



Health & Safety Policy

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General Statement of Policy

It is the policy of DBC Club for Young People, collectively agreed by the Trustees, to do all that is reasonably practicable to prevent personal injury, harm to health and death to all within its employ and others who may be affected by the Club's activities. Employees at all levels together with volunteers are to actively support the Club in its efforts to ensure the requirements of this policy, the Health and Safety at Work Act and all other relevant legislation is complied with.

In addition, it is the policy of the Club to promote good health amongst employees and volunteers and be connected with the prevention of occupational and non-occupational disorders and diseases. Work related stress is included within the meaning of good health.

In support of the above objectives, the Club will provide such of the following as may be required to deliver this policy in practice:

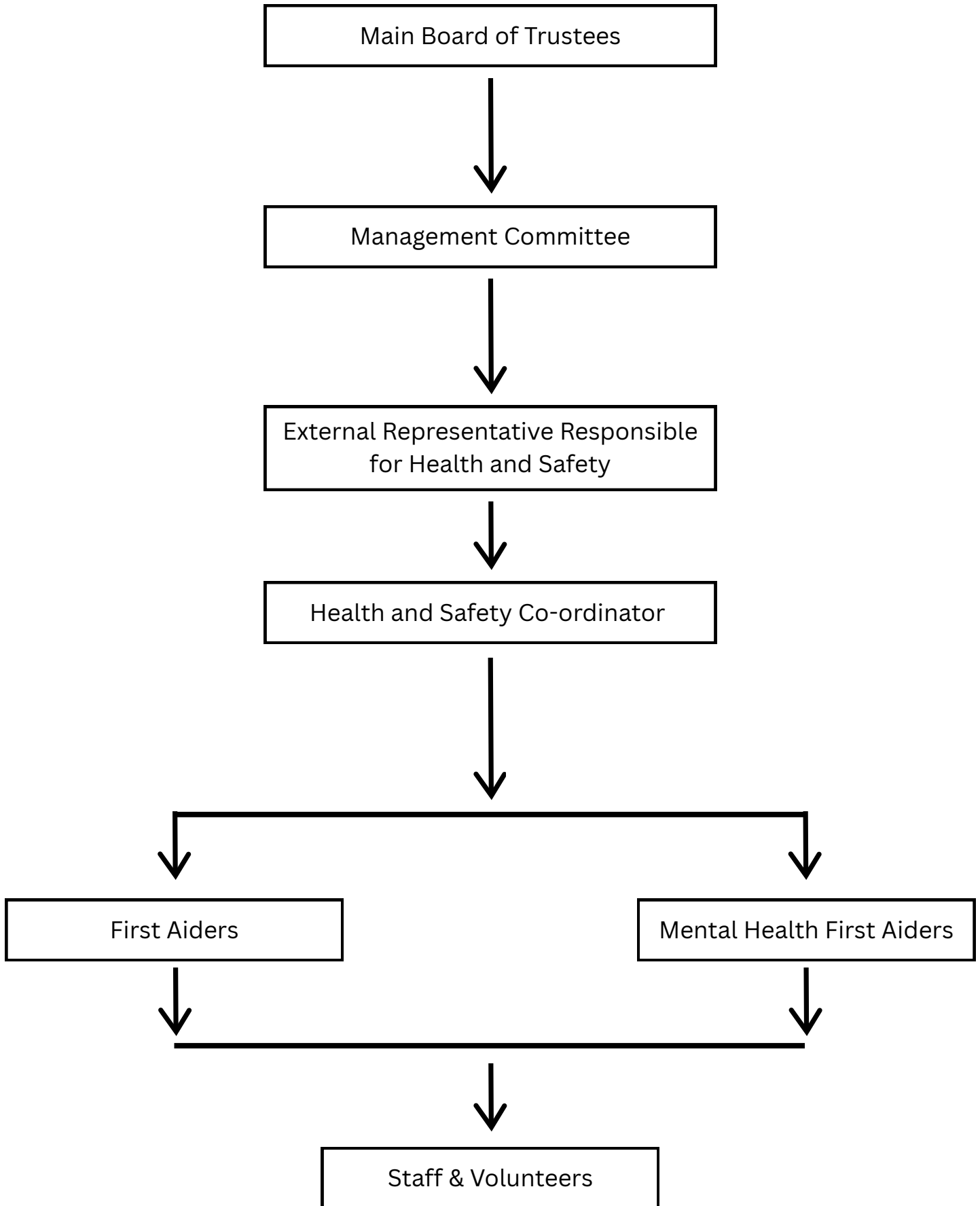
- Resources
- Information
- Training and supervision
- Suitable equipment
- Safe systems of work

This policy will be reviewed and updated to meet with changes within the organisation and/or legislation by the Club Health and Safety Representative. The Trustees will review this policy, and approve any updates, annually.

