



**The Salvation Army** forty:twenty  
**Skinnergate** furniture project  
re-using furniture – re-starting lives

## **The Salvation Army** Furniture Projects

Local health and safety  
policy statement, organisation  
and arrangements

for

### **Salvation Army (Skinnergate)** **"forty:twenty furniture project"**

Unit 3, Kilda Place  
North Muirton Industrial Estate  
Perth PH1 3RL  
01738 443562  
safurniture@btconnect.com  
www.fortytwentyfurniture.co.uk

**August 2004**

*(Amendments made from Charity Shop Policy of June 2004  
for Salvation Army (Skinnergate) "forty:twenty furniture project")*  
**Minor Amendments made January 2006**

## Index

<b>SECTION 1</b>	<b>Page No</b>
FOREWORD	4
POSITIONAL STATEMENT	4
<b>SECTION 2</b>	
GENERAL POLICY STATEMENT	5
<b>SECTION 3</b>	
3A LOCAL FURNITURE PROJECT MANAGEMENT ORGANISATION & RESPONSIBILITIES	6
3B DIVISIONAL FURNITURE PROJECT MANAGEMENT ORGANISATION & RESPONSIBILITIES	7
<b>SECTION 4</b>	
ARRANGEMENTS FOR HEALTH AND SAFETY	8
4.1 ACCIDENT REPORTING	8
4.2 ASBESTOS	8
4.3 BOMB THREATS	9
4.4 CONSULTATION WITH EMPLOYEES	9
4.5 CONTRACTORS	9
4.6 COSHH	10
4.7 DISPLAY SCREEN EQUIPMENT	10
4.8 DOCUMENTATION AND RECORDS	10
4.9 ELECTRICAL SAFETY	11
4.10 FINANCIAL PROVISIONS	11
4.11 FIRE SAFETY	11
4.12 FIRST AID PROVISIONS	12
4.13 FOOD HYGIENE	12
4.14 GAS SAFETY	12
4.15 HOUSEKEEPING	13
4.16 LEGIONNAIRES DISEASE	13
4.17 LIFTING AND LIFTING EQUIPMENT	13
4.18 LONE WORKING	14
4.19 MANAGEMENT OF HEALTH AND SAFETY	14
4.20 MANUAL HANDLING	14
4.21 MEASUREMENT OF PERFORMANCE	15
4.22 NEW AND EXPECTANT MOTHERS AT WORK	15
4.23 NOISE	15
4.24 OFFICE SAFETY	16
4.25 OUTSIDE AUTHORITIES	16
4.26 OUTSIDE CATERING AND CHARITABLE EVENTS	16
4.27 PERSONAL PROTECTIVE EQUIPMENT	16
4.28 PLANT AND EQUIPMENT	16
4.29 RECREATIONAL ACTIVITIES	17
4.30 RESTRICTED AREAS	17
4.31 RISK ASSESSMENT	17
4.32 SAFETY MEETINGS	18
4.33 SLIPS, TRIPS AND FALLS	18
4.34 STEPS AND LADDERS	18

4.35	TRAINING (HEALTH AND SAFETY	18
4.36	TRANSPORT SAFETY	19
4.37	VISITORS – BUSINESS	19
4.38	WASTE STORAGE AND DISPOSAL	20
4.39	WINDOW CLEANING	20
4.40	YOUNG PEOPLE	20
<b>SECTION 5</b>		
AMENDMENTS		

### **FOREWORD**

Good health is one of the most prized possessions that any of us can hope for and the health and safety legislation is aimed at preserving this possession by requiring that our activities be carried out without risk to health or safety.

In achieving this, it is important that our acts and omissions do not cause injury or ill health to any of our colleagues, fellow workers or customers while on Salvation Army premises. Failure to comply with the requirements can impose penalties on employers and employees alike.

Whilst some may feel that regulations are an intrusion into personal liberty, they are provided and designed to protect our health and safety in the long term.

Every officer, employee, volunteer or contractor, so far as is reasonably practicable, is responsible in his or her own right for their own safety and for the safety of others, who either visit, work or reside in Salvation Army premises.

Consequently, it is essential that all adhere strictly to the laid down procedures identified in the Policy Documents and Operational Codes of Practice as they affect the various activities and centres of The Salvation Army throughout the United Kingdom.

### **POSITIONAL STATEMENT**

The purpose of this local health and safety policy is not just to repeat the commitment and arrangements outlined in The Salvation Army's United Kingdom Health and Safety Policy document but to identify areas of specific responsibility on a local level and to make a positive commitment to reflect those ideals and arrangements, on a local basis as they affect every Furniture Project.

The Project Manager needs to clearly understand that the Health and Safety Executive (HSE) see him or her as the person responsible for ensuring that the necessary procedures, practices and controls are firmly in place and for maintaining the required health and safety standards outlined in The Salvation Army's UK Policy document at a local level.

This policy is supplemented by additional Codes of Practice based in the main on guidelines from the HSE on specific subjects relevant to the operation of Furniture Projects.

**RESPONSIBILITY FOR HEALTH AND SAFETY**

**GENERAL POLICY STATEMENT**

**for**

**Salvation Army (Skinnergate) "forty:twenty" furniture project**

**The Project Manager** for this Salvation Army Furniture Project will continue to take care of the health and safety of all employees and volunteers who attend to the various activities in the Project premises, having regard to his or her statutory obligations under the Health and Safety at Work Act 1974, including any other regulations made under this legislation.

**The Project Manager** will also pay due attention to the need for conducting his or her undertaking in such a way to ensure, so far as is reasonably practical, that persons not in The Salvation Army's employ who visit these Project premises or who may be affected by its influence and work activities, are not exposed to risk.

In respect of the moral responsibilities to employees and persons attending the Project, for whom he or she has a special duty of care, the Project Manager will endeavour to provide the best possible conditions of work and service facilities, which affect the health, welfare and safety of all who work in and use these premises.

**The Project Manager** will make maximum use of any guidance or arrangement to consult with employees on matters concerned with health, safety and welfare of people who may at any time come directly within the Project activities.

