



BRISTOL REFUGEE RIGHTS

HEALTH AND SAFETY POLICY AND PROCEDURE

THE POLICY

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1. PURPOSE

- 1.1** The purpose of this Health and Safety Policy is to ensure that Bristol Refugee Rights: complies with Health and Safety legislation; provides guidelines for establishing and implementing actions that will reduce workplace hazards; and protects lives and promotes employee health.
- 1.2** As an organisation that aims to create a safe space and with services delivered by volunteers, this Policy and Procedure aims to provide a framework and give clear guidance to everyone working in/using BRR's projects and services to ensure risks are managed to reduce harm to all.



- 1.3** Our Policy is to provide and maintain a safe and healthy environment for all of those affected by our activities.

2. GENERAL PRINCIPLES

- 2.1** It is the Policy of Bristol Refugee Rights (BRR) to comply with the terms of:

- the Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations (1999)
- Other relevant current legislation

and to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and volunteers and to provide such information, training and supervision as they need for this purpose.

- 2.2** BRR also recognises and accepts its responsibility to protect the health and safety of all visitors to the workplace (including our members, contractors, volunteers, temporary staff and any members of the public) who might be affected by our activities. BRR will also co-operate on health and safety matters with other organisations accommodated within the BRR premises area.
- 2.3** We aim to make all users including children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable all users to thrive in a healthy and safe environment.
- 2.4** A copy of this Policy will be issued to each Trustee and member of staff, and a summary of the Policy to each volunteer. The Policy will be kept up to date and the way in which it has operated will be reviewed each year by the Health and Safety Trustee with a report being considered, usually, at the Trustees' meeting following 1st April.
- 2.5** The specific arrangements for the implementation of the Policy and the personnel responsible are set out below. A checklist of action dates is set out below:

Date	Who Responsible	For What
Quarterly	Appointed person	Check accident books
Annually in January	Appointed person	Check first aid box
Annually in March	Office Manager	Insurance to be renewed
April	Competent Staff Members	6 monthly health and safety inspection
Annually in April	Health and Safety	H&S Committee meeting



	Committee	To include - Prepare report for Board of Trustees on operation of the policy
First Trustee meeting to take place after April	Board of Trustees	Review operation of the policy and Review Health and Safety Policy
Annually in October	Competent Staff Members	Annual Risk Assessments to be completed
October	Health and Safety Committee	H&S Committee meeting
When new staff members start / changes in working environment	Office Manager	Work Station Risk Assessments
Team meetings Supervisions	SMT	Health and Safety Consultation
3 yearly renewal of First Aid Training	First Aiders	First Aid Training

3. DEFINITIONS

- 3.1 This policy applies to all users of BRR premises including: employees, Trustees, volunteers, members (service users), contractors, temporary staff and members of the public. Throughout this policy the terms “users” will be used to define all of these groups.

4. ROLES AND RESPONSIBILITIES

4.1 Competent Staff Members

The following staff members are considered “competent” persons with the necessary skills, knowledge and experience to manage Health and Safety at BRR:

Area of responsibility	Who is responsible
Overseeing responsibility	CEO
Offices / office related activities	Office Manager



Early Years Project Room and other spaces used / activities delivered by the Early Years Project	Early Years Project Manager
Wellspring Main Hall and other spaces used / activities delivered by the Welcome Team	Welcome Service Manager
Interview rooms and other spaces used / activities delivered by the Advice Team	Advice Service Manager

4.2 Trustees

- 4.2.1 The Health and Safety at Work Act 1974 places a statutory duty on all employers to ensure, so far as is reasonably practicable, the safety, health and welfare of all its employees at work and other people who may be affected by their activities, e.g. users, (our members) volunteers, members of the public. See below for additional relevant legislation.
- 4.2.2 The Trustees, as the employer, have overall and final responsibility for Health and Safety matters at BRR, and for ensuring that Health and Safety legislation is complied with. Day to day responsibility for the implementation of the Health and Safety Policies and procedures is delegated to the BRR CEO.
- 4.2.3 The Trustees will review the operation of its Health and Safety Policy and Procedure at least annually.

