



# Health and Safety Policy

Prepared by



December 2022

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## Policy Amendment History

Version	Date	Amendment Details
1.0	15 November 2019	Initial issue
2.0	13 February 2020	Review and updates
3.0	15 December 2020	Review and updates. New Template. Addition to work activities and tools.
3.1	12 February 2021	Amendments to roles following review by JG.
4.0	16 December 2021	Annual Review
5.0	12 December 2022	Annual review, remove COVID section

Version	Author	Date
5.0	Joseph Younger	12 December 2022

Compiled and updated by



## Part 1 – General Statement of Intent

The Hythe Pier Heritage Association recognises our obligations to ensure the health, safety and welfare of our Board Members and volunteers and those affected by our actions. The Association understands the benefits of creating a strong and healthy safety culture within this organisation and appreciates the need for all levels of the Association to be involved in implementing this policy.

The Hythe Pier Heritage Association is fully committed to encouraging a culture of openness within our organisation regarding health and safety. We regard the promotion of health and safety matters as a mutual objective to ensure that practical, achievable safety standards are agreed and maintained by everyone within our organisation.

Good safety leadership begins with the commitment of our Board to ensure that the responsibilities and arrangements detailed within this document are carried out fully. The senior decision-makers within the organisation commit to providing the necessary resources to implement this policy.

The Hythe Pier Heritage Association Board are appointed as having collective overall responsibility for health and safety and for the effective implementation of this policy.

The Association will, so far as is reasonably practicable:

- provide and maintain machinery, equipment, and systems of work that are safe and without risks to health.
- arrange safe and healthy systems for use, handling, storage and transport of hazardous articles and substances.
- provide sufficient information, instruction and training for all our members and volunteers, as is necessary, for them to conduct their work activities in a safe manner.
- provide and maintain means of access to and from the workplace that are safe and without risks to health.
- provide and maintain a safe and healthy working environment at all locations, in accordance with the relevant statutory requirements.
- provide and maintain adequate facilities and arrangements for the welfare of our Board Members and volunteers whilst carrying out activities for the Association.

This policy is reviewed annually in liaison with our safety consultants and may be revised in the interim.

