



Health and Safety Policy

General statement of policy

Reading Caribbean Nation is working towards a comprehensive Health and Safety Policy and is bound to abide by the Health and Safety at Work Act. This lays down certain duties on all staff and office volunteers. The duties are to take care of their own safety and that of other staff, volunteers and visitors and to co-operation with the Trustee Board and its officers to enable it to carry out its responsibilities.

In particular staff and volunteers have a duty to:-

- a. work safely, efficiently and without endangering the health and Safety of themselves, their colleagues or any other person who has a right of access to the organisations' premises at any time.
- b. adhere to safety procedures laid down by Reading Caribbean Nation from time to time, and conform to all instructions given by those with a responsibility for health and safety.
- c. record all accidents, near miss occurrences and hazardous situations in the Health and Safety/Accident Book and report to the next staff meeting.
- d. meet with other statutory safety obligations including that laid down in Section 8 of the Act, which states that

"no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory

provisions"

1. Organisation and responsibilities

1.1 Trustee Board

Overall and final health and safety responsibility within the organisation lies with the Trustee Board. The Trustee Board shall appoint one person who will take the

responsibility for drawing to the attention of the Trustee Board, staff and volunteers any health and safety matters that need to be discussed and/or acted upon.

1.2 Delegated Responsibilities

Delegated /appointed Health and Safety office, shall be given delegated responsibility for ensuring that the Health and Safety policy is carried out within the organisation. In particular they will be given delegated responsibilities for: -

- a. carrying out regular safety inspection in the offices utilized by Reading Caribbean Nation.
 - ensuring that staff are provided with suitable seating and appropriate computer work stations
 - ensuring that floors and aisles are kept clear, as far as reasonably practical, of trailing wires, equipment, stationery, etc.
 - ensuring that the general fabric of the offices (including office items & equipment used by staff) is maintained.
- b. Investigating and reporting accidents.
- c. ensuring that a Health and Safety Workplace poster on "Health and Safety Law" is displayed.
- d. making staff and office volunteers aware of the specific fire escapers and fire extinguishers within the building ensuring staff and volunteers are given a copy of the Policy and understand its contents:
- e. ensuring that staff and volunteers are made familiar with alarm systems within the building and action to be taken in the event of a fire.
- f. drawing to the attention of the Trustee Board, Chief Officer and staff any new legislation on Health and Safety relevant to the work of Reading Caribbean Nation.
- g. drawing to the Trustee Board's attention any matters with which they are unable to deal with.

1.3 Staff and office volunteers

All staff and office volunteer have a responsibility to:

- a. read and fully understand the Reading Caribbean Nation's Policy statement and the procedures to be carried out in the event of an emergency. If there is any doubt about the meaning, staff must seek clarification from the Health and Safety officer.....?
- b. co-operate with the Trustee Board and H & S Officer as appropriate, to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- c. report to the H&S Officer within 24 hours any accident occurring:
 - on the premises
 - off the premises whilst acting on behalf Reading Caribbean Nation.
- d. bring to the notice of the H&S Officer any potentially dangerous circumstances that the employer is unable to put right.

1.4 Review

The H & S Officer..... in conjunction with the Chief Officer, will keep this Policy under constant review to reflect any changes in legislation. The

Policy will be fully reviewed every 3 years and will be subject to approval by the Trustee Board.

2. General arrangements

2.1 Accidents, near miss, occurrences and hazardous situations

Reading Caribbean Nation has a Health and Safety Accident Book located at RCN headquarters, [1a Bamburgh Close, Reading, RG2 7UD, Berkshire, England](#), and all incidents, no matter how small, must be recorded as soon as possible after the incident. The incident should also be reported to the H&S Officer, in addition to reporting accidents it is equally important to report near misses and potential hazards, so as to enable preventative action to be taken before it is too late. Once an incident has been recorded in the Accident Book the Sheet must be removed and stored separately, e.g. in the personal file.

It is the job of the H & S Officer to ensure that any necessary follow up action is taken to reduce the risk of the accident or near accident reoccurring.