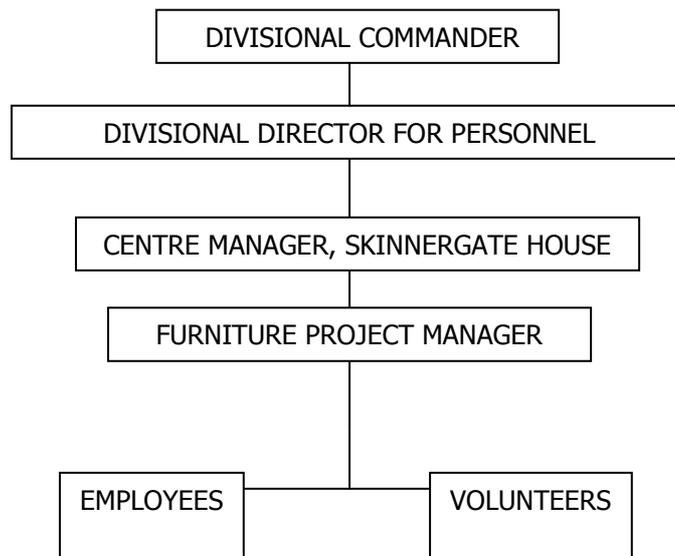
Signed: \_\_\_\_\_  
Project Manager

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Line Manager

Date: \_\_\_\_\_

### **MANAGEMENT ORGANISATION**



### **MANAGEMENT RESPONSIBILITIES**

The **Divisional Commander** is the chief executive officer at divisional level and has overall responsibility at DHQ for health, safety and welfare at premises within that specific area of command

The **Divisional Director for Personnel** is responsible to the Divisional Commander for ensuring the requirements of health, safety and welfare are strictly maintained within the Division as outlined in The Salvation Army United Kingdom and Local Policy documents

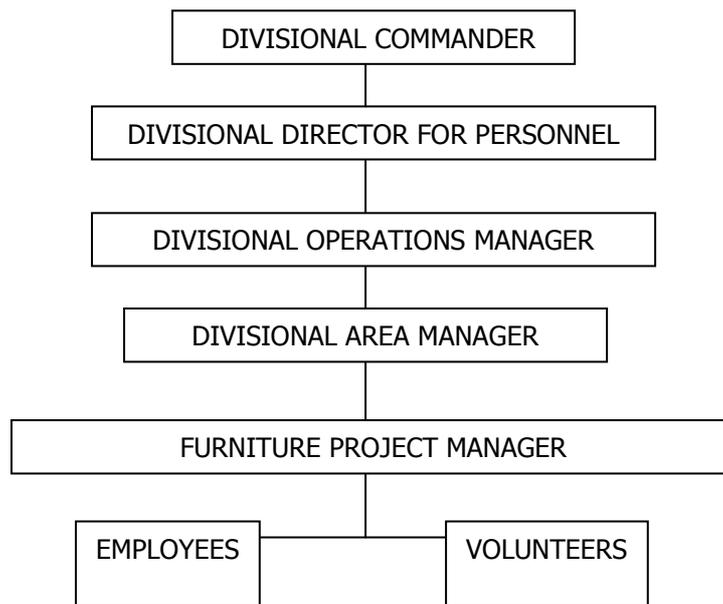
The **Centre Manager, Skinnergate Resettlement Unit** is responsible for the health, safety and welfare of the Project staff and the oversight of the Project activities.

The **Project Manager** is responsible for the health, safety and welfare of Project staff, reporting to the Centre Manager, Skinnergate Resettlement Unit, as it affects the running of the Furniture Project.

### **EMPLOYEE /VOLUNTEER RESPONSIBILITIES**

Each **Employee/Volunteer** has a duty to read and understand the Company's Health and Safety Policy, to cooperate at all times in complying with statutory and company safety requirements and to take reasonable care for the health and safety of themselves and any other person who may be affected by their actions or omissions.

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The **Divisional Operations Manager** has overall responsible for seeing that all Divisional controlled Furniture Projects maintain the necessary health, safety and welfare standards with regards to the premises and activities within the Project.

Each **Divisional Area Manager** has responsibilities to ensure that health, safety and welfare standards are maintained in the Projects within their area of control.

The **Project Manager** is responsible for the health, safety and welfare of Project staff and members of the public, reporting to their Divisional Area Manager, as it affects the running of the Furniture Project.

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#### **4. HEALTH AND SAFETY ARRANGEMENTS**

The following sections briefly identify the methods that the Salvation Army has in place to deal with activities and potential risk situations so that health and safety issues are controlled. Where relevant, there are places for the local responsible persons name/position to be inserted.

Advice on health and safety matters is available internally from the Territorial Health and Safety Officer at THQ and externally from the Health and Safety Consultant. Local advice may be available by discussion with local environment health officials. For those persons who have access to the Salvation Army intranet, there is a health and safety page available with links to various sources of information.

Amendments to this Health and Safety Policy Document will be made, when necessary, through the resources of the management at Territorial Headquarters, who may invoke the assistance of a specialist or competent person in health and safety matters before making such changes.

It is of critical importance that all the holders of this Health and Safety Policy document are recipients of the updated information and changes, which it has been found necessary to make. It also needs to be understood that such changes may affect the holders of local policy statements.

More detailed information on any of the topics can be found in The Salvation Army, United Kingdom Operational Codes of Practice.

Details of amendments from the last issue are given at the end of this Policy Document

##### **4.1 ACCIDENT REPORTING**

Employees and management must ensure that all accidents/injuries at work are recorded in the Project accident book as soon as practical after any incident. Any accident/injury occurring away from the Project whilst on Salvation Army business must be reported in to the Project by telephone immediately.

Any instance of a notifiable incident as listed in the schedules of the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995** (RIDDOR) must be reported to the Project Manager immediately so that appropriate action can be taken. In such cases, the Project Manager will ensure that the site is not disturbed until an investigation of the accident has been carried out.

