



Health and Safety policy

The charity is continuously developing policies and procedures to ensure it meets the requirements of the law, the regulatory authorities and good practice. This policy will be reviewed every year or when guidance or legislation changes.

This policy was last review on:	May 2026
Reviewed by:	External HR Consultant, Project Manager
Next review date is:	May 2027

Statement of intent

The policy of Nechells POD is to provide and maintain safe and healthy working conditions and environment for all our staff, visitors, volunteers, service providers and users, plus any other people who are directly affected by our activities, such as members of the public at our community events.

Responsibility

1. Overall and final responsibility for health and safety at all events and activities organised by Nechells POD lies with the Charity Trustees.
2. For daily activities and trustee meetings the responsible person is the Project Manager.
3. For all other events the responsible person will be named in advance and their name will be noted on all relevant risk assessments. All volunteers involved will be made aware of who is responsible for health and safety.

General arrangements

4. The main activity of the Nechells POD is to organise educational and social activities to support the community in Nechells. A risk assessment will be carried out before every one off event. This will include assessing risk as it relates to all aspects of the event including: equipment; venue; volunteers; attendees. Appropriate precautions will be taken to minimise hazards at all events and activities.
5. Nechells POD also run regular events using the same equipment, such as keep fit and Place of Welcome. In these cases we carry out a general risk assessment for the



event/activity/equipment/venue/room used. All general risk assessments will be reviewed at least once a year.

6. Whenever possible we will have a trained first aider present at all events which are open to the public.
7. We will make sure all volunteers and staff at events and activities are aware of the location of fire exits and first aid provisions.
8. All volunteers and staff will be made aware of the precautions they need to take as noted on the relevant risk assessment.
9. No volunteer or employee will run an event or activity on their own, and at least two volunteers or employees should stay at an event until it is finished and the last attendees have left.
10. Nechells POD hold Public Liability Insurance

Monitoring and Review of Health and Safety Arrangements

11. A yearly check will be carried out by the **Project Manager** to monitor the upkeep of buildings and grounds.
12. The yearly check will be used to prioritise need and to inform planning.
13. The **Site Maintenance Record Book** will be used to ensure immediate action is carried out when necessary.
14. All staff will carry out monitoring on a day to day basis.
15. The **Building Services Supervisor** will monitor grounds and premises daily.
16. The policy will be reviewed every year or following a serious health and safety concern.

Equipment

17. All equipment in Nechells POD should be used safely and for its intended purpose only.
18. Equipment identified as defective should be taken out of use immediately and labelled accordingly. Admin staff should be informed immediately in order that arrangements for repairs or replacement can be made swiftly.
19. No secondhand equipment must be introduced to Nechells POD without the agreement of the Project Manager.
20. Electrical equipment will be tested regularly in accordance with Local Authority Policy. PAT testing is carried out annually and labels attached to all inspected equipment. Plugs and leads will be visually checked regularly.



- 21. Any electrical equipment used outside must be attached to the electric supply through an RCD, and any lead should be covered by mats to allow safe passage over the wire.
- 22. Electrical sockets should be switched off before a plug is removed.
- 23. Fire fighting equipment and alarm systems are maintained via annual contract.
- 24. Hazardous substances, such as glazes, cleaning materials, etc., are kept locked in appropriate storage areas.

Lifting and Moving Nechells POD Equipment

- 25. Manual handling training will be part of the induction training, so all staff know how to lift and move equipment.

General Safety

Smoking

- 26. No smoking including e-smoking is permitted in any part of the Nechells POD building or anywhere on site including the grounds.

Vehicles

- 27. All cars should be parked in the marked bays. Other areas should remain clear.
- 28. Other trade vehicles should park safely and not block doorways or delivery areas.
- 29. Nechells POD are not responsible for any damage, accident or loss of vehicles on site.

