



## SECTION 11 Health & Safety

Any affiliated section of Phab must make certain that the premises on which they meet, and all their activities, are fully compliant with **Health and Safety regulations, First Aid requirements and Fire regulations.**

All Clubs should have a **First Aid Officer** in attendance at all meeting times. The First Aid Officer should undergo a one-day training course in First Aid, if they have not done so in the last five years. One-day training courses in First Aid are operated by **St John's Ambulance Brigade** and by the **Red Cross**.

To ensure that your building is compliant with recent fire regulations contact your local fire service.

**As with other sections of this pack, help and advice is to hand by contacting Phab.**

### Health and Safety Regulations

The following list of regulations is for employers. All Phab Clubs and projects employing paid staff or volunteers should adhere to them. They are also good guidelines for safe practice.

#### Duties for employers

- Provide and maintain a safe means of access and a safe working environment and safe systems of work.
- Ensure non-employees, such as volunteers, visitors, and clients, are not endangered by work activities and environment.
- Produce a safety policy (if the organisation has five or more employees) which is available to all employees and states the employer's intention to provide a safe and healthy working environment.
- Define health and safety responsibilities and safe working methods throughout the organisation.
- Name and state the duties of the person responsible for the health and safety policy.

- Ensure that anyone working in a potentially hazardous job is aware of the risks and necessary control measures.
- Inform employees of their role in maintaining a safe working environment.
- Provide adequate health and safety instruction and training for employees.
- Consult with employees on health and safety matters.
- Undertake a risk assessment to establish whether any potential work hazards exist, and if they do:
  - Assess their extent.
  - Determine whom they affect.
  - Measure the effectiveness of existing control measures.
  - If necessary, implement additional control measures.
  - Record the significant findings of the risk assessment.
  - Set out in a health and safety scheme the measures to be taken to reduce or remove the risks identified.
  - Provide suitable health and safety information and training for their workers (including temporary staff and volunteers).
  - Where premises are shared, consider co-operating and co-ordinating with the other organisation in the management of health and safety.
  - Set up emergency procedures so premises can be safely evacuated in case of sudden danger and nominate competent persons to implement such procedures.
  - Assess the risks to new or expectant mothers by removing the risks or adjusting the pregnant worker's hours or place of work, or grant her Special Leave from work on full pay until the risks no longer threaten her or her child's health and safety.
  - Make arrangements for the effective planning, organisation, control, monitoring and review of the control measures identified in the risk assessments. (In organisations of more than five employees, these must be recorded.)
  - Take into account an employee's capabilities when assigning tasks.

## **Requirements on Employees/Volunteers**

The following list outlines the duties of employees and volunteers in order to ensure good practice for Health & Safety issues. Employees/volunteers have a duty to:

- Take reasonable care of their own and other people's health and safety at work.
- Co-operate with their employer in complying with the statutory provisions (note: non co-operation should be a disciplinary offence under the employer's disciplinary procedure).
- Use machinery and substances only in accordance with their training.
- Inform their employer of any potential risk or dangerous situation.
- Inform their employer if they require training to meet health and safety provisions.
- Inform their employer of any shortcomings in health and safety arrangements.

## **Inappropriate Help**

It is important to bear in mind that sometimes inappropriate or unrequired assistance can endanger people.

The following points should be considered before assisting a person who has not requested your help:

- Most people will know if they need help or not
- Unless it is an emergency situation or you can see that the person is at risk of endangering himself or herself – always ask the person if they require help
- Accept **no** for an answer, even if the person appears to be struggling.
- If the person does require help – find out what type of help they need – it may not be the type of assistance you have in mind!
- Consider whether or not you are right person to provide the assistance and whether or not another person is required – this is especially important when lifting someone or performing personal duties
- Always listen to what the person you are assisting wants. In the majority of situations they will know the best way in which you can assist them

## **Risk Assessments**

For detailed information regarding risk assessments, please refer to the **Building a Programme** Section.