4.3 CEO, Office Manager and Service Managers

- 4.3.1 The **Office Manager and Service Managers** have overall day to day responsibility for ensuring that the Health and Safety Policy and Procedure is put into practice at BRR. This includes overseeing all those with responsibilities for Health and Safety to ensure they are complying with their duties.
- 4.3.2 The **Office Manager and Service Managers** are responsible for ensuring that BRR accepts its responsibility for the Health and Safety of its employees and volunteers based in the workplaces of other organisations and will seek to co-operate with other employers in the case of a shared workplace.
- 4.3.3 The CEO has responsibility to the Board of Trustees to assist them in discharging their health and safety duties and as such will oversee the responsibilities of the Head of Services.

4.4 Staff Team - Health & Safety Responsibility and First Aiders

- 4.4.1 The Welcome Service Manager, Advice Service Manager, Specialist Services Manager, Office Manager and the Volunteer Manager have overall responsibility



for ensuring that the Health and Safety Policy and Procedure is put into practice in the locations their team operate in and activities their teams undertaken. They will work with other staff to ensure that:

- Employees and volunteers receive sufficient information, induction, training and supervision on Health and Safety matters
- Employees are aware of their responsibilities to all users
- Members are given information about safety guidelines of in the relevant areas and excluded if these are broken in line with the Policy
- H&S risk assessments and fire risk assessments are undertaken annually, and whenever there is a major change in working practices and the results written up and made available to all employees and volunteers
- Serious accidents (as defined by RIDDOR/Ofsted) are investigated and reported to the Competent Trustee
- Adequate arrangements are in place to liaise and co-operate on Health and Safety matters with other employers sharing premises that BRR work from.
- Visitors to BRR, i.e. those who are not employees, members or volunteers, are made aware of Health and Safety procedures.

Area of responsibility	Appointed person responsible for H&S	First Aiders
Welcome Centre/activities delivered by Welcome Team	Welcome Service Manager	Natalie Redd Parwana Syed
Advice /Specialist Team service delivery	Advice Service Manager Specialist Service Manager	Emma Bulmer Caroline Broman See office staff
Offices	Office Manager	Risper Gikonyo Phoebe Westwood Welcome/Advice Team staff (see above)

4.7 Competent Trustee

4.7.1 The BRR Trustees believe that Health & Safety matters are best dealt with by the



competent persons closest to the hazards and risks. Where a Health & Safety matter lies outside the CEO, staff member or volunteer's competency then he/she must consult the appropriate 'Competent Trustee' for further advice.

- 4.7.2 All employees and volunteers will be told who the Competent Trustee is. The Competent Trustee is appointed annually at the November Trustee meeting.

4.8 Health and Safety Committee

- 4.8.1 A Health and Safety Committee comprising the "Competent Trustee" as Chair, as well as other Competent staff listed in 4.1 will meet at least once a year to:

- (a) Review new risk assessments;
- (b) Review the reports from competent staff on issues and actions from their area of responsibility;
- (c) Review reports of any significant H&S incidents; and
- (d) When necessary make suggestions for changes to policy and/or procedures.

Reports of these meetings should go to the Board of Trustees.

4.9 All Employees and Volunteers

- 4.9.1 Under the Health & Safety Regulations all employees and volunteers have the statutory responsibility to co-operate to achieve a safe and healthy workplace and to take reasonable care of themselves and others.
- 4.9.2 Employees and volunteers must not intentionally or recklessly interfere with anything provided for their health, safety and welfare.
- 4.9.3 Whenever an employee or volunteer notices a health or safety problem which they are unable to put right without endangering themselves, they must immediately inform the appropriate person specified above.
- 4.9.4 As a staff/volunteer team we will strive to:
- Create an environment that is safe and without risk to health;
 - Prevent accidents and cases of work related ill health;
 - Use, maintain and store equipment safely;
 - Ensure that all staff and volunteers are competent in the work in which they are engaged.
- 4.9.5 Employees and volunteers must follow the training they have received



when using any work items they have been provided with.

4.9.6 Employees and volunteers must take reasonable care of their own and other people's Health and Safety.

4.9.7 Employees must cooperate with Competent Staff Members and the Health and Safety Committee on Health and Safety matters.