Signed: *N. Dean*

For and on behalf of the Trustees of DBC Club for Young People CIO

DBC Club for Young People Health and Safety Organisation



Individual Responsibilities

Trustees Responsible for Health and Safety

- a) Read and understand the contents of the Office Health and Safety Policy and ensure it is brought to the attention of all employees and where required sub-contractors.
- b) Ensure adequate funds and facilities are made available to allow the requirements of this Policy to be met.
- c) Appoint a person/persons within to co-ordinate the club health and safety requirements set out in this Policy.
- d) Ensure staff & volunteers at all levels understand the requirements
- e) Ensure the provisions of the Regulatory Reform (Fire Safety) Order 2005 are followed.
- f) Ensure the requirements for testing of alarms and electrical equipment / circuits is carried out as laid down in this Policy.
- g) Set a personal example in relation to health and safety in areas where you represent DBC Club for Young People.

Health and Safety Co-ordinator for Club

You will:

- a) Receive all health and safety information sent from the Club Health and Safety Representative in connection with office health and safety.
- b) Be responsible for passing on information to the relevant staff as required.
- c) Be responsible for advising the Director in charge of your division about any health and safety issues raised.
- d) Be responsible for ensuring the matters mentioned in this Office Health and Safety Policy are actioned including:
- e) The requirements for display screen equipment are met
- f) Fire precaution control measures are monitored
- g) New operatives are induction trained
- h) The reporting of accidents procedure is complied with
- i) Notices are displayed as required
- j) The requirements for pregnant employees are met
- k) The requirements for young or other vulnerable workers are met.
- l) Be responsible for the policy regarding having electrical equipment checked/repaired as necessary.
- m) Be responsible for ensuring our policy on the prevention of Legionnaires Disease is carried out.

Employees & Volunteers Duties

- a) Read and understand the contents of the Office Health and Safety Policy
- b) Report any defects in equipment.
- c) Make sure electrical leads are properly fitted and electricity plugs are not damaged.
- d) Do not attempt to repair or maintain any office equipment or machinery for which you have not received full training or instruction for and authorisation for.
- e) Develop a personal concern for you own health and safety and for that of others.
- f) Plan and maintain a tidy desk and Club.
- g) Clear desks before leaving work daily.
- h) Make yourself fully conversant with the “FIRE DRILL” procedures.
- i) Maintain a tidy work area so there is no potential fire risk in your immediate vicinity.
- j) Observe all health and safety rules and notices displayed.
- k) Report all accidents and near misses.
- l) Operators for display screen equipment that experience problems with either the comfort of their desks/chair, or with reading from their display screen equipment should immediately contact their supervisor to have the problem rectified.

Section 1

General Requirements

Cleanliness

All premises, furniture and fittings will be kept in a clean state. No dirt or refuse will be allowed to accumulate and all floors, corridors and stairs will be cleaned not less than once a week.

Lighting

Sufficient lighting will be provided to enable people to work, use facilities and move from place to place safely and without experiencing eye-strain. Windows and skylights will where possible be cleaned regularly to provide natural light.

Heating

The temperature in the office should be a minimum of 16 degrees Celsius. A thermometer will be provided to allow staff to check on the temperature.

Ventilation

Sufficient ventilation will be provided so that stale air and air that is hot or humid is replaced at a reasonable rate. The fresh air rate should not normally fall below 5 to 8 litres per second, per occupant.

Overcrowding

A room in which people work will not be so overcrowded as a cause risk of injury to health and safety.

Toilets/washbasins

All rooms containing a sanitary convenience will be well ventilated and kept clean and tidy. These rooms shall also be well lit.