Lone Working

- 30. Whenever possible, staff should avoid working alone wherever possible by arranging for a colleague to also be on site.
- 31. When there is a need to work alone a risk assessment will be completed and control measures put in place
- 32. When lone working the staff member must carry a personal mobile phone and ensure the building is secure
- 33. Where possible staff should let someone know if they will not be home at their usual time and what time they can be expected.
- 34. Fire doors must be unlocked when staff are working on the premises.
- 35. Before undertaking any home visits an off-site form must be completed and authorised by the Project Manager. See below.
- 36. Security lights are present in the car park and around the perimeter of the building.
- 37. Please review the Lone working policy



Key Holder Safety during Call Outs

- 38. Key holders on call out should be mindful of their own safety, a separate risk assessment will be completed
- 39. If the police have left the premises a key holder can contact the police and request that they return before entering the building.
- 40. Key holders should lock themselves in.
- 41. Before leaving the key holder should ensure that Nechells POD is secure and the alarm re-set.
- 42. If any member of staff is onsite and is concerned about people on or about the site they should telephone the police on 999 if concerned about their own or Nechells POD's well-being.

Fire Safety

- 43. Nechells POD will provide a safe and healthy working environment with respect to fire safety.

Evacuation Procedures

- 44. Evacuation procedures are reviewed annually, practised regularly and records kept. Further training will take place if appropriate. Evacuation routes and meeting point in the main car park are detailed on Nechells POD site plan.

First Aid and Medical Needs

Health and Accidents to Nechells POD Users or Staff

- 45. Nechells POD staff are expected to take reasonable action as responsible adults, to deal with injuries, etc, that Nechells POD users sustain until, if necessary, they receive professional medical treatment.
- 46. Nechells POD has trained three first aiders, their names are displayed in reception area. First aid report forms should be completed by the first aider administering treatment.
- 47. First aid equipment is available in most rooms and in the reception area. The defibrillator is located in the main corridor cupboard next to the water fountain.
- 48. Disposable gloves should always be used when dealing with blood and then be placed in the clinical waste bin in the disabled toilet.
- 49. First aid boxes for journeys are stored in the mini buses.



- 50. A note should be made in the Incident Book, which is kept in the first aid area, of all actions taken. Serious accidents will also require an accident form to be completed and may require statements from all staff involved.
- 51. Accidents to staff must also be reported and a record kept on an Accident Form, which is kept in the Nechells POD office.

Contagious Diseases or Conditions

- 52. We follow Local Authority guidance on advice/reporting of diseases. If in doubt we contact the school nurse team or the Health Protection Agency.
- 53. Outbreaks of notifiable diseases will be published to staff and Nechells POD users immediately to ensure pregnant women and vulnerable people are kept safe..
- 54. Hand washing is encouraged and dispensers/hand sanitisers are provided.

Internet Safety

- 55. An ICT Code of Conduct is used by all Nechells POD Staff and if available in the employee handbook. Internet access at Nechells POD is provided through the DWR Technology via Virgin Media Business which includes a secure firewall. Known inappropriate sites including chat sites are blocked. If any staff discover inappropriate material on the internet they are required to report it to the Project Manager immediately. DWR are informed and will take action to block the site. Nechells POD Users are warned of the dangers of giving personal information out over email or internet sites.

Staff Health and Welfare

Stress

- 56. A health questionnaire is completed by team members at the commencement of their employment. This is then reviewed and if necessary a welfare meeting arranged to discuss any physical, mental or learning needs identified so that relevant support is agreed.
- 57. Should any member of staff feel they may be suffering from stress should discuss their concerns with either the Project Manager or line manager at the earliest opportunity.
- 58. A welfare meeting will then take place with the Project Manager who will discuss the concerns within one working day of the issue being raised. An agreed plan of support drawn up, monitored and reviewed on going.



Safety

- 59. All staff have a responsibility to be mindful of their own safety when putting up displays and moving equipment or furniture.
- 60. Staff should not climb on chairs or tables. A stepladder is available for use and is stored in the Building Services cupboard.
- 61. Staff should take care when moving or lifting equipment. If in doubt seek help.

Violence/Harassment

- 62. Staff should always take steps to minimise the possibility of harassment or violence in Nechells POD.
- 63. A separate sexual harassment policy and risk assessment is available.
- 64. Nechells POD users who are known to be violent or aggressive should never be seen by staff unless another adult is present and it is deemed safe to do so.
- 65. A code of conduct for all visitors is on display throughout the building.

