



Health and Safety Policy

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Policy Statement

URBOND recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers (paid or volunteer) and other visitors to its premises under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant legislation, and common law duties of care. Throughout this Statement, terms such as “staff”, “workers”, “employees”, include both paid and volunteer workers. It is the policy of the URBOND to promote the health and safety of the committee members, volunteers, staff and of all visitors to the URBOND’s premises (“the Premises”) and to that intent to:

- Take all reasonably practicable steps to safeguard the health, safety, and welfare of all personnel on the premises.
- Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety.
- Encourage persons on the premises to co-operate with the Organisation in all safety matter, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory.
- Ensure the provision and maintenance of plant, equipment and systems of work that are safe
- Maintain safe arrangements for the use, handling, storage and transport of articles and substances
- Provide sufficient information, instruction, training, and supervision to enable everyone to avoid hazards and contribute to their own safety and health



- Provide specific information, instruction, training and supervision to personnel who have particular health and safety responsibilities (eg a person appointed as a Health and Safety Officer or Representative)
- Make, as reasonably practicable, safe arrangements for protection against any risk to health and safety of the general public or other persons that may arise for the URBOND's activities.
- Make suitable and sufficient assessment of the risks to the health and safety of employees and of persons not in the employment of the Groups/Organisation arising out of or in connection with the URBOND's activities.
- Make specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen.
- Provide information to other employers of any risks to which those employer's workers on URBOND's premises may be exposed.

This policy statement and/or the procedures for its implementation may be altered at any time by URBOND's Management Committee ("the Committee"). The statement and the procedures are to be reviewed in the (autumn) of each year by the Health and Safety Sub-committee or by other persons appointed by the Committee. A report on the review, with any other proposals for amendment to the statement of procedures, is to be made to the next following ordinary meeting of the Management Committee.

Statutory Duty of URBOND

URBOND will comply with its duty to ensure, as far as is reasonably practicable, the health, safety, and welfare at work of its workers and of visitors to its premises and, in general, to:

- Make workplaces safe and without risks to health
- Ensure plant and machinery are safe and that safe systems of work are set and followed • Ensure articles and substances are moved, stored, and used safely
- Give volunteers/ workers the information, instruction, training and supervision necessary for their health and safety.

URBOND will:

- Assess the risks to health and safety of its volunteers/workers



- Make arrangements for implementing the health and safety measures identified as necessary by this assessment
- Record the significant findings of the risk assessment and the arrangements for health and safety measures
- Draw up a health and safety policy statement; including the health and safety organisation and arrangements in force, and bring it to the attention of its workers
- Appoint someone competent to assist with health and safety responsibilities
- Set up emergency procedures
- Provide adequate First Aid facilities
- Make sure that the workplace satisfies health, safety and welfare requirements, eg for ventilation, temperature, lighting and for sanitary, washing and rest facilities.
- Make sure that work equipment is suitable for its intended use as far as health and safety is concerned, and that it is properly maintained and used
- Prevent or adequately control exposure to substances that may damage health
- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise, or radiation
- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury
- Provide health surveillance as appropriate
- Provide free any protective clothing or equipment, where risks are not adequately controlled by other means
- Ensure that appropriate safety signs are provided and maintained
- Report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.

Statutory Duty of URBOND's Workers

Employees also have legal duties, and the Organisation confidently requests non-employed (voluntary) workers also to observe these. They include the following:

- To take reasonable care for their own health and safety, and that of other persons who may be affected by what they do or do not do
- To co-operate with URBOND on health and safety
- To use work items provided by URBOND correctly, including personal protective equipment, in accordance with training or instructions



- Not to interfere with or misuse anything provided for health, safety and welfare purposes
- To report at the earliest opportunity injuries, accidents or dangerous occurrences at work, including those involving the public and participants in activities organised by URBOND
- Health and Safety law applies not only to employees in the workplace, it also applies to organisations and people who occupy or use community buildings to which members of the public have access.

