Acorn Pregnancy Counselling Centre
Health and Safety Policy

GENERAL STATEMENT OF POLICY

The Premises covered by this policy: - Acorn Pregnancy Counselling Centre (Acorn) occupies two rooms at Pilgrim House, 51-63 St Dunstan's Road, Worthing BN13 1AA, and has a part-share of two other rooms (kitchen, WC).
As landlord and principal occupant, Xtend Global has primary responsibility for all areas of the premises in respect of Health and Safety, and Acorn will support them in this as far as possible, while noting that many matters are beyond our control (eg. actions of Xtend Global staff, other tenants, visitors, cleaners, etc)

It is the policy of Acorn to maintain a healthy and safe environment on the premises. With this in mind the current standards of the Health and Safety at work Act 1974 will be applied to prevent so far as is reasonably practicable accidents occurring on the premises.

All staff and volunteers will be provided with equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objective.

Acorn Pregnancy Counselling Centre will do all within its powers, so far as is reasonably practicable, to ensure a healthy and safe environment, but it must be recognized that Health and Safety is also the responsibility of each and every individual using or visiting the premises. It is the duty of everyone to take reasonable care of his or her own welfare and to ensure that they do not endanger other people's welfare by their activities.

An effective Health and Safety programme requires continuous communication at all levels. It is therefore the responsibility of persons using or visiting the premises to comply with all Health and Safety notices and to report immediately any situation which could jeopardize the well being of themselves or any other person.

All accidents and injuries, however small, sustained by a person on the premises must be reported to the Centre Manager and investigated, or referred to Xtend Global, or other tenants as appropriate. Following investigations into the accident appropriate preventative and protective measures shall be introduced, or recommended to Xtend Global, to reduce the risk of further accidents. Accident records play a crucial part in the effective monitoring and revision of the policy and must be accurate and comprehensive.

The Health and Safety Policy Statement will be brought to the attention of the staff and volunteers at the Centre. This policy will be monitored and updated regularly. The policy will normally be reviewed every 12 months and updated as necessary. Details for the implementation of the policy are given below.

1. ACORN LEADERSHIP

Health and Safety of the organisation is the responsibility of the trustees but on a day-to-day basis this responsibility is delegated to the Centre Manager, in liaison with Xtend Global and other tenants as appropriate.

2. CONSULTATION

Communication at all levels is an essential part of effective Health and Safety management. Consultation will be achieved by means of Health and Safety issues being discussed at supervision meetings. Health and Safety will be a standing agenda item at all trustee meetings.

This will provide a forum for sharing information as well as providing an opportunity to assess the continuing effectiveness of the policy.

3. COMMUNICATION

The leadership will communicate their commitment to safety by making available as widely as possible the contents of this Health and Safety policy. Communication will be achieved by the following:

In writing – through letters and emails to staff and volunteers as necessary.
Notice Boards – a copy of the General Statement of Policy will be posted on the counselling room noticeboard.

4. CO-OPERATION AND CARE

If we are to build and maintain a healthy environment, co-operation at all levels is essential.

All staff and volunteers working at the Centre are expected to co-operate and accept their responsibilities under this policy.

Each person must take all reasonable steps to preserve and protect the Health and Safety of themselves and to report any situation that may pose a threat to the well being of any other person.

5. INSPECTIONS

Regular inspections of the Acorn office and counselling room and Acorn equipment will be carried out and the results recorded.

Additional inspections will be carried out as deemed necessary, but at an interval of no more than one calendar year. Risk assessment will be carried out immediately if there are any significant changes to the use of the building by Xtend Global or other tenants.
These inspections will provide an opportunity to review the continuing effectiveness of the policy and identify areas where revision of the policy may be necessary.

6. EQUIPMENT

We will endeavour to ensure that all equipment purchased by Acorn for use on the premises is safe and suitable for the purpose for which it is used.

Information and training as necessary will be provided to enable the user to operate the equipment safely.

All equipment will be regularly inspected and maintained in good working order and repair. Records of inspections and any maintenance will be kept.

The Centre cannot be held responsible for equipment not on the inspection schedule; therefore, staff and volunteers must not use unauthorized equipment on the premises.