Notifiable incidents include death, major injury (Schedule 1), an over 3-day injury, a dangerous occurrence (Schedule 2) and a work related disease (Schedule 3).

In the event of a notifiable incident, the Project Manager will inform the RIDDOR Incident Contact Centre by telephone (0845 300 9923), fax (9924), Internet ([www.riddor.gov.uk](http://www.riddor.gov.uk)) or E-mail ([riddor@natbrit.com](mailto:riddor@natbrit.com)) within twenty four hours. A copy of the F2508 or F2508A accident report form will be returned from the Incident Contact Centre for verification. DHQ will be informed by sending a copy of the accident book entry or by telephone if a major incident.

##### **4.2 ASBESTOS**

The presence of asbestos in poor condition in Salvation Army owned premises can create a risk of the fibres being released into the atmosphere and causing chronic diseases of the lungs if they are disturbed during maintenance or refurbishment of the Project. This hazard can also exist in rented or leased premises used for Furniture Projects.

The Salvation Army, as employer, has a duty under the **Control of Asbestos at Work Regulations 2002(CAWR)** to manage the risk from asbestos containing material (ACM). The Salvation Army will ensure that no employees/volunteers are exposed to hazardous situations involving asbestos by carrying out an assessment of the likely exposure where work on premises will involve disturbing or removing asbestos.

Cont...

## Furniture Projects Local Health and Safety Policy document

The risk from asbestos will be proactively managed by:

- a) Identifying the location, amount and condition of any asbestos by survey
- b) Presuming that suspect materials contain asbestos
- c) Keeping a record of all locations and conditions
- d) Assessing the risks from the material
- e) Preparing and implementing a plan of action for dealing with the situation and
- f) Informing anyone who is likely to come into contact with asbestos.

The maintenance or repair conditions attached to any Project leasing contract or tenancy agreement will influence the level of duty that the Salvation Army has on the properties.

#### **4.3 BOMB THREATS**

It is not policy to evacuate on every occasion that a bomb threat is received. The Project Manager will be responsible, in consultation with the police, for deciding whether to evacuate or not on receipt of a bomb threat. In the absence of that person, an appointed deputy will assume that responsibility. The recipient of the bomb threat should attempt to obtain as much information as possible from the caller.

#### **4.4 CONSULTATION WITH EMPLOYEES**

The **Health and Safety (Consultation With Employees) Regulations 1996** require that employers must consult all employees/volunteers on matters affecting their health and safety at work. This consultation must either be with the employees/volunteers directly or with elected representatives. To ensure that there is effective communication of health and safety matters, the Project Manager will provide opportunities for employees /volunteers to discuss matters affecting their jobs with those to whom they are responsible. Whilst the Salvation Army, in most cases, does not have any negotiable or consultative arrangements with any of the recognised trade unions under the **Safety Representatives and Safety Committee Regulations 1977**, it would be prudent for each local centre of work activity to consider the use of Safety Action Group members or other safety representatives. These would work alongside the Project Manager to promote and develop the measures and arrangements for the health and safety of employees.

In order that employees and volunteers are aware of the Salvation Army's duties under Health and Safety Law, the poster, required to be displayed by the **Health and Safety Information for Employees Regulations 1989**, will be placed in a suitable location on the premises.

#### **4.5 CONTRACTORS**

Apart from the duty to ensure that no activities are prejudicial to the safety of others, the Salvation Army has a duty of care under the Occupiers Liability Acts of 1957 and 1984 to all visitors, which includes contractors, with respect to the safety of the premises.

Contractors working on or in Salvation Army Furniture Projects are required to comply with 'in house' safety and hygiene rules and these will be made available before work commences. All contractors must produce copies of their health and safety policy arrangements with regards to the work being undertaken. The engaging Project Manager will ensure compliance with the under mentioned requirements:

1. Signed acceptance of the Projects health and safety policy and procedures.
2. Any failure to comply with either statutory health and safety regulations or the Salvation Army's Policy document may lead to suspension of work at the contractor's own expense or termination of the contract.
3. All accidents and injuries to contractor's employees must be reported to the Project Manager, although the legal responsibility for reporting any such accident is clearly that of the employer.
4. Where contract employees work on a daily basis inside or outside any Salvation Army Furniture Project then, apart from the instructions given out on the health and safety rules, more detailed information will be given out regarding fire evacuation, assembly points, the fire alarm sound and Asbestos Survey findings, where applicable.

#### **4.6 COSHH**

The **Control of Substances Hazardous to Health Regulations 2002 (COSHH)** and the **Control of Substances Hazardous to Health (Amendment) Regulations 2003** not only cover the use and storage of chemical cleaning products but also paints, solvents, oils, emissions of dusts and fumes or any product that can be hazardous to health.

Wherever possible, non-hazardous products should be used in preference to those displaying a hazard label. Where hazardous products cannot be avoided, the Safety Data Sheet must be obtained and the information made available to persons using the product. All chemicals should be stored in a locked cupboard or storeroom.

In order for The Salvation Army throughout the United Kingdom to comply with these regulations, the following procedures have been established and should be implemented and kept under constant review.

1. A chemical register will be compiled at each Project, which identifies all the chemicals and substances used on the premises, identifying those that require an assessment of risk to be carried out.
2. A written assessment of the potential hazards will be carried out of the substances in use, outlining the risks that might exist and identifying any controls that may be considered necessary.
3. Every member of the work force (including volunteers, new starters and temporary staff) will be given induction training on the COSHH regulations, including the use of the chemicals at their specific location.
4. the introduction of new chemical substances will be strictly monitored and refresher training arranged as applicable.
5. There will be a strict responsibility for keeping training records.

#### **4.7 DISPLAY SCREEN EQUIPMENT**

Where persons make regular use of display screen equipment as part of their work, the requirements of the **Health and Safety (Display Screen Equipment) Regulations 1992 and the Health and Safety (Miscellaneous Amendment) Regulations 2002** will be implemented with regards to minimum health and safety requirements in order that potential ill health effects are minimised.