4.9.8 Staff should always be aware of the first aid arrangements and procedures as set out in this policy.

5 RELEVANT LEGISLATION AND POLICIES

5.1 This Policy complements, and should be considered along with other BRR Policies:

- *Child Protection Policy*
- *Safeguarding Adults Policy*
- *Induction Policy*
- *Nappy Changing Policy*
- *Data Protection Policy*

5.2 This Policy is informed by the following legislative requirements:

- *Health and Safety at Work etc Act 1974*
- *The Management of Health and Safety at Work Regulations 1992*
- *The Workplace (Health, Safety and Welfare) Regulations 1992*
- *The Provision and Use of Work Equipment Regulations 1992*
- *The Manual Handling Operations Regulations 1992*
- *The Personal Protective Equipment at Work Regulations 1992*
- *The Health and Safety (Display Screen Equipment) Regulations 1992*
- *Control of Substances Hazardous to Health Regulations 1994 (COSHH)*
- *Electricity at Work Regulations 1989*
- *Regulatory Reform Act 2001 (Fire Safety Order 2005)*
- *EYFS*

6 SCOPE

6.1 This policy and procedure applies to all users.



THE PROCEDURES

7 A summary of arrangements for Health and Safety management can be found at Appendix 1.

8 RISK ASSESSMENT

- 8.1 Each team (as set out above) will carry out regular inspections in order to identify Health & Safety hazards. Where such hazards cannot be removed or non-hazardous materials or substances used instead, a risk assessment will be carried out to identify measures to be taken to control the associated risks.
- 8.2 The risk assessment will be written up, the results and conclusions communicated to all staff (through team meetings) and volunteers (through briefings/de-briefs).
- 8.3 The written risk assessments will be reviewed and updated annually. The risk assessment will also be updated every time that there is a major change in working practices.
- 8.4 The following risk assessments will be completed:
- A full risk assessment is required for BRR's own premises. The controls measures included in the risk assessment include a six-monthly Health & Safety inspection.
 - Fire Risk Assessments are required for the BRR Offices, and other service delivery areas used. These may be completed by our landlords.
 - A full risk assessment for all BRR activities and events is required.
 - A review of the substances held in the office is required, and is completed as part of the general risk assessment. There are no substances bearing hazard signs in the office. A sufficient precaution will be to include in the health and safety briefing to staff and volunteers a reminder that if using any substances they should check the container for any specific warnings.
 - Work Station Risk Assessments will be completed for all new staff as part of the induction process or for existing staff after any significant change in work station. The Office Manager is responsible for ensuring these forms have been completed for all staff.
- 8.5 Template risk assessments for all of the different requirements are saved in the Health & Safety area of the Shared Files. The completed risk assessments should be saved into the same area by teams.



- 8.6 Risk assessments for public health emergencies, such as a pandemic will also be prepared for BRR premises and activities, as needed and in line with the prevailing government guidance.

9 CONSULTATION

- 9.1 BRR Employees and volunteers will be consulted on Health and Safety. Opportunities to raise concerns about Health and Safety issues will be given regularly including at: SMT meetings; projects meetings; team meetings; bi-monthly supervisions; volunteer briefings and de-briefs.

10 TRAINING

- 10.1 BRR will ensure that new employees and volunteers receive information on Health and Safety as part of their induction.
- 10.2 BRR will organise training for employees and volunteers on Health and Safety matters as appropriate.
- 10.3 If employees and volunteers consider they have Health and Safety training needs they should inform the Office Manager or Volunteer Manager as appropriate.
- 10.4 Signs informing people of evacuation routes are displayed. Fire drills are practiced at least 6 monthly. Fire wardens are allocated at the start of each shift and are responsible for getting everyone out in the case of a fire.

11 WORKPLACE ARRANGEMENTS

11.1 Facilities

11.1.1 The following will be provided for employees' wellbeing:

- Toilets and hand basins, with soap and towels or a hand-dryer
- Drinking water
- A place to store clothing
- Somewhere to rest and eat meals

11.1.2 To have a healthy working environment, BRR will make sure there is:

- Good ventilation – a supply of fresh, clean air drawn from outside or a ventilation system;
- A reasonable working temperature (at least 16 degrees centigrade)



- Lighting suitable for the work being carried out
- Enough room space and suitable workstations and seating
- A clean workplace and appropriate waste containers

11.1.3 In order to keep workplaces safe, BRR will work with our landlords to ensure that the following:

- Properly maintain our premises and work equipment
- Keep floors and traffic routes free from obstruction
- Have windows that can be opened and cleaned safely
- Make sure that any transparent doors or walls are protected or made of safety material.

