



BORDERLANDS
from exclusion to
BELONGING

HEALTH AND SAFETY POLICY

Version 3	By: PB, MH & AH	Approved by Board:	23 Feb 2019
Date:	14 Feb 2019	Next review:	January 2022

1. THE ISSUE

- 1.1** This Policy arises not only from Borderlands obligation to comply with Health and Safety legislation but also from our wish to provide a safe and pleasant environment for our Members (service-users), our employed Staff, Volunteers, Visitors and Contractors.
- 1.2** We also want Borderlands to have a culture where everyone feels a responsibility for keeping themselves and each other as safe, well and happy as possible.
- 1.3** Health and safety issues include (but are not limited to) hygiene, working conditions, use of equipment, causes of accidents, physical injury, first aid and fire safety.
- 1.4** Health and safety Issues related to potentially harmful behaviours, such as harassment and bullying are dealt with in the Borderlands Anti-harassment and Anti-bullying Policy.
- 1.5** Health and safety issues relating to Lone Working are dealt with in Borderlands Lone Working Policy

2. GENERAL PRINCIPLES

- 2.1** For all those engaged in its activities or using its premises, Borderlands will take all reasonable steps to promote health and safety by:
 - 2.1.1** providing and maintaining a safe physical environment, including premises, plant and equipment;

- 2.1.2 providing information, instruction, training, supervision and support for its employed and volunteer staff, its contractors and its visitors; and
- 2.1.3 fostering a positive health and safety culture among its Members by effective communication and example.

3. PRACTICAL APPLICATION

3.1 Roles and responsibilities

- 3.1.1 The BISHOP OF CLIFTON and THE DIOCESAN TRUSTEES own the St Nicholas of Tolentino parish buildings and are responsible as landlord for fire and gas safety, including annual checks by a Gas Safety Engineer. They are also responsible for the external fabric of the building and shared parts, as well as for electrical safety and the management of asbestos. See Section 3, §24.00 of the Clifton Diocese Health & Safety Manual (Oct 2015rev1)
- 3.1.2 The PARISH OF ST NICHOLAS OF TOLENTINO is responsible for the implementation of the Clifton Diocesan Health and Safety Policy on a day to day basis at Parish premises. See Section 2, page 8 of the Clifton Diocese Health & Safety Manual (Oct 2015)
- 3.1.3 The TRUSTEES OF BORDERLANDS are responsible for establishing this policy, monitoring its implementation and keeping it under review.
- 3.1.4 The DIRECTOR of Borderlands is responsible to the Borderlands Trustees for day to day implementation of the Borderlands Health and Safety Policy by:
 - recommending to the Board for approval the Procedures, Risk Assessments, Codes of Conduct, Training programmes and other documents (**Health and safety documentation**) that may be needed for the Office, Visitors and Contractors, the Drop-In, the Mentoring Projects and the residential accommodation that Borderlands provides; and

- checking that the contents of the Health and safety documentation is communicated to all concerned and correctly used and followed.
 - Reminding the Board of the review date for this policy at least 2 months before the review date.
- 3.1.5** The DROP-IN MANAGER is responsible for collaborating with the Director over the preparation of health and safety documentation that applies to the Drop-In and for the implementation of the documented procedure and practice for the Drop-In.
- 3.1.6** The MENTORING PROJECT MANAGER is responsible for collaborating with the Director over the preparation of health and safety documentation that applies to the Mentoring Project and for the implementation of the documented procedure and practice for the Mentoring Project.
- 3.1.7** The HOUSE COMMITTEE is responsible for collaborating with the Director over the preparation of health and safety documentation that applies to the residential accommodation that Borderlands provides for Members and for overseeing the implementation of the documented procedure and practice for this accommodation.
- 3.1.8** THE HOUSE COMMITTEE is responsible for ensuring that the health and safety practices set out in the documentation prepared by the House Committee and the Director, and included in the welcome pack provided to new tenants for the residential accommodation that Borderlands provides for Members are carried out and observed. Breaches in health and safety practices by tenants will be reported to the Committee by the Host and will be acted upon.
- 3.1.9** All Members, employed Staff , Volunteers, Visitors and Contractors should take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions and report any concerns promptly to their line manager or to the Director.

3.2 The **Health and Safety documentation** needed for the Office, the Drop-In, the Mentoring Project and the Residential Accommodation for Members is as follows:

3.2.1 The Office

- Procedures, including but not limited to: Accidents & First Aid, Fire safety Security, Contractors, Risk reporting
- Risk Assessments, including but not limited to: Office and building use, including equipment, furniture and furnishings, access & egress
- Training, including but not limited to: Induction, Fire, Accidents and First Aid
- Notices, including but not limited to: the HSE Health and Safety Law Poster (2009 Revision), Fire Safety & Evacuation plan

3.2.2 The Drop-In

- Procedures, including but not limited to: Registering Members, Equipment use (inspection, faults and damage, repair), allergens, opening up, locking up, first aid, fire, security, Visitors and Contractors
- Code of Conduct for Volunteers
- Code of Conduct for Members
- Risk Assessments, including but not limited to: equipment use, access & egress and lone working
- Training, including but not limited to: induction, equipment and food/kitchen hygiene
- Notices, including but not limited to: fire exits, fire safety & evacuation plan, smoke-free zone

3.2.3 The Mentoring Project

- Procedures: Registering Members

- Code of Conduct for Mentors
- Code of Conduct for Mentees
- Risk Assessments
- Training: Induction

3.2.4 The residential accommodation for Members

- Procedures
- Risk Assessments
- Codes of Conduct
- Reports and records
-

4. REFERENCES

- 4.1** Health and Safety at Work etc. Act 1974.
<http://www.legislation.gov.uk/ukpga/1974/37/contents>
- 4.2** Clifton Diocesan Health and Safety Policy.
https://www.google.co.uk/url?sa=t&rct=j&q=&esrc=s&source=web&cd=2&ved=0ahUKEwjPy8KK_OLVAhXBAcAKHSuSCYoQFgguMAE&url=http%3A%2F%2Fwww.cliftondiocese.com%2Fwp-content%2Fuploads%2F2015%2F11%2FHealth-and-Safety-Manual-Oct-2015.pdf&usg=AFQjCNHsTprwkjJH82uEmS9qTvB425dPPQ
- 4.3** Health and Safety Executive's Guidance.
<http://www.hse.gov.uk/guidance/>
- 4.4** Statutory responsibilities of persons in control of premises
[The Regulatory Reform \(Fire Safety\) Order 2005](#)
- 4.5** Borderlands Anti-harassment and Anti-bullying Policy.
- 4.6** Borderlands Lone Working Policy.