The assessment will consider the display screen equipment, the suitability of the workstation and the environment of the office. Where concerns are identified in postural problems, visual problems or fatigue and stress the appropriate action should be taken to correct them.

Display screen users are entitled to eye and eyesight tests that should be carried out by a registered ophthalmic optician. Where the person, who does not normally wear glasses, is required and prescribed to use glasses when working on display screen equipment, The Salvation Army (i.e. the local centre) must provide those corrective appliances (spectacles) free of charge.

#### **4.8 DOCUMENTATION AND RECORDS**

In order to fulfil the requirements of health and safety administration there will need to be made available at all Project both Salvation Army and statutory documentation. This will be the responsibility of the Project Manager. It will be made available to all those who are likely to need access. Documentation, where applicable, is likely to include:

1. Salvation Army Health and Safety Policy manual, Hygiene Policy and Operational Code of Practice, Accident book, Fire Safety Logbook, F2508/F2508A report form for major injuries, diseases and dangerous occurrences.
2. Health and Safety meeting minutes, H&S inspections of activities and premises, risk assessments of hazardous situations or products.
3. Safe working procedures indicating measures needed to avoid exposure to risks identified in the risk assessments.
4. Inspection and examination reports of electrical installation, lifts, hoists, portable electrical appliances and items of equipment which are legally required to comply with legislation.
5. Chemical register of all products used.

## Furniture Projects Local Health and Safety Policy document

Records that need to be kept on file, where applicable, are likely to include:

1. Certificate of test for the fire alarm system, Certificate of test for emergency lighting system, Certificate of annual fire fighting equipment service, Certificate and schedule of portable electrical appliance tests.
2. Report of the annual servicing of gas appliances. Report of the Asbestos Survey findings.
3. Records of training and instruction given to employees and volunteers, induction training packages for new starters. Copies of employee/volunteer qualifications.
4. Log of fridge/freezer temperature monitoring.

A library of applicable health and safety legislation and relevant codes of practice or guidance should be established as an initial reference point for employees and/or volunteers.

#### **4.9 ELECTRICAL SAFETY**

The **Electricity at Work Regulations 1989** identify fundamental principles of electrical safety that should be applied to all electrical equipment, systems and work activities in order to prevent danger and risk of injury. The Regulations require safe conditions to be established wherever danger may arise from electric shock, electric burn or electric arc, fire or explosion initiated by electricity. Employers, self-employed people and employees all have duties of compliance with the regulations so far as they relate to matters within their control, and these persons are all known as duty holders. Additionally, employees are required to co-operate with their employer so far as is necessary for the employer to comply with the Regulations.

The Project Manager will ensure that maintenance and testing will be carried out at regular and prescribed intervals by competent and experienced personnel. The frequency and type of maintenance of equipment will depend on the type of equipment and when and where it is used. Only properly trained and suitably qualified people will be employed to install, maintain, test and examine electrical circuits and apparatus.

#### **4.10 FINANCIAL PROVISION**

Day to day repairs, maintenance and adjustments to the premises and activities will be considered by the Project Manager and form part of the existing annual budgeting procedures.

Where improvements to health and safety are a major issue and could not have been foreseen, then by review and consultation, the required financial resources will be given serious consideration and the authority for dealing with such matters is at a Business Board level located at The Salvation Army Territorial Headquarters, 101 Newington Causeway, London SE1 6BN.

#### **4.11 FIRE SAFETY**

Fire safety is the subject of several pieces of legislation that are aimed at preventing and controlling fire on the premises that may pose a risk to people and property. These include the **Fire Precautions Act 1971**, the **Workplace (Fire Precautions) Regulations 1997** as amended in 1999, **Management of Health and Safety at Work Regulations 1999** and **Building Regulations 1991 Part B**. Fire Safety Regulations are enforced by the Fire Authority.

Between them, the Workplace (Fire Precautions) Regulations and the Management of Health and Safety at Work Regulations (as amended) require a specific fire risk assessment of the premises and people using them in the event of fire.

To ensure fire safety on Salvation Army premises, the Project Manager will:

- Ensure that a fire risk assessment of the premises has been carried out considering all employees/volunteers and all other people who may be affected by a fire in the premises;
- Identify the significant findings of the risk assessment and the details of anyone who might be especially at risk in case of fire (these must be recorded if more than five people are employed);
- Provide and maintain adequate fire precautions as are necessary to safeguard those who use your premises; and

Furniture Projects Local Health and Safety Policy document

- Provide information, instruction and training to employees/volunteers about the fire precautions in the premises.

The risk assessment will help to decide the nature and extent of existing fire precautions and any which need to be provided. The results of a fire risk assessment must be discussed at the Project safety meeting.

In order that all persons using Salvation Army premises are aware of the fire safety arrangements, a written fire action procedure will be produced for each Project and issued to all responsible persons and a copy kept available on the notice board. This fire action procedure will include a plan of the premises indicating the location of fire fighting equipment and the means of escape.

The local arrangements to cover this Furniture Project are as follows:

Fire alarm system is tested weekly by: **Project Manager or Assistant Manager**

Fire fighting equipment and means of escape are checked by: **Project Manager or Assistant Manager**

Emergency lighting is tested monthly by: **Project Manager or Assistant Manager**

**4.12 FIRST AID PROVISIONS**

The Health and Safety (First-Aid) Regulations 1981 provide a framework for first aid arrangements that can be suited to different types of premises and activities. The objective is that adequate and appropriate first aid facilities are provided to cover the number of persons on the premises and the activities taking place and to provide treatment for the purposes of preserving life and minimising the consequences of injury or illness until medical help can be obtained or provide treatment of minor injuries which do not require the help of a medical practitioner or nurse.

Whilst first aid provisions are made predominantly for the benefit of employees, the Salvation Army will ensure that suitable provisions are made for all volunteers and members of the public who may visit a Project.

The minimum first aid provision at any location is:

- A suitably stocked first aid box;
- An appointed person to take charge of first aid arrangements.

