

**Peterborough Nepalese Society  
(PNS)**

**HEALTH AND SAFETY POLICY**  
(Based on Health and Safety at Work Act, 1975)

Last updated	29 September 2023
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**Definitions:**

Charity	means Peterborough Nepalese Society, PNS, a registered charity no:116994
Committee	refers to Management committee of PNS including trustees
Policy	refers to Health and Safety Policy of PNS
Organisation	refers to Peterborough Nepalese Society (PNS)
Author of this policy	Barsha Belbase, Member of the PNS, Nursing professional and Health and wellbeing of Nepali in Peterborough project facilitator).

# PART ONE

## General Statement of Policy, Duties and Responsibilities

### 1.1 Policy Statement

The PNS recognizes and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its members volunteers 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.

It is the policy of PNS to promote the health and safety of the committee members, community members, volunteers and of all visitors to PNS 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 members and service users and to ensure that any work which is undertaken produces no unnecessary risk to health or safety.
- Encourage person on the premises to co-operate with the PNS 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 plants, 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 the member/ appointed officer who have particular health and safety responsibilities ( 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, service users and other persons that may arise for the Organization'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 Organization arising out of or in connection with the Organization'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 volunteers of any risks to which those employer's workers on the Organization's premises may be exposed.

This policy statement and/or the procedures for its implementation may be altered at any time by the PNS Management Committee (in coordination with PNS Trustee Board). 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.

## **1.2 Statutory Duty of PNS**

PNS 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 members/volunteers/ workers the information, instruction, training and supervision necessary for their health and safety.

In particular PNS will:

- Assess the risks to the health and safety of its volunteers.
- 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 organization and arrangements in force and bring it to the attention of its volunteers.
- Appoint someone competent to assist with health and safety responsibilities.
- Set up emergency procedures.
- Provide adequate First Aid facilities.
- Make sure that the workplace/ activity place satisfies health, safety and welfare requirements, e.g., 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.

## **1.3 Statutory Duty of PNS Members/Volunteers/ Trustees.**

Trustees and members also have legal duties to observe these. They include the following:

- To take reasonable care of their own health and safety, and that of other people who may be affected by what they do or do not do.
- To co-operate with PNS on health and safety.
- To use work items provided by PNS 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 organized by PNS.
- Health and Safety law applies to **people who occupy or use community buildings** to which members of the public have access.

#### **1.4 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 PNS.

## **PART TWO**

### **PNS Health and Safety**

#### **2.1 Health and Safety Sub-committee**

The Management Committee will appoint a Health and Safety Sub-committee, including representation both of themselves and volunteers:

- To have a broad overview of Health and Safety matters.
- To keep the Organization'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 PNS 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 Organization.

#### **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.

## **2.2 Health and Safety Rules**

All Volunteers 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 PNS may publish from time to time.

### **Accident Forms and Book**

The book must be kept in a locked drawer once completed and comply with GDPR policy.

Any injury suffered by a members/ service users/volunteer or visitor in the course of activities or otherwise on PNS premises must be recorded, together with such other particulars as are required by statutory regulations, on an accident form maintained by PNS.

### **Fire Precautions**

All personnel must familiarize themselves with fire escape routes and procedures and follow the directions of the PNS in relation to fire.

### **Equipment and Appliances**

No equipment or appliance may be used other than as provided by or specifically authorized by or on behalf of PNS 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 and should be maintained or removed if not possible to maintain it 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/toilet.
- 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**

PNS recognizes its responsibility to ensure the well-being of workers who habitually use display screen equipment for a significant part of their normal work. Volunteers 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 duty to an eye-test at their own cost.

### **Alcohol, Drugs and Tobacco**

Smoking within the premises and the use of Drugs (except under medical supervision) on the premises are strictly prohibited at all times. The use of intoxicants (alcohol) is only allowed if it is booked for special functions or programmes but not allowed during normal working hours, and no volunteer may undertake his/her duties if under the influence of alcohol or drugs (except under medical supervision).

## **PART THREE**

### **Arrangement and Procedures**

The Health and Safety Officer, nominated or hired by the Management Committee, is responsible for ensuring that the safety policy is carried out and that responsibilities for safety, health and welfare are properly assigned and accepted at all levels. His/her details and contact number will be displayed in the office or notice board.

#### **3.1 First Aid and Accident Reporting**

#### **3.2 Fire Drills and Evacuation Procedures**

##### **3.1.1 First Aid**

- The current First Aider(s) for the premises is/are displayed (*on the Notice Board in the Reception Area*).
- First Aid Boxes are provided in the following location(s):
  - i) Reception area
  - ii) Hall

##### **3.1.2 Accidents**

- In the event of an injury or illness, call for the duty member of management committee or ring for an ambulance directly. To call an ambulance – dial 999 and ask for “ambulance”.