Working Safely with Display Screen Equipment

- 66. An annual audit of individual's working environment and display screen equipment will be carried out.
- 67. All staff will receive suitable training including how they should vary their work routines and follow guidance on regular eye tests.

Off Site Activities

- 68. Any visit off site must be approved by the Project Manager.
- 69. One copy of the official list of the children and adults in the party on a Nechells POD visit and their contact numbers must be kept in the main office. The list(s) should also include the registration number of any vehicle(s) involved.
- 70. If the party is travelling on two or more coaches or mini buses it should be clear on the official list of children and adults who is travelling on which coach.
- 71. Each adult on the visit should have a copy of the list and a copy should also be left with the driver at the front of the coach.
- 72. Staff cars may only be used to transport Nechells POD users where business insurance has been obtained. Staff who have this insurance must give a copy to the main office each year. Each adult should also carry an official list with the names of their passengers, and appropriate emergency contact details.
- 73. Only trained staff whose qualification is up-to-date may drive the Nechells POD mini buses. There must always be 2 adults present in the bus whilst children are being transported.
- 74. Where the visit is in the evening, the leader must hold the home telephone numbers of senior members of staff.



75. All coaches and mini-buses used by the Nechells POD will have seat belts fitted, Adults should ensure that they are used for all journeys.
76. Adults must base themselves in different parts of the vehicle to minimise the risk of anyone being injured.
77. Children should not sit in the front seats of the coach nor in the centre back seat.
78. Children should not be seated by an emergency exit.
79. Children should sit still not distracting the driver or drivers of other vehicles.
80. On a visit involving transport the following should be easily accessible:
Plastic gloves; First aid kit (containing official list of adults and children on the party, plus emergency contact numbers); Drinking water and beaker; Paper towels and hankies; and 'Sick bags'.

Critical Incidents

Nechells POD has in place contingency measures for critical incidents. Please see Appendices for the following:-

- Critical Incidents Planned Responses
- Road traffic accident involving participants/accident during trips
- Aggressive or violent incident in Nechells POD
- Disaster in the community.

Who do I approach if I have any queries about this policy?

Please raise any concerns with Project Manager.



APPENDIX A

Fire Policy Statement

Nechells POD will provide a safe and healthy working environment with respect to fire safety in its establishments

The Caretaker will be responsible for:

Checking all fire doors are free from obstructions and slip/trip hazards.

Checking all escape routes are clear.

Checking all fire doors can be opened quickly and easily.

Checking all fire resisting doors close properly.

Checking no fire resisting doors are wedged or propped open.

General housekeeping standards are adequate.

Building generally tidy.

Rubbish and waste materials are not being allowed to accumulate.

There is no storage, especially combustible materials, in unsuitable locations (corridors or electric intake rooms).

Waste containers stored externally in a secure compound.

The named Fire Safety Co-ordinator is the Project Manager, or Trustee.. The Health and Safety Representative is the Project Manager

Responsibilities:

Checking all areas: - Caretaker

- Phoning fire service – This is automatic however Project Manager to check fire service has been called.
- Registers, staff signing in sheets and visitors book – Project Manager/Project Leads
- Copies of fire evacuation plans are posted on the wall in each of the Nechells POD Zones.
- The fire alarm is tested weekly by the Caretaker and recorded in the Fire Manual, which is kept in the main office.
- A fire drill is completed once a term. A record is kept in the Fire Manual which is kept in the main office.
- A fire safety risk assessment is carried out by the Caretaker in conjunction with the Project Manager.
- Systems and extinguishers are checked on a regular basis. This is recorded in the Fire Manual.



The Fire Safety Policy will be reviewed annually.



APPENDIX B

Evacuation Procedures

The overall aim is to save life, therefore evacuation is of paramount importance. Staff are not expected to fight fire nor should they go back into the building.

Anyone discovering fire or smoke should raise the alarm by breaking the glass at the nearest alarm point.

Fire drills are carried out at least once a term and recorded in the Fire Certificate Log Book which is kept in the main office.

On hearing the alarm:

Direct Nechells POD users to walk quietly to the nearest exit and then walk quietly in single file to the assembly points in the car park.