Toilets and washbasins will be provided as follows:

Number of People	Number of Toilets	Number of Washbasins
1 to 5	1	1
6 to 25	2	2
26 to 50	3	3

Where separate sanitary conveniences and washbasins are provided for groups of staff e.g. men/women then a separate calculation should be made for each group.

Washing Facilities

1. Suitable washbasins will be provided in the immediate vicinity of every toilet in the ratio listed overleaf.
2. An adequate supply soap will be provided.
3. A supply of clean hot and cold, or warm water will be provided.
4. A supply of towels or other suitable means of hand-drying will be provided.

Smoking

DBC Club for Young People operates a No Smoking or Vaping Policy throughout its club. Employees and Volunteers are only permitted to smoke or Vape in designated areas outside our club.

Young Persons

We have a duty to assess the risks to young people, under 18 years old, before they start work. The assessment must take into account their inexperience, lack of awareness of existing or potential risks and immaturity.

We also have a duty to inform parents of school age children (between the age of 13 years old and the minimum school leaving age) about the risks and control measures put in place.

Pregnant Employees

We have a duty to carry out a risk assessment of any female employee who is/becomes pregnant during their employment with DBC Club for Young People. Any person requiring an assessment must contact the Club Health and Safety Representative.

Induction Training of New Employees/Voluntary Workers

We have a duty to carry out induction training of all new employees and voluntary workers. The training should cover:

- a) Fire precautions.
- b) What to do in the event of an accident, information on the trained first aider and the location of the first aid equipment.
- c) Information regarding matters covered in DBC Club for Young People's Health and Safety Policy.
- d) "Do's and Don'ts" outlined in the Policy such as manual handling, tampering with electrical applicants, control of hazardous substances etc.

Section 2

Fire Precautions

General

The club will be provided with such means of escape in case of fire for the persons as may be reasonable in the circumstances. A signing in/out system will be kept at reception and all employees and volunteers of the office must comply with the procedures. A register will also be kept for all visitors to the club.

Risk Assessment

An annual risk assessment must be carried out in all offices to ensure the required control measures to protect staff are in place.

Fire Extinguishers

Fire extinguishers will be readily available and properly maintained throughout the club. Guidance on the provision of the fire fighting equipment must be sourced from the provider of the fire extinguishers.

Fire Alarm System

A fire alarm system is required:

1. They type of alarm must be effective and be capable of being heard in every part of the premises.
2. The fire alarm must also be capable of being operated without exposing anyone to undue risk.
3. The alarm and emergency lighting must be checked weekly to ensure it remains operational.
4. The alarm and emergency lighting must also be inspected at least once every three months by a competent person.

Fire Procedure

A procedure (fire emergency plan) for dealing with any fire will be prepared and effective steps taken to ensure that all employees and volunteers are familiar with the procedure.

Effective steps including the fitting of pictographic notices indicating fire routes and exits, emergency lighting and fire doors will be provided as required.

Written instructions will be issued to all employees / volunteers and regular fire drills carried out to ensure all employees / volunteers are familiar with the means of escape.

Visitors are to remain with the person/s they are visiting at all times. Employees / volunteers are responsible for ensuring their visitors are escorted to safety or comply with the requirements of a fire drill.

Section 3

Electrical Equipment

Under current legislation we have a duty to maintain electrical equipment used at work in good repair. It is therefore the policy of DBC Club for Young People that all appliances in our offices will be checked on a regular basis by an approved and competent contractor to ensure all electrical equipment is maintained so as to prevent risks.

In addition to the information below, it is a requirement to have a current NIC Certificate covering the electrical installation at the club, and that an examination of the electrical system is carried out every 5 years.

Staff

Staff are reminded not to undertake any repairs to electrical equipment they use. If you find a fault then the equipment must be put out of service and the fault reported to the nominated person. Notices are displayed in the club with the names of the person to notify.

