

BenchSpace – Health & Safety Policy	
Effective Date:	1st January 2024
Last Reviewed:	28th January 2024

Purpose: The purpose of this policy is to a) confirm BenchSpace’s commitment to providing and maintaining a safe and healthy environment for all employees, contractors, volunteers, members, visitors and all other users of BenchSpace services and to provide the information, training and supervision needed to achieve this b) Ensure that all employees, contractors, volunteers, members, visitors and all other users of BenchSpace services are safe within their work environment and that appropriate planning has occurred to mitigate the effects of a disaster or emergency and c) Ensure that, within the limits of its resources, BenchSpace provides a comfortable and congenial environment for all employees, contractors, volunteers, members, visitors and all other users of BenchSpace services.

Responsibilities

Health and safety is a shared responsibility. BenchSpace will ensure that everyone will receive training and is prepared for emergencies. All employees, contractors, volunteers, members, visitors and all other users of BenchSpace services need to be aware of their responsibilities and co-operate with the organisation’s health and safety procedures. Each person is encouraged to play an essential role in maintaining a safe and healthy premises through:

- Adhering to correct procedures
- Eliminating or minimising any hazard that arises out of the work environment likely to cause harm to staff or volunteers
- Ensuring all accidents and incidents are - documented in the Accident Register
- Reporting any health and safety concerns immediately -
- Informing new staff and volunteers of all emergency procedures, equipment and supplies as part of their induction
- Helping new staff and volunteers to the premises to understand the right safety procedures
- **Keeping staff phone numbers on their mobile phone**
- Making sure that you tell another staff member, family or friend if you will be in the BenchSpace outside normal hours

Health and Safety Representative

A nominated individual will act as BenchSpace’s Health & Safety representative in accordance with the Health and Safety at Work Act (2015). In accordance with the Act, the nominated individual will have the authority to direct unsafe work to stop where there is a serious risk. - All Trustees also have this authority.

Duties and training for Health and Safety Representative include:

- Co-opting other staff and volunteers to form an Emergency Response Team
- Rationing food and materials, defining tasks and making assignments, determining if stairs are safe and directing an evacuation
- Knowing their responsibilities with respect to building management, city officials and

- other key Emergency Services personnel
- At least one of the representative will have a current First Aid certificate and have training in cardiopulmonary resuscitation
 - Inspecting each work area to determine what equipment and furnishings might potentially injure staff
 - Maintaining shared supplies
 - Monitoring compliance with the Act within BenchSpace.

Accident Reporting and Investigation

- All accidents occurring at the BenchSpace work areas must be reported and recorded in the Accident Register.
- The Chair, through the Health & Safety representative, is responsible for immediately reporting “serious harm” accidents to the Ministry of Business, Innovation and Employment / Health and Safety and for ensuring that, as far as is consistent with the personal safety and wellbeing of affected personnel, the scene of the accident is undisturbed until the Health and Safety inspector arrives
- The Workshop Supervisor is responsible for the person involved in the accident and must undertake an investigation to determine the cause and prevent a recurrence
- All serious harm accidents require completion of an accident investigation report
- In the case of non-serious accidents, an accident investigation report is required only when *outside medical attention* is required for the injured person

Board Compliance

BenchSpace Trustees and will be familiar with relevant Health and Safety Legislation, and in particular the Health and Safety At Work Act (2015).