



Bawdsey Radar Trust

Transmitter Block
Bawdsey, Suffolk.
IP12 3BA

Policy on Health, Safety and Welfare at Work in accordance with
Section 2 (3) of the Health and Safety at Work (etc.) Act 1974.

Statement:

The health, safety and welfare of those who work with or may be affected by the operations of the Bawdsey Radar Trust (BRT) is of paramount importance. The aim of this policy's is to provide a safe, secure and pleasant environment for everyone. The Board of BRT has the responsibility for protecting the health and safety of staff, volunteers, visitors and other stakeholders.

Objectives of the Board:

- This policy will ensure so far as is reasonably practicable that no person is placed in a situation where injury or ill health may be caused as a result of a BRT activity.
- All activities undertaken by BRT will be risk assessed and appropriately controlled.
- To comply with the Health and Safety at Work Act and all subordinate regulations.
- That all necessary resources to manage health and safety shall be provided.
- To ensure that communication is maintained and encouraging anyone to report any hazard they find.
- To ensure that all responsible persons are aware of and are competent to undertake their duties
- To ensure this policy is kept up to date

This Policy was adopted by the Board of Trustees on 23rd March 2021

Signature:	<i>G. E. Randall</i>	Date of Signature:	25th Feb 2021
Title:	Chair of Bawdsey Radar Trust	Date of Next Review:	Feb 2022

Statement of general policy:	Responsibility of:	Action:
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	The Chair	Relevant risk assessments completed and approved and actions arising out of those assessments implemented. Risk assessments reviewed annually.
Provide clear instructions and information, and adequate training, to ensure volunteers and interns are competent to do their work	The Chair/VSM	Volunteers given necessary health and safety induction and provided with appropriate training. We will ensure that suitable arrangements are in place to cover volunteers engaged in work remote from the main site.
Provide clear instructions and information to ensure subcontractors are competent to do their work.	The Trustee/Volunteer responsible for implementing the work	Subcontractors given necessary health and safety induction.
Engage and consult with staff and volunteers on day-to-day health and safety conditions	The Chair/VSM	Volunteers involved in health and safety matters as they arise as necessary.
Implement emergency procedures – evacuation in case of fire or other significant incident.	The Chair	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
Maintain safe and healthy working conditions for volunteers and visitors.,	VSM	System in place for routine inspections of toilets, washing facilities and drinking water provided.
Provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	The appointed Trustee or Volunteer	System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.

Note – VSM is the Visitor Services Manager



Board of Trustees responsibilities are to ensure that

- the health, safety and welfare of all those affected by their undertakings is protected.
- they have read and understand the health and safety policy, procedures and relevant risk assessments.
- Any control measures provided for safety are followed.
- All volunteers, staff and workers are competent to undertake their tasks and roles.
- Training is attended and health and safety information is adhered to, where provided.

Chair of Trustees responsibilities are to ensure

- the decisions of the Board are complied with
- the overall management of health and safety in the workplace
- activities have been risk assessed and volunteers, staff and workers are made aware of the significant findings.
- policies and procedures are in place and communicated to volunteers, staff and workers.
- competent health and safety advice and assistance is available.
- all equipment and systems are adequately maintained, tested and records kept.
- contractors, have a safe system of work and are monitored whilst working.
- all volunteers, staff and workers qualifications are checked for their job role and they are competent to undertake any responsibility placed upon them.
- maintenance and up-keep of the premises are maintained.
- equipment is regularly inspected
- actions from reports or risk assessments are implemented.
- any deficiencies raised by volunteers, staff and workers are actioned.
- a hazardous substances register is maintained for anything used or stored on the premises and copies of current materials safety data sheets are available.
- volunteers, staff and workers are kept up to date with identified training for their job role.
- all relevant and necessary matters are reported to the Board

Health and Safety Arrangements:

Accident and Incident Reporting and Investigation

All volunteers, staff and workers will be informed of the reporting procedures during their induction. The responsible person(s) will be trained on how to record, report and investigate accidents.

