

FREEPOR RECORDS

HEALTH AND SAFETY POLICY

I. GENERAL STATEMENT OF POLICY

- 1.1 It is the policy of FREEPOR RECORDS to comply with the terms of the Health and Safety at Work Act 1974 and subsequent legislation, to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and to provide such information, training and supervision as they need for this purpose.
- 1.2 FREEPOR RECORDS also recognises and accepts its responsibility to protect the health and safety of all visitors to the workplace (including volunteers, contractors, temporary staff and any members of the public) who might be affected by our activities. FREEPOR RECORDS will co-operate on health and safety matters with other organisations on whole premises we are managing projects.
- 1.3 A copy of this policy will be issued to each member of staff and volunteer. The policy will be kept up to date and the way in which it has operated will be reviewed each year.

To be reviewed December 2008

- 1.4 The specific arrangements for the implementation of the policy and the personnel responsible are set out below.

2. RESPONSIBILITIES AND ARRANGEMENTS FOR HEALTH & SAFETY MANAGEMENT

2.1 THE Board of Trustees

- 2.1.1 The Health and Safety at Work Act 1974 places a statutory duty on all employers to ensure, so far as is reasonably practicable, the safety, health and welfare of all its employees at work and other people who may be affected by their activities, e.g. users, volunteers, members of the public.
- 2.1.2 FREEPOR RECORDS, as the employer, has overall and final responsibility for health and safety matters at FREEPOR RECORDS, and for ensuring that health and safety legislation is complied with.

2.1.3 FREEPORT RECORDS will review the operation of its health and safety policy annually.

2.2 **THE Coordinator**

2.2.1 The Coordinator has overall responsibility for ensuring that the health and safety policy is put into practice at FREEPORT RECORDS's premises. In particular the Coordinator will ensure that:-

- employees receive sufficient information, training and supervision on health and safety matters
- line managers are aware of their responsibilities to their staff and volunteers
- where relevant a risk assessment is undertaken and the results written up and made available to all employees
- accidents are investigated and reported to the Executive Committee
- there are arrangements in place to monitor the maintenance of the premises and equipment
- there are adequate arrangements to liaise and co-operate on health and safety matters with other organisations whose premises we use PROJECT premises.

2.3 **COMPETENT PERSONS**

2.3.1 The Coordinator will appoint from amongst FREEPORT RECORDS employees, at least one "competent person" as defined in the Management of Health and Safety at Work Regulations 1993.

2.3.2 Competent persons will report to the Coordinator and will assist in assessing the health and safety risks to FREEPORT RECORDS 's employees and devising and applying measures to improve health and safety. The Director will ensure that the competent persons have adequate time, information, training and resources to undertake their task.

2.3.3 All employees will be told who the competent persons are.

2.3.4 The competent persons at the time of issuing this policy statement is Harry Leckstein Coordinator.

2.4 **ALL EMPLOYEES**

2.4.1 All employees have the responsibility to co-operate with the Coordinator and the Executive Committee to achieve a safe and healthy workplace and to take reasonable care of themselves and others.

2.4.2 Employees must not intentionally or recklessly interfere with anything provided for their health, safety and welfare. Serious breaches of the Health and Safety Policy and rules (eg misusing equipment, deliberately putting someone else's safety in danger) will be dealt with through FREEPORT RECORDS 's Disciplinary Procedure.

2.4.3 Whenever an employee, notices a health or safety problem which they are unable to put right, they must immediately inform the line manager, or, or one of the competent persons named

above, (or the Fire Officer or first aider if this seems more appropriate - see below). They may also inform the union safety representative.

- 2.4.4 Health, safety and welfare matters may be raised by any employee at FREEPOR**T** RECORDS staff meetings.

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- 2.54.1 FREEPOR**T** RECORDS will ensure that a competent person carries out a risk assessment in accordance with the 1992 Management of Health and Safety at Work Regulations and the Approved Code of Practice (ACOP). This risk assessment will be written up, and be made available to all staff.

- 2.5.2 The written risk assessment will be reviewed and updated annually to ensure it covers all employees against all risks, and to ensure that any action identified as needed in the risk assessment has been carried out. The risk assessment will also be updated every time that there is a major change in working practices. The risk assessment will cover all FREEPOR**T** RECORDS employees, wherever they may be based, and will cover all aspects of their work.

2.6 **TRAINING**

- 2.4.1 FREEPOR**T** RECORDS will ensure that new employees and volunteers receive information on health and safety as part of their induction.
- 2.6.2 FREEPOR**T** RECORDS will organise training for employees and volunteers on health and safety matters as appropriate, including: general health and safety training, first aid, manual handling, fire safety, risk assessment. FREEPOR**T** RECORDS will also organise training for appropriate use of equipment, and any special training needed to ensure safe systems of work.
- 2.6.3 If employees and volunteers consider they have health and safety training needs they should inform their line manager.

3. **CONTACTS**

Local health and safety inspector's office and telephone number:

Environmental Health Department, London Borough of Islington, Town Hall, 159 Upper Street, London N1 1RE. Tel: 020 527 2000.

Health and Safety Executive Publications - Free leaflets on all aspects of Health and Safety: HSE Books, PO Box 1999, Sudbury, Suffolk CO10 6FS. Tel: 01787 881165.

Health and Safety Executive - London North Office:

Maritime House, 1 Linton Road, Barking, Essex IG11 8HF. Tel: 020 8594 5522.

London Hazards Centre - Advice, training and COSHH data sheets etc:

Interchange Studios, Dalby Street, London NW5 3NQ. Tel: 020 7267 3387.