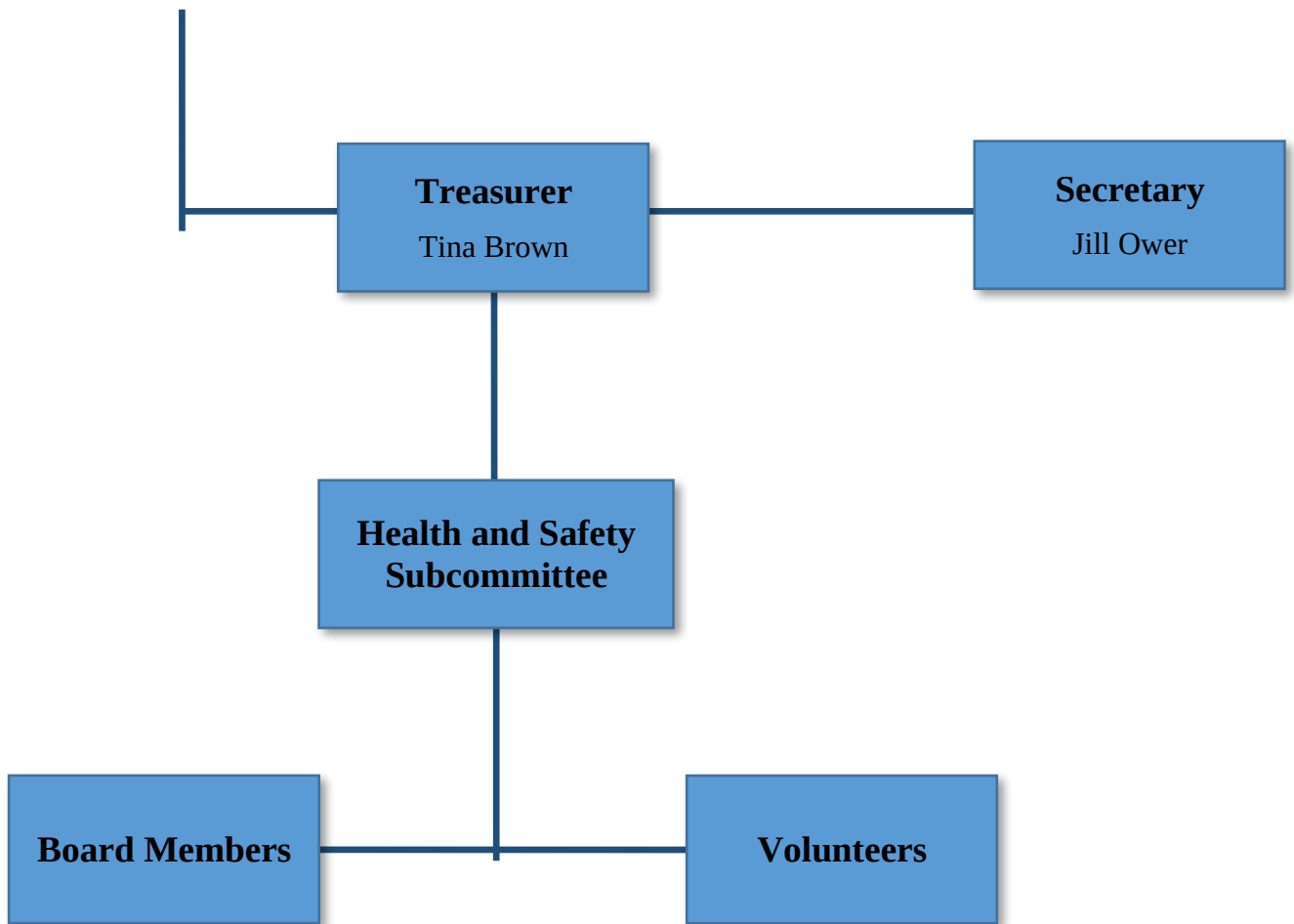
Name	Signature	Position	Date

## Part 2 – Organisation and Responsibilities

### Organisation Chart



**Chairman**  
Antony Smith



# Health and Safety Responsibilities

Everyone within the Hythe Pier Heritage Association has a significant contribution to make towards implementing this policy.

The following section describes the individual health and safety responsibilities for the roles present on the organisational structure chart. All persons within the organisation should be familiar with their health and safety responsibilities.

## Hythe Pier Heritage Association Board

The Hythe Pier Heritage Association Board has overall responsibility for ensuring that our health and safety policy is comprehensive, effective and kept up to date. To facilitate this, they will appoint a Health and Safety Subcommittee, who will undertake to oversee all health and safety matters.

In particular, they will:

- ensure that a health and safety policy is developed and brought to the attention of all members and relevant volunteers.
- have full knowledge of all parts of this policy and how it relates to the health and safety management system.
- sign and date the General Statement of Intent.
- ensure that this policy is reviewed at least annually.
- ensure that adequate funding and resources are made available to meet the requirements of this policy.
- ensure that all members have knowledge of this policy and that they are updated when any changes are made.
- seek the advice of the safety consultants whenever needed and heed the advice given.
- establish and maintain procedures to ensure that all workspaces are safe and without risks to the health of members or others who may be affected.
- ensure adequate arrangements for welfare and the provision of first aid at all Association events.
- ensure that any contractor appointed or self-employed person working on behalf of the Association is competent to do the work.
- ensure that machinery used by the Association is to a suitable standard.
- establish and maintain an adequate first aid and accident reporting system in compliance with current legislation.
- record and ensure that all accidents are investigated and ensure that remedial measures are taken to avoid recurrence.
- ensure that near miss incidents are recorded and investigated as appropriate.
- implement required training for members at all levels.
- give support and encouragement to all members and volunteers for whom they are responsible.
- review safety inspection reports and accidents at board meetings.
- respond to correspondence from the Health and Safety Executive (HSE) when required.
- set a personal example of safe behaviour and acknowledge suggestions for improvement.

## Health and Safety Subcommittee

The Health and Safety Subcommittee is accountable to the Board for implementing the relevant requirements of the Association's health and safety policy.

In particular, they will:

