

Keyham Community Partnership & KCP Keystone CIC Policies and Procedures

Name of Policy:	
Health & Safety Policy	
Policy Owner	KCP Personnel and Finance Committee
Policy Approval Authority	KCP Trustees
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This policy should be read in conjunction with other KCP policies described in KCP's schedule of policies. All references to KCP include KCP Keystone CIC.

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Legislation – Statutory Rights, Responsibilities and Local Agreements.

Whilst KCP endeavours to keep all its policies and procedures up to date, it recognises that there may be delays between any changes in legislation and the subsequent changes and or amendments to KCP published policies. To ensure the statutory rights and responsibilities of individuals and organisations are not adversely affected and in the promotion of best practice, KCP acknowledges that any changes in legislation or local agreements, that are not reflected in policies, should, in the interim, take precedence if, in principal, they do not conflict with the wishes of KCP trustees.

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1. Health and Safety Policy Statement

1.1. Statement of Intent

The Chief Executive Officer (CEO) will have overall responsibility for the health, safety and welfare of employees of KCP. All persons conducting activities under this name will adhere to this Policy.

KCP will comply with the Health and Safety at Work etc Act 1974, any regulations subsequently laid under it, and will meet the standards required.

The objective of this Policy is to attain and maintain high standards of Health and Safety and Safeguarding performance throughout KCP.

KCP recognises that effective Health & Safety practice, whilst it is a collective responsibility of the workforce, is the responsibility of trustees, and their appointed management team, to lead and set the highest standards for Health & Safety practice to ensure beneficiaries, volunteers, partners and employees can participate in activities in a safe environment.

KCP promotes the principle that identifying hazards is everyone's duty and as a duty of care for others, which involves effective Risk Assessment, which is about vigilance, awareness and perception – if you perceive a risk, take action or get professional advice as to how to manage the risk.

Hazards will be identified and the risk of injury, disease or dangerous occurrence will be minimised by the achievement and maintenance of high standards of Health and Safety and Safeguarding. These standards will be achieved, so far as is reasonably practicable, in particular by:

- the provision and maintenance of plant and systems of work that are safe and without risk to health;
- adequate arrangements for the regular assessment of work activities in order to identify associated hazards and control the risk arising;
- arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- the provision of such information, instruction, training and supervision as is necessary to ensure the health and safety of employees of KCP;
- the maintenance of any workplace under the control of KCP in a condition that is safe and without risk to health and the provision and maintenance of means of access to and egress from it that are safe and without risk;

- the provision and maintenance of working environments that are without risk to health and adequate as regards facilities and arrangements for the welfare of employees of KCP;
- the co-operation of employees of KCP to enable statutory obligations under health and safety legislation to be met;
- a visible management commitment to high standards of health and safety performance and the promotion of a positive health and safety culture throughout KCP.

2. Organisation and Responsibilities for Health and Safety

2.1. Person responsible for safety

The CEO has overall responsibility for the health, safety and welfare of all employees, beneficiaries, volunteers and any other third party. KCP will fulfil all legal duties imposed on them, as the Employer, sponsor, provider of services, by relevant legislation.

In recognition of the legal duties imposed upon them, the CEO will:

- ensure adequate resources are available to enable legal and moral obligations to be met;
- ensure that all new employees receive adequate induction training as soon as is reasonably practicable after joining KCP;
- ensure all employees receive suitable information, instruction, training and where appropriate, supervision to ensure their competence for the work they are to undertake;
- ensure that all plant, equipment and materials are safe and suitable for the work for which they are to be used;
- ensure that suitable and sufficient risk assessments of the activities of KCP are undertaken to identify and implement effective control measures required to eliminate, reduce or control the risk of harm occurring to employees or others who may be affected by the activity;
- ensure that the results of the risk assessments are effectively communicated throughout KCP and to others who may be affected by the activity;
- provide, maintain and instruct employees in the use of personal protective equipment as identified by risk assessment;

