



# Health and Safety Policy

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## INTRODUCTION

**The Hwb** is committed to ensuring the Health, Safety and Welfare of all employees, Contractors and others including members of the public. The Hwb will comply with the H&S at Work Act 1974 and will take all reasonable steps to ensure that all activities are carried out in a safe manner.

**The Hwb's** responsibility as an employer is to provide a safe and healthy environment for its personnel, clients and other persons likely to be affected by its operations

Health and Safety is the concern of all personnel and every employee is charged under the Health and Safety at Work Act 1974 with the duty of care of their own safety and the safety of fellow workers and of any person within their work area.

**The Hwb** will work with staff to ensure that all staff are aware that H&S is the responsibility of everyone and only through safe work procedure can accidents be avoided.

In order to promote the development of good Health, Safety and Welfare practices, The Hwb will provide and / or obtain technical advisory assistance where necessary.

## GENERAL POLICY STATEMENT

**The Hwb** will fulfil the legal requirements set out in the Health and Safety at Work Act 1974 and other subsequent and relevant legislation and guidance. The following objectives will be met:

The H&S Policy will be brought to the attention of all staff

- The H&S Policy will be reviewed on a regular basis to ensure that it remains relevant and so that it complies with all legal requirements.
- Safe Systems of work will be developed and reviewed regularly; staff will be informed of best practice.

- All risks will be assessed and adequate control measures where reasonably practicable will be put into place.
- Personal Protective Equipment will be provided where it is not possible for risks to be eradicated or controlled.
- All Personal Protective Equipment will be maintained and replaced where necessary.
- All accidents will be recorded and where necessary reported to the board.
- Suitable emergency procedures will be in place and staff will be made aware of these.
- All equipment will be maintained in a safe condition.
- Any Cleaning Chemicals kept on site will be safely stored, handled and used.
- A No-Smoking policy will be adopted for The Hwb
- Training will be provided to all staff to ensure they are abiding to safe working systems.
- Good housekeeping standards will be maintained
- Fire drills will be carried out at regular intervals and recorded
- Adequate first aid arrangements will be maintained
- Annual inspections of the building will be carried out with Fire Officers

## **HEALTH AND SAFETY RESPONSIBILITIES**

### **Board of Trustees**

The Executive Board will ensure the company has a H&S Policy and that policies are reviewed and updated regularly, they will also ensure that H&S arrangements are properly audited.

- Dedicate sufficient resources to achieving Health & Safety Objectives
- Ensure Risk Assessments are carried out in The Hwb
- Ensure that lone working procedures are in place for staff that work alone, particularly off site.
- To ensure Manual Handling is assessed for all staff at risk
- Know the broad requirements of relevant legislation
- Ensure management receive a copy of the H&S Policy
- Ensure management receive sufficient training and information to do their job safely
- Ensure that there is a chance for Management to discuss H&S Issues
- Management to report to the board all accidents, alongside investigation reports
- Ensure management receive sufficient training and information to do their job safely

### **Hwb Manager**

Manager will take overall responsibility for the Health, Safety and Welfare of personnel at work within The Hwb and ensure that the H&S Policy is fully implemented. It is expected that some of their duties will be delegated but they should:

- Ensure all employees receive sufficient training and information to do their job safely
- Ensure that there is a chance for staff to discuss H&S Issues
- Ensure that all accidents are reported, recorded and investigated

- Know the broad requirements of relevant legislation
- Ensure all staff receive a copy of the H&S Policy
- Ensure all staff are familiar with first aid facilities and arrangements for fire evacuation
- To organise the work area to minimise risk
- To monitor that the designated First Aider/s assumes responsibility for upkeep of the First Aid Equipment.
- Ensure fire safety equipment is serviced at identified intervals (see fire safety policy) and report to board annually.

