



**South Norwood and Thornton Heath
Free Film Festival**

**HEALTH AND SAFETY –
POLICY AND GUIDANCE**

October 2014

1. GENERAL STATEMENT

This is the Health and Safety Policy Statement of The South Norwood and Thornton Heath Free Film Festival

Health and Safety at Work etc Act 1974

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities
- to consult with our volunteers on matters affecting their health and safety
- to provide and maintain safe equipment
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for volunteers
- to ensure all volunteers are competent to do their tasks, and to give them adequate training
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions
- to review and revise this policy as necessary at regular intervals.

Signed:  (Chair)

Date: 16 October 2014

Review Date: 16 October 2015

2. RESPONSIBILITIES AND ARRANGEMENTS FOR HEALTH & SAFETY MANAGEMENT

2.1 The Management Committee

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 volunteers at work and other people who may be affected by their activities, e.g. users, volunteers, members of the public.

2.1.2 The Management Committee, has overall and final responsibility for health and safety matters at SNATH FFF and for ensuring that health and safety legislation is complied with.

2.1.3 The Management Committee will periodically review the operation of its health and safety policy. And will ensure:

2.1.4

- volunteers as appropriate receive sufficient information, training and supervision on health and safety matters
- a risk assessment is undertaken and the results written up and made available to all volunteers
- accidents are investigated and reported to the Management Committee
- there are arrangements in place to monitor the maintenance of the premises and equipment

2.1.5 Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Roney Henderson (the Health and Safety Officer).

2.2 All Volunteers

2.1.6 All volunteers have to:

- co-operate with supervisors and managers on health and safety matters
- not interfere with anything provided to safeguard their health and safety
- take reasonable care of their own health and safety
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

2.3 Fire Officer

2.3.1 The Management Committee will ensure that the venue/building where a SNATH FFF event is being held, that there is a Fire Officer who has received appropriate training.

2.3.2 The responsibilities of the Fire Officer are to:

- be knowledgeable on potential fire hazards and the use of fire-fighting equipment
- ensure that the fire alarms are working
- knows the evacuation points for the venue/building
- should there be an evacuation the Fire Officer will liaise with the Fire Brigade at the assembly point
- ensure volunteers are aware of the fire alarm and fire drill.

FOR DETAILED FIRE SAFETY ARRANGEMENTS SEE SECTION 7.

2.4 First Aid Person

2.4.1 At the time of issuing this policy, Cassie Mensah has undertaken a recognised training course approved by the Health and Safety Executive (HSE) and is the first aid person for SNATH FFF.

2.4.2 The trained first aid person named above will ensure that the first aid box is kept in the correct place, containing the items laid down in the Code of Practice and Guidance Notes published by the HSE and is regularly checked and restocked.

FOR DETAILED FIRST AID AND ACCIDENT ARRANGEMENTS SEE SECTION 9

2.5 Risk Assessment

2.5.1 The Management Committee will ensure that a risk assessment will be carried out by a competent person 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 volunteers 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 volunteers of SNATH FFF, wherever they may be based, and will cover all aspects of their work.

2.6 Training

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

3. BUILDINGS

- 3.1 SNATH FFF has a responsibility to provide a safe and healthy environment for all volunteers.
- 3.2 All volunteers of SNATH FFF are responsible for spotting hazards or potential hazards. If a hazard is seen, it should be removed or dealt with as soon as possible, or if not, reports to the Competent Person.

3.3 Hazards

3.3.1 Things Out of Reach:

Chairs or other furniture must not be used to stand on for the purpose of replacing light bulbs, reaching for things off top of cabinets, etc. A properly maintained, undamaged step ladder must be used.

3.3.2 Damaged Equipment:

Regular checks must be carried out on furniture and equipment for damage which leaves sharp edges protruding or other hazards. Any damaged furniture must be reported for repair or condemnation straight away and must be removed from use.

3.3.3 Damage to Fabric of Building, Windows, etc:

All such damage must be reported immediately to the competent person as named above.

3.3.4 Misplaced Furniture, Equipment or Supplies:

Any furniture, equipment or supplies left in an inappropriate place, for example obstructing a gangway, must be removed immediately and placed in an appropriate, safe place.

4. GOOD HOUSEKEEPING

4.1 Aisles & Gangways

Aisles & gangways must be kept clear from obstructions and materials must be stored in safe areas. Under no circumstances must goods or materials be stacked immediately in front of or obstructing fire doors, fire exits, fire alarms or fire equipment.

4.2 Smoking

Smoking is not allowed inside any venue being used for a SNATH FFF event.