- ensure they read and understand the Association's health and safety policy and comply with the arrangements.
- ensure compliance with this policy in all activities for which they are responsible.
- take note of any comments on health and safety matters raised by members or volunteers and pass these on to the Chairman as appropriate.
- take reasonable care for the safety and health of themselves, fellow board members, volunteers and any visitors to the office and areas under the Association's control.
- comply with the requirements of the office and fire risk assessment.
- keep the office tidy, ensuring that personal belongings do not create trip hazards or present a fire risk.
- report all hazards in the office to the council facilities team or the Board.
- keep records as required by legislation and retain documents for the appropriate time periods.
- ensure all are aware that it is a criminal offence under the Health and Safety at Work etc. Act 1974 to intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare.
- ensure that records are kept of competency checks on contractors who work for the Association.
- ensure that the requirements of the Construction (Design and Management) Regulations 2015, are complied with as they apply to the Hythe Pier Heritage Association activities.
- provide adequate information to enable safety management systems to be implemented to control high risk activities.
- record, report and ensure that all accidents are investigated and ensure that remedial measures are taken to avoid recurrence.
- ensure that near miss incidents are recorded, reported and investigated as appropriate.
- ensure that personal protective equipment (PPE) needs are assessed and that an adequate supply is available, issued and properly used.
- ensure adequate arrangements for welfare and the provision of first aid.
- encourage members and volunteers to report any hazards observed and any defects in safety standards.
- ensure all work activities within the workshop are carried out in accordance with the method of work, for each work activity.
- ensure the workshop is maintained in a clean, neat and tidy state.
- ensure that stored materials are safely stored and stacked.
- ensure that substances are suitably stored in accordance with COSHH assessments.
- be fully aware of the COSHH information supplied and to ensure that workshop members and volunteers are made aware of it.
- ensure that regular cleaning and maintenance of workshop machinery is carried out in accordance with manufacturers' instructions.
- set a personal example of safe behaviour.

## **Board Members and Volunteers**

Board Members and Volunteers must also comply with the requirements of the Association's health and safety policy and cooperate with the Association in our efforts to prevent accidents and ill health.

In particular, they will:

- take reasonable care for the safety of themselves and of any other persons who may be affected by what they do or fail to do in the course of the Association's activities.
- co-operate with the Association or any other responsible person in the performance of our activities.
- comply with the requirements of the office fire risk assessment.
- report all hazards in the office to the council facilities team or Health and Safety Subcommittee.
- read and comply with the Association's health and safety rules.
- behave in a responsible manner at all times.
- develop and demonstrate a personal concern for the health and safety of themselves and others.
- ensure that any personal injuries are recorded in the accident book.
- inform the Health and Safety Subcommittee of any near miss incidents.
- propose to the Health and Safety Subcommittee, ways of eliminating hazards and improving safety, particularly for members of the public during Association events.



# Part 3 – Health and Safety Arrangements

## General Arrangements

### Health and Safety Assistance

The Hythe Pier Heritage Association has formally appointed HCS Safety Ltd. as their competent advisors on matters of Health and Safety under Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

HCS Safety provide a retained service which includes the following:

- use of SafetyNet, a bespoke online system that allows access to:
  - Training records
  - The latest annual safety review report
  - Records of communication between the Association and HCS Safety
  - Safety policy document
  - Reports of inspections
  - Editable document library
  - Facility to create new users within the Association’s SafetyNet Portal
- an annual safety review in which we are audited against our safety management system.
- the creation and updating of this health and safety policy.
- access to a duty advisor over the phone for day-to-day safety queries.
- accident investigations for situations where the injured party is a Board Member or volunteer for the Hythe Pier Heritage Association.
- a monthly newsletter to enable the Association to stay up to date with current safety news.
- access to an annual safety forum that includes industry specific presentations, strategy updates and opportunities to network with similar organisations.
- free seminars and workshops on live issues.
- exclusive preferential fees for other safety services.

### Safety Management System (SMS)

HCS Safety have provided a Safety Management System (SMS) which is based on the principles of Plan, Do, Check, Act outlined within the Health and Safety Executive’s guidance document HSG 65 – Managing Health and Safety.

Blank forms to populate the SMS are found in the library section of SafetyNet.

The SMS is divided into broad headings as follows:

- Competent Advice
- Health and Safety Policy
- Competence and Consultation

- Working Safely
- Monitoring and Recording

## **Reviews and Updates**

HCS Safety will conduct an annual safety review to monitor the extent to which we are complying with the requirements of our SMS. The review will be attended by our HCS Safety advisor and at least one member of senior management. The review will involve discussion of the previous year's safety performance, any updates needed for this policy, future training requirements and any other safety or health needs that are relevant.

Our health and safety policy will be updated within two weeks of the annual safety review taking place.

### **Date of last Annual Safety Review: 12 December 2022**

An interactive version of the annual safety review report will be available to view on the SMS tab of our SafetyNet portal. Actions may be closed out by adding comments to the observations and advice given.

Selected personnel within the Hythe Pier Heritage Association will stay up to date on matters of health and safety by receiving a monthly newsletter from HCS Safety and attending the annual safety forum. In addition to these mandatory updates, seminars will be available throughout the year as well as any other training. A suitable board members will attend the seminars as appropriate.