All volunteers, staff and workers must report all accidents, incidents, dangerous occurrences and near misses as soon as possible after they occur. An entry must be fully recorded in the accident book or on a report form which must be securely stored.

If the accident, incident or disease is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) then the designated responsible person will complete the online F2508(A) form (see www.hse.gov.uk) within 10 working days of the incident, unless it is an over seven day injury, which will be reported within 15 working days.

In the case of a fatality the Officer of the Day on duty will notify the incident by telephone (or other messaging service) to the Chair and complete a written report within 48 hours

All reportable accidents and serious near-misses will be investigated by a person or persons appointed by the Board of Trustees with the purpose of establishing what went wrong and what can be done to prevent a reoccurrence.

The findings will be considered by the Board with a view of implementing controls to prevent a reoccurrence,

Asbestos

All volunteers, staff and workers will be informed of the location of any asbestos which they are likely to come into contact with. Any contractor working on site in the vicinity of asbestos must have completed asbestos awareness training.

The asbestos register will be reviewed and updated on an annual basis. This will include details of any asbestos removed from the premises. A copy of the asbestos register will be kept available so that it can be shown to workers and staff.

Inspections concerning asbestos will be undertaken in accordance with paragraph 4.6 of the Building Maintenance Plan

Any work involving asbestos containing materials will be completed in accordance with the Control of Asbestos Regulations 2012. Approved Code of Practice and Guidance (www.hse.gov.uk) . Only licensed asbestos contractors will be used. Before any work is undertaken the contractor's safe system of work will be reviewed to ensure they have put in controls to avoid accidental release of fibres.

In case of accidental release, all activities will stop, the area will be evacuated and sealed off and a licensed asbestos contractor contacted .

Control of Contractors

Relevant Trustees, employees and volunteers will be given training on how to manage contractors.

If the construction work is a major project then the Trust will appoint a Principal Contractor and Principal Designer to help plan and manage the project to minimise risk. No contractor will be able to start work unless their competence has been checked.

If the contractor is a member of a Safety Schemes in Procurement (SSIP) Group such as CHAS or EXOR then only project specific information will be needed to be checked such as risk assessments and method statements.

If the contractor is not in an above scheme or on an approved list of contractors then a competence check will be required by a Trustee or employee.

Such a check will:

- Ensure that a clear specification has been provided to the potential suppliers
- Ensure that they have the necessary experience and qualification
- Ensure that the supplier or contractor has adequate insurance cover

No contractor undertaking construction work will be allowed to start work without being issued site specific information, such as the location of any asbestos.

Contractors must complete a construction phase health and safety plan and site specific risk assessment / method statement, which must be reviewed and approved prior to works commencing.

Contractors will be appointed in writing by a Trustee or employee. All volunteers, staff and workers must be vigilant in reporting any health and safety concern they feel a contractor is creating. All contractors will be required to follow the site-specific rules, including signing in / out.

Actions concerning hazardous substances will be dealt with in accordance with the COSHH Guidance (www.hse.org.uk)

No chemicals or other hazardous substances may be used unless they have been assessed and volunteers, staff and workers are aware of the control measures. An approved list of products will be held at site.

Products which are no longer required will be disposed of in accordance with the current Environmental Regulations and removed from the approved list. A copy of the safety data sheet will be kept with each COSHH assessment.

Control measures from risk assessments will be monitored and any required health surveillance will be undertaken by an appropriate trustee. Chemicals will be kept in their original container and must not be transferred into any other container.

Any flammable liquids will be kept in a fire-resistant cupboard or store, caps must be kept on except for when in use. Non-compatible products must be stored separately. Access to COSHH products must be restricted to only trained personnel.

Any volunteer, staff or worker experiencing ill-health as a result of using a COSHH product must report this information to the Chair or Visitor Services Manager

Controls must be in place in case of accidental release of any hazardous substance.

Display Screen Equipment

Anyone who is required to use a visual display unit continuously for more than one hour a day on site will be classed as a user.