4.3 Overcrowding

SNATH FFF will avoid unhealthy and overcrowded working conditions, and will advise Event Lead on any changes.

4.4 Ventilation

SNATH FFF will endeavour to provide a well ventilated environment in which volunteers and customers have control over their local level of ventilation.

4.5 Temperature

In office workplaces a minimum temperature of 16⁰C must be maintained. Efforts will be made so far as is reasonably practical to ensure the venue temperature does not rise to an uncomfortable level. A thermometer will be provided in such a position as to be easily seen.

4.6 Lighting

Adequate lighting must be provided. If lights are found to be out of order, the fault must be corrected as soon as reasonably possible.

4.7 Noise

The Event Lead/Manager will endeavour to ensure that noise is kept to as low a level as is practicable.

4.8 Office Atmospheric Pollutants

Office equipment such as photocopiers and printers can emit pollutants into the atmosphere. The organisation will take reasonable precautions in ensuring that these levels are kept as low as possible. Volunteers will not be expected to work in enclosed spaces with equipment that emits atmospheric pollutants. Spaces where these pollutants are present shall be kept well ventilated.

4.9 Equipment Storage and Usage

- Equipment must not be left lying around but must be suitably stored
- No wires must be left trailing across floors
- Non flammable rubbish bins must be positioned at various points
- Except in emergencies, and with the permission of the H&S Officer, no paraffin, bar electric or calor gas fires will be used at any venue where SNATH FFF is hosting an event.

4.10 Electrical Equipment

4.10.1 All building maintenance such as electrical work, carpentry, painting, etc should be carried out by skilled people. Staff should not endanger themselves and others by carrying out such work.

4.10.2 Broken, ineffective or damaged electrical equipment must be reported. Staff should use electrical equipment in accordance with instructions.

4.11 Working at height

4.11.1 Working at height will be avoided where possible and equipment SNATH FFF will ensure the correct equipment is used to prevent or minimise the consequences of falls where working at height is the only option.

Should SNATH FFF require any volunteer to work at height it will be under The Working at Height Regulations Act 2005 so as to prevent death and injury caused by a fall from a height.

SNATH FFF will take steps to ensure

- all work at height will be properly planned
- those working at height are competent and supervised
- the risks of working on or near fragile surfaces are properly controlled
- the equipment for working at height is properly inspected and maintained

5. WELFARE ARRANGEMENTS

5.1 Toilet and Washing Facilities

SNATH FFF will ensure that suitable and sufficient toilets and washing facilities are provided for all volunteers in accordance with the minimum requirements of Health & Safety legislation.

- The toilet will be in a separate, lockable room
- Washing facilities will include a supply of clean hot and cold water, soap and suitable means of drying.

5.2 Drinking Water

An adequate supply of drinking water will be provided for all volunteers.

5.3 Rest Areas

So far as is reasonably practicable, SNATH FFF will provide its staff with a seating arrangement where, during rest periods, they may have a break away from their workstations.

5.4 Pregnant Women

Suitable rest facilities will be provided for pregnant volunteers.

5.5 Hours of Work

The volunteers should not work excessively long hours, and should take adequate breaks for meals and rest as agreed in their briefing, discussion and or their registration document.

6. PERSONAL SAFETY

6.1 Office Security

- 6.1.1 The following policy is concerned to minimise the risk to people working for SNATH FFF.
- 6.1.2 Volunteers who are working on their own should not allow access to casual visitors who have no appointment, Such callers should be encouraged to make an appointment.
- 6.1.3 Where volunteers are dealing with an individual but feel uneasy about being alone with him or her they have the right to refuse to give access if it would put them in that position. In these situations the management will put their trust in the feelings of the worker.

6.2 HOLDING OR CARRYING MONEY OR VALUABLES FOR THE ORGANISATION

- 6.2.1 Staff carrying money for SNATH FFF have the right to be accompanied by another person.
- 6.2.2 Large amounts of cash, over and above petty cash should not be kept on the premises of any venue where SNATH FFF is hosting an event.
- 6.2.3 Under no circumstances should staff put themselves at risk on account of the property of SNATH FFF. If money is demanded with threats it should be handed over.

6.3 REPORTING AND RECORDING

- 6.3.1 All incidents of aggression or violence should be reported to management and recorded in the accident book.
- 6.3.2 Employers have a responsibility to provide a safe working environment. Staff should report any current or potential situation at work which is a threat to personal safety. Talking about fear and other problems related to aggression or harassment are not marks of failure but good practice. A serious incident, even if it results in no physical harm, may cause feelings of fear, panic or despair which can carry on long afterwards. The management committee of SNATH FFF recognises this and will be disposed to provide whatever support, counselling or time off work seems appropriate.