Newsletters will either be distributed to the Association members or displayed on noticeboards. They can be downloaded from SafetyNet at any time.

## **Risk Assessments and Activity Procedures**

The Hythe Pier Heritage Association ensures that risk assessments are carried out for tasks that involve significant risks to members, volunteers or others. Contractors working with the Association are responsible for carrying out their own risk assessments which will be reviewed and approved prior to them being permitted to start work.

The Health and Safety Subcommittee within the Hythe Pier Heritage Association is responsible for ensuring that risk assessments are carried out to a suitable and sufficient standard and are updated on a regular basis.

The following procedure will be used to write risk assessments:

- identify hazards and who could be affected.
- evaluate risks, taking into account the likelihood and severity.
- control the risks, using the principles of prevention (see below).
- monitor the effectiveness of the control measures.
- review periodically and as necessary.

Activity procedures may be required in addition to risk assessments. These activity procedures outline the safe working process and will include the control measures detailed in the risk assessments.

Our approach to risk management will follow the principles of prevention as listed below:

- avoid risks at source.
- evaluate those risks which cannot be avoided.
- combat risks at source.
- adapt the work to the individual, especially with regard to the design of workplaces and the choice of work equipment.
- adapt to technical progress.
- replace the dangerous by the non-dangerous or less dangerous.
- develop a coherent overall prevention policy, which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment.
- give collective protective measures priority over individual protective measures.
- give appropriate instructions to employees.
- use personal protective equipment as the last resort in risk control.

Risk assessments and activity procedures will be communicated to all personnel affected by the hazards. Each of the relevant personnel will sign to confirm that they understand the contents and confirm that they will be working in accordance with it.

### **Young Persons' Risk Assessments**

Young Persons are those who have left school but are under the age of 18. These individuals are required under the Management of Health and Safety at Work Regulations 1999 to have a specific risk assessment carried out.

Special issues that can affect young persons as a result of lack of experience in the workplace, lack of awareness of risk, risk perception and physical vulnerability.

Our young person's risk assessment will be undertaken on a personal basis with each young person that may carry out volunteer work for the Association. The assessment will identify hazards, specify and name a mentor who will be responsible for the welfare of the young person and will also stipulate any restrictions on the work to be done.

Assistance will be sought from HCS Safety Ltd. in producing a young person's risk assessment if required.

### **Training**

The Hythe Pier Heritage Association recognises the importance of providing our Board Members with adequate health and safety training.

All relevant Board Members are assessed for their individual training needs. Information and certification will be obtained for previous training received, and any further training required is identified

### **Hazard Specific Training**

Specific training will be given to those who require it. This may include:

- First aid.
- Manual handling.
- Work at height.

## **Consultation and Communication**

The Association will ensure that it takes a proactive role to promote the content, guidance and benefits of this policy by communicating the contents and responsibilities at briefings and meetings.

The Association will encourage feedback from our Board Members and third parties about the measures enforced and the reasoning behind this policy and safe working practices.

All members are encouraged to feedback on any health and safety issues they may have and where they believe the Association can improve on the current procedures. During the communication and consultation processes, particular emphasis will be placed on:

- the Association's commitment to health and safety.
- feedback on risk assessments and activity procedures.
- health and safety training requirements.
- the responsibilities of employees to co-operate and work safely.
- the contents of this policy, such as safe working procedures, etc.
- specific role-based issues.

## **Management of Contractors**

The Hythe Pier Heritage Association acknowledges the duty to control, coordinate and monitor the activities of contractors under our control. Specialist subcontract companies will be engaged by the Association as and when required.

The Hythe Pier Heritage Association will ensure that contractors possess the appropriate skills, knowledge and experience to do the job safely and without risk to health and safety. To achieve this the contractor will need to complete a health and safety questionnaire before engagement. A health and safety appraisal of the contractor's procedures and health and safety documentation will be carried out.

Alternatively, if the contractor can demonstrate that they hold an accreditation with a member of the Safety Schemes in Procurement Forum (SSIP), this will exempt them from the health and safety part of the questionnaire.

## **Accidents**

Accident reporting is not only a legal requirement but also a necessity to ensure a safer future working environment for all employees, customers and visitors to the organisation.

All accidents, no matter how small, will be recorded in the accident book. The Chairman will be informed as soon as possible after the incident. The contact number to call is 02380 986 480.

If there is a possibility that an accident, dangerous occurrence or diagnosis of an occupational disease may be reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), call HCS Safety for advice immediately.