Inspection/Testing Suggested Intervals

Equipment	User Checks	Formal Visual Inspection	Combined Inspection & Testing
IT equipment e.g. desktops, laptops etc.	no	2-4 years	Not required if double insulated, otherwise up to 5 years
Photocopiers, printers etc. (not hand-held, rarely moved)	no	2-4 years	Not required if double insulated, otherwise up to 5 years
Double insulated equipment: Not hand-held but moved occasionally e.g. fans, lamps etc.	no	2-4 years	No
Double insulated equipment: hand-held such as tablets or vacuums	yes	6 months - 1 year	No
Earthed equipment: such as electric kettles	yes	6 months - 1 year	1 - 2 years
Cables (leads) & plugs connected to the above. Extension leads (mains voltage)	yes	4 months - 6 months	1 - 5 years depending on the type of equipment it is connected to

Guide to identifying Electrical Risks and Reporting:

1. Damaged electrical cables including cuts, splits or abrasions.
2. Damaged plugs including cracks in the casing, bent or loose pins, or signs of scorching
3. Electrical outlets (switch plates) which are cracked, loose, or the switches are inoperative.
4. Outer cover on the cable not being gripped where it enters the plug or equipment (check to see if coloured insulation of inner cables is showing, if so report it).
5. Damage to outer cover of equipment, loose parts or screws.
6. Overheating of equipment which is faulty / not working
7. Electrical equipment which is faulty / not working.
8. Any other matter you may feel affects the safety of your electrical equipment.

NB: All equipment should be disconnected before inspection.

Section 4

Display Screen Equipment

Under the Health and Safety (Display Screen Equipment) Regulations there are certain requirements your employer must undertake.

In the following section a “Workstation” means an assembly comprising of a display screen, equipment and accessories, chair, desk and working environment around the display screen.

Assessment

An assessment will be made of each workstation to ensure any risks to the operator are reduced. Anyone requiring assistance with this matter must contact the Club Health and Safety Representative.

Eyesight

We have a duty to ensure the provision of appropriate eyesight tests on request from our employees who use these workstations.

The provision of eyesight tests and of special corrective appliances is at the expense of the user's employer. Normal corrective appliances are at the user's expense. DBC Club for Young People will make a contribution to glasses as these are used for workstations and personal use. Refer to the Expenses Policy for full information.

In General

As an employer we have a duty to ensure:

1. Glare from the screen is kept to a minimum either by:
 - a. Repositioning the workstation
 - b. Providing a screen cover
 - c. By blocking out the glare from windows etc.
 - d. Adjustable screen
2. The workstation is comfortable by providing:
 - a. Adjustable chairs which are suitable
 - b. Footrests if required
 - c. Sufficient space at the desk to support hands/wrists during pauses in keying
 - d. Protecting the user from unnecessary noise
 - e. Keyboard that is adjustable, detachable, legible and usable
 - f. Space for posture change
3. The staff receive adequate training

Section 5

Accidents/First Aid

First Aid

1. A suitable first aid kit will be provided within the Club.
2. The kit will be maintained by the “Appointed Persons / First Aiders”
3. All employees / Volunteers will be advised as to the location of the first aid kit (sign to be displayed)
4. All employees/ Volunteers will be advised as to the names of the “Appointed Persons / First Aiders” (sign to be displayed).
5. Defibrillators are to be available and located in a central point.
6. Replacement pads for defibrillators will be ordered by the Club Health and Safety Co-Ordinator.
7. The defibrillator is to be maintained as per the manufacturer’s recommendations. The Club Health and Safety Co-Ordinator is to organise this.

Accidents

1. An accident book will be provided at the club under the control of the Appointed Persons / First Aiders.
2. All accidents will be entered in the accident book.
3. The accident book report should be given to the Administration Team for filing

Near Misses

1. Near misses are an unplanned incident where a person is not injured but could have been. This may include slipping on the floor without injury, a chair breaking and causing a person to fall without injury, a piece of electrical equipment fusing but not causing electrocution or burns.
2. These incidents should be recorded to enable us to identify common issues and put in place corrective actions to prevent recurrence.
3. To report an incident of this nature, complete the near miss Form and issue it to the Administration Team

Section 6

Notices

1. Health and Safety Law Poster

A copy of the Health and Safety Law Poster will be displayed at all divisional offices.

2. Insurance

A copy of the Employer Liability Insurance Certificate will be displayed at all divisional offices.

3. Electrical Safety

A notice will be displayed on a notice board within the Club.

4. Fire Procedures

A notice will be displayed throughout the building.

