

BEXLEY MOORINGS PROJECT

HEALTH AND SAFETY POLICY INCLUDING FIRE SAFETY AND FIRST AID

Who is covered by this policy?

All staff, trustees, volunteers and families of Bexley Moorings Project.

What is covered in this policy?

Bexley Moorings Project is committed to providing and maintaining a safe and healthy working environment for all staff, volunteers, service users and others who may be affected by its activities. This includes both physical and mental health. We will comply with all relevant health and safety legislation, including the Health and Safety at Work etc. Act 1974, and associated regulations.

This policy covers:

- Bexley Moorings Project's health and safety policy statement;
- roles and responsibilities for health and safety;
- hazards, risks, incident reporting and training;
- Bexley Moorings Project's working environment procedures.

Bexley Moorings Project's health and safety policy applies to the following specific areas:

- the physical and virtual office environment;
- fire policy and fire safety management;
- first aid;
- health and testing;
- lone working
- encouraging rest breaks while working;
- manual handling rules;
- portable appliances testing;
- electrical equipment safety;
- risk assessment;
- accidents and accident book;
- consultation with staff;
- maintenance of equipment and machinery;
- information, instruction, supervision and training of staff.

The Policy

Bexley Moorings Project is committed to ensuring that health and safety at work is paramount and encompasses all staff and any other people who may be affected by its activities. Adequate resources will be provided to ensure all stakeholders are aware of this policy and committed to its effective implementation.

Bexley Moorings Project will comply with the requirements of health and safety legislation.

All Bexley Moorings Project's staff, trustees, volunteers, stakeholders and families should have an awareness and understanding of health and safety hazards and risks that affect Bexley Moorings Project's operations.

Communication and Consultation

Bexley Moorings Project will have active and open communication and consultation with its staff and stakeholders. Health and safety will be integrated into its communications, wherever appropriate.

Roles and responsibilities for health and safety will be defined, as necessary, within job descriptions or profiles.

Management Roles and Responsibilities

The Chief Executive Officer will ensure that:

- they demonstrate leadership in health and safety;
- they undertake tours ('walk the job') to ensure that health and safety issues are identified, assessed and managed;
- systems are in place and staff are empowered to raise health and safety concerns with management;
- adequate resources are provided for health and safety.

Hazard Identification

Bexley Moorings Project will identify workplace health and safety hazards and will inform staff and stakeholders, as appropriate, of these.

We comply with COSHH 2002 but substances currently used are limited to general household cleaning. Staff should still be aware of risks of ingestion of items such as batteries when working with young people.

Risk Assessment and Management

Bexley Moorings Project will assess the risks associated with health and safety hazards in the workplace and will inform all staff of the health and safety risks that affect their work. Bexley Moorings Project will take action to prevent, reduce or control risks to an acceptable level and reduce the potential for incidents and accidents. It will require its subcontractors and stakeholders to identify health and safety risks that may impact on its work activities.

Health and Safety and Fire Safety Training

All Bexley Moorings Project's staff will be adequately trained on the health and safety issues that affect them and the safe working practices that should be followed.

Regular checks will be undertaken on safety of the environment with tests of fire procedures in line with the Fire safety policy and health and safety office policy. This will include compliance and awareness of evacuation plans, fire exits including meeting points as displayed within the office. Records are kept of fire safety practice and a minimum of six-monthly fire drills to be enacted.

Incident Investigation

Bexley Moorings Project will report and investigate accidents, incidents and near misses in compliance and under guidance set out in Reporting of Injuries, Disease and Dangerous Occurrences Regulations to drive improvement in its health and safety management. Any lessons learned from such events will be used to take corrective action to prevent recurrences.

All reported incidents will be reviewed by the CEO and ongoing actions and corrective actions discussed with the Chair and further consideration will be given to these at the Board meeting as a regular item.

Health and Safety Management System

Bexley Moorings Project will implement management systems to ensure that it:

- complies with health and safety legislation;
- fulfils the requirements of BS8800 and OHSAS18001;
- continually improves our health and safety performance.

First Aid

All paid staff will be first aid trained. They will have completed specific training as set out by the Health and Safety Executive (HSE). They hold valid and up to date certificates of competence issued by an organisation whose training and qualifications are approved by the HSE. The first aid kit is kept in the office within the cupboard and checked at regular intervals or when something is used. The responsible person is the lead on the group activities.

The duties of a First Aider are:

- to give immediate First Aid to children, young people, adults at risk, staff or visitors when needed
- to ensure that an ambulance or other professional medical help is called when necessary

All volunteers receive information on First aid arrangements during induction training.