Specified injuries or fatalities must be reported to the HSE immediately and should be notified by phone on 0345 300 9923.

Situations where the injured person is unable to carry out their normal work for seven days or more must be reported to the HSE within fifteen days of the injury being sustained. The HSE may be contacted via the internet at <http://www.hse.gov.uk/riddor/report.htm>.

Anthony Smith will be responsible for informing the HSE of all reportable incidents and for contacting HCS Safety.

Accidents that are reportable under RIDDOR will be investigated by HCS Safety Ltd. and a report produced to identify the causes and make recommendations to prevent a recurrence. This service forms part of the member services agreement and there is no additional charge for accident investigations that are reportable under RIDDOR.

Accidents will be discussed at regular safety meetings and publicised to our employees if appropriate so that others can learn from these events.

Below is an outline of what injuries and dangerous occurrences are reportable under RIDDOR.

### **Specified Injuries to Members and Volunteers**

- a fracture, other than to fingers, thumbs or toes.
- amputation of an arm, hand, finger, thumb, leg, foot or toe.
- permanent loss of sight or reduction of sight.
- crush injuries leading to internal organ damage.
- serious burns (covering more than 10% of the body, damage to the eyes, respiratory system or other vital organs).
- scalplings (separation of skin from the head) which require hospital treatment).
- unconsciousness caused by head injury or asphyxia.
- any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

### **Over Seven-Day Injuries to Workers**

This is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

### **Dangerous Occurrences**

A full list of reportable dangerous occurrences is available on the HSE website. These include:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.
- plant or equipment coming into contact with overhead power lines.
- explosions or fires causing work to be stopped for more than 24 hours.
- the complete or partial collapse (including falling, buckling or overturning) of a substantial part of any scaffold more than 5 metres in height.
- structural collapse – The collapse or partial collapse of any building involving over 5 tonnes of material or a collapse of any false-work.
- failure of a pressure vessel.
- Serious electrical incidents causing explosion or fire

## **Reportable Occupational Diseases**

- carpal tunnel syndrome.
- severe cramp of the hand or forearm.
- occupational dermatitis.
- hand-arm vibration syndrome.
- occupational asthma.
- tendonitis or tenosynovitis of the hand or forearm.
- any occupational cancer.
- any disease attributed to an occupational exposure to a biological agent.

## **Fire**

A fire risk assessment for the Association office is to be kept in the Grove council offices and is accessible to all staff. A fire risk assessment for the workshop will be kept within the workshop. These will be reviewed annually and updated after any notable change to the layout or use of the premises.

Board Members and volunteers working at events will be made aware of the fire plan for that location at the time of their event brief. Any activity carried out that increases the risk of fire should have a fire extinguisher nearby.

## **Housekeeping**

The importance of good housekeeping should not be underestimated. As well as improving morale, quality and efficiency and reducing fire risk, good housekeeping is essential in reducing slips, trips and falls at any work location.

Work activities will be carefully planned to ensure the work areas are not overcrowded. The need for good housekeeping will be included in risk assessments and may include the management of people, tools, trailing leads, packaging and waste.

It is the responsibility of all personnel to keep their work area tidy and this is emphasised during the Association induction.

The event coordinator will ensure that arrangements are in place for the removal of accumulated waste in bins or bags.

## **Welfare Facilities**

The Hythe Pier Heritage Association will take reasonable steps to ensure that welfare facilities exist for the use of members and volunteers where appropriate. In such cases the following facilities will be considered:

- sanitary conveniences.
- rest areas.
- washing facilities.
- drinking water.

## **First Aid**

First aiders will also be responsible for ensuring that accidents are recorded in the accident book and reported to Anthony Smith.

The first aid kits for the Association premises are located in the office and workshop cupboard. As far as is practical, we will provide a qualified first aider or make use of existing first aiders within the council offices or Blue Funnel Ferries to be present in all workplaces.

## **Personal Protective Equipment (PPE)**

The Hythe Pier Heritage Association will ensure that suitable PPE is provided to their board members and volunteers who may require it to control risks to their health and safety while at events.

The Hythe Pier Heritage Association will ensure that PPE is:

- of a standard that will adequately protect the person from the risks.
- replaced when worn out.
- properly looked after by the person using it.
- compatible with other types of PPE, if more than one item is required.
- regarded as the last resort in risk control.

