

Addiscombe Neighbourhood Care Association  
St Mildred's Centre  
30 Bingham Road  
Croydon  
CR0 7EB

020 8654 5062



## Quality Assurance Policy Health and Safety

### Health and safety policy statement **Health and Safety at Work etc Act 1974**

**This is the Health and Safety Policy Statement of Addiscombe Neighbourhood Care Association**

**ANCA is a small organisation employing less than five staff. Although it is not required by law to put in place formal policies and procedures, ANCA is committed to providing a safe environment for staff, volunteers and clients.**

**Our statement of general policy is that, wherever relevant, ANCA will:**

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

*Signed*

*(On behalf of the ANCA Trustees - the Employer)*

*6 November 2013      Review date: 5 November 2014*



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## ***ANCA Health and Safety Management Statement***

### **Responsibilities**

- 1 Overall and final responsibility for health and safety is that of the Trustees
- 2 Day today responsibility for ensuring this policy is put into practice is delegated to the ANCA Coordinator
- 3 To ensure health and safety standards are maintained/ improved, the following people have responsibility in the following areas

Chris Gee acting on behalf of the Trustees: The Trustees are responsible for issue and maintenance of the Policy and other Health and Safety documentation, provision of a safe working environment for staff and volunteers, any necessary Risk Assessments and provision of PPE where deemed necessary by the risk assessments.

Norman Till: Coordinator: responsibility on a day-to-day basis for the supervision of staff and volunteers and implementation of safety procedures.

All employees 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; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

### **Health and safety risks arising from our work activities**

ANCA's activities are classified as low risk and fall into four categories:

- office based administration
- supervision of client social events and catering related activities
- food hygiene associated with Lunch Clubs
- volunteer driving.

For each activity

- Risk assessments will be undertaken by the Trustees
- The findings of the risk assessments will be reported to the ANCA Committee
- Action required to remove/control risks will be approved by the ANCA Committee and communicated to employees

The Coordinator will be responsible for ensuring the action required is implemented and will check that the implemented actions have removed/reduced the risks.

Assessments will be reviewed every 12 months, or when the work activity changes, whichever is soonest.



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## Consultation with employees

The ANCA Trustees will consult with employees as necessary. The employees will be represented by the ANCA Coordinator. ANCA is a small organisation with three part time staff. Any member of staff can discuss issues with a Trustee at any time.

## Safe plant and equipment

ANCA does not operate plant and equipment, with the exception of

- Cooking and food preparation equipment. The provision and maintenance of this is the responsibility of St Mildred's Centre management. The ANCA Lunch Club Supervisor is responsible for safety in the kitchen whilst in use by ANCA. See also section on Food Hygiene.
- IT and display screen equipment. The risk appraisal indicates risk to employees is very low, due to modern LG7 compliant glare free lighting and fully adjustable office chairs.

## Safe handling and use of substances

ANCA does not handle or use substances likely to be hazardous to health. No COSHH assessments are necessary.

Cleaning of the premises is the responsibility of the building managers.

Washing up after catering events will use only domestic cleaning aids.

## Information, instruction and supervision

The Health and Safety Law poster is displayed in the ANCA Office.

ANCA does not employ or supervise young persons.

Health and safety advice is available via Chris Gee, acting on behalf of the Trustees, who will obtain specialist advice where necessary.

## Competency for tasks and training

- The Trustees will appoint persons competent for their role. Job Descriptions, and Person Profiles are available for each post and maintained by the Trustees.
- Induction training will be provided for all new employees by the Coordinator
- Training will be identified, arranged and recorded by the Trustees where identified as relevant.
- Minimum qualification standard for food hygiene shall comprise the Basic Food Hygiene Certificate.

## Food Hygiene

ANCA employs a qualified Lunch Club Supervisor who holds the Basic Food Hygiene Certificate and is assisted by two other staff who hold the same qualification.

No food is prepared or cooked on the premises. Hot meals are delivered to the Centre's kitchen by Messrs Apertito Ltd – Croydon Council's Meals on Wheels provider. Probe thermometers are used by the Lunch Club Supervisor to test the food on arrival before transferral to the kitchen serving area. Under no circumstances is food reheated. Volunteer serving staff are instructed and supervised by the





qualified ANCA staff. Hygiene instruction signs are displayed in the kitchen and paper towels used to prevent cross contamination. The St Mildred's Centre management maintains kitchen equipment, including refrigerators whose temperatures are checked daily by St Mildred's centre staff. Crockery, cutlery and utensils are washed and sterilised by ANCA staff using the fixed sterilising equipment in the kitchen. Any staff or volunteers suffering from illness are not permitted to take part in food service,

### **Transport**

ANCA generally uses Dial-A-Ride services to arrange transport for clients to attend the centre for events or to the local supermarkets for the Shopping Bus Service. Dial-A-Ride operates under its own Health & Safety procedures as a public service.

ANCA coordinates client transport to routine health appointments. Some of these utilise volunteer drivers in their own privately owned vehicles. Drivers must hold a valid UK Driving Licence and carry fully comprehensive valid car insurance and to have checked the position with their insurers. ANCA does not provide emergency transport. Training can be provided in Manual Handling for volunteers who may need to handle wheelchairs.

### **Accidents, first aid and work related ill health**

ANCA staff do not perform any role or task requiring specialist training (other than food hygiene), equipment, supervision or Health Surveillance.

- The first aid boxes are kept at the ANCA Office and Parish Office in the St Mildred's Centre;
- The appointed person responsible for summoning emergency services is the Coordinator, or in the absence of the Coordinator, any member of staff;
- All three ANCA members of staff have First Aid training.
- All accidents and cases of work related ill health are to be recorded in the accident book. The book is kept in the ANCA Office. Depending on location and circumstances of the incident, the accident should also be entered into the St Mildred's Centre Accident Book in the Parish Office.
- All accidents involving ANCA staff, volunteers or clients will be reported by the Coordinator to the Trustees who will determine if corrective or preventive action is required. Actions will be recorded in the Committee Minutes.
- The Trustees are responsible for reporting Notifiable incidents or Notifiable work related illness to the HSE.

### **Emergency procedures – fire and evacuation**

The St Mildred's Centre management is responsible for ensuring the fire risk assessment is undertaken and implemented. ANCA staff will comply with the premises' procedures, including fire evacuation. Directions of Centre Management staff should be obeyed.





ANCA staff are not trained to use fire-fighting equipment and should evacuate the building immediately upon alarm. Under direction of the Centre's management, ANCA staff are responsible for safe evacuation of any clients under their care, some of whom may be elderly, frail or disabled.

### Risk assessments

The Trustees have prepared and maintain risk assessments for the following activities. The level of health and safety risk is judged to be low.

- Office based administrative tasks
- Display Screen Equipment
- Catering
- Volunteer Driving

### Further information

HSE priced and free publications are available by mail order from HSE Books, PO Box 1999, Sudbury, Suffolk CO10 2WA Tel: 01787 881165 Fax: 01787 313995  
Website: [www.hsebooks.co.uk](http://www.hsebooks.co.uk) (HSE priced publications are also available from bookshops and free leaflets can be downloaded from HSE's website:  
[www.hse.gov.uk/pubsns.](http://www.hse.gov.uk/pubsns.))

For information about health and safety ring HSE's Infoline Tel: 0845 345 0055 Fax: 0845 408 9566 Textphone: 0845 408 9577 e-mail: [hse.infoline@natbrit.com](mailto:hse.infoline@natbrit.com) or write to HSE Information Services, Caerphilly Business Park, Caerphilly CF83 3GG.

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Authorised by	ANCA Trustees

