

DINAS POWYS VOLUNTARY CONCERN

HEALTH AND SAFETY POLICY

“Dinas Powys Voluntary Concern has a duty to provide a safe and healthy environment in which trustees, committee members, volunteers, paid staff and members of the public involved in its affairs can carry out their responsibilities or make use of its services”

1. Legislation

1.1 DPVC undertakes to comply with the ‘Health and Safety at Work Act 1974’ and with any other relevant legislation which is put in place from time to time in order to provide a safe and healthy place of work for its employees and members of the public who seek to use the services it provides.

* The term ‘employees’ includes trustees, members of appointed Working Groups or other committees and volunteers as well as paid staff.

* The term ‘services’ includes use of the DPVC minibuses and any other form of transport employed to carry out DPVC approved activities.

1.2 DPVC has duties as “an employer of one or more employees” under the ‘Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995’ (RIDDOR). See 6 below.

2. Duty of Care

1.1 DPVC has a duty of care to:

- provide and maintain systems of working practices and related equipment which do not involve any risk to the health and safety of those working for or benefiting from the services DPVC provides;
- devise and make known procedures to follow in the event of fire or other emergency;
- undertake risk assessment before introducing new working practices; and to
- ensure that all personnel are fully aware of their responsibilities relating to health and safety issues and the health and safety of their colleagues.

1.2 DPVC personnel have a duty of care to:

- work carefully without endangering the health and safety of themselves or others;
- respect electrical and other equipment used to support DPVC activities;
- identify and report potential dangers to themselves or their colleagues; and
- familiarise themselves with and implement all DPVC safety procedures.

3 Use of the Community Resource Centre

The DPVC Resource Centre provides the office and focal point for DPVC’s activities and is rented from the Murchfield Community Association (MCA).

3.1 As part of the rental agreement the MCA has a responsibility to ensure that:

- adequate (natural) lighting, heating and ventilation is provided;
- there is access to toilet facilities which are clean and supplied with hot and cold water;
- there are clear procedures to be followed in the event of fire and prominent and adequate notices to indicate what those procedures are.

DPVC trustees are represented on the Association's Management Committee and liaise closely with it.

3.2 DPVC has a duty to ensure that:

- all users of the Resource Centre are fully aware of the procedures to be followed in the event of fire;
- procedures to be followed in the event of any other emergency are drawn up and made known to all users of the Resource Centre;
- adequate first aid equipment is available, easily accessed and regularly inspected;
- appropriate seating with back support and working surfaces of the right height are provided;
- visual display units meet minimum standards of screen brightness levels;
- an 'Accident Report Book' is available with clear instructions on its use including the reporting and recording of near accidents; (see details under 6 following)
- all electrical equipment is working correctly and any found faulty is repaired by an appropriately qualified electrician or removed from the premises; and that
- all other equipment is regularly inspected and repaired quickly when necessary.

4 Use of the DPVC Minibus

DPVC has a separate 'Health and Safety Policy' document relating to the use of its minibus. Volunteers and any other DPVC personnel involved in minibus use **must be familiar with that policy document.**

5 Manual Handling

DPVC is aware of the 'Manual Handling Operations Regulations 1992'. Although there is no duty to apply those regulations to volunteers DPVC is conscious of the danger of injury to volunteers and others not trained in manual handling techniques.

- Whenever practical DPVC personnel should avoid manual handling activities which pose a risk to themselves.
- DPVC will periodically arrange basic training by a competent trainer for those who request it.

6 Accidents and Emergencies

RIDDOR 1995 (see 1 above) requires the reporting of certain work related accidents, diseases and dangerous occurrences to the Vale of Glamorgan Environmental Health Department, Dock Offices, Barry; and in certain circumstances to the Incident Contact Centre at Caerphilly. DPVC will conform to these requirements.

6.1 Accident and Emergency - Report Book

DPVC will provide and maintain an 'Accident and Emergency Report Book' which will be prominently located in the Resource Centre **with full instructions for its use**. All accidents, emergencies and 'near misses' must be recorded in the Report Book.

A separate 'Accident and Incident Book' with instructions on its use will be located in the minibus.

6.2 Record Keeping

Details of any accident, reportable disease or emergency occurrence involving anyone participating in the delivery of, or benefiting from, DPVC activities must be reported to the Coordinator or the Chairman of trustees (or, failing that, another trustee) as soon as possible after the event with details recorded in the 'Accident and Emergency Report Book' **at the earliest opportunity and within 5 working days**.

FULL INSTRUCTIONS ON HOW TO RECORD SUCH EVENTS ARE INCLUDED IN THE REPORT BOOK but the following should **be noted/written down at the time of the event and included in the written report**.

- * Date, time and place of the occurrence.
- * Nature of the incident and the personal details of those involved.
- * Name and role (where appropriate) of the person reporting the incident.
- * To whom the incident was reported, method of report (eg telephone, in person) and the date and time the report(s) were made.

6.3 Follow-up Procedures

It is the responsibility of the person(s) reporting the accident/incident and the recipient(s) of the report to follow-up the action taken as a result of the accident/incident and the report made or received. **Details of the action taken** should also be recorded in the 'Accident and Emergency Report Book' as soon as possible.

6.4 An 'Accident/Incident Investigation should be carried out as soon as possible after the occurrence to avoid a repetition.

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