Everyone on site, children and adults, must leave by the nearest exit.

Project Manager or designated member of staff will call the fire brigade.

Nechells POD staff will check that the building is empty providing it is safe to do so..

The admin staff and project leads will issue registers and check signing in book for roll call by class teachers at the assembly point. Admin staff will also unlock the playground gate to allow access for the fire brigade.

The Project Manager or designated member of staff will check that all adults and children are accounted for.

Everyone will be asked to remain at the Fire safety point until it is safe to re-enter the building.



APPENDIX C

Critical Incident Planned Response, Road Traffic Accident involving Nechells POD Users/Accident during Nechells POD Trips

Immediate action:

Remove Nechells POD user from danger if possible/appropriate contact emergency services. Bring Nechells POD users home as soon as possible. Obtain accurate information and inform Nechells POD (uncertainty breeds rumour which adds to distress).

Action as soon as possible:

Nechells POD (most likely the administrative office) will contact families of those involved. If you cannot get through just ask them to ring the Nechells POD, do not leave a message.

If there is death or serious injury the police will inform relatives (possibly with a member of staff).

Give the same level of information to everyone, provision of a script is sensible. The Project Manager will be responsible for drafting of a script.

The Project Manager will inform other Nechells POD Users. Only facts should be given, do not speculate on the causes and consequences.

The Project Manager is responsible to inform/communicate with the press office or release any information on the charity social media platforms. Press or media will not be allowed onto the Nechells POD premises.

If there is need for an assembly point the Community Room should be used. Refreshments should be made by members of staff. Toilets should be available for adults to use.



APPENDIX D

Critical Incident Planned Response Aggressive or Violent Incident at Nechells POD (attack by aggressive Nechells POD User)

All external doors can only be opened from the inside. The front entrance door lock can be activated by a switch in the office. If it is anticipated that an aggressive Nechells POD user or intruder are on their way to the Nechells POD the office door will be kept locked. If appropriate the police will be called.

However, if a Nechells POD user has entered the building and proceeded to demonstrate aggressive behaviour staff must:

- Seek immediate help, including use of panic alarms if necessary.
- Try to deescalate the situation, remain calm and ask the aggressor if they would like to sit down to discuss the problem.
- Staff going to aid should be accompanied by another adult.
- The Project Manager should be informed.
- If the situation escalates or the member of the team feels unsafe/threatened in any way the police should be called.
- If the situation can be calmed and the aggressor leaves the premises, all doors must be locked.

The incident policy will be activated and the process followed including the completion of an incident form and investigation as required.

The Project Manager or Trustee will inform the aggressor in writing of the expected code of behaviour in Nechells POD. The Project Manager will be responsible to speak with the media or press.

In the extreme case of a Nechells POD user being held hostage, all other Nechells POD users and staff must evacuate. The police must be immediately informed and will provide guidance.

Support will be offered to the staff as necessary.



APPENDIX E

Critical Incident Planned Response - Disaster in the Community (e.g. fire, explosion, major road accident, civil disturbance, terrorism)

Immediate action.

If this happens within the close proximity of the Nechells POD it will be necessary to remove Nechells POD users from any danger (use evacuation procedures).

- Contact emergency services immediately.

If the incident happens outside of the immediate vicinity of Nechells POD accurate information should be obtained.

If the incident occurred outside of Nechells POD opening hours accurate information should still be sought so that discussions in Nechells POD can be based on fact.

Action as soon as possible.

Inform Nechells POD users of the incident by completing the incident form and following the Incident policy and procedures. This should be factual, told simply and without fabrication.

Keep incoming phone line clear so that emergency services are able to provide updates.

If it is necessary to keep Nechells POD Users at the Nechells POD, children will stay in the community room and relatives informed accordingly.

We will follow advice and guidance from the Emergency services.

Later action:

- Project Manager / Finance Manager to contact outside agencies where appropriate
- Encourage Nechells POD users to talk (may be necessary to hold a debriefing meeting led by an experienced outside professional).
- Identify high risk Nechells POD users/staff
- Monitor effects of all involved.
- Organise treatment if necessary.