- in respect of hazardous substances, ensure that appropriate information is available to enable suitable assessment of the process to be conducted;
- ensure that all injuries, diseases and dangerous occurrences are investigated and, where appropriate, reported as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013;
- maintain effective communication routes throughout KCP to ensure employees are aware of the KCP Health and Safety Policy and other health and safety matters as they arise;
- take immediate action in respect of:
 - prohibition and improvement notices;
 - matters of complaint by HSE Inspectors;
 - concerns by employees or others, of health and safety standards;
 - accidents, incidents and near misses involving employees/volunteers/service users of KCP;
- maintain all registers and records as required by current legislation;
- ensure that the management of health and safety within KCP is periodically audited to ensure that high standards of health and safety performance are being maintained and identify areas where improvements are to be made;
- continually review the Health and Safety Policy to ensure it meets the requirements of current legislation and reflects the activities of KCP.

2.2. All employees of KCP

All employees of KCP have legal duties under health and safety legislation while at work to ensure the health and safety of themselves and others that may be affected by their acts or omissions.

In recognition of the legal duties imposed upon them, all employees of KCP will:

- co-operate with the person responsible for safety, the Health & Safety representative and other staff to enable them to comply with their legal duties;
- not intentionally or recklessly interfere with or misuse anything provided by KCP in the interests of health and safety;
- comply with requirements of the KCP Health and Safety Policy and actively promote a positive health and safety culture throughout KCP;

- when on site, follow all site safety rules and procedures;
- make themselves aware of all site first aid and emergency procedures;
- only undertake work for which they have been trained and are qualified and competent to undertake;
- use and maintain in a serviceable condition all plant and equipment in accordance with the training provided;
- ensure all accidents are entered in the accident book held in each building.
- ensure all accidents and incidents, including near misses, are reported to the responsible person on site to ensure appropriate investigation can be undertaken;
- raise all matters of concern relating to health and safety as they arise to the appropriate responsible person and to the appropriate authorities: local authority, OFSTED.
- In the event of major injury, fatality, dangerous occurrence or prescribed disease occurring to an employee of KCP, the Manager responsible for safety will ensure statutory reporting requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 are met.

3. Arrangements for Health and Safety

GENERAL

The attainment and maintenance of high standards of health and safety within KCP will be achieved by the identification of hazards associated with the activities undertaken. Effective precautions and control measures to eliminate reduce or control the risk of harm to ALL persons exposed to the hazards will be identified and implemented.

3.1. Health and Safety Advice and Guidance

The Health and Safety Adviser to KCP is the CEO

3.2. Communication of Health and Safety Matters

KCP's Health and Safety Policy and performance will be reviewed annually.

Concerns over the standards of health and safety within KCP or issues relating to health and safety are to be brought to the attention of the CEO.

Health and safety information, where it relates to the activities of KCP will be communicated throughout KCP as it becomes available by the quickest possible means.

3.3. Training and Competence

All new employees of KCP will receive induction training as soon as reasonably practicable.

The training requirements of all employees will be identified and appropriate training provided to ensure that all employees are qualified and competent to undertake the work they are engaged in.

Further training shall be given:

- for periodic refresher training;
- when required by current best practice;
- when being exposed to new or increased risks;
- when being transferred or given a change in responsibility;
- when there is a change in work methods, technology, equipment or practices.

Where issued, certificates and records of training, qualifications and competence will be held at KCP's head office.

Training standards will be kept under review to ensure that the requirements of current legislation and risk assessments are met.

3.4. Risk Assessments, Method Statements and Safe Systems of Work

KCP will ensure:

- where significant hazards are evident, an appropriate risk assessment will be undertaken and communicated to all those at risk;
- safety method statements or written procedures detailing safe systems of work are produced based on the findings of the risk assessments;
- that all risk assessments, safe systems of work and safety method statements are communicated to all who may be affected by the activity;
- that all personnel who may be affected by the activity are made aware, that if any aspect of the activity or the environment in which it is conducted alters then a review of the risk assessment must be undertaken and appropriate changes to the safe system of work or safety method statement effected before the work is continued;
- that copies of all assessments, safe systems of work and method statements are held at KCP's head office.

