



Hack Oldham Health & Safety Policy

Contents

Section 1 : General Policy Statement

Section 2 : Responsibilities and Organisation

Section 3 : Arrangements & Procedures

Section 1 – Statement of Intent

This is the health and safety policy of Hack Oldham.

It is our Policy, so far as is reasonably practical, to provide and maintain safe and healthy working conditions, equipment, PPE and systems of work for all employees of Hack Oldham and to provide such information, training and supervision as necessary for this to be achieved.

Responsibility is also accepted for all others who may be affected by our activities.

The allocation of duties in respect of Health and Safety matters and the particular arrangements made to implement the requirements of this policy are as detailed in Part 2 of this policy document.

Particular reference shall be have to the legislative basis for this policy, which includes the Health and Safety at Work Act, the Management of Health and Safety at Work Regulations, the Health and Safety (First Aid) Regulations 1981 and the Reporting of Injuries Diseases and Dangerous Occurrences Regs 2013 (RIDDOR).

The Policy will be reviewed periodically so as to ensure, so far as is reasonably practicable, that all legislative changes which may effect our activities have been incorporated and are being observed throughout Hack Oldham

Part 2 Responsibilities and Organisation

Overall and final responsibility for health and safety rests with the Committee.

Day-to-day responsibilities for ensuring this policy is delegated as follows:

- For the supervision of first aid and provision of first aid equipment, to the Appointed First Aid Person.
- For all other issues, to the Health and Safety Representative.

All employees should:

1. Take reasonable care for the health and safety of themselves and of other persons, who may be affected by their acts or omissions at work.
2. Co-operate with Hack Oldham to achieve a healthy and safe working environment.
3. Tell the custodian of any health and safety problem that they are not able to put right.
4. Report any Health and Safety concerns to the Health and Safety Representative.

Section 3 – Arrangements and Procedures

Accident/Injury

Hack Oldham will comply with the Health and Safety (First Aid) Regulations as follows:

We will provide a suitably stocked and properly identified First Aid box on each floor of the building that is in use by members of Hack Oldham. The Appointed First Aid Person is responsible for maintaining the contents and ensuring that all employees/members know where the boxes are.

The Appointed First Aid Person or the custodian who is on duty will take charge of any situation in which an injury arises.

We have an accident book in which all accidents and cases of work related ill health are to be recorded.

The Appointed First Aid Person is responsible for reporting accidents, diseases and dangerous occurrences in accordance with RIDDOR. The Appointed First Aid Person will report each incident by one of the following means: E-mail to the directors using the official Hack Oldham e-mail address as stipulated by the Directors from time to time (currently

hackoldham@mail.com), Health and Safety form online &/or hard copy to be kept on record. The Directors and the Health and Safety Representative are to be notified of any reportable incident as soon as possible.

First aid needs are to be assessed to decide whether any additional provisions should be made, and reviewed after any operating changes and at least every three years.

Risk Assessment

The appointed Health and Safety Representative will undertake risk assessments. The finding of the risk assessment will be recorded and reported to the Committee

If action is required to remove/control risks, the appointed Health and Safety Representative, in conjunction with the Committee will be responsible for ensuring the action is implemented and checking that it has been remove/reduced the risks.

Assessments will be reviewed every three years or when the work activity changes, whichever is sooner.

Consultation with employees

Consultations with employees/members on health and safety issues is through the appointed Health and Safety Representative and through the Annual General Meeting of members.

Safe Hack and Equipment

The appointed Health and Safety Representative will be responsible for:

- Identifying all equipment needing maintenance
- Ensuring effective maintenance procedures are drawn up
- Ensuring that all identified maintenance is implemented
- Checking that new equipment meets health and safety standards.

Any problem found with equipment by any person should be reported to the appointed Health and Safety Representative or a custodian.

Safe handling and use of substances

The appointed Health and Safety Representative will be responsible for identifying all substances which need a COSHH (Control of Substances Hazardous to Health) assessment.

Undertake COSHH assessments

The appointed Health and Safety Representative will:

Ensure that all actions identified in the assessment are implemented

Ensure that all relevant employees are informed about the COSHH assessments

Check that new substances can be used safely before they are purchased.

Assessments will be reviewed every three years or when the work activity changes, whichever is sooner.

Information, Instruction and Supervision

The appointed Health & Safety Representative is responsible for:

- Displaying the Health and Safety Law poster.
- Arranging and undertaking or monitoring the supervision of any young workers/trainees employed at Hack Oldham.
- Ensuring that any of our staff working at a location under the control of another employer is given relevant health and safety information.

Competency for tasks and training

Induction and job-specific training will be provided for all employees/members as appropriate by the following people:

- By the Committee
- By the custodian, for any other employee/members
- By the Tool Master

Training records are kept at the Hack Oldham manager's Office next to the relevant member's Induction forms.

Training will be identified, arranged and monitored by the Committee

Monitoring

The appointed Health & Safety Representative will be responsible for investigating accidents at and work-related causes of sickness absences from Hack Oldham, and acting on investigation findings to prevent a recurrence.

The Committee will organise an annual inspection of the premises to monitor health and safety issues.

Emergency procedures – fire and evacuation

The appointed Health & Safety Representative is responsible for ensuring the fire risk assessment is undertaken and implemented (to be kept on record).

In the event of an evacuation the custodians and/or suitably trained volunteers will act as Fire Marshall.

Health and Safety Representative: Taiga De-Monic (info@hackoldham.co.uk)

Policy reviewed 15/05/24

Policy to be reviewed by 15/05/25

Reviewed by: —  —