Our organisation undertakes to ensure there is always a trained first aider on site at our venues or, if other venues used such as schools, that they have appropriate first aid cover.

All incidents will be reported and recorded in the First Aid and Incident Accident Books.

Work-Related Health

Bexley Moorings Project will assess its occupational health risks and will inform all staff of the occupational health risks that affect their work. It will take action to prevent, reduce or control occupational health risks to an acceptable level and reduce the potential for ill health, including assessing all its people's fitness for work. Bexley Moorings Project will monitor health and safety among its staff to satisfy health and safety legislation.

Mental Health and Wellbeing

Bexley Moorings Project recognises that mental health and wellbeing are integral to overall health and safety at work. We are committed to promoting positive mental health, preventing work-related stress, and supporting staff who experience mental health difficulties.

We will take reasonable steps to identify and manage risks to mental health, including work-related stress, and will treat mental health concerns with the same importance and confidentiality as physical health issues.

Managers are responsible for being alert to potential signs of mental ill health, encouraging open communication, and taking appropriate action where concerns are identified, including seeking advice or implementing reasonable adjustments where necessary.

Staff are encouraged to take reasonable care of their own mental wellbeing and to raise any concerns about stress or mental health with their line manager or senior management at an early stage, so appropriate support can be considered.

All staff have access to employee support through our external HR service.

Delivering Bexley Moorings Project's policy

Bexley Moorings Project's policy will be delivered by generating a culture that does not tolerate threats to health and safety and ensuring the involvement of all Bexley Moorings Project's staff and stakeholders.

Policy Review

This policy will be reviewed and amended frequently, to make sure it is always in line with the latest developments in health and safety laws and regulations.

Health and Safety and Working Environment Procedures

Storage

Staff should not be storing Bexley Moorings Project materials in their home workplaces. Anything that needs to be stored should, with agreement from their line manager, be stored at the office base.

Common office areas

When using the Bexley Moorings Project's office, staff are responsible for keeping the common areas, such as the kitchen and Office clean and tidy – washing their cutlery and dishes, tidying up after using them and so on. Staff should also ensure their working area is tidy and clear of clutter.

Smoking Policy

Bexley Moorings Project operates a strict no-smoking policy anywhere inside its buildings. Smoking is not encouraged but permitted in designated smoking areas outside the building, provided it does not negatively affect visitors or other residents.

Working with display screen equipment (DSE)

Staff working with DSE should follow relevant health and safety guidance (see, for example, www.hse.gov.uk/msd/dse). Bexley Moorings Project has a responsibility to provide adequate working equipment and training on the use of DSE in order to minimise any potential negative impact on the health and safety of staff.

Office security

All staff should note:

- There must be at least one person minding the office and phones at all times.
- It is prohibited to reveal entry or door codes to unauthorised people within or outside the organisation.
- It is prohibited to lend office keys to unauthorised persons.
- All staff leaving Bexley Moorings Project's employment should return their keys to their line manager.

- Anyone opening a window should personally ensure that it is closed again at the end of the day.
- It is the responsibility of the person or people leaving the premises to ensure no visitors are left inside, lights are turned off and the entrances are securely locked.

Bexley Moorings Project's Policy Statement on Health, Safety and the Environment by the Chief Executive

I expect all Bexley Moorings Project's staff to ensure that the management and practice of health, safety and environmental matters are afforded the highest importance. The promotion of health, safety and environmental protection measures for workplaces, goods and services is everyone's responsibility. In addition to complying with the Health and Safety at Work etc. Act 1974, it is Bexley Moorings Project's policy that all its staff:

- observe the provisions of all health, safety and environmental legislation;
- operate in an environmentally responsible manner;
- co-operate with their respective line managers and colleagues in all matters concerning health and safety at work, including participating in consultations, to ensure that this policy is complied with;
- have a duty of care to ensure their own health, safety and welfare as well as that of other staff, contractors and visitors;
- ensure people not directly employed within Bexley Moorings Project but who visit, work in or are in the close proximity of Bexley Moorings Project office are not placed at unreasonable risk;
- take all reasonable steps to protect the health, safety and welfare of themselves and others;
- are trained within their area of responsibility to ensure that risk against the health and safety at work of all staff is minimised;
- ensure that all equipment and machinery is maintained so that it is safe to operate without risk to health and safety;
- maintain a constant and positive interest in health, safety and environmental matters.

Policies for equipment maintenance and inspection and work practices and procedures are to ensure, as far as reasonably practicable, the safety of the user, maintainer and others.

Signed :



Date :

2/6/26.

Date to be reviewed :

June 2027