3.5. Employment of Young Persons

Young people (i.e. those under the age of 18) employed by KCP fall under KCP's Safeguarding Policy. As with all other members of staff; risk assessments will be carried out, and reviewed to identify and address any risks.

3.6. Employment of Persons with Disabilities

The Manager responsible for safety will ensure that risk assessments of the activities undertaken by KCP take into account the needs of employees including volunteers with disabilities, and that where appropriate reasonable adjustments are made.

3.7. Employment of Pregnant Women

Please refer to guidelines within the Family Friendly policy.

3.8. Stress at Work

If an employee considers they are suffering from stress at work, they should discuss this with their line manager or supervisor at the first opportunity. Where practicable and reasonable, KCP will seek to provide assistance to the employee.

KCP provides a personal Health Benefit scheme, which includes professional counselling for stress and other work related issues that affect the emotional well being of employees.

First Aid Provision

The person responsible for safety will nominate suitably trained persons as qualified first aiders or Appointed Persons to ensure adequate provision of first aid. These details will be prominently displayed on all sites, where practicable, and communicated through induction training.

In the absence of the nominated first aider, the Appointed Person or other qualified first aid personnel will be available on site at all times. The name of this person shall be communicated to all persons affected.

Personnel undertaking short-term projects will be briefed, with regard to first aid provisions, prior to undertaking work.

All injuries occurring on any KCP site, no matter how trivial, are to be recorded in the Accident Book held on site while at work.

3.9. Injuries, Diseases and Dangerous Occurrences

The Manager responsible for safety will ensure that all accidents and dangerous occurrences are thoroughly investigated.

In the event of major injury, fatality, dangerous occurrence or prescribed disease occurring to an employee of KCP, the Manager responsible for safety will ensure statutory reporting requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 are met.

3.10. Fire

Fire precautions and prevention measures will be taken appropriate to the level of risk throughout premises and property under the control of KCP.

All employees of KCP will be instructed on the use of portable fire fighting appliances as found on the premises. Emergency procedures and evacuation routes will be communicated to all employees as part of their induction and on-going training.

The Manager responsible for safety will annually contract with an independent Fire risk assessor, to provide an impartial fire risk assessment of all buildings to ensure that an adequate fire plan is in place and prominently displayed in the Offices and on all sites and communicated to all employees and volunteers through induction training.

Testing – all fire alarms, fire appliances, extinguishers and emergency lighting will be tested weekly and the results recorded.

Building managers will be responsible for the irregular testing of evacuation procedures – to be carried out at least once every three months.

In the event of a fire in the any of the buildings used, the priority will be to raise the alarm, summon the local fire authority and ensure all personnel are evacuated safely.

Information about fire assembly points and the procedure evacuating the building will be displayed on all KCP sites.

The person discovering the fire may attempt to extinguish the fire using portable appliances if the fire is of a small nature and personnel are not put at risk and is to remain available to brief the fire authorities on arrival.

Consideration will be given to neighbours who may be affected by a fire to ensure that they are made aware of the fire and evacuated safely.

3.11. No Smoking Policy

In KCP, smoking will not be permitted in any area. Refer to the Smoking Policy.

3.12. Alcohol and Controlled Substances

KCP has adopted a 'no tolerance' approach to alcohol or controlled substances. Disciplinary action will be exercised if, while or suspected as being under the influence of alcohol or controlled substances (drugs), employees enter a workplace under the control of KCP and will be considered a matter of Gross Misconduct.