## **Lone Working**

The Hythe Pier Heritage Association will ensure, so far as is reasonably practicable, that Board Members and volunteers who are required to work alone or unsupervised for significant periods of time, are protected from risks to their health and safety. Working alone can be a significant risk factor. The Association will either entirely remove the risks from these hazards or, where complete elimination is not possible, to reduce them to an acceptable level.

Risk assessments for working alone will be carried out in accordance with the Management of Health and Safety at Work Regulations 1999. This will include the identification of hazards from, for example, means of access and egress, goods, substances, environment, atmosphere, etc.

Particular consideration will be given to:

- the remoteness or isolation of workplaces.
- any problems of communication.
- the possibility of interference, such as violence or criminal activity from other persons.
- the nature of injury or damage to health and anticipated "worst case" scenario.

Persons carrying out lone working tasks will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone. All personnel will be required to follow the safe working procedures devised which will include the provision of first aid, communication procedures and awareness of emergency procedures. All personnel are required to co-operate with these efforts to ensure safe working and to report any concerns to the Health and Safety Subcommittee. Board Members will not carry out tasks that present high levels of risk while alone.

## **Health Risk Management**

The Hythe Pier Heritage Association is fully aware of the responsibility for ensuring that health risks are identified and controlled to protect our Board Members and volunteers whilst working for the organisation. The policy for managing these risks are as follows:












## Hazardous Substances (COSHH)

The Hythe Pier Heritage Association will adhere to the hierarchy of risk controls for substances harmful to health in the workplace to minimise potential health effects to our employees. The Hythe Pier Heritage Association will:

- make an inventory of substances used in our processes.
- rationalise these substances to reduce the number of different types.
- select less hazardous substances where it is reasonably practicable to do so.
- obtain Material Safety Data Sheets (MSDS) for all substances.
- develop COSHH assessments for these substances, ensure the control measures stated are adhered to and monitored where necessary.
- communicate risks effectively to who may be affected.

A range of COSHH assessment templates are available to download from the library within SafetyNet. These will be made specific to The Hythe Pier Heritage Association tasks and processes.

The Classification, Labelling and Packaging (CLP) hazard warning pictograms on containers must also be heeded. A summary of the common warning signs follows:

	Toxic		Harmful		Harmful to the environment
	Gases under pressure		Explosive		Oxidising
	Corrosive		Causes long term health effects		Flammable

## Asbestos

Asbestos is a fibrous mineral that can cause fatal lung diseases if inhaled. It was used extensively in buildings up to the early 1980's and is also found in buildings up to as late as 1999. The material cannot be identified by appearance only and is often concealed by other materials or coatings.

The Association premises were built before 2000 and there is asbestos known to be present in the building. An asbestos survey has been carried out and a register is provided and made available if required. Members and volunteers are made aware of the location of the asbestos in the council offices.

## Timber Dust

Timber dust is released during machine cutting activities. The processes that would cause most concern for the Association's work activities include:

- sanding.
- cutting.

- routing.

When timber is cut mechanically, a mixture of inhalable (larger) and respirable (smaller) particles are released. Respirable dust is responsible for causing or increasing the risk of a number of serious lung diseases including:

- occupational asthma.
- nasal cancer.
- lung cancer.

The Workplace Exposure Limits (WEL's) for the most common products are:

- Soft wood dust                      5 mg per m<sup>3</sup> over an 8-hour period.
- Hardwood dust                      3 mg per m<sup>3</sup> over an 8-hour period.
- MDF (formaldehyde)              2.5 mg per m<sup>3</sup> over an 8-hour period.

In order to reduce exposure below this limit, the Hythe Pier Heritage Association will:

- avoid producing the dust – at design stage, consider the use of alternative or pre-cut materials.
- reduce the dust at source – by using suitable extraction equipment.
- clean up using industrial vacuum equipment instead of sweeping where possible.
- issue the correct RPE. FFP3 (Filtering Facepiece) masks will filter out 95% of the particulate.
- make sure it is worn by providing training and supervision.
- make sure it works properly by fit testing individuals.

## Noise

Excessive noise can cause permanent damage to hearing. The damage is often gradual and is always irreversible. Even a small amount of hearing loss can have a debilitating effect on a person's quality of life. To reduce the risks of damage to hearing for our Members and volunteers we will assess the noise levels in our own premises and other places in which work is carried out according to the table below.

Lower Exposure Action Value (EAV) 80 dB(A)	Carry out a noise assessment to identify sources and levels. Reduce noise levels. Provide hearing protection to members and volunteers who request it. Maintain equipment to reduce noise outputs. Provide training about the effects of noise.
Upper Exposure Action Value (EAV) 85 dB(A)	Introduce controls to eliminate or reduce risk. Provide hearing protection and ensure it is worn. Create hearing protection zones in work areas. Provide health surveillance. Provide training, information and consultation regarding noise.
Exposure Limit Value (ELV) 87 dB(A)	Exposure must not exceed this level.