It is also important to remember that accidents can happen at any time. The first aid provision needs to be available at all times that people are on the premises.

The local arrangements to cover this Furniture Project are as follows:

Qualified First Aiders	Appointed Person
Name .....	.....
.....	.....
.....	.....

**4.13 FOOD HYGIENE**

*This section removed as not applicable to the Salvation Army (Skinnergate) "forty:twenty" furniture project.*

**4.14 GAS SAFETY**

*This section removed as not applicable to the Salvation Army (Skinnergate) "forty:twenty" furniture project suffice to say that no gas appliances will be brought onto the premises for personal or customer use at all.*

#### **4.15 HOUSEKEEPING**

The **Workplace (Health, Safety and Welfare) Regulations 1992** require, either directly or indirectly, that the management of premises ensure that it is maintained in a clean condition. Although this will be generally applied to most Salvation Army premises, the more stringent requirements of the Food Safety (General Food Hygiene) Regulations 1995 will be applied to premises where catering is carried out.

Poor housekeeping is a contributory factor in many accidents and can be an indicator of poor managerial control. The carrying out of inspections, to ensure the appropriate levels of housekeeping are maintained, is an important factor in preventing accidents and also preventing fire risks that might arise.

Housekeeping inspections should take account of obstructed fire exits and gangways, liquid and other spillages that have not been removed, the incorrect storage of flammable substances, including packaging materials such as wood waste, evidence of smoking in restricted areas, evidence of infestation, abandoned equipment in internal and external areas and incorrect refuse storage. The adequate walkways around the Project displays must be maintained so that the public are not placed at risk whilst browsing in the Project.

#### **4.16 LEGIONNAIRES DISEASE**

Legionnaires' disease is a form of pneumonia and is one of a group of diseases collectively known as Legionellosis. Of these infections, Legionnaires' disease is the most serious.

The Salvation Army in its various Corps and Community Centres throughout the United Kingdom, has duties under the **Health and Safety at Work Act 1974**, in particular Section 2(2)(a), referring to the duty to ensure the provisions and maintenance of plant and systems of work that are, as far as is reasonably practical, safe and without risks to health and also under the **Control of Substances Hazardous to Health Regulations 2002** with regards to a suitable and sufficient risk assessment to identify and assess the risk of Legionellosis.

The plant involved will be any water storage tanks, cooling and spray systems involved in re-circulating water. Those in control of premises containing such equipment must notify their local authority Environmental Health Department that they have this equipment.

To comply with the above legislation the following arrangements will be made:

1. A specialist water treatment company will carry out remedial work and sampling of storage tanks, spray systems and associated equipment.
2. The specialist company will either carry out themselves or give instruction and training to some in-house person for dosing with Biocide and to see that all descaling requirements are carried out by an installed electronic device.
3. Accurate and detailed records of maintenance and cleaning of plant and water treatment as and where necessary, will be available at all residential, community service, head office and hotel premises.
4. In most cases water supplies to the users for drinking, personal washing and other purposes, in Salvation Army premises throughout the United Kingdom, comes directly from the main water supply and will be treated at source.
5. Showerheads throughout all our residential premises will be soaked in a chloride solution according to a set frequency.

The Project Manager is responsible for ensuring these treatments are strictly carried out.

#### **4.17 LIFTING AND LIFTING EQUIPMENT**

The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) require the safe use of all work equipment used for the lifting and lowering of loads. This includes such items as passenger lifts, dumb waiters, hoists, cranes and scissor lifts, including any attachments).

The Project Manager will ensure that all such lifting equipment is suitable for its purpose by taking account

## Furniture Projects Local Health and Safety Policy document

of the design of the equipment, where it will be used and the purpose for which it will be used. Lifting equipment will be clearly marked to indicate its safe working load.

The Project Manager will ensure that all lifting equipment is thoroughly examined to ensure its continuing safe operation. Passenger lifts provided in the premises will be thoroughly examined and tested by a competent person at the specified statutory intervals. A copy of the reports on the thorough examination will be kept on file for inspection purposes.

If a lifting operation is to be carried out, the Project Manager must ensure that a competent person is available to plan the lift, adequately supervise and carry it out in a safe manner.

Any defects in lifting equipment must be reported to the Project Manager so that actions can be taken to correct the defect or withdraw the equipment from service until such defect is rectified.

#### **4.18 LONE WORKING**

Under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 the Salvation Army have responsibilities for the health, safety and welfare at work of specific employees and those affected by the activities on Salvation Army premises, (i.e. lone workers such as cleaners, maintenance persons and contractors who they may engage.) In order to fulfil these responsibilities the Salvation Army will:

- Identify those persons who are likely to work alone,
- Assess the risk(s) to them whilst at work
- Take steps to avoid or control the risk(s), where necessary, and
- Provide information, instruction and training to those workers with regards to safe systems of work.

Employees also have a responsibility to take reasonable care of themselves and other people affected by their work activity and to co-operate with their employers in meeting their legal obligations.

#### **4.19 MANAGEMENT OF HEALTH AND SAFETY**

The Salvation Army aims to fulfil its duty in the management of health and safety by having an effective structure with:

- a comprehensive health and safety policy,
- organisation and arrangements which fulfil the spirit and letter of the law,
- full implementation of policy requirements and
- health and safety considered at all levels of business decision making and practice.

This aim is to develop a management structure and culture that supports basic risk control and secures the full participation of all members of the organisation to minimise ill health and unsafe activities and situations.

#### **4.20 MANUAL HANDLING**

Manual handling is 'the transporting or supporting of loads by hand or by bodily force'. The Manual Handling Operations Regulations 1992 impose a duty on the Salvation Army to avoid, wherever possible, the need for manual handling tasks that involve a risk of injury. Where this is not reasonably practicable, a risk assessment of the tasks must be undertaken and appropriate steps taken to reduce the risk of injury to the lowest level. Employees must make use of any systems of work established to reduce the risk of injury during manual handling.

The following procedures will be implemented where manual handling tasks are required.

