

Policy

Health and Safety Policy *Health and Safety at Work etc Act 1974*

1 Our statement of general policy is:

- 1.1. To provide appropriate control of the health and safety risks arising from company work activities;
- 1.2. To consult with our employees on matters affecting their health and safety;
- 1.3. To provide and maintain safe equipment;
- 1.4. To ensure safe handling and use of substances;
- 1.5. To provide information, instruction and supervision for employees;
- 1.6. To ensure all employees are competent to do their tasks, and to give them adequate training;
- 1.7. To prevent accidents and cases of work-related ill health;
- 1.8. To maintain safe and healthy working conditions
- 1.9. To review and revise this policy as necessary and at regular intervals.

Signed

Dennis Danter
Chair
Overall Responsibility

Date

25th February 2004

Review See Page Footer

2 Responsibilities

- 2.1. Overall and final responsibility for health and safety

Mr. D Danter - Chairman

- 2.2. Overall responsibility for ensuring this policy is put into practice is delegated to

Mr. D.N. Lackner-Smith – Director

- 2.3. Day to day responsibility for ensuring this policy is put into practice is delegated to

Project/Departments Managers/Leaders

- 2.4. To ensure health and safety standards are maintained and improved, the following people have responsibility in the following areas:

2.4.1. General Building Kitchen & Fire – Project/department Managers/Leaders

2.4.2. Day to Day Risk Assessments – All Employees

2.4.3. Financial stability – Mr. Richard Shaw – Finance Director

2.4.4. Human Resources management– Admin admin@sanctuarytrust.org.uk

- 2.5. All employees have to:

2.5.1. Co-operate with supervisors and managers on health and safety matters;

2.5.2. Not interfere with anything provided to safeguard their health and safety;

2.5.3. Take reasonable care of their own health and safety;

2.5.4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement).

See Organisational Chart

Please refer to EW H&S handbook or contact a Ellis Whittam advisor with any concerns. All stationary for Health and Safety are kept in the H&S handbook or on the publications intranet site.

3 Health and safety risks arising from our work activities

- 3.1. Risk assessments will be undertaken by all staff when necessary.
- 3.2. The findings of the risk assessments will be reported to the appropriate person following procedure.
- 3.3. Action required to remove/control risks will be approved by the appropriate responsible person ensuring the action required is implemented.

- 3.4. Management will check that the implemented actions have removed/reduced the risks.
- 3.5. Assessments will be reviewed every 6 months or when the work activity changes, whichever is soonest.

3.5.1. *Note*

We must assess risks to the health and safety of anyone who may be affected by the work activities, so that we can weigh up whether we have done enough or need to do more to comply with the law – see Management of Health and Safety at Work Regulations 1999. We will find some examples of key areas that we should consider, at the end of this guidance. We will need to involve a number of different people, including our safety representative and employees, to do the risk assessments. We need to record the significant findings of our risk assessments in a separate document. Our policy statement only records our arrangements for ensuring the assessments are done, and are kept up to date. Once we have done our risk assessments we must take the necessary action to remove or reduce the risk as is reasonably practicable. For more guidance see HSE's free leaflets:

- *Five steps to risk assessment* I N D G 1 6 3 (rev1) 1998 and
- *A guide to risk assessment requirements: Common provisions in health and safety law* INDG218 1996.

4 *Consultation with employees and service users*

- 4.1. Use the weekly staff review meeting and the service user/residents' councils or other relevant meeting as a forum for consultation.

4.1.1. *Note*

We must consult employees either directly or through the elected representative

- See *Health and Safety (Consultation with Employees) Regulations 1996*.

5 *Safe equipment*

- 5.1. All staff will be responsible for identifying all equipment needing maintenance.
- 5.2. The appropriate responsible person will ensure effective maintenance procedures are drawn up and that all identified maintenance is implemented.
- 5.3. Any problems found with equipment should be reported to the appropriate responsible person and or agency such as landlords/RSLs etc.
- 5.4. All staff will check that new equipment meets health and safety standards before it is purchased.

5.4.1. *Note*

We will need to ensure that all plant and equipment (eg, vehicles, gas appliances, ladders, electrical equipment, lifting equipment, air receivers, ventilation) that requires maintenance (e.g. pre-shift checks, servicing, thorough examinations) is identified and that the maintenance is done. A logbook will be used to record the maintenance checks.