The Personal Safety Guide For Volunteers Working At A SNATH FFF Event is to be read in conjunction with this policy.

7. FIRE SAFETY

7.1 General

- 7.1.1 It is not only the responsibility of the Fire Officer, but of all volunteers working at venues where SNATH FFF's is hosting an event to be aware of fire hazards, to know the location of fire exits and the assembly point. Everyone must know the fire drill instructions and these will be part of the induction process for all new staff and volunteers.
- 7.1.2 Access to escape doors, extinguishers and other fire fighting equipment must not be obstructed and the Fire Officer will be instructed on their use.

8. HYGIENE

All venues hosting a SNATH FFF should have clean toilet facilities:

- 8.1 All areas must be kept clean and tidy.
- 8.2 Toilets must be washed regularly and kept clean.
- 8.3 All wash basins should be provided with hot water, soap, clean paper towels or hand dryers.
- 8.4 Vending machines for sanitary products and disposal bins should be provided. Bins should be emptied and sanitised regularly.

9. FIRST AID AND ACCIDENT REPORTING

9.1 First Aid

- 9.1.1 First Aid provision will be available at all times in an appropriate and accessible First Aid Box.
- 9.1.2 The First Aid Box will be kept in the reception area.
- 9.1.3 At least one volunteer will receive appropriate first aid training.
- 9.1.4 All volunteers will be told as part of their induction of the location of first aid equipment and the volunteer who has received first aid training.
- 9.1.5 A record of all first aid cases treated will be kept in the Accident Book, which will be kept with the First Aid Box.

10. Accidents and Emergencies

- 10.1 All volunteers must report all incidents which resulted or nearly resulted in personal injury to themselves or others, to the Health & Safety Officer and make sure the accident is recorded in the Accident Book.
- 10.2 The Health & Safety Officer will ensure that personal details of individual(s) will be stored separately from the Accident Book in a secure location to comply with the Data Protection Act 1998.
- 10.3 It is the responsibility of the Health & Safety Officer to ensure that any necessary follow-up action is taken to reduce the risk of the accident or near accident recurring.
- 10.4 The Health & Safety Officer is responsible for reporting incidents which come within the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR), to the London Borough of Islington Environmental Health Department. RIDDOR covers the following incidents:
 - (a) fatal accidents
 - (b) major injury accidents/conditions
 - (c) dangerous occurrences
 - (d) accidents causing more than 3 days incapacity from work
 - (e) certain work-related diseases.

11. HAZARDOUS SUBSTANCES (COSHH)

11.1 General Statement

- 11.1.1 Under the 1992 COSHH (Control of Substances Hazardous to Health) Regulations employers have a duty to make an assessment of the risks related to hazardous substances e.g. chemicals, noxious fumes etc. In accordance with the Approved Code of Practice this assessment will be carried out and written down by a nominated competent person.
- 11.1.2 The person responsible for carrying out this assessment will be Roney Henderson
- 11.1.3 Following this assessment, in accordance with the Approved Code of Practice (ACOP) SNATH FFF will:
 - In the first instance take action to remove any hazardous substances

- If this is not possible, action shall be taken to find a substitute for the hazardous substance
- If this is not possible, such substances shall be enclosed within a safe environment
- If none of the above is possible, protective equipment will be issued to ensure the safety of staff.

11.2 Monitoring

11.2.1 If for any reason a volunteer has been exposed to a possibly hazardous substance, levels of exposure will be monitored.

11.2.2 At all times levels of ill-health related to exposure to hazardous substances at work will be monitored.

11.3 Removal, Substitution, enclosure and Protection

All volunteers shall avoid using hazardous substances at all times if at all possible. Where substitute materials are available they should be used (e.g. water based markers, correction fluid, etc). If there is no way of avoiding such use, staff must use the substance in an enclosed, ventilated environment away from other workers, and use proper protective equipment which shall be made available.

12. LIFTING AND HANDLING

12.1 The volunteers of SNATH FFF should avoid manual lifting where at all possible. However, volunteers may occasionally be required to manually lift and handle loads. Correct manual lifting and handling reduces the effort required and prevents strain and risk of injury.

12.2 Volunteers should not put themselves at risk by attempting to lift heavy loads which could be taken apart or divided into smaller quantities. The assistance of other volunteers should always be sought for moving large quantities or for lifting heavy and awkward loads. When lifting is done by a team, instructions should be given by one person only.

12.3 Any volunteer feeling a strain should stop immediately and record the incident in the Accident Book.

12.4 Aids to reduce the risk of injury (e.g. trolleys) must always be used if available.