3.13. Violence towards Employees

In the event that employees of KCP are faced with aggression or threat of violence, a non-confrontational position is to be adopted. Employees should at no time put themselves at risk; employees should not intervene in potentially volatile situations that could result in physical harm to the employee; employees should, without hesitation, immediately call the Police (999). KCP will support all employees' decisions to call for Police assistance, where they feel physically threatened.

Where matters of dispute or disagreement giving rise to aggression or threat of violence cannot be resolved locally by peaceful negotiation they are to immediately be referred to the CEO or the Board of Trustees of KCP.

3.14. Lone Workers

Where practicable, employees of KCP are not to work alone in high-risk activities or areas. Where it is unavoidable, the employee will follow the process set out in the KCP Personal Safety & Risk Assessment Policy.

3.15. Housekeeping

In order to promote a safe working environment and good hygiene standards high standards of housekeeping will be maintained at all times throughout the site.

All materials will be stored to reduce the risk of injury to personnel and to minimise the fire risk.

Combustible materials will not be stored adjacent to heat sources.

Rubbish will not be allowed to accumulate and will be safely disposed of regularly and all spillages will be cleared up immediately.

3.16. Welfare Facilities

Where reasonably practicable, the following facilities will be provided for employees of KCP:

- washing facilities;
- rest facilities;
- sanitary facilities;
- method for heating food and boiling water;

OFFICE SAFETY

The following topics have been identified as significant in terms of office related hazards and detail KCP's Policy for the health, safety and welfare in the building.

3.17. Chemicals

Hazards exist from small quantities of chemicals in the office such as printing inks, photocopier toners, cleaning chemicals and correction fluids.

Material Safety Data Sheets for such hazardous substances will be obtained from the supplier to enable an assessment of potential exposure to be made and the identification and implementation of suitable precautions to be taken to reduce the risk of harm occurring.

3.18. Display Screen Equipment

All workstations under the control of KCP consisting of Display Screen Equipment (DSE) will be the subject of an ergonomic assessment to identify the measures required to reduce the risk of harm occurring to the users of such workstations.

Employees whose work requires them to operate their DSE workstation daily for a significant part of the day will be entitled to a free vision screening or eye test. Where such examinations identify the requirement, KCP will provide, free of charge, corrective appliances required specifically for DSE work.

Employees whose work requires them to be at their DSE workstation for a significant part of their working day are to vary their work routine such that they perform other work activities away from their display screen equipment for approximately 10 —15 minutes per hour.

3.19. Electricity

Sufficient socket outlets will be provided and the use of adaptors and extension leads is to be discouraged. Sockets are not to be overloaded.

All equipment is to be switched off before unplugging or cleaning.

Residual current devices, if fitted, will be tested regularly by operation of the test button.

Equipment operators will regularly carry out a visual inspection of the equipment, its cable and plug for signs of obvious damage.

Damage to appliances and associated leads or plugs is to be reported immediately so that a competent person can affect a repair. Temporary or makeshift repairs are not to be undertaken by unqualified staff.

Portable Appliance Testing (PAT) will be carried out in accordance with the applicable regulations.

3.20. Environment

Ventilation will be adequate to ensure the comfort of employees. Where mechanical ventilation or air conditioning is provided, regular cleaning, maintenance and inspection will be conducted.

Temperature will be maintained not less than 16 C but whenever practicable will be maintained in the range 19° C to 22° C. Windows, skylights or glass partitions will not allow excessive temperatures to be reached in the offices during hot weather.

Lighting will be suitable and sufficient and, so far as is reasonably practicable be from natural light to enable people to work, use facilities and move from place to place safely and without experiencing eye strain.

Eating facilities with adequate access to drinking water and boiling water will be provided.

Welfare facilities will be adequate with sufficient toilets, hand washing and drying facilities.

Workstations will be provided with suitable chairs and sufficient space.

3.21. Manual Handling

Wherever possible, the requirement to conduct manual handling operations will be avoided. Where manual-handling operations cannot be avoided then mechanical aids are to be utilised, the load split to reduce the risk of harm, or group-handling techniques will be used.