When buying new or secondhand plant and equipment, we must check it meets health and safety standards before buying it. We can find more guidance in the:

- Provision and Use of Work Equipment Regulations 1998,
- Lifting Operations and Lifting Equipment Regulations 1998

and HSE's

- *Buying new machinery* INDG271 1998.

6 *Safe handling and use of substances*

6.1. Responsible persons will:

- 6.1.1. ensure that all substances that need a COSHH assessment are identified and assessed
- 6.1.2. ensure that new substances can be used safely before they are purchased
- 6.1.3. ensure that all actions identified in the assessments are implemented

6.2. Assessments will be reviewed periodically, when a new product is purchased and when work activity changes.

6.2.1. *Note*

We must assess the risks from all substances hazardous to health – see Control of Substances Hazardous to Health Regulations (COSHH) 2002. These are known as our COSHH assessments. We should do assessments on substances we use (e.g. adhesives, paints, cleaning agent, solvents) and substances generated from work activities (e.g. dust, fume, vapour). Our assessment should identify any health risks. If there is a risk we should take steps to remove or control the risk. We can find more guidance in H S E's: *COSHH*:

- *A brief guide to the Regulations* I N D G 1 3 6 (rev 2) 2003 (free);
- *COSHH essentials: Easy steps to control chemicals* HSG193 1999 ISBN 0 7176 2421 8
- *COSHH ACOP and guidance* L 52002 ISBN 0 7176 2534 6.

7 *Information, instruction and supervision*

- 7.1. The Health and Safety Law poster is displayed in the main offices
- 7.2. Leaflets and Health and safety advice is available through the appropriate responsible person
- 7.3. Supervision of new workers and trainees will be monitored by the appropriate responsible person
- 7.4. Responsible persons will ensure that employees working at locations under the control of other employers are given relevant health and safety information.

7.4.1. *Note*

The Health and Safety Information for Employees Regulations 1989 require employers to display a poster (or to provide leaflets) telling employees what they need to know about health and safety. We are required to have access to competent advice, either in-house or, if not available, external (e.g. employers' organisations, trade associations, trades unions, TECs, consultants). If you have young workers and/or take on trainees or students on work experience, you will need to ensure that they are properly instructed and supervised. We must also do specific risk assessments for young people – we need to take account of their inexperience, lack of awareness of risks and immaturity (see the Management of

Health and Safety at Work Regulations 1999). If our employees go to work for another employer on our behalf we will need to check that they are given relevant health and safety information for that location, by that employer/company.

8 Competency for tasks and training

- 8.1. Induction training will be provided for all employees by the Project Manager and the Operations Team and all staff will receive an induction pack including employee staff handbook.
- 8.2. Line Managers will identify and provide job specific training and will monitor all training for their areas of responsibility.
- 8.3. EXAMPLES OF specific areas of special training are:
 - 8.3.1. Child protection procedures
 - 8.3.2. Vulnerable Adults
 - 8.3.3. Basic Food Hygiene
 - 8.3.4. Whistle Blowing (No Secrets)
 - 8.3.5. Fire protection & safe use of portable fire extinguishers
 - 8.3.6. Care of Substances Hazardous to Health
 - 8.3.7. Dealing with aggressive persons
 - 8.3.8. Welfare benefits training

The full list can be found on staff induction handbooks.

- 8.4. Training records are kept at Sanctuary Trust operations office.
- 8.5. All staff will identify training needs

8.5.1. Note

All employees must be given health and safety induction training when they start work. This can be combined with other useful information (e.g. pay, leave, and hours of work). It needs to cover basic health and safety such as first aid and fire safety. Employees will need job specific training, which includes the health and safety aspects of the job. We also have to provide health and safety training for people when risks change, or periodically, e.g. if skills do not get used regularly. Some jobs will require additional special training (e.g. manual handling, driving, slinging techniques, confined space entry and asbestos removal). We may wish to refer to our company-training programme. It is important to keep records of training (even training we have provided in-house) to show that employees have received training. We should monitor the training records, so that refresher training is given when necessary.

9 Accidents, first aid and work - related ill health

- 9.1. There are no jobs that require Health surveillance
 - Health surveillance does not need to be arranged
 - Health surveillance records will not need to be kept
- 9.2. The first aid boxes are kept in the kitchens, Main offices and vehicles or other relevant location and are clearly marked for identification
- 9.3. The appointed persons first aiders are all workers who work alone or during the night

- 9.4. All accidents and cases of work-related ill health are to be recorded in the accident book.
- 9.5. All staff are responsible for the reporting of accidents, diseases and dangerous occurrences to the enforcing authority.