When selecting work equipment, information on the noise (and vibration) output of the machine will be sought from the manufacturer or hire company. Quieter machines will be selected over inferior equipment.

Noise awareness training will include:

- how the ears work and how damage occurs.
- action levels and time limits.
- choosing hearing protection.
- estimating noise levels.

## Vibration

Exposure to excessive vibration can cause neurological, vascular, and musculoskeletal health problems. These conditions are known collectively as Hand-Arm Vibration Syndrome (HAVS) which can become severely disabling if ignored.

A very serious form of HAVS is Vibration White Finger (VWF) which can result from the transmission of vibration from a vibrating implement (such as impact drills) to the hands, occurring as a result of medium to long term exposure. This condition is not treatable and therefore results in a permanent potentially life changing condition.

Exposure is measured on a points system which relates to Exposure Action Levels and Exposure Limit Values. The Hythe Pier Heritage Association will protect our members and volunteers by taking the following action at the levels indicated below:

<p>&lt;100 points Below Exposure Action Value (EAV)</p>	<p>Reduce exposure to lowest reasonably practicable level. Consider vibration when purchasing and hiring tools. Provide awareness training in vibration hazards. Aim to ensure Members and volunteers remain below the Exposure Action Value.</p>
<p>100 - 400 points At or above Exposure Action Value (EAV)</p>	<p>Introduce controls to eliminate / reduce risk, including limiting exposure time. Consider vibration when purchasing or hiring tools. Provide awareness training in vibration hazards. Keep records of vibrating equipment use. Provide health surveillance.</p>
<p>&gt;400 points Exposure Limit Value (ELV)</p>	<p>Take immediate action to reduce exposure below the limit value. Continue to enact EAV measures.</p>

Information on vibration magnitude and safe exposure times will be sought from the manufacturer or hire company. The Hythe Pier Heritage Association will take into account the specifics of condition and use that may affect vibration output.

## Manual Handling

Manual handling can cause Musculo-skeletal health effects. The Hythe Pier Heritage Association will operate according to the hierarchy below:

- Avoid manual handling where reasonably practicable through good planning and organisation of work.
- Mechanise the movement of materials by utilising equipment such as forklifts, genie lifts and hoists.
- Conduct a manual handling risk assessment taking into account the individual(s) concerned, the nature of the load, the task to be undertaken, and the environment in which the manual handling will take place.
- Utilise manual lifting aids where possible such as sack trucks, trollies, wheelbarrows, carrying handles.
- Provide training in safe lifting techniques.

## **New and Expectant Mothers**

Once informed in writing that a Board Member or Volunteer is pregnant, The Hythe Pier Heritage Association will undertake a risk assessment with the person to assess specific risks for new and expectant mothers. These risks can be from any process, working condition or physical, biological or chemical agents. All aspects of the role will be risk assessed and consideration will be given to:

- lifting or carrying of heavy loads.
- standing or sitting for long lengths of time.
- exposure to infectious diseases.
- work-related stress.
- workstations and posture.
- other people's smoke in public areas.
- threat of violence.
- long working hours.
- excessively noisy event activities.

The Hythe Pier Heritage Association will regularly monitor and review any assessment made to take into account possible risks that may occur at different stages of pregnancy.

The Hythe Pier Heritage Association will also take into account, during the specific risk assessment, any medical advice from the new and expectant mother's General Practitioner or midwife about their health and make reasonable adjustments accordingly.

## **Safety Risk Management**

### **Office Safety**

The Hythe Pier Heritage Association appreciates that accidents and ill health effects can result from working in the office and will endeavour to reduce the risk by the following means:

- wastepaper bins and packing materials will be removed daily.
- cables will be managed to defined routes so that they do not present a trip hazard or an over-load to a circuit.
- lighting levels will be suitable for the tasks being undertaken.
- shelving and storage areas will be provided to reduce the possibility for stretching or awkward lifting.
- cleaning chemicals will be kept away from foodstuffs in the kitchen area.

### **Display Screen Equipment (DSE)**

The Hythe Pier Heritage Association will analyse and assess workstations to reduce risks to health. Users of DSE equipment will be asked to carry out a DSE Assessment to identify any areas that require attention. The Association will ensure that:

- workstations comply with the requirements of schedule 1 of The Display Screen Equipment Regulations 1999 in relation to the equipment used. This will include the desk, chair, screen and other relevant items.
- the daily work routine of users allows for breaks away from the screen and/or changes in activity.