### **Employees**

Under section 7 of the H&S Work Act 1974, all employees have a duty to take care of their own health and safety and of that of others. Failure to follow H&S procedures in place can result in disciplinary action, duties of employees include:

- To avoid horseplay which may put their own or someone else's Health and Safety in danger
- To make themselves familiar with the H&S Policy and its contents
- To look after Welfare Facilities, i.e. toilets etc
- To abide with the no-smoking policy of The Hwb to prevent fires and in respect of the Health of other employees.
- To report defects in equipment
- Not undertake any work e.g. Repairs, which they are not competent to do
- To comply with H&S Procedures and to make suggestions for/or improvement where applicable
- To report any hazards or situations which could be potentially dangerous

- Contact emergency services in the case of an accident, but will not attempt to give first aid without the appropriate HSE endorsed First Aid at Work qualification

### **Consultation with Employees**

In accordance with the Health & Safety Consultation with Employees Regulations 1996, The Hwb recognises the legal requirement to consult with employees on H&S Matters. Due to the small scale of the organisation The Hwb will consult employees directly through regular staff meetings and one to one discussions. Consultation will not mean just giving information to staff but also taking account of what employees say before making health and safety decisions.

### **Accidents**

In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) regulations 2013/1995 all accidents should be reported in a prompt manner and the Accident book filled in accordingly. All accidents should be brought to the attention of the Hwb Project Manager who will decide whether the details should be reported to the Board.

### **First Aid**

First Aid provision will be made in accordance with the Health and Safety (First Aid) Regulations 1981. An assessment of need has been carried out for The Hwb and as a low risk environment the following arrangements have been put in place:

#### **The Hwb Building - 1 appointed person**

A suitably stocked first aid kit will be available at all sites and the following items as recommended by the HSE will be provided:

- A leaflet giving general guidance on first aid e.g. HSE Basic Leaflet on First Aid
- 20 Individually wrapped sterile adhesive dressings (i.e. Plasters)
- 2 Sterile Eye Pads
- 4 Individually wrapped triangular bandages (preferably sterile)

- 6 Safety Pins
- 2 Medium sized (approx 12cm x 12cm) Individually wrapped sterile unmedicated wound dressings
- 2 Large (approx 18cm x 18cm) sterile individually wrapped unmedicated wound dressings
- 1 Pair of disposable gloves
- Under no circumstances will tablets or other medication be allowed in the first aid box.

All appointed persons will receive relevant guidance and any First Aiders will have received training in accordance with the H&S (First Aid) Regulations 1981. Refresher training will take place on a HSE approved course at intervals not exceeding three years.

### **Events**

Particular attention will be paid to the HSE Guidance on 'Managing Crowds Safely', persons organising such events should depending on numbers expected:

- Research the type of visitor expected and likely crowd behaviour
- Conduct a risk assessment to discuss the adequacy of arrangements, including First Aid
- Liaise with outside organisations such as the police and emergency services

### **COSHH**

In accordance with the Control of Substances Hazardous to Health Regulations 2002, if in the unlikely event any staff are required to use hazardous products, material safety data sheets will be obtained for all hazardous products used and necessary COSHH assessments carried out and control measures put in place. As a last resort Personal Protective Equipment will be provided.

### **Working Time Regulations**

**The Hwb** will comply with the Working Time Regulations 1998. Staff will be made aware that:



- Workers are entitled to a rest period of 11 uninterrupted hours between each working day
- If a worker is required to work for more than 6 hours at a time, he or she is entitled to a rest break of 20 minutes.
- Workers cannot be forced to work more than 48 hours a week

### **Manual Handling**

In accordance with the Manual Handling Operations Regulations 1992, all Manual Handling tasks will be identified and assessed by the appropriate Manager/ Line Manager. Where possible manual handling will be eliminated through the use of mechanical aids, however if this is not possible Manual Handling training will be provided to any staff affected.

### **Display Screen Equipment**

In accordance with the Display Screen Equipment Regulations 1992, where employees are classed as users a display screen assessment will be carried out, and appropriate records kept. All display screens and related equipment will be compliant with the Display Screen Equipment Regulations 1992.

### **Contractors on Site**

Contractors used by The Hwb must ensure that they do not put themselves or other people at risk, and while working on site will be made aware of the H&S Procedures of **The Hwb**

Contractors will be assessed to ensure that they have adequate Public Liability Insurance and where necessary will be asked to submit relevant risk assessments before carrying out work.

### **Risk Assessments**

Managers and Staff of **The Hwb** will ensure that risk assessments are carried out and that appropriate records are passed to the Manager of the Hwb. Hazards will be assessed and risks evaluated and recorded. Assessments will come under review at any time when there is a change in work activities or there is a noted change in their validity.