A display screen equipment risk assessment will be carried out for each user and any recommendations implemented within agreed timescales. The risk assessment will be reviewed if the workstation, equipment or volunteers, staff and workers changes.

Eye tests will be made available for display screen equipment users once every two years. If the result of the test indicated that corrective spectacles are required for visual display use then the Trust will contribute towards the cost.

Volunteers, staff and workers who are users must report any pain they are associating with their workstation e.g. upper limb disorder, back pain, repetitive strain injury to allow for a reassessment.

Electricity

Only competent persons will be allowed to undertake work on electrical systems. Safe access will be provided for competent persons to access electrical systems. Inspection of fixed main electrical installations, regular use electrical items and earthed portable equipment will be inspected and tested in accordance with paragraph 5.6 of the Building Maintenance Plan

Records will be kept of all testing and inspection, any equipment that fails must be taken out of service and repaired or replaced.

Visual checks must be undertaken of electrical equipment before use for obvious signs of damage. If the equipment is defective it must not be used until it can be repaired or replaced.

Personal Equipment brought in from home (excluding mobile phones, lap tops and iPads) must not be used unless it has been approved and electrically tested. All equipment not required to be kept switched on must be isolated overnight.

Contractors will be required to produce evidence of electrical safety testing / inspection for their equipment prior to starting work.

Fire Precautions

All volunteers and staff will be given information about the fire safety arrangements at induction and fire awareness training.

A fire risk assessment of the premises will be undertaken by a competent person with and reviewed following the recommendations of the risk assessment.

Personal Emergency Evacuation Plans (PEEP) will be developed for anyone who requires assistance in an emergency situation. Copies of the plan must be easily available to pass to the emergency services.

Fire precautions systems will be checked in accordance with relevant paragraphs of the Building Maintenance Plan.

Fire drills will be undertaken once a year and will be timed. A report of the outcome of the drill will be recorded and any action points remedied.

Fire action notices will be displayed in prominent areas. Records will be kept of all tests, inspections and drills in a fire log book. Volunteers, staff and workers will never be expected to fight fires. Extinguishers should only be used to aid in escape from the premises. A fire emergency plan will be in place and communicated to all volunteers, staff and workers.

First Aid

All new volunteers and staff will be given information on the first aid arrangements during their induction training. First aid provision will be in accordance with current HSE Guidance. First aid facilities will be clearly identifiable.

A suitable person will be appointed to check the contents of first aid supplies on a monthly basis and for re-stocking where necessary.

Rubber gloves and other protective equipment will be provided to protect against contact with bodily fluids. A volunteer, staff or worker requiring first aid treatment will need to complete an accident form. First aid arrangements will be communicated to any visitors / contractors as appropriate.

Legionella

Any Trustee who will manage the control of legionella will be trained to ensure they are competent to do so. A legionella risk assessment will be undertaken by a competent person to assess the hot and cold-water systems. A record of the assessment will be held on site and it will be reviewed at a minimum biannual basis or if there is a change in the water system.

Lone Working

Lone Working will be kept to a minimum. Any activities that require lone working will be risk assessed and the controls communicated to the individuals. Lone workers will receive training or possess sufficient competence to carry out their activities.

Lone Workers will be required to check in with the specified responsible person at frequencies specified in their risk assessment. Lone Workers will ensure they keep a charged mobile phone on their person at all times. Contact details for lone workers and their next of kin will be kept in a secure record and must be held by the responsible specified person, the Chair and/or Visitor Services Manager.

If a lone worker fails to check in, the specified person will contact them to check on their status. If the specified person is unable to make contact they shall attempt to locate the lone worker. If unsuccessful the emergency services will be contacted. No one is permitted to work alone without a specified person being identified.

Manual Handling

All volunteers/staff required to undertake manual handling as part of their job role will be given manual handling training. Manual handling will be avoided so far as is reasonably practicable. The use of mechanical aids will be prioritised over personal manual handling.

A risk assessment will be carried out for manual handling activities. Protective equipment such as gloves will be made available. The type will be determined by risk assessment. Volunteers will conduct an immediate risk assessment before performing a manual handling activity.

