessment, to confirm that the researcher is competent to undertake the work.

**Appendix 5**

**Monthly Fire Safety Inspection**

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| **Extinguishers** |  |  |
| 1. Are all fire extinguishers present in their correct location?
 | […] | […] |
| 1. Are all fire extinguishers hung or stand-mounted?
 | […] | […] |
| 1. Do all fire extinguishers with pressure gauges show correct pressure?
 | […] | […] |
| 1. Are all extinguishers free from signs of corrosion (incl. tap-test)?
 | […] | […] |
| 1. Are all extinguishers within their annual inspection date?
 | […] | […] |
| 1. Are all extinguishers unobscured, unobstructed and freely visible?
 | […] | […] |
| **Escape routes and exits** |  |  |
| 1. Are escape routes clear from stored materials and debris?
 | […] | […] |
| 1. Are all internal fire doors closed (not wedged open)?
 | […] | […] |
| 1. Are final exit doors clear and unobstructed on both sides?
 | […] | […] |
| 1. Do final exit doors open easily?
 | […] | […] |
| 1. Are external pathways from the exits away from the building clear?
 | […] | […] |
| **Signs** |  |  |
| 1. Are escape route signs clearly visible and legible?
 | […] | […] |
| 1. Do signs indicate the nearest escape route from all workplaces?
 | […] | […] |
| 1. Are internal fire doors labelled?
 | […] | […] |
| 1. Do external fire doors have opening instructions shown?
 | […] | […] |
| **Emergency lighting** *(if present)* |  |  |
| 1. Are all emergency light indicators illuminated (if present)?
 | […] | […] |
| 1. Are all covers, diffusers, etc. present and fitted?
 | […] | […] |
| 1. Do emergency lights illuminate for a minimum of 10 minutes when the electricity supply is disconnected (must be done each month)?
 | […] | […] |
| **Fire Alarm** *(if present)* |  |  |
| 1. Is the alarm sounded weekly?
 | […] | […] |
| 1. Do all break glass call points have covers / glass / plastic panel fitted?
 | […] | […] |
| 1. Are all call points clearly visible and unobstructed?
 | […] | […] |
| 1. Are signs present over each call point?
 | […] | […] |

**Comments / Action Required / Other fire safety items needing attention**

|  |
| --- |
|  |

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Appendix 6**

**HSE (Health and Safety Executive) Building Checklist**

This HSE checklist covers the most common areas of risk, but is not exhaustive. If an issue is not relevant to your building, simply mark it as ‘N/A’ (not applicable) and move to the next question. There is space at the end for you to list any additional issues that need to be addressed. HSE’s homepage ([www.hse.gov.uk](http://www.hse.gov.uk)) has information on topics to help you decide what you need to do about many common types of risk

|  |  |  |  |
| --- | --- | --- | --- |
| **Questions to be asked** | **Yes** | **Further action needed** | **N/A** |
| **Car park** | Is the car park surface maintained to minimise slip and trip risks? |  |  |  |
| Are vehicle and pedestrian routes/flows and car park and site entrance/exits clearly marked? |  |  |  |
| Is the car park well lit? |  |  |  |
| Can emergency vehicles gain access? |  |  |  |
| **Movement around the building** | Are paths, steps and any ramps to and from the building properly maintained to minimise slip and trip risks? |  |  |  |
| Is lighting suitable and sufficient to allow safe access and exit (including lighting of emergency exits)? |  |  |  |
| Have you provided matting to minimise rainwater etc. being carried into the building? |  |  |  |
| Do rooms and corridors have sufficient lighting? |  |  |  |
| Are corridors clear of clutter? |  |  |  |
| Are there any trailing electrical leads/cables? |  |  |  |
| Are permanent fixtures in good condition, e.g. seats, shelving, cupboards, notice boards, signage etc.? |  |  |  |
| Is internal flooring in good condition, e.g. are carpets fixed? |  |  |  |
| Where any doors contain glass, is this made from a safety material? |  |  |  |
| Are all stairs fitted with handrails? |  |  |  |
| **Electrical equipment and services** | If you have any fixed electrical installations:* Are they correctly installed, modified or repaired, then inspected and tested by an electrician or other suitably qualified person before being put into use?
* Are they inspected and tested at suitable (occasional) intervals by an electrician or other suitably qualified person?
 |  |  |  |
| If you own or hire any portable or fixed electrical equipment (eg a cooker or vacuum cleaner etc.):* Has it been visually checked and, where necessary, tested at suitable (occasional) intervals to ensure that it is safe to use?
* Has any damaged electrical equipment been taken out of service or replaced?
 |  |  |  |
| **Gas equipment and services** | If fixed gas appliances are available for use (eg a boiler, cooker, water heater), are arrangements in place for periodic examinations and any remedial action by a Gas Safe registered engineer? |  |  |  |
| If mobile gas appliances are available for use (e.g. heaters fueled by bottled gas), are arrangements for periodic examinations and any remedial action by a competent person in place? |  |  |  |
| **LPG****(liquefied petroleum gas)** | If there is an externally sited LPG installation with a storage vessel:* Is the area around the vessel kept clear?
* If it is near a road, is it protected from passing traffic?
* Have pipes carrying the LPG to the building been checked to ensure that they are in good condition?
 |  |  |  |
| **Asbestos** | Does the building contain any asbestos? |  |  |  |
| If there is asbestos, and it is in good condition, has a record been made of where it is? Are there arrangements to provide this information to anyone who carries out maintenance work on the building? |  |  |  |
| Is there a system in place (e.g. fixed warning signs) to ensure the asbestos is not disturbed, and are regular checks made to ensure it remains undisturbed and in good condition? |  |  |  |
| If damaged asbestos has been identified, have arrangements been made to ensure it is either repaired, encapsulated or removed? (The majority of work on asbestos must be carried out by a licensed contractor unless the asbestos fibres in the material are so well-bound-in that the work is lower risk and can be done by a contractor who is not licensed by HSE.) |  |  |  |
| Have records of any asbestos been kept so that asbestos material likely to release high fibre levels can be removed first by licensed contractors if the building is refurbished/demolished |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Questions to be asked** | **Yes** | **Further action needed** | **N/A** |
| **Fire** | Has a fire risk assessment been completed and are adequate fire safety measures in place? |  |  |  |
| Has an evacuation plan been implemented and tested? |  |  |  |
| Is the fire alarm tested regularly? |  |  |  |
| Are fire drills carried out at least once a year? |  |  |  |
| Are regular checks made to ensure escape routes and fire exit doors are:* unobstructed; and
* adequate and effective for the number of people using the building (including those who are disabled or vulnerable)?
 |  |  |  |
| Are combustible substances or waste stored safely? |  |  |  |
| Is fire-fighting equipment in place and tested regularly in line with the manufacturer’s guidance? Are staff (and others) trained in how to use it? |  |
| **Legionnaires’ disease** | Do you or users do anything that involves spraying/sprayed water (e.g. using showers in changing rooms, or a humidifier) that could contain legionella bacteria? (These bacteria can cause legionnaires’ disease.) |  |  |  |
| If you cannot avoid spraying water, do you have an up-to-date plan for dealing with this risk? |  |  |  |
| Is it clear who is responsible for doing things in the plan and do they keep a record of any checks (e.g. temperature checks)? |  |  |  |
| **Responsibility** | Do users have all the information about the building they need to operate safely? |  |  |  |