- All accidents must be reported to the Health and Safety Officer or another member of staff on duty immediately or as soon as practicable.
- All accidents must be entered on an accident diary. The procedures for “notifiable” accidents as shown in Appendix A below must be followed;
- The Health and Safety Officer will investigate incidents and accidents, writing a detailed report for PNS Management Committee to consider the actions necessary to prevent recurrence.

### 3.3 Fire Drills and Evacuation Procedures

#### 3.2.1 Fire Drills

- All volunteers must know the fire procedures, position of fire appliances and escape routes.
- The fire alarm points, fire exits and emergency lighting system will be tested by The Fire Officer/Health and Safety Officer in a yearly basis or as and when necessary and entered in the log book provided.
- The Fire Officer will arrange for Fire Drills and Fire Prevention Checks for volunteers (see Appendix C below) to be carried out at least once every six months and entered in the log book. In addition, these Drills will be carried out at different times and on different days, so that all users/hirers know the procedures.
- The last person securing the premises will ensure Fire Prevention Close Down Checks are made of all parts of the premises at the end of a session (See Appendix C).

#### 3.2.2 in the event of Fire

- Persons discovering a fire should sound the nearest alarm.
- The first duty of volunteers is to evacuate all people from the building by the nearest exit immediately where fire is discovered.
- All persons must evacuate the building and, where possible without personal risk, leave all doors and windows closed.
- The assembly point for the building is just outside of the main door.
- No-one should leave the assembly point without the permission of the duty member of the committee or main person of service user during event.
- If **any** fire occurs, **however minor**, the Fire Brigade must be called immediately by dialing 999 and asking for “Fire”.
- When the Fire Brigade arrives advise whether all persons are accounted for and location of fire.

#### 3.2.3 Bomb Warnings

- If you receive a warning try to find out from the caller:
  - i) The approximate location of the bomb and likely time of detonation.
  - ii) Whether the police and fire brigade have been notified.
  - iii) Try to RECORD EXACTLY WHAT IS SAID:
- Notify the Police immediately on 999.
- DO NOT SOUND THE FIRE ALARM but evacuate the building taking into consideration any information from the bomb warning.

- Assemble in the designated area as instructed by the duty member of the committee unless the bomb warning implies otherwise.

### **3.2.4 Theatre – and Public Entertainment – Licensed Events**

In addition to the general conditions of the license(s):

- Hirers/users must be aware of the Health and Safety Policy.
- Emergency lights in the areas used must be kept illuminated.
- Advise the representative of the Management Committee of any defects or concerns regarding the facilities, e.g. uncleanness, refrigeration operation, cracked food preparation surfaces.

### **3.2.5 Cleaning Materials, General Machinery and High Risk Areas**

- All portable machinery must be switched off and unplugged when not in use.
- Wandering cables are a hazard; use with caution and safety in mind.
- Slippery floors and dangerous; use warning signs.
- Use protective clothing and equipment provided and as instructed on machinery/equipment/material. It is the duty of a volunteer to report any loss of or defect in protective clothing or equipment.

### **3.2.6 General**

- All thoroughfares, exits and gates must be left clear at all times.
- Corridors and fire exits must not be blocked by furniture or equipment.
- Vehicles must not be parked near to the building so as to cause any obstruction or hazard.
- Hazards or suspected hazards or other health and safety matters should be reported to the Health and Safety Officer on volunteer duty immediately or as soon as practicable, so that action can be taken. If the hazard is of a serious nature, immediate action must be taken to protect or clear the area to prevent injury to staff or other users.

## **PART FOUR Appendices**

### **APPENDIX A – ACCIDENT REPORTING**

#### **1. Accidents**

All accidents which occur during work for PNS and/or for the User/Hirer, or on premises under the control of PNS must be recorded.

#### **2. Accidents to Volunteers or Contractor's.**

- For ALL Accidents  
**Complete Accident Form and give to Health & Safety Officer**
- For accidents reportable to the Health & Safety Executive** (for contractors see c)



If accident results in fatality, fracture, amputation or other specified injury (see section 4, below) then **immediately notify**:

Chair of the Management Committee

**Follow up within seven days** with completed form with copies to the Chair of the Management Committee

If a contractor's employee is at work on premises under the control of the contractor then it is the contractor or someone acting on his/her behalf who is responsible for reporting the accident.

### **3. Accidents to Members of the Public**

1. For ALL Accidents  
Complete Accident Form and give to Health & Safety Officer
2. For accidents reportable to the Health & Safety Executive  
If an accident results in fatality, fracture, amputation or other specified injury (see section 4 below) then **immediately notify**:

Health & Safety Executive

**And** the Chair of the Management Committee

Some injuries may not be fully identified until the casualty has been to hospital. It is therefore essential that, if it is known that an individual has gone to hospital as a result of an accident, follow up action is carried out.