11. Work Related Stress

11.2.1 Stress at work is a serious issue: workers can suffer severe medical problems, which can result in under-performance at work, and cause major disruptions to the organisation.

11.2.2 Stress is a workplace hazard that must be dealt with like any other. Thus the responsibility for reducing stress at work lies both with employer and employee.

11.2.3 BRR will do all it can to eradicate problems relating to stress at work. In particular BRR will:

- Ensure close employee involvement, particularly during periods of change.
- Give opportunities for staff members and volunteers to contribute in the planning and organisation of their own jobs.
- Ensure staff members and volunteers have work targets that are stretching, but reasonable.
- Implement effective policies and procedures for dealing with bullying and any form of harassment.
- Encourage good communications between staff members, volunteers and management.
- Promote the maintenance of a supportive culture in the workplace.
- Where appropriate, take into consideration an employee's personal problems / problems at home.
- Ensure employees and volunteers avoid working long and unsocial hours.



- Offer staff regular supervision, at least every 2 months.
- Where appropriate fund appropriate external supervision.

11.2.4 BRR will ensure that all policies, working practices, conditions of employment, etc. do not contradict with the above statement.

11.2.5 Employees and volunteers should become aware of the causes of stress, and ensure that they do not work in a way which could cause them to suffer an increase in stress, nor cause an increase in stress on others.

11.2.6 Employees and volunteers must not make unrealistic demands of other workers, by imposing impossible deadlines and/or increasing others' workloads to a level they cannot cope with.

11.2.7 Employees and volunteers should participate with BRR's intention to maintain a co-operative, supportive workplace environment.

11.2.8 If an employee/volunteer is suffering from stress at work, they should discuss this with their Manager at the first opportunity. Where practicable and reasonable, BRR will seek to provide assistance to the employee and training/support on managing stress/workload.

11.3 Eye and Eyesight Tests

11.3.1 Any member of staff who is a user of display screen equipment is entitled, on request, to receive an eye and eyesight test. Staff should inform their line manager before they book the test by completing the form saved in the shared files/human resources/HR forms. The optician determines the frequency of repeat testing for the user. This is usually every 2 years but can vary for individuals. BRR will also meet the cost of repeat testing. BRR will pay up to £25 for an eye test.

11.3.2 Where the optician recommends an employee be provided with eyesight correction (e.g. glasses) specifically for their work with DSE the law requires that BRR meets reasonable costs. BRR will currently pay up to £35 (amount to be kept under review). BRR will not contribute where 'normal' glasses, provided for reading, watching TV or driving, are adequate for DSE use.

11.3.3 Staff should pay for the cost of their test, and glasses if necessary, and then claim back the expense in the usual way with a complete form and receipt attached.

12 FIRST AID

12.1 Appointed Persons

12.1.1 The appointed person is responsible for checking the first aid equipment and



calling the emergency services when required (assuming they are on site). The appointed person is also responsible for ensuring the correct number of first aiders are trained and that their training is kept up to date.

- 12.2 The appointed person is the staff member with responsibility for that area as set out in paragraph 4.4.

12.2 First Aiders

- 12.2.1 It is our aim that at least one member of staff in each of the premises (Offices, Beam Street site, Ducie Road site) at any one time must have an up to date First Aid qualification. However, due to Covid, and not all staff being on site at a time, there may be times when a first aider is not present. Staff should therefore familiarise themselves with Wellspring Settlement First Aiders and how to contact them in the event of an emergency.

- 12.2.2 Only First Aid qualified staff are allowed to administer First Aid and give First Aid advice.

- 12.2.4 There should be at least one first aider across the three sites when services are open who is trained in First Aid at Work (3 day course valid for 3 years). All other First aiders should complete Emergency First Aid at Work (1 day course valid for 3 years) as a minimum. At least one EYP staff member for each session should have completed a paediatric First Aid course (12 hour valid for 3 years).