Where there are any pregnant employees, disabled workers or young people particular attention will be paid to their vulnerable state whilst carrying out risk assessments.

### **Violence at Work**

**The Hwb** will work in accordance with the guidance note provided by the HSE 'Violence at Work- a guide for employees' Violence is defined by the HSE as 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work', The Hwb will ensure that any activities which put staff at risk will be identified and assessed, and evaluate the need for staff training, a change in the work environment and the design of the job. Any victims of violence will be provided with any necessary support.

### **Stress at Work**

**The Hwb** is sensitive to the issue of Stress at Work it will endeavour to ensure that this issue is addressed in risk assessments and that managers are aware of this issue. To encourage a stress free environment, **The Hwb** will:

- Provide opportunities for staff to contribute ideas
- Introduce clear objectives for staff
- Ensure that people are matched to jobs
- Provide effective support for staff
- Not tolerate bullying or harassment in the workplace in any form
- Provide regular staff/ Management one to ones
- Arrange regular staff meetings for good staff working relationships

### **Electrical Safety**

No member of staff should attempt to work on Electrical items at The Hwb unless they are suitably qualified. Any defects in electrical equipment eg. Frayed leads on Computer Equipment, Faulty Plugs etc should be reported to the appropriate line manager immediately.

All Portable Electrical Equipment will be checked as to its suitability on a regular basis and records will be kept showing the date of the last check. Any equipment that is suspected of being faulty should not be used until it is made safe for use.

## **Fire**

In accordance with Regulatory Reform (Fire Safety) Order 2005, The Hwb will ensure that there are adequate procedures in place for fire safety, evacuation and signage etc. Where appropriate and where required to do so The Hwb will provide and maintain appropriate fire extinguishers for the containment of fire, but first priority in any cases of fire will lie with the safety of staff. A fire evacuation drill will take place on a regular basis.

## **Emergency Procedures**

**The Hwb** will ensure that all staff are aware of emergency procedures. On the first day of employment with The Hwb new members of staff will be shown around the building, they will be made aware of:

- Where the fire exits are in the building
- Who the first aiders or appointed persons are in their building and where they can be found
- The procedure for evacuating the building and the dedicated meeting point.

## **Welfare Arrangements**

In accordance with the Workplace, Health, Safety and Welfare Regulations 1992, The Hwb will ensure that adequate Welfare facilities are provided for all staff:

- Facilities for Rest and to eat meals will be provided
- Suitable and Sufficient Sanitary Conveniences will be made available
- Materials and objects will not be stored in such a way that they are likely to fall and cause injury
- 'Traffic Routes' will be kept clear to avoid trip hazards
- Sufficient lighting will be provided
- Temperatures will not be allowed to drop below 16 degrees centigrade in the office environment.

## **Lone Working**

The Hwb recognises their duties under the H&S at Work Act 1974 and acknowledges that they may on occasions have staff that will be required to work alone. Lone working involves any situation where individuals are required to work by themselves where there is nobody available to respond to an incident or emergency.

The risks to lone workers have been identified as follows:

- The individual may become ill or have an accident
- The employee may be faced with violent or aggressive behaviour
- The job may present its own risks e.g. Manual handling
- Safeguarding

**The Hwb** will ensure:

- Necessary risk assessments have been carried out
- Consideration will always be given as to whether someone is suitable for lone working.
- Suitable arrangements will be put in place for supervision of lone workers (e.g. They will be provided with mobile phones in case of an emergency)
- Where possible staff will be encouraged to avoid lone working if there is an alternative.