Policy for Visitors and Contractors

On arrival all visitors should be directed to the duty representative of the Management Committee, or a representative of the user/hirer of the building. This person is to take responsibility for the visitor(s) and assist in their evacuation from the building during an emergency or arrange help in the event of an accident.

On arrival, all visitors, including contractors and/or their workers, must sign a record of the date and time of their arrival and, before leaving, should further record their time of departure. Contractors working in the building should report any concerns relating to their own safety or suspected unsafe working practices to the Duty representative of the Committee who will investigate and report to the URBOND.

Organisation of Health and Safety

Health and Safety Sub-committee

The Management Committee will appoint a Health and Safety Sub-committee, including representation both of themselves and of staff (both paid and volunteer):

To have a broad overview of Health and Safety matters

- To keep the Organisation's Health and Safety policy and procedures under review
- To conduct safety tours of the premises
- To ensure that risk assessments are carried out, including assessments regarding substances hazardous to health (COSHH Regulations)
- To take such action as may be required to ensure that the Organisation's responsibilities for Health and Safety are fulfilled



- To report to the Management Committee on their performance of these responsibilities

Contractors working in the building should report any concerns relating to their own safety or suspected unsafe working practices to the Duty representative of the Committee who will investigate and report to the Organisation.

Safety Tours

The Health and Safety Committee shall carry out 6-monthly tours and inspections of the premises and make a report to the next ordinary meeting of the Management Committee. All necessary actions as a result of the tour shall, where reasonable and practicable, be implemented. The tour shall include inspection of the Accident File.

Health and Safety Rules

All workers must exercise ordinary care to avoid accidents in their activities at work and comply with the following general rules and with any further rules which URBOND may publish from time to time.

Accident Forms and Book

The book must be kept in a locked drawer once completed. Any injury suffered by a worker or visitor in the course of employment or otherwise on the URBOND's premises, however slight, must be recorded, together with such other particulars as are required by statutory regulations, on an accident form maintained by the Organisation.

Fire Precautions

All personnel must familiarise themselves with fire escape routes and procedures and follow the directions of the Group/Organisation in relation to fire.

Equipment and Appliances

No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of the URBOND and any directions for the use of such must be followed precisely.

Safety Clearways Corridors and doorways must be kept free of obstructions and properly lit.

Maintenance



Defective equipment, furniture and structures must be reported as such without delay.

Hygiene and Waste Disposal

Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

Food Hygiene

When handling or preparing food there are specific hygiene requirements

- Regularly wash hands before and during food preparation and especially after using the lavatory
- Tell your supervisor or representative of the Committee of any skin, nose, throat, or bowel problem
- Ensure cuts or sores are covered with correct waterproof dressings
- Keep yourself clean and wear clean clothing
- Remember that smoking in a food room is illegal
- Never cough or sneeze over food
- Clean as you go. Keep all equipment and surfaces clean
- Prepare raw and cooked food in separate areas. Keep perishable food covered and either refrigerated (less than 8°C) or piping hot (above 63°C)
- Ensure waste food is disposed of properly. Keep the lid on rubbish bin and wash your hands after putting waste in it
- Avoid handling food as far as possible
- Tell your supervisor or representative of the Committee of any defects or concerns regarding the facilities – e.g. uncleanness, refrigeration malfunction, cracked food preparation surfaces.

Display Screen Equipment

URBOND recognises its responsibility to ensure the well-being of workers who habitually use display screen equipment for a significant part of their normal work. Volunteers/Workers are advised to ensure that they take a five-minute break from the display screen equipment at least once an hour and are advised that, if they experience vision defects or other discomfort that they believe may be wholly or in part a consequence of their use of such equipment, they have the right to an eye-test at the Organisation's expense.



Alcohol, Drugs and Tobacco

Smoking within the premises and the use of Drugs (except under medical supervision) on the premises are prohibited at all times. The use of intoxicants (alcohol) is prohibited during working hours, and no employee/volunteer may undertake his/her duties if under the influence of alcohol or drugs (except under medical supervision).