- 12.2.5 All Coordinators should attend First Aid at Work Training.

- 12.2.6 At each briefing when the Welcome Centre is open the staff who are first aiders on site will be identified to all present and will be appointed First Aiders for that shift. Names will be written on the whiteboard. Any additional volunteers who are first aiders who have attended a recognised training course can be identified as extras.

12.3 First Aid Box

- 12.3.1 There should be a First Aid Box for each area: Offices, Beam Street site, Ducie Road site.

- 12.3.2 The Appointed Person named in 4.4 will ensure that the First Aid Boxes are kept in the correct place and are regularly restocked with approved items only.

- 12.3.3 It should be checked every January by the Appointed Person and a record of the check entered in the Accident Book. In the EYP the record of checking is kept in the EYP Health and Safety Folder.

- 12.3.4 There is an accident book kept with the First Aid box and reports are filed securely



and confidentially in the filing cabinet. Reports filed should be checked quarterly by the Appointed Person and a record of the check entered in the accident book.

12.3.5 First Aid Boxes should contain (as a minimum):

- A leaflet giving general guidance on First Aid (eg HSE's leaflet Basic advice on first aid at work);
- 20 individually wrapped sterile plasters (of assorted sizes), appropriate to the type of work;
- Two sterile eye pads;
- Four individually wrapped triangular bandages, preferably sterile;
- Six safety pins;
- Two large, individually wrapped, sterile, unmedicated wound dressings;
- Six medium-sized, individually wrapped, sterile, unmedicated wound dressings;
- At least three pairs of disposable gloves

12.3.6 Staff should always take the First Aid Box Travel First Aid Pack and Accident Book on all trips.

12.3.7 If a staff member is not attending a trip, a volunteer should be designated responsible for First Aid and should be responsible for taking a First Aid Box with them.

13 REPORTING OF INCIDENTS

13.1 Major Incidents and Fatalities at Work must be reported to the HSE Incident Contact Centre: 0845 300 99 23.

13.2 Other injuries, diseases and dangerous incidents can be reported online at www.hse.gov.uk

13.3 Should anyone have a serious accident at BRR, the competent staff member, or in his/her absence, the Competent Trustee is responsible for reporting the accident to the Health and Safety Executive.

13.4 All employees must report all incidents, which did or nearly resulted in personal injury to themselves or others, to the relevant Competent staff member and make sure the accident is recorded in the Accident Book.

13.5 It is the responsibility of the relevant Competent staff member to ensure that incidents are investigated and to ensure that any necessary follow up action is taken to reduce the risk of the accident or near accident reoccurring.

13.6 The Competent staff members are responsible for reporting incidents, which come



within the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR), to the HSE. RIDDOR covers the following incidents:

- fatal accidents
- specified injuries to workers
- Non-fatal accidents to non-workers
- dangerous occurrences
- accidents causing more than 7 days incapacity for work (accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days)
- certain work-related diseases

13.7 For a full list of what you must report, please refer to the Riddor website on www.riddor.gov.uk or telephone the Children and Young People's Information Service on 0845 129 7217. Email askcyps@bristol.gov.uk

13.8 The person making a report must keep a record, which includes the date and method of reporting, the date, time and place of event, the personal details of those involved and a brief description of the nature of the event of disease. Records can be paper records or kept on a computer.

13.13 First Response - for Serious Accident Reporting:

- 0117 903 6444 (all Bristol)
The place to call if you are concerned about a child or young person or think they may need some help. Calls to First Response may result in direct referral to a Social Work Team or to Early Help and/or advice and guidance being given about services to help families.

14. INSURANCE

14.1 BRR will hold Employers Liability Insurance that covers employees in case they get hurt at work or ill through work.

14.2 A hard copy of the current insurance certificate will be displayed where all employees can easily read it i.e. at all premises. A copy is also kept on file in the office and the Office Manager is responsible for ensuring these are kept up to date on an annual basis.

14.3 Vehicle insurance

14.3.1 All staff and volunteers who use their own motor vehicles for work purposes such as driving to work related meetings are required to check that their



motor insurance covers them for business use. Staff and volunteers who do not have it are advised to stop using their vehicle for work purposes.