Personal Protective Equipment

All PPE will be to the appropriate national Standard. Volunteers and staff will be issued individual protective equipment, which is for their sole use and consideration will be given to the fit for the individual.

Volunteers and staff will be reminded that PPE is the last line of defence and that other control measures must be given priority when trying to reduce risk. Training, instruction and information on use, storage, handling and inspection will be given to all users of PPE.

All PPE will be provided free of charge to volunteers and staff. Defective or damaged PPE must be taken out of use and will be repaired or replaced. Monitoring will be undertaken by the Officer of the Day to ensure that all volunteers and staff wear PPE when required.

Risk Assessment

Risk Assessments will be written for work activities with the level of detail proportional to risk.

Recommendations made from the risk assessment process will be given a timescale for completion and will be prioritised. If undertaking complicated or high-risk activities a health and safety practitioner should be consulted.

Risk assessments will be reviewed on an annual basis or:

- as part of accident investigation
- if there has been a significant change to the activity e.g. New equipment, procedures.
- a change in legislation

Risk Assessments will be kept for a minimum of three years after they are no longer current.

Smoking

Smoking (including e-cigarettes) is not permitted on any part of the premises.

Stress and Wellbeing

The Trust recognises that stress causes significant problems to many people while at work. Causes of stress vary from person to person and while an activity may be stressful for one person it may not be stressful for others.

It is recognised that stressors may occur at home or at work – in many cases the stressor is not under the control of the Trust.

Bawdsey Radar Trust has not identified any specific task which presents undue risk of illness from stress – however should a task or activity be identified as a cause of stress a suitable risk assessment will be carried out to determine whether further action is required. The assessment will assess the mental and physical risks associated with work activities with the aim to eliminate or control the risks from stress.

Support mechanisms will be available for volunteers and staff who are suffering from stress caused by their work for the Trust to enable them to return to full health, including, where appropriate, confidential counselling at BRT cost. Volunteers and staff -are encouraged to approach management in confidence to discuss any stress they are suffering with.

Training and Inductions

All new volunteers and staff will be subject to an induction training programme during their first three months. All induction training will be recorded and signed off by the inductor and inductee.

Health and Safety training will be matched to roles. All completed health and safety training will be recorded and copies of certificates kept.

Training will be evaluated for its effectiveness by checking understanding. Refresher training will be scheduled for all health and safety training. Early refresher training will be scheduled after an incident or when legislation changes.

Health and Safety training will be provided during working hours wherever possible. As part of competence checking, contractors training records will be assessed and kept on file.

Work at Height

Any trustees or volunteer required to work regularly at height will have awareness training. Where possible, work at height will be avoided. All work at height activities will be risk assessed and controls put into place.

Roof access will be assessed and controls implemented. All work equipment will be subject to inspection, testing and maintenance.

Any Trustee or volunteer required to use mobile towers will hold PASMA (Prefabricated Access Supplier Manufacturer's Association – see www.pasma.co.uk) training. Anyone required to use a mobile elevating work platform (MEWP) will hold IPAF (International Powered Access Federation – see www.ipaf.org) training. The same requirement will apply to contractors.

Anyone undertaking work at height activities must ensure that their work area is segregated and ideally conducted out of hours. Scaffolding will be left secured at the end of each working shift with means of access. All work equipment must be used in accordance with the manufacturer's instructions.

Work Equipment

Trustees and volunteers must only use work equipment that they are competent to use. Work equipment will be subject to risk assessment and relevant controls measures.

Newly trained Trustees and volunteers will be subject to supervision until they are competent to operate on their own. Equipment must be suitable for the task for which it is intended.

Manufacturer's instructions must be followed, including advice on maintenance. Personal Protective Equipment must be worn as identified in the activity risk assessment. All work equipment will require a degree of maintenance, testing and inspection. Pre-use checks will be required for certain work equipment.

Where identified by risk assessment, health surveillance will be implemented. Where work equipment produces fumes, vapour, dusts, fibres etc adequate natural or mechanical ventilation will be maintained.