The H&S Officer is responsible for reporting incidents which come within the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR), to the Health & Safety Executive. RIDDOR covers the following incidents:

- (a) fatal accidents
- (b) major injury accidents/conditions
- (c) dangerous occurrences
- (d) accidents causing more than 7 days incapacity for work
- (e) certain work-related disease

A First Aid kit is available in Reading Caribbean Nation headquarters, [1a Bamburgh Close, Reading, RG2 7UD, Berkshire, England](#).

2.2. General Fire Safety

The H & S Officer is responsible for the maintenance of the firefighting equipment and the arrangement of regular fire safety checks and drills. The H&S Officer also undertakes a Fire Risk Assessment for the building.

All staff must also read and understand the Fire Procedure. A fire notice is located at Reading Caribbean Nation headquarters, 1a Bamburgh Close, Reading, RG2 7UD, Berkshire, England.

3. Personal Safety

3.1 Staff or volunteers who are working on their own should not allow access to casual visitors who have no appointment.

3.2 All windows and entry doors will be lockable.

3.3 Staff who are going to be away on Reading Caribbean Nation business should make it clear to other staff (and record in diary) where they will be, how long for and how they can be contacted.

3.4 Staff should inform the office who they wish to be contacted in the event of an emergency, giving contact details.

3.5 Staff who carry money for RCN have the right to be accompanied by

another person

3.6 Visits to the bank should not be at a regular time

3.7 Staff should not put themselves at risk on account of Reading Caribbean Nation's property

3.8 All incidents of aggression or violence and any threat to personal safety should be reported to the Chief Officer and recorded in the Accident Book.

3.9 Staff should be vigilant with regards to terrorist incident warnings. i.e. unattended bags

4. Stress Management

4.1 Stress at work is a serious issue: workers can suffer severe medical problems, which can result in under-performance at work, and cause major disruptions to the organisation.

The responsibility for reducing stress at work lies both with employer and employee. Employees should become aware of the cause of stress, and ensure that they do not work in a way which could cause them to suffer an increase in stress, nor cause and increase in stress in others.

If an employee is suffering from stress at work, they should discuss this with their line manager or H & S Officer at the first opportunity. Where practicable and reasonable Reading Caribbean Nation will seek to provide assistance to the employee.

Reading Caribbean Nation will do all it can to eradicate problems relating to stress at work.

Review Date:

HEALTH & SAFETY POLICY CHECKLIST

Training

All staff will complete an induction program with information about Health and Safety arrangements within the organisation. Any update or changes to these arrangements will be discussed at staff meetings and supervision sessions.

The Health & Safety Officer will ensure that all staff and volunteers fully understand the Policy and are made aware of all fire alarm points, fire extinguishers, fire blankets and fire exits in the building.

The following is a list of things to be checked in Reading Caribbean Nation's office every six months.

CHECK

DATE

1. Workstations (incl Display Screens) are safe.
(Follow separate checklist VDU Workstation Inspections Checklist)
2. User takes regular breaks from long tasks/positions and ensure

VDU users are aware of the availability of FREE eye tests. (Follow separate checklist for VDU)

3. Workstations Inspections.
4. Lighting is adequate (eg. no glare should be transmitted)
5. Environment (noise levels, temperature, humidity, any anti-static device.)
6. Staff have been appropriately trained to carry out their tasks.
7. Accident Book and procedure is in place and staff are informed of these
8. Exits and walk-ways are kept clear and accessible to wheelchair users.
9. Electrical and other equipment are safe to use and are not being misused.
10. Power sources are safe sources and are not misused.
11. No trailing wires and damaged floor coverings.
12. Warning notices, where necessary, are clearly displaced.
13. Heavy or dangerous items are not stored above shoulder height.
14. Heavier items are stored in lower drawers or filing cabinets.
15. Step ladders are provided and used where appropriate/ necessary.
16. Hazardous material (e.g. cleaning fluids) are store properly and are clearly marked.
17. Staff/Volunteers are not expected to lift heavy items above their individual capacity.
18. Security/Confidentiality arrangements are adequate (e.g. place for valuables)
19. Office procedures relating to hygiene and cleanliness are complied with.
20. Radiators are kept clear.

Date:	Jan 2024
Originator:	ED

Approved by:	
Reviewed by	
Date:	
Date:	
Date:	