- training in the use of display screen equipment will be provided to users.

## **Construction Arrangements – The Construction (Design and Management) Regulations 2015**

Under the requirements of The Construction (Design and Management) Regulations 2015 (CDM 2015), The Hythe Pier Heritage Association, will take on the duties of Client. The following summarises these duties.

### **Responsibilities for all parties under CDM 2015**

For all roles undertaken, we will:

- accept only an appointment if they possess the necessary skills, experience, training and organisational capacity to carry out the work safely.
- only appoint Designers or Contractors who possess the necessary skills, experience, training and organisational capacity to carry out the work safely.
- provide the necessary evidence to prove their abilities as above when requested by those that may appoint them.
- cooperate with others involved in all projects to promote health and safety standards.
- inform their workforce and all others on site of the need to report to site management anything which is likely to endanger their own health or safety or that of others.
- ensure that information is provided in a comprehensible form and as soon as is practicable.

### **Work at Height**

The Work at Height Regulations 2005 require the following hierarchy of risk controls to be implemented:

- avoid working at height if possible.
- use an existing safe place of work.
- provide work equipment to prevent falls.
- mitigate distance and consequences of a fall.
- instruction and training and/or other means.

Access equipment for working at height include:

- step ladders.
- other ladders incorporating safety mechanisms for stability and security.

### **Working with Power Tools**

The persons within the Association with responsibility to oversee the safety of tools is the workshop appointed responsible person; however, the Members and volunteers must ensure the safe use, care, and maintenance of their own equipment. Records of regular inspections of tools and other work equipment including access equipment are an important part of the SMS.

### **Electrical Tools**

Only trained and competent personnel will be permitted to operate power tools. The policy of the Association for the provision and use of power tools is to ensure:

- all tools will be checked before use, and regularly whilst in use.
- all electrical tools will be tested and examined at regular intervals by a competent person, who will issue a certificate of safety.

The Health and Safety Subcommittee is responsible for ensuring that portable appliance testing (PAT) is carried out on a regular basis.

### **Hand Tools**

Individuals are responsible for ensuring that their hand tools are kept in good order. They will ensure the following:

- tools will always be kept in good working condition, kept clean and ready for use.
- tools will be stored appropriately in toolboxes or racks with cutting edges protected.
- tools will be checked frequently to ensure that handles are secure, and guards and covers are in place.

Personnel are required to report any defects to the appointed responsible person and not to use any items that are in poor condition.

### **Workshop Safety**

The Association recognises that operations carried out in the workshop are potentially hazardous and need close management, control and supervision in order to maintain the safety of workers.

Maintenance of machinery will be carried out by the competent Members or volunteers, who will ensure:

- daily checks, weekly and monthly inspections and maintenance on machines are carried out in accordance with manufacturers' guidelines. The Association will take these standards as the basis for its own continuing improvement in machine safety.
- daily pre-use checks are carried out on the machines; these will include daily cleaning.
- weekly checks and maintenance will be carried out and will include changing or sharpening of blades, and any other requirements as stated by the manufacturers.
- thorough monthly inspections and maintenance will be carried out.

Particular care will be given to access routes and good housekeeping, including:

- keeping access routes clear in the workshop.
- not allowing materials to build up in any areas that may impede access, particularly fire exits or any other external doors.
- access to machine controls will always be kept clear, as will access to any electrical sockets or controls.
- Any fire extinguishers and first aid equipment must always be accessible.

# Safety Policy Communication



It is the duty of the Association to prepare and update, as necessary, a policy for health, safety and welfare. It is also a duty to communicate this policy to those we are responsible for.

For the purposes of ensuring safety, health and welfare, The Hythe Pier Heritage Association Board will be expected to read, understand and adhere to this policy.

It is important that you read the policy carefully, as it contains:

- information on The Hythe Pier Heritage Association's safety procedures and safe systems of work.
- responsibilities that you must undertake and comply with.

If you have any questions about the safety policy, please raise these as soon as possible with the Health and Safety Subcommittee. Feedback on the content of this policy from all personnel is welcomed. If you have any suggestions as to how safety could be improved for the Association, please pass these on also.

Please sign and date below to indicate that you have read and understood the policy and will adhere to it while at work.

Name:	
Date:	
Occupation:	
Signature:	