5. Health and Safety Policy

A copy of this Office Health and Safety Policy will be hung up on the notice board within the club

Section 7

COSHH

Control of Substances Hazardous to Health

We have a duty to carry out an assessment on hazardous substances supplied for use at work. A formal assessment will only be used to identify significant health risks associated with the substance identified. It is not necessary to assess insignificant or trivial health risks or those associated with routine activities.

An assessment will involve the following considerations:

1. Identify the hazardous substance
2. Substitute the hazardous substance where possible with a less hazardous substance
3. Assess the health risks
4. Identify significant health risks
5. Action/control to reduce the significant risk to acceptable.

In addition to the above, manufacturers have a duty to mark hazardous substances with a hazard symbol (black on orange background). Employees must understand these symbols.

Employees

Employees / volunteers have a statutory duty to follow the instructions relating to the use, handling and storage of substances they use.

Always:

1. Wear the protective equipment issued
2. Follow the safety instructions on the product
3. Follow instructions issued by your line manager / supervisor

Never:

1. Decant chemicals into differently labelled containers.
2. Decant chemicals into soft drink bottle or unmarked bottles.
3. Use chemicals where the safety data is not clear and legible.

NB: Any employees / volunteers who have not received instructions on hazardous substances they use must consult their supervisor / line manager for advice.

Section 8

Manual Handling

We have a duty as an employer to carry out manual handling assessments at the workplace. As a result, the assessment is outlined in the General Risk Assessment for Office Workers (GRA08). Before moving any equipment, read the risk assessment and follow the control measures. For additional help, information or guidance contact your Health and Safety Representative or the Club Head of Health and Safety

Section 9

Stress Management

As a club we recognise that, from time to time, some members of staff / volunteers may feel under stress due to their workload. It is recommended that you follow the communication route outlined below to help with stress management.

1. Consult your immediate supervisor or line manager to discuss your problems with them.
2. If you feel as a result of those discussions there has been no progress towards resolving the problems, you should consult with your representative responsible for health and safety, who is charged with the responsibility to help where possible.
3. If you still feel the problem has not been resolved then you must contact the Trustees who will make every effort to resolve any stress related problems you may be suffering from.
4. You may also want to speak to someone to help signpost you to health professional support. You may contact a DBC Club for Young People Mental Health First Aider

Section 10

Contractors Working in our Premises

We have a duty to ensure the following:

1. Contractors are capable of carrying out the intended works and have allowed for health and safety issues.
2. That contractors are induction trained/advised about:
 - a. The fire precautions
 - b. Welfare facilities
 - c. DBC Club for Young People's Smoking Policy
 - d. Prohibited areas
 - e. They should be instructed to ensure all reasonable steps are taken to ensure the safety of our staff who may be affected by the work.
3. The contractors are informed of:
 - a. Any safety features fitted to the building e.g. eyebolts fitted for the safe cleaning of windows at height.
 - b. Hazards e.g. power supplies, fragile roofs etc.

Section 11

Legionnaires Disease/Legionella

As a result of legislation we have a duty to manage our premises to ensure staff, visitors, and members of the public are not at risk of contracting Legionnaire's Disease (sometimes referred to as Legionella).

Systems at Risk

- a. Water systems incorporating a cooling tower
- b. Water systems incorporating an evaporative condenser
- c. Hot and cold water systems, and
- d. Other plant or systems containing water which is likely to exceed 20°C and which may release a spray or aerosol (i.e. a cloud of droplets and/or droplet nuclei) during operation or when being maintained.

Due to the various complexities of the preventative requirements, and the differences of the various water and cooling systems in use throughout our divisional offices, it is impossible to assess the risks as one.

It is therefore the policy of DBC Club for Young People for the Management Committee responsible for health and safety will:

1. Appoint a member of staff within the club to manage / oversee / supervise the implementation of the required precautions.
2. Have a risk assessment carried out of your premises by a competent person / consultant specialising in the field of Legionella
3. If the assessment shows there is a reasonably foreseeable risk and it is reasonably practicable to prevent exposure to Legionella, ensure a maintenance regime is put in place and managed to, so far as is reasonably practicable, eliminate the risks.

Agreed by: *M. Dean*

Date: 02/07/2026

Review due date: 02/07/2027