### **4. Dangerous Occurrences**

In the event of any of the following:

- Collapse/Overturning of machinery
- Explosion/collapse of closed vessel/boiler
- Electrical explosion/fire

Notify the following immediately to the chair of the management committee.

**IF IN DOUBT REPORT IT**

## **Appendix B – CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH REGULATIONS)**

### **1. Assessment**

The assessment must be a systematic review

- What substances are present and in what form?
- What harmful effects are possible?
- Where and how are the substances actually used or handled?

- What harmful effects are given off, etc.?
- Who could be affected, to what extent and for how long?
- Under what circumstances?
- How likely is it that exposure will happen?
- What precautions need to be taken to comply with the COSHH Regulations?
- What procedures need to be put in place to comply with the Control of Asbestos at Work Regulations 2002?

## **2. Prevention or Control**

Members/Volunteers have to ensure that the exposure of workers to hazardous substances is PREVENTED or, if this is not reasonably practicable ADEQUATELY CONTROLLED.

On the basis of the assessment, the volunteer has to decide which control measures are appropriate to the work situation in order to deal effectively with any hazardous substances that may be present. This may mean PREVENTING exposure by

- Removing the hazardous substance by changing the process
- Substituting with a safe or safer substance, or using a safer form

Or, here this is not reasonably practicable, CONTROLLING exposure by

- Totally enclosing the process
- Using partial enclosure and extraction equipment
- General ventilation
- Using safe systems of work and handling procedures

It is for the president to choose the method of controlling the exposure and to examine and test control measures, if required.

The Regulations limit the use of Personal Protective Equipment (e.g. dust masks, respirators, protective clothing) as the means of protection of those situations ONLY where other measures cannot adequately control exposure.

President of PNS must provide any of their workers and, so far as is reasonably practicable, other persons on site who may be exposed to substances hazardous to health, with suitable and sufficient information, instruction and training so that they know the risks they run and the precautions they must take.

Volunteers must ensure that anyone who carries out any task in connection with their duties under COSHH has sufficient information, instruction and training to do the job properly.

### **All reasonable steps to be taken to prevent fires.**

- Smoking not allowed in storerooms or backstage.
- Substantial ashtrays provided in areas where smoking is permitted.
- Heating appliances fitted with adequate and secure fire guards.
- If portable heaters must be used, securely fix and keep away from combustible materials.
- Precautions to ensure that convector type heaters are not covered

- with clothes and curtains.
- Temporary extensions or additions to the electrical installation carried out and checked by a competent electrician.
- Sufficient socket outlets to be provided to obviate the need for long trailing flexes.
- Damaged leads are replaced regularly.
- Cooking operations supervised by a reliable person.
- Scenery, decorations, and costumes for stage performances treated to make them flame retardant.
- All parts of the premises to be kept clear of waste and rubbish, particularly staircases, space under stairs, storerooms, attics and boiler rooms.

## **Appendix C – HEALTH AND SAFETY INSPECTION**

### **1. Inspection**

- A Health and Safety inspection of the building should be undertaken **at least** every six months. One of these inspections may be undertaken at the same time as the annual building maintenance check.
- Appointed members of the Management Committee, or a sub-group, should arrange to meet and carry out the inspection.
- This inspection group will need to agree how each question needs to be answered.
- When the form is complete and has been signed, matters noted as not satisfactory, together with any other concerns raised by the inspection, should be reported to the Management Committee.
- **The inspection group should be authorized, where URGENT action is necessary, to make an immediate reasonable response.**

### **2. Risk Assessment**

- Risk assessments relate to activities within the premises or grounds.
- Risk assessments NEED to be carried out in relation to every activity undertaken, whether by groups or individuals and including the work of volunteers
- Special attention should be paid to the circumstances of volunteers under the age of eighteen and to expectant mothers, women who have given birth within the past six months or who are breastfeeding.
- A risk assessment needs to be carried out whenever a new activity is envisaged.
- Assessments need to be repeated whenever circumstances change:
  - Changes in layout of equipment
  - Observing trends on the accident
  - Changes in volunteers
  - Introduction of new procedures, processes or material.

***We request that our Members, volunteers and Visitors respect this Policy, a copy of which will be available on demand.***

**Approved by the Trustees/ Management Committee**

Signed : ..... ..

(Keshab Khatiwada, Management Committee,PNS) (Mahesh Adhikari, PNS Trustees Board)

Date 27/9/2023

Next Review date: 10/2024

Reference/ Acknowledgement HSE Information Services, Caerphilly.