## **Awareness**

Staff, Trainees and Volunteers at The Hwb should be aware of the following:

- Be aware of the location of the First Aid Box
- Be aware of internal and external hazards which cause trips, falls or slips and should where possible make the situation safe e.g. Remove boxes and trip hazards and mop up liquid spillages.
- Be aware that fire exits doors must be kept clear

- Be aware that they should not climb on chairs or tables to reach items

### **Good Housekeeping**

Good Housekeeping standards will be maintained:

- Fire doors and escape routes will be clearly marked and never obstructed
- First Aid boxes will be regularly checked and restocked as necessary
- Work areas will be kept tidy and be kept at a reasonable temperature and have good lighting and ventilation. The number of persons per room will be monitored and suitable seating and workstations provided as necessary
- Toilets and Washing facilities will be kept clean and tidy with hot water, soap, toilet paper, hand towels etc available
- Eating areas will be kept clean and tidy with waste bins provided
- All waste materials must be ready for collection by the Local Authority

### **DISPLAY SCREEN EQUIPMENT POLICY:**

The Display Screen Equipment Regulations 1992 apply to all staff who habitually use Visual Display Units (VDUs) as a significant part of their normal work. The Hwb recognises the need to:

- Analyse workstations to assess and reduce risks
- Ensure workstations meet minimum requirements
- Plan work so that there are breaks or changes of activity
- On request arrange eye tests, and provide spectacles if special ones are needed
- Provide H&S training and information

## MANUAL HANDLING POLICY:

The Hwb will:

ASSESS the risk of injury from any hazardous manual handling that can't be avoided (manual handling should be identified and examined as part of the general risk assessment)

REDUCE the risk of injury from hazardous manual handling, as far as reasonably practicable

The Hwb Employees should:

- Make proper use of equipment provided for their safety
- Follow appropriate systems of work laid down for their safety
- Inform management if they identify any hazardous manual handling
- Be sensible, do not try to lift an item which is beyond your capability

Where possible The Hwb will look at improving the workplace layout, making the load less bulky, providing lifting aids etc. However where this is not reasonably practicable will provide necessary training.

### What is the best way to lift?

#### **STOP** and think

Plan your lift; decide if you can use mechanical aids, if you require help from someone else, remove any obstructions out of your way.

#### **Position** your feet

Keep your feet apart to give a balanced and stable base for your lift.

Put your leading leg as far forward as is comfortable and pointing in the direction you intend to go.

#### Adopt a **good posture**

When lifting from a low level, always bend your knees, but do not kneel down. Keep your back straight maintaining its natural curve.

Lean forward over the load if it helps and get a good grip

**Get a firm grip**

Try to keep your arms within the boundary formed by your legs.  
Ensure you get a good grip!

**Keep Close to the load**

Keep the load close to your trunk for as long as possible

**Don't jerk**

**Put down then adjust**

If precise positioning of the load is necessary, put it down first then slide into the desired position

**ACCIDENT POLICY:**

All accidents of any nature should be reported to the appropriate line manager without delay and the company accident record form and accident book filled in accordingly.

**Over seven day injuries:**

An over seven-day injury is one which is not major but results in the injured person being away from work OR being unable to do the full range of their normal duties for more than 7 days not counting the day of the injury itself.

**Reportable Specified Injuries:**

Details of reportable specified injuries are provided on the RIDDOR website portal <http://www.hse.gov.uk/riddor/specified-injuries.htm>

**Reportable Diseases**

Details of reportable occupational diseases are provided on the RIDDOR website portal. <http://www.hse.gov.uk/riddor/occupational-diseases.htm>

**Reportable Dangerous Occurrences:**

It is highly unlikely that we would ever experience a dangerous occurrence, but details of reportable dangerous occurrences are provided on the RIDDOR website portal <http://www.hse.gov.uk/riddor/dangerous-occurrences.htm>

## **Fire Procedure**

The Hwb will ensure it upholds its legal duty as laid out in various statutes including the H&S at Work Act 1974 and the Regulatory Reform (Fire Safety) Order 2005 by ensuring the Health, Safety and Welfare of staff, volunteers, visitors to The Hwb.

All employees are required to co-operate with The Hwb to ensure the workplace is safe from fire and not do anything which will place themselves or other people at risk.

In the event of fire, the safety of life shall override all other considerations such as saving property or extinguishing a fire. If a fire is discovered, the alarm should be raised immediately by the appropriate method. ALL employees must take this action if they believe there is a fire; no authority need be sought from any other person. The Hwb will always support employees who operate the fire alarm system in good faith, regardless of whether or not it is subsequently determined that a fire existed.

**The Hwb** does not require people to attempt to extinguish a fire unless appropriate in certain situations.

Immediate evacuation of the building must take place as soon as the evacuation signal is given. (Employees will be familiar with this procedure through regular fire evacuation drills)

All occupants, on evacuation should report to the predetermined assembly point which will be displayed on all fire notices.