9.5.1. Note

Employees must receive health surveillance for certain work (e.g. work with flour, lead, chrome, asbestos, noise, isocyanides and some chemicals). This will identify any health problems early on so that action can be taken before an employee's condition worsens. Our COSHH assessments should identify all areas and the type of health surveillance needed. Where records should contain details of the employees the health surveillance procedures, dates and conclusions, the health care professional doing the surveillance will hold the actual medical records as these are confidential. We can find more information in HSE's

- *Health Surveillance at work HSG61 1999; Understanding health surveillance at work: An introduction for employers INDG304 1999 (free)*
- *And in a number of free leaflets on specific substances.*

Providing immediate first aid can prevent minor injuries becoming major ones. As a minimum we must have a first aid box and an appointed person to take charge of first aid requirements. We can find more information in HSE's free leaflets

- *First aid at work – Your questions answered I N D G 2 1 4 1997*
- *Basic advice on first aid at work INDG347 2002.*

Recording accidents (even minor ones) means we can see whether we have a problem in a particular area. We must report certain types of accidents and ill health at work, using Form 2508 or Form 2508A – see the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

10 Monitoring

- 10.1. To check our working conditions, and ensure our safe working practices are being followed, regular risk assessments and Health and Safety checks will be carried out.
- 10.2. Any recurring accident or illness which may or may not cause absence from work will be investigated.
- 10.3. Reports to the Operations Team and Management Committee will be made on a regular basis.
- 10.4. All responsible persons will investigate accidents and work-related causes of sickness absences and will act on investigation findings to prevent a recurrence. (Though in some cases a whole team effort is required by staff)

10.4.1. Note

We must be able to show that we are checking working conditions and systems of work, i.e. that we are monitoring health and safety. We can do this actively and reactively, i.e. before and after something goes wrong. ACTIVELY: you or any other appointed person can carry out inspections, have reports submitted to you by managers, do spot check visits, safety representative inspections, etc. Trade Union safety reps have the right to carry out inspections and investigate accidents. REACTIVELY: we can investigate any accidents or sickness absences that occur. Investigating accidents is a useful way of reviewing our safety systems – ask yourself why the accident really happened and what we can do to stop it happening again. Similarly, if we have a number of employees

absent because of similar ailments, this might mean there is a problem with their jobs causing ill health. When you find out what went wrong – put it right.

11 *Emergency procedures –fire and evacuation*

11.1. Responsible persons will ensure:

11.1.1. The fire risk assessments are undertaken and implemented.

11.1.2. Escape routes are checked every week

11.1.3. Fire extinguishers are maintained by the relevant agency and checked every 12 months

11.1.4. Alarms are tested every week

11.1.5. Emergency evacuation is tested every week

11.1.5.1. *Note*

We must carry out fire risk assessments, in the same way as we do for health and safety risk assessments. Our local fire service can tell us our obligations. For escape routes, extinguishers and alarms, we should state who checks, how often and also where they are based. We need a routine in case of fire or any other emergency evacuation. We should test alarms and emergency evacuation procedures regularly. We can find more information on fire safety in HSE's

- *Fire safety – an employer's guide* 1999 ISBN 0 11 341229 0.

12 *Some key areas of risk*

- 12.1. Chemicals
- 12.2. Confined spaces
- 12.3. Display screen equipment (VDUs)
- 12.4. Electricity
- 12.5. Excavation
- 12.6. Falling objects/collapsing structures
- 12.7. Fire and explosion
- 12.8. Manual handling
- 12.9. Noise
- 12.10. Pressure systems
- 12.11. Radiation
- 12.12. Slips, trips and falls
- 12.13. Stress
- 12.14. Substances hazardous to health (including dust, fume, etc)
- 12.15. Temperatures
- 12.16. Transport (including carrying dangerous substances, and pedestrians in the workplace)
- 12.17. Violence to staff
- 12.18. Work equipment
- 12.19. Work-related upper limb disorders
- 12.20. Working alone
- 12.21. Working at heights
- 12.22. Working environment

12.23. These are just some examples of key areas; this is not an exhaustive list. All staff are responsible for looking around the workplace to identify other risk areas. If any risks apply to work activities, risk assessments are required to check that the risk has been removed or reduced. More information can be found on risk assessments and the key areas of risk in HSE's:

- *Essentials of health and safety at work;*
- *Health and safety in small firms;*
- *An introduction to health and safety;*
- *Good Health is Good Business: Employers' guide;*
- *Five steps to risk assessment.*