- a) The Project Manager will carry out assessments, with some possible co-operation from workplace representatives. Such assessments may include the need for guidance from a safety consultancy resource.

## Furniture Projects Local Health and Safety Policy document

- b) Professional advice from a qualified occupational health nurse or practitioner may be used, if the assessment identifies the need i.e. concern regarding ergonomics, kinetics.

Where necessary, employees involved in manual handling will be given suitable training and equipment.

#### **4.21 MEASUREMENT OF PERFORMANCE**

If the objectives of this policy document are to be achieved, some means of measuring the adequacy of the arrangements is required.

The following means of monitoring safety standards and arrangements will be used:

1. There will be periodic (daily/weekly) health and safety checks made by the Project Manager. These inspections will be carried out to a prepared checklist applicable to the premises and activities in question.
2. Regular safety inspections of the "forty:twenty" furniture project will be undertaken on a three monthly frequency by responsible persons using a prepared list of inspection.
3. Accident investigation will be treated with serious commitment, including near miss occurrences.
4. Codes of practice and safe systems of work will be regularly reviewed.

Details of all checks and inspections should be presented at the next health and safety meeting. Any shortcomings in the standards or arrangements should be rectified as soon as possible.

#### **4.22 NEW AND EXPECTANT MOTHER AT WORK**

Women have specific statutory rights in relation to pregnancy and childbirth. **The Management of Health and Safety at Work Regulations 1999** require employers to assess the risks in the workplace that might cause harm to any of their employees and control those risk as far as is reasonably practical. Where women of childbearing age are employed, the risk assessment must include any risks specific to new and expectant mothers. 'New and expectant mother' refers to a person who is pregnant, who has given birth within the previous six months, or who is breastfeeding.

When the Salvation Army is informed in writing that an employee is pregnant, the Officer or Manager in charge of that employee must ensure that any physical, biological, chemical agents or working conditions, that would be likely to put the new and expectant mother at risk, are removed or controlled. Continual assessment is required as the pregnancy develops because certain factors are likely to change.

If after taking all normal safety precautions, a significant risk to her health still remains the Salvation Army, as employer, must:

- temporarily adjust her working conditions, or if this is not reasonable or would not reduce the risk
- offer her suitable alternative work, or if this is not feasible
- suspend her from work with paid leave for as long as necessary to protect her and the child's health and safety.

#### **4.23 NOISE**

It is not anticipated that noise will present any significant hazard in Salvation Army premises other than workshop and plant rooms. Any activity where it is suspected that noise levels reach the action levels set out in the Noise at Work Regulations 1989 will require a full assessment to be carried out. The priority is for noise to be reduced below these levels and hearing protection only to be used whilst noise reduction is being implemented or where such reductions are not possible.

Where the need is identified, due to a risk of persons being exposed to noise, hearing protection is an important means of protection and will be provided.

#### **4.24 OFFICE SAFETY**

Office environments are generally low risk but just as susceptible to accidents as other places of work and some of these can be serious. Slips, trips & falls and manual handling injuries are the main contributors. Where offices are situated on Salvation Army premises they shall be treated with the same degree of importance as any other work area. This includes the need to provide and maintain good housekeeping and tidiness, adequate lighting, sufficient workspace, a healthy environment and unobstructed access and egress.

The Project Manager will ensure that all statutory assessments with regards to Display Screen Equipment, Manual Handling etc. are carried out to identify any potential problems and to minimise the risk of injury or ill health. Safety inspections of the office will be carried out annually.

Administrative/clerical personnel will be made aware of any hazards within their office environment (e.g. display screen equipment, manual handling) and provided with suitable training to make them aware of good working practices and the procedures to be followed. Supervisors shall ensure that good standards are maintained. The health and safety provisions shall also cover trainees, visitors and anyone else affected by the activities of the office. All office accidents will be recorded in an accident book.

#### **4.25 OUTSIDE AUTHORITIES**

The Project Manager or, in their absence, an appointed deputy will be responsible for dealing with visits from local authority inspectors, fire officers or consultants with regard to health and safety issues. Staff at all premises will be made aware that all health and safety enforcement authorities have comprehensive powers and must be afforded all reasonable co-operation and assistance during their visit and provided with facilities to carry out any investigation.

The Project Manager will provide their immediate head of department with the detail of such visits, including copies of any inspection reports, so that action, where necessary, can be instigated and details given to the appropriate authority in writing.

#### **4.26 OUTSIDE CATERING AND CHARITABLE EVENTS**

*This section removed as not applicable to the Salvation Army (Skinnergate) "forty:twenty" furniture project.*

#### **4.27 PERSONAL PROTECTIVE EQUIPMENT**

The fundamental principle with regard to compliance with the Personal Protective Equipment at Work Regulations 1992 is that, where there is no other reasonably practicable way of avoiding or adequately controlling a particular health and safety risk, any personal protective equipment (PPE) provided must be suitable for the task. An assessment of the risk(s) will establish which particular characteristics the PPE should have in order to provide adequate protection to the employee/volunteer.

Once the specific requirements have been identified, the responsibility for the provision and purchase of such equipment is that of the employer. The Project Manager must accept responsibility for ensuring that suitable PPE is provided, properly used and that regular checks are carried out on the condition and maintenance of the equipment, although this does not exclude the wearers' responsibility. Employees/volunteers required to use PPE will be given instruction and training to enable it to be used effectively.

#### **4.28 PLANT AND EQUIPMENT**

The objective of the Provision and Use of Work Equipment Regulations 1998 is to ensure that any equipment provided for use at work will be safe and not give rise to any risks to health and safety. This is in amplification of Section 2 of the Health and Safety at Work etc Act 1974. Work equipment covers any machinery, appliance or tool in use at Salvation Army premises, (e.g. petrol driven lawn mower, vacuum cleaner, photocopier, hand-held drill).

## Furniture Projects Local Health and Safety Policy document

The Project Manager will ensure that, in the selection of equipment, due regard is given to working conditions/hazards existing on the premises, including the health and safety issues posed by the use of work equipment.