Where applicable information relating to the weight, centre of gravity or the heaviest side of the load will be provided to those personnel involved in the manual handling of the load.

An assessment of all manual-handling operations will be conducted to identify control measures required to protect those at risk and communicated to them.

3.22. Slips, Trips and Falls

Trailing leads are not permitted unless they are fitted with adequate cable protection to reduce the risk of tripping.

Floor coverings will be sound and in good state of repair. All spillage will be cleared away immediately.

All accesses will be adequately lit and kept clear of obstacles and rubbish.

Offices will be kept tidy at all times and all rubbish will be removed at the end of each day.

3.23. Work Equipment

Employees will only use work equipment that is correct and suitable for the job and will ensure that the equipment is maintained in an efficient state, in efficient working order and in good repair.

Work equipment will be regularly inspected and tested as required by current legislation and defects or loss reported immediately.

Defective equipment will be taken out of service immediately to a place where it cannot be brought back into use until it has been repaired.

Only an authorised and competent person is to undertake maintenance, repairs, testing, installation or alterations of any nature to any plant or equipment.

Where required all safety devices and guards will be operable and in use.

Where the use of the equipment involves a specific risk to the health and safety, the use of the equipment will be restricted to personnel who are trained, competent and authorised in its use.

Where equipment being used is not provided by KCP and is being supplied by a third party or is personal equipment to the employee, volunteer or other beneficiary and provided for the direct benefit of an activity or event, it should in all circumstances comply with the above sections: 3.25.1 through to 3.25.6.

3.24. Motor Vehicles

The use of motor vehicles for work related activity will only be authorised by the CEO.

Employees will consider the use of other forms of transport to undertake work activities and only consider the use of their own personal vehicle if it is the most practicable and cost effective form of transport.

All employees who use their vehicles for undertaking their working duties, will ensure:

- the vehicle is insured for business use and their policy is recorded in their personnel file.
- the vehicle is roadworthy with current MOT and vehicle Tax
- they do not commit any offences under the Road Traffic Act whilst carrying out their employment duties
- they take particular care for passenger safety, seat belt wearing, use of age appropriate child seats.

- They do not use handheld mobile phones whilst driving or undertake any other activity that could cause a risk to themselves or passengers.

Where employees are transporting beneficiaries, in particular children, they should complete an appropriate risk assessment.

4. Buildings

The day to day Health and Safety management of all buildings is the responsibility of the Chief Executive Officer. Responsible for ensuring overall high standards of maintenance, security, safeguarding and cleanliness of the buildings, both internally and externally.

Building manager duties and responsibilities:

- Ensure the daily and weekly regular inspections are undertaken, recorded and reported
- To be aware at all times of the Health and Safety Rules & Regulations of the buildings and enforce when & where necessary
- Be responsible for the H&S of beneficiaries, employees, volunteer and any other third party using the building
- Promote the use of, and to complete as and when required Risk Assessments for the building
- To report any breaches in security or safety, to the CEO and/or Police and any other relevant authorities
- To be the delegated Fire Warden for the building
- To ensure up-to-date fire records & logs are completed
- To ensure fire drills and tests take place on a regular basis and are recorded
- To be the designated person for informing of any accidents or incidents within the buildings
- To ensure a safe and secure environment for the delivery of services.
- Ensure all utilities are provided at all times and deal with any concerns within these areas
- Delegate day to day building issues to the receptionists to action and log in Buildings Maintenance Folder as appropriate
- Co-ordinate maintenance jobs and delegate to the relevant service/contractor, with an economic awareness, to acquire 'value for money' quotes for approval
- To raise the necessary Purchase Order Form for works to be completed

- Co-ordinate external providers who are employed to improve or maintain the buildings
- To be available on a regular basis for staff/service users to discuss any building issues/concerns