***This is not an exhaustive list and you should identify any other hazards associated with the operation and maintenance of the building.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Additional issues** | **Yes** | **Further action needed** | **N/A** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Further action needed

|  |  |
| --- | --- |
| **Hazards noted:** | **Action taken and when:** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| **Name (and position):** | **Signature:** | **Date:** |

**Appendix 7**

**First Aid Procedures**

**First Aid Needs Assessment**

The HSE cannot tell you what provision you should make for first aid. You, as an employer/organisation, are best placed to understand the exact nature of your workplace and decide what you need to provide.

First aid provision must be ‘adequate and appropriate in the circumstances’. This means that you must provide sufficient first aid equipment (first aid kit), facilities and personnel at all times.

In order to decide what provision you need to make you should undertake a first-aid needs assessment. This assessment should consider the circumstances of your workplace, workforce and the hazards and risks that may be present. The findings will help you decide what first-aid arrangements you need to put in place.

In assessing your first-aid needs, you should consider:

* the nature of the work you do
* workplace hazards and risks (including specific hazards requiring special arrangements)
* the nature and size of your workforce
* the work patterns of your staff
* holiday and other absences of those who will be first-aiders and appointed persons
* your organisation’s history of accidents

You may also need to consider:

* the needs of travelling, remote and lone workers
* the distribution of your workforce
* the remoteness of any of your sites from emergency medical services
* whether your employees work on shared or multi-occupancy sites
* first-aid provision for non-employees (e.g. members of the public).

HSE has published guidance on all the factors above that will help you carry out your first-aid needs assessment and this can be found on their website.

**First Aid Kits**

First aid kits are a legal requirement for every workplace. They must also be clearly marked in a green box with a white cross on it. The staff/volunteers should all be made aware of where their nearest first aid box is located; it should be easily accessible for people and the contents should be checked regularly to make sure all items are in stock and in date. The number and contents of first aid boxes depends upon several factors, e.g. number and distribution of staff, remoteness and the type of work undertaken. First aid boxes **must not** contain tablets, medication or pharmaceutical preparations. First aid kits, should be in easily accessible places, preferably in a clean area or room, and should be protected from dust and damp.

First aid boxes will need to be replenished periodically. A member of staff/volunteer should be given responsibility for ensuring that the contents are complete at all times. Staff/volunteers should be asked to inform the responsible person whenever an item is removed. It is best practise to conduct a recorded monthly inspection of your first aid box.

Contents of a first aid kit should be relevant to the risks and needs of the area where the kit is likely to be used. For example, if burns are a possibility, then burn relief products should be part of your first aid measures.

**Contents of First Aid Box**

The HSE does not specify what should be in the first aid box and the list below is only a **suggested contents list**. You may wish to refer to British Standard BS 8599 which provides further information on the contents of workplace first-aid kits. The contents should reflect the outcome of the first-aid needs assessment.

In most cases first-aid boxes should contain the following items:

|  |  |
| --- | --- |
|  | **Qty** |
| Guidance card or leaflet; | 1 |
| Individually wrapped sterile adhesive dressings (assorted sizes)  | 20 |
| Sterile eye pads, with attachment | 2 |
| Individually wrapped triangular bandages | 6 |
| Safety pins | 6 |
| Medium sized individually wrapped sterile wound dressings (approx 10cm x 8 cm) | 6 |
| Large sterile individually wrapped wound dressings (approx 13cm x 9cm) | 2 |
| Extra-large sterile individually wrapped wound dressings (approx 28cm x 17.5cm) | 3 |
| Recommended: Disposable gloves and disposable mouth-to-mouth resuscitation masks |  |

**Travelling first aid kits**

Where staff/volunteers work away from the normal workplace, travelling kit may need to be provided. In some instances this may also apply to those who routinely use their own or hired transport for work activities.