The Project Manager will ensure that all 'work equipment' is recorded in an equipment register with the details of necessary maintenance, checks and inspections required to keep the equipment in working order and good repair as required by Part II, Regulations 5 and 6. Some of the plant and equipment may need periodic inspections to meet statutory requirements. The Project Manager will ensure that the necessary inspections are carried out and that the safeguards provided on any work equipment are effectively maintained to prevent risk of injury. Repairs, modifications, maintenance, and servicing will only be carried out by people who have received adequate instruction and training relating to the work equipment.

Any mobile work equipment (e.g. fork lift truck, tractor) provided for use in Salvation Army premises will comply with the requirements of Part III of the regulations.

The Project Manager will ensure that persons using work equipment have adequate health and safety information and training/instruction with regards to the use of the equipment. Persons using work equipment where the use of that equipment may give rise to a specific hazard shall be authorised in writing and adequate measures shall be taken to minimise the effects of the hazard.

#### **4.29 RECREATIONAL ACTIVITIES**

*This section removed as not applicable to the Salvation Army (Skinnergate) "forty:twenty" furniture project.*

#### **4.30 RESTRICTED AREAS**

A number of restricted areas exist in all Salvation Army premises. This refers to locations where access is restricted to authorised personnel in the interests of safe working practices. These specific areas, where applicable, will be listed and identified by safety signs. Examples are:

1. Chemical storage cupboard;
2. Kitchen and catering area;
3. Boiler room;
4. Plant room;
5. Electrical switchgear and
6. Confined spaces

#### **4.31 RISK ASSESSMENT**

In order that the Salvation Army fulfils its responsibility under Section 2 of the Health and Safety at Work etc Act 1974 and the Management of Health and Safety Regulations 1999 in ensuring the health and safety of all persons involved in or affected by its activities, a suitable and sufficient risk assessment will be carried out of the premises, activities and materials involved. There are many hazards that are a feature of the premises rather than of the activities within them. All Centre Managers must ensure that, initially, a hazard assessment is completed for their premises to identify the significant risks to health and safety. This document can be found at Appendix H of the Operational Codes of Practice.

Where hazards are identified, a documented risk assessment will be carried out to detail any required actions. The first priority is to eliminate the hazards, so far as is reasonably practicable, and thereby remove the risks. Where hazards cannot be eliminated, control measures must be put in place to minimise the risks.

These documents can be found at Appendix I of the Operational Codes of Practice. The control of specific hazards is covered in the United Kingdom Operational Codes of Practice.

The results of any risk assessment must be discussed at the centre safety meeting and brought to the attention of employees/volunteers involved in the situation so that the measures can be effectively implemented.

Where there are no persons at the centre trained in risk assessments then advice and assistance may be required. This advice and practical guidance on carrying out these risk assessments is available as a workshop training session or by the use of a health and safety consultant following discussion with the Territorial Headquarters Health and Safety Officer.

#### **4.32 SAFETY MEETINGS**

In order that the Salvation Army can communicate and co-ordinate health and safety throughout the United Kingdom and Republic of Ireland, a three tier system of safety meetings has been established. This will provide a two-way flow of internal information so that the policies can be effectively monitored and implemented. This organisation will provide a link between the Health and Safety Committee at Territorial Headquarters, the Health and Safety Committees at Divisional Headquarters and the Safety Action Groups at all local centres. These meetings will be arranged on a quarterly basis to fixed forward dates with agenda items being circulated in advance of the meeting.

A copy of the local centre Safety Action Group minutes must be forwarded to the chairman of the Divisional Headquarters Health and Safety Committees and a copy of the Divisional Health and Safety Committees minutes plus any items of concern from the local minutes must be forwarded to the Territorial Headquarters Safety Committee secretary. The THQ committee will also circulate a copy of the minutes of their meetings and any other health and safety matters that may arise, to the chairman of the Divisional Health and Safety Committee for information and, where necessary, action.

**Note: Urgent health and safety matters should not wait for meetings to take place but should be dealt with promptly and as a matter of extreme concern.**

The responsibilities of each of the above groups are detailed in the Operational Codes of Practice.

#### **4.33 SLIPS, TRIPS AND FALLS**

Slips, trips and falls are a major contributor to non-fatal accidents at work. The Project Manager will identify areas of risk and put controls in place to eliminate them. Supervisors and employees/volunteers will be encouraged to report all such defects in the premises. Cleaning and maintenance workers will be trained in the correct use of cleaning and safety equipment so that additional slip and trip hazards are not introduced into an area.

All premises will be adequately lit to avoid stumbling. Good housekeeping will avoid obstructions to pedestrian areas. Where temporary hazards are likely to exist then adequate warning signs or barriers must be used. If weather conditions create an additional hazard outside, suitable precaution will need to be taken to minimise the risk of injury.

#### **4.34 STEPS AND LADDERS**

In order that all step ladders, fixed and extending ladders are maintained in a safe usable condition, all components will be regularly inspected for signs of damage or weakness. The painting of wooden steps and ladders should be discouraged as this could so easily cover up defects and weaknesses. Where more than one ladder exists on the premises, the Project Manager will ensure that a ladder register is compiled identifying each item of equipment with a letter code and serial number.

Ladders ideally should only be used for access and not as a working platform. Where a ladder is used, all necessary precautions shall be taken to prevent incidents arising. The foot of the ladder should be supported on a firm and level surface and the top should be securely fixed.

#### **4.35 TRAINING**

The Salvation Army has a firm commitment to health and safety training in order to meet the requirements of current legislation and to maintain the effectiveness of its health and safety policy. To ensure that

## Furniture Projects Local Health and Safety Policy document

employees and volunteers are competent in the activities being undertaken, the Project Manager will, in discussion with the Divisional Training and Development Manager, identify the training needs and organise courses to include such things as induction training, basic health and safety awareness, risk assessment and food hygiene training. Other specific training will be made available to persons involved in activities at Salvation Army Residential or Social Services centres.