Re-entry of the building is strictly prohibited until the fire brigade officer in charge declares it safe to do so. Silencing of the fire alarm system should never be taken as an indication that it is safe to re-enter the building.

Employees should report any concerns regarding fire procedures, so that the authority can investigate and take remedial action if necessary.

**The Hwb** will in consultation with their employees:

Appoint persons to be responsible for specific procedures in the case of fire



Regularly stage fire evacuation drills, inspect the means of escape and test and inspect firefighting equipment and fire warning systems providing appropriate fire safety training to employees, together with specialist training to those with special responsibilities.

**The Hwb** will inform any other employers sharing its buildings of the findings of any fire assessment and any fire drills and will co-operate with them about measures proposed to reduce or control risks.

**The Hwb** Manager will be responsible for ensuring fire procedures are kept up to date.

### **Fire Prevention;**

**Good Housekeeping:** All staff will be responsible for reporting any dangerous activities or site problems to management who will ensure appropriate action is taken. All employees are required to ensure the workplace is safe from fire and not do anything which will place themselves or other people at risk.

**Training;** All staff will receive training in fire safety, induction will include a tour of the premises, an explanation of fire evacuation points, fire safety equipment and fire exits. People will be taken down and through each of the fire exits so that they are familiar with each of the routes.

**Consultation** with staff: Employees will be consulted about the nomination of people to carry out particular fire safety roles and about proposals for improving fire precautions and will be given a copy of the Fire Policy and Procedures.

**Fire Risk Assessments:** will be carried out on a yearly basis by management, all findings will be recorded and action points raised will be dealt with as priority. Any other employers present in any of our buildings will be informed of any significant risks which might affect the safety of their employees. The Hwb will co-operate with other employers about the measures proposed to reduce or control these risks.

**Fire Safety Equipment maintenance:** Fire Safety Equipment such as fire extinguishers will be checked by professionals on a yearly basis.

In accordance with the Management of Health and Safety at Work Regulations 1992 (as amended) all employees will receive health and

safety training on induction and, as appropriate, periodically thereafter. In line with the Regulatory Reform (Fire Safety) Order 2005 all employees will be instructed regarding fire procedures and the arrangements for firefighting. Initial training given as part of

induction will include:

- Means of escape
- Action in the event of fire
- Means of raising the alarm
- Means of summoning the fire brigade
- Action on hearing the fire alarm
- Location and use of fire appliances
- General fire precautions
- Fire Drills

Training will also be carried out as and when required if for instance people change job roles or premises to warrant this.

### **Evacuation Drills**

The Hwb recognises its duties in carrying out evacuation drills and subsequently will carry out at least two fire evacuation drills per year. Weekly checks of alarm systems are recommended although staff should be informed as to when these will take place on site.

A de-brief should always be held soon after each drill. This provides an opportunity for staff to report problems, any unwillingness to evacuate by specific groups, difficulties in hearing the alarm system and so on.

### **If you discover a fire**

Activate the nearest and or safest fire alarm on discovery of a fire however small. Do not wait until you have informed another person.

Immediately leave the building by the nearest safe fire exit. Do not return to your office to collect any belongings, that area may well have been cleared before you return and nobody will know you are there if your exit is blocked.

### **On Hearing the Alarm**

Leave the building by the nearest fire exit, which will be denoted by the green fire sign. Leave the door open, only close it when the room has been checked.

Do not return to your office before leaving the building. This area may well have been checked and cleared by the time you return and nobody will know you are there if your exit is blocked.

Do not wait to try and find out if it is a false alarm. The building is evacuated every time the fire alarm sounds, except for the weekly regular brief test of which you will have been forewarned.

Do not try to conclude telephone calls or meetings and do not stop to look for possessions.

### **Assembly**

All staff should leave the building by the nearest safe exit and head to pre-determined assembly points.

### **Close down procedure**

After receiving confirmation from the Fire brigade official that it is safe to re-enter the building or in the case of fire drills once the necessary records have been made the Line Manager in charge of drill will inform staff if it is safe to re-enter the building. Only at this time should staff assume it is safe to re-enter the building.