7. DISPLAY SCREEN EQUIPMENT (DSE)

Staff that use DSE as a major part of their work must take periodic breaks in their work. These breaks should be for a minimum period of five minutes for each hour of work.

DSE set up and ergonomic design must conform to Health and Safety (DSE) Regulations 1992.

8. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

All hazardous substances used for cleaning are the responsibility of Xtend Global to secure. Volunteers and members of the public must not bring or use hazardous substances on the premises.

9. FIRE SAFETY

Fire exits, signs and fire extinguishers are the responsibility of Xtend Global to inspect and maintain. Fire exits, escape routes (internal and external) and fire extinguisher points must not be obstructed in any way.

All rights of way must be kept clear, and no extra chairs placed in them.

Accumulations of combustible waste materials must be avoided.

Any gas burning equipment is the responsibility of Xtend Global to inspect and maintain.

Fire risk assessments and inspections are the responsibility of Xtend Global.

10. SMOKING

Smoking will not be permitted in any part of the Centre.

11. FIRE FIGHTING EQUIPMENT

Fire extinguishers are located in the kitchen and by the back exit door. A fire should only be tackled if it poses no threat to the user of the extinguisher.

Fire extinguisher inspections will be carried out by Xtend Global.

The alarm should be raised immediately if a fire is discovered.

Fire awareness training will be provided for staff and appropriate records of training kept. Refresher training will be provided as necessary but no later than three years.

12. EMERGENCY EVACUATION PROCEDURE

In the event of a fire or any other emergency situation all persons must leave the Centre by the nearest available exit and assemble by the green house on the opposite corner. Staff and volunteers shall follow the directions of the Xtend Global fire marshal or similar.

Return to the building is prohibited until authorized by a responsible person.

13. ACCIDENT AND INCIDENT INVESTIGATION AND REPORTING

All accidents and injuries, however small, sustained by a person on the premises must be reported to the Centre Manager or the most senior volunteer present. A written report must be made in the Accident and Incident Book and signed by the injured person, adhering to GDPR requirements.

All accidents will be investigated, and recommendations made to prevent recurrence, or referred to Xtend Global/other tenants for investigation, as appropriate.

Details of any incident, whether verbal, physical or threatening behaviour, must be reported to the Centre Manager or the most senior volunteer present. A written report must be made in the Accident and Incident Book and signed by the “injured” person, adhering to GDPR requirements.

All incidents will be investigated, and recommendations made to prevent recurrence or referred to Xtend Global/other tenants for investigation, as appropriate.

Once the accident or incident report is written, it will be stored in the locked filing cabinet and/or scanned and shredded. The investigation will be recorded by the Centre Manager on a spreadsheet.

14. FIRST AID

First aid equipment is located in the kitchen. The first aid equipment will be checked by Xtend Global.

15. MAINTENANCE AND CLEANING

All routine maintenance and cleaning may only be carried out by authorised persons and are the responsibility of Xtend Global.

16. DEFECTIVE EQUIPMENT OR BUILDING DEFECTS

Xtend Global are responsible for recording defects to the building and shared equipment and taking the appropriate action. Any such defects should be reported to Xtend Global or Acorn Centre Manager as soon as possible.

Where Acorn equipment is defective, a defect record will be kept by the Centre Manager and all defects with equipment must be reported as soon as possible and entered on the record.

17. ELECTRICAL EQUIPMENT

Only authorized electrical equipment may be used on the premises.

Repair work must only be carried out by a competent electrician.

All Acorn authorised electrical equipment will be inspected annually, and the results recorded.

Handheld portable electrical tools should only be used with a Residual Current Device (RCD).

18. KITCHEN

The Food Hygiene Regulations 1991 must be strictly applied in the kitchen.

Children must not be allowed in the kitchen.

19. LONE WORKING

When lone working, Acorn staff or volunteers (particularly those seeing a client) should let an Acorn colleague or family member know that they are in the building alone and keep a mobile phone handy in case they feel under potential physical threat in any way.

The above Health and Safety Policy was adopted by the Trustees at a meeting on 10 April 2018