Localised health and safety instruction and training will be carried out at centres with regards to fire prevention and evacuation, use and storage of chemicals, use of work equipment and food handling and storage. It is the responsibility of each Project Manager to ensure that adequate training is made available and that accurate records of training are kept for each individual employee in the work force.

#### **4.36 TRANSPORT SAFETY**

The **Workplace (Health, Safety and Welfare) Regulations 1992** require that vehicle movements do not create hazards to pedestrians and that adequate measures are taken to ensure the safety of any pedestrians. Many Salvation Army centres provide access to various forms of vehicles from private vehicles and minibuses to large delivery vehicles. Since vehicle movements can create risks, a suitable and sufficient risk assessment will be carried out of the work activities associated with vehicles at each centre where there are significant vehicle movements. All personnel will be informed of the arrangements for safety.

Wherever possible, pedestrians should be separated from any vehicle movement areas. Parked cars should not be allowed to create a hazard for other vehicle movements. Where it is necessary for large vehicles to reverse, the area shall be kept clear of all unauthorised persons not involved in the activity. Where vehicle activities take place during the hours of darkness, the areas shall be adequately illuminated to prevent accidents.

Only authorised persons will be permitted to drive Salvation Army vehicles. These persons must hold a full licence relevant to the vehicle being used. Drivers of vehicles exceeding 16 passengers must have a valid Public Services Vehicle licence. No person will be allowed to drive a forklift truck unless they are trained, certificated and authorised for that type of vehicle.

All Salvation Army vehicles will be maintained in a safe condition and, where applicable, shall be fitted with the appropriate seat belts.

#### **4.37 VISITORS - BUSINESS**

For the safety of everyone, business visitors to Salvation Army premises are required to observe certain rules:

1. In the interests of safety and security, including the purposes of emergency evacuations due to fire or bomb threats, all visitors should sign in on arrival and sign out on departure.
2. Visitors should not be allowed to walk around Salvation Army premises unless escorted or authorised to do so by the Project Manager.
3. The Salvation Army discourages smoking in any of its premises as a matter of principle, to minimise fire risk and also to comply with the Food Hygiene Regulations in catering areas. However, local arrangements will determine where there is any variation to this ruling. *Refer to the 2006 Smoking Policy (Scotland) located in the Policies File*
4. Visitors should be made aware of the arrangements in the case of an emergency evacuation. They should leave the building by the quickest available route, following the fire exit signs and go at once to the nominated assembly point.
5. In order to maintain the Salvation Army's commitment to standards of safety and hygiene, visitors must comply with any local safety and hygiene rules for the premises.
6. Where vehicle movements may arise, visitors need to be made aware of the hazards that this introduces and the measures to avoid them.
7. Drivers calling at Salvation Army centres should exercise great care when manoeuvring their vehicles since there may be pedestrians, children or other vehicles moving around the premises. Where reasonably practicable, a maximum speed limit of 15 mph should be observed.

#### **4.38 WASTE STORAGE AND DISPOSAL**

All organisations produce some form of waste, both solid and liquid. Much will depend upon the activities undertaken, materials used and volume of waste produced as to the range and extent of waste storage and disposal arrangements.

In the **Workplace (Health, Safety and Welfare) Regulations 1992**, Reg. 9(3) specifies that: 'so far as is reasonably practicable', waste material shall not be allowed to accumulate in a workplace except in suitable receptacles'. This requirement prohibits, so far as is reasonably practicable, the storage of loose refuse and liquid wastes in workplaces and the dumping of waste materials on land adjacent to a workplace. Employers must provide suitable receptacles for the storage and disposal of waste.

The Project Manager will ensure that suitable and sufficient waste containers are located in the premises and that these are emptied regularly into refuse skips or lidded containers in a suitable place outside in preparation for waste disposal. They must also ensure that all waste is securely stored, and that, where applicable, different categories (i.e. controlled waste and special waste) are segregated and identified.

The **Environmental Protection (Duty of Care) Regulations 1991** have been made under the **Environmental Protection Act 1990**. These regulations specify the ways that various categories of waste must be collected and disposed of. Waste created at Corps and Community Centres may be classed as domestic waste and collected by the Local Authority along with all other domestic property waste. All waste created at commercial premises is deemed to be "controlled waste"; even it contains rubbish such as the everyday content of waste paper baskets. More hazardous materials may constitute "special waste", for which there are much more stringent procedures. The Project Manager will ensure that approved methods of waste disposal are carried out at all Salvation Army premises.

#### **4.39 WINDOW CLEANING**

Accidents and fatal injuries occur to people working at heights on ladders due, in the main, to the inherent, careless or dangerous methods some people use to clean windows. Window cleaners are at risk whenever they overreach or work from a position where a slip or loss of handhold or foothold would result in a fall from a ladder or the building.

In compliance with health and safety guidance for window cleaners and the British Standard codes of practice that outline the various methods and items of equipment used for these work activities, the Project Manager will ensure that any window cleaning activity is carried out in a safe manner by providing suitable provisions at each centre if they cannot be cleaned from ground level.

The Project Manager needs to have an understanding of how the work will be safely carried out therefore a written method statement in writing must be obtained from the window cleaner that needs to be agreed and signed by both parties. Should the Project Manager have any concerns about the work that is to be carried out on Salvation Army premises, for which they have responsibility, then advice should be sought from the Divisional Property Manager or the Health and Safety Officer at Territorial Headquarters.

#### **4.40 YOUNG PERSONS**

In accordance with Regulation 19 of the **Management of Health and Safety at Work Regulations 1999**, young persons (under the age of 18 years) are identified as a vulnerable group and should be protected from any risks to their health, safety and welfare due to their lack of experience, awareness and maturity in the workplace.

In order that young persons who are employed by or on work experience with the Salvation Army are protected from risks to their health, safety and welfare, a risk assessment will be carried out before the person is employed or taken on placement to identify the risks and implement the necessary measures to ensure their health, safety and welfare whilst at work. There are certain categories of work that young persons should not be employed in. However, young persons who are above school leaving age can do any task if it is part of their training and a competent person adequately supervises them.