



SEAFORD ENVIRONMENTAL ALLIANCE

SEA Health and Safety Policy

Introduction

Thanks to Allsorts and Brighton Resource Centre for their policy frameworks.

Our health and safety goals are:

- to provide adequate control of the health and safety risks arising from our activities
- to take all reasonable and practical steps to provide and maintain a safe and healthy environment for all our activities
- to consult with our members 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 members
- to prevent accidents
- to maintain safe and healthy conditions for our activities
- to review and revise this policy as necessary at regular intervals.

Responsibilities

- Trustees have overall and final responsibility for health and safety
- Trustees may delegate this responsibility to ad hoc 'Safety Officers' appointed for specific events and projects
- Trustees are responsible for ensuring that SEA has adequate Public Liability insurance cover
- Members must:
 - co-operate around 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

1. Safety Officer at events and projects

- Trustees may nominate a Safety Officer for specific events and projects
- Trustees may delegates responsibility for health and safety to this Safety Officer for the duration of specific events and projects
- The Safety Officer is responsible for:
 - ensuring that Risk Assessments of events and projects (see below) are done prior to the activity
 - assessing the risk in the use of equipment and other hazards at the venue
 - checking the fire exits and meeting points

- The Safety Officer should ensure that the trustees receives reports on any health and safety issues, and may call a special meeting of the trustees where a health and safety matter requires their urgent attention

2. Risk Assessments

To maximise the safety of member and the public who attend events and projects, SEA will carry out risk assessments prior to the activities commencement. This will involve walking around the venue and identifying any potential hazards and assessing their risk level. Any high risk hazards will be addressed prior to the event or project starting.

3. Accidents

All accidents and injuries will be reported to the Safety Officer and recorded in the SEA Accident and Incidents Record Book held by trustees.

- The Safety Officer is responsible for taking charge in an emergency
- A trained First Aider should be on duty at larger events and projects
- There should be a First Aid box at all events and projects.
- The Safety Officer is responsible for reporting accidents and diseases required by RIDDOR (see below for contact details)

4. General Fire Safety

- The Safety Officer is responsible for Fire Safety arrangements at events and projects in partnership with the managers of any venues used for events
- They should ensure there are adequate signed escape routes from the building and the meeting place is identified

5. Hygiene

Trustees or their delegate, the Safety Officer, must oversee hygiene issues in any kitchen or toilet area in hired venues for events and projects

Kitchen and Food Handling

At meetings, events or projects, handling food needs to be done with care, preferably overseen by someone trained and holding a Food Hygiene Certificate.

Specific Guidelines for maintaining a safe and healthy kitchen environment:

- Hands washed and scrubbed for anyone preparing food
- Hot water for tea/coffee to be put into cool-touch flask
- Sharp knives not to be left on surfaces
- Cooked food heated through properly
- Not to prepare food if you have a cold/flu, cut or allergy
- Disinfect work surfaces before food preparation, and cover with foil if you assess there is the need for an extra barrier
- No perishable food to be left for any length of time outside refrigerator
- Wipe down all surfaces and front of cupboards if necessary
- Thoroughly clean used utensils and kitchen appliances
- Label food if necessary

6. Floors, gangways and position of furniture & equipment

- In venues used for events and projects, floors, gangways and spaces underneath furniture must be kept clear of trailing cables and other obstructions

- Furniture and equipment must be positioned so that it does not pose a hazard to passers-by and so that wheelchair users are able to have safe access to all equipment. Filing cabinets and cupboard doors should be kept closed.

7. Equipment and Machinery

Manual handling

- All members and members of the public should follow Manual Handling procedures and take care that users do not run the risk of injury through bad lifting techniques.

Equipment used at events and projects. The Safety Officer is responsible for:

- checking electrical cables, plugs and connections
- ensuring that service users know how to use equipment correctly and when to ask for help.
- ensuring equipment is used safely and are not causing potential hazards

Dangerous Substances

- The Safety Officer is responsible for ensuring that an assessment is made of all substances used at events and projects
- The Safety Officer must ensure that they are aware off the usage, storage, disposal, components, hazards and First Aid measures related to those substances

8. Further information:

- email advice@hse.gsi.gov.uk
- Reportable incidents advice: <https://www.hse.gov.uk/riddor/reportable-incidents.htm>