Policy Approved: Nov 2024

This policy is reviewed annually by the Health and Safety Committee



Appendix 1 - Summary of Health and Safety arrangements

This is the statement of general policy and arrangements for:

Bristol Refugee Rights

Overall and final responsibility for health and safety is that of:

Board of Trustees

Day-to-day responsibility for ensuring this policy is put into practice at Bristol
Refugee Rights is delegated to:

Overall: CEO

Offices: Office Manager (OM) –
Containers

Welcome Team service delivery:
Welcome Service Managers (WSM)
Advice Team service delivery: Advice
Service Manager (ASM)

Specialist Services: Specialist Services
Manager (SSM)

STATEMENT OF GENERAL POLICY	RESPONSIBILITY OF: Name/Title	ACTION/ARRANGEMENTS



<p>To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities</p>	<p>Offices – OM Welcome Services – WSM Advice Delivery – ASM Specialist Services – SSM</p> <p>Board of Trustees - TBC</p>	<p>Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year, or earlier if working habits or conditions change and shared with staff and volunteers.)</p> <p>Six monthly Health and Safety inspections of both premises will also be completed.</p> <p>The Health and Safety Committee will review the operation of its Health and Safety Policy and Procedure annually.</p> <p>A Competent Trustee will be available for consultation/advice. All employees and volunteers will be told who the Competent Trustee is.</p>
<p>To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational</p>	<p>Office Manager Welcome Services – WSM Advice Delivery – ASM</p>	<p>If employees and volunteers consider they have health and safety training needs they should inform the Office Manager or the Volunteer Manager.</p>



health.	Specialist Services – SSM All Staff	Staff routinely consulted on Health and Safety matters as they arise but also formally consulted at: team meetings, bi-monthly supervisions; and 6 monthly Health and Safety committee meetings.
To ensure employees and volunteers receive sufficient information, training and supervision on health and safety matters	Head of Services (operational staff and volunteers) CEO (other staff, trustees)	BRR will ensure that new employees and volunteers receive information on Health and Safety as part of their induction. BRR will organise training for employees and volunteers on Health and Safety matters as appropriate.
To maintain safe and healthy working conditions	Head of Services Office Manager	Workplace facilities will be maintained in a way that promotes staff wellbeing, safety and health
To ensure First Aid trained staff/volunteers are	Offices: OM	A person is appointed to be responsible for checking the first aid equipment and calling the emergency services when



available at all times	Welcome Services – WSM Advice Delivery – ASM Specialist Services – SSM	<p>required</p> <p>There should be a trained first aider for each area or floor i.e. Offices; Beam Street; Ducie Road, however these may be the same people as they work in more than one area.</p> <p>There should be at least one first aider on site when services are open trained in First Aid at Work (3 day course valid for 3 years).</p> <p>All other First aiders should complete Emergency First Aid at Work (1 day course valid for 3 years) as a minimum.</p> <p>All Coordinators should attend First Aid at Work Training.</p> <p>At each briefing when the Welcome Centre is open volunteers who have undertaken a recognised training course may also be appointed First Aiders for that shift.</p>
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		<p>The staff member trained first aider(s) named above will ensure that the first aid boxes are kept in the correct place and are regularly restocked with approved items only. Employees will be aware of the First Aid Box is kept</p> <p>A record of all first aid cases treated will be kept in the Accident Books, which will be kept with the First Aid boxes.</p> <p>All employees should be given the Health and Safety at Work Pocketcard</p> <p>Major Incidents and Fatalities at work must be reported to the HSE Incident Contact Centre: 0845 300 99 23</p> <p>Other injuries, diseases and dangerous incidents can be</p>
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		reported online at www.hse.gov.uk
To implement emergency procedures – evacuation in case of fire or other significant incident.	Office Manager Service Managers	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary. See separate document – Bristol Refugee Rights – Fire Safety Arrangements and Procedures
Insurance	Office Manager	Insurance will be renewed annually

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Health and safety poster is displayed:	
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and	



Dangerous Occurrences Regs) www.hse.gov.uk/riddor Tel: 0845 300 9923				
Signed: (Employer)		Date:		
Subject to review, monitoring and revision by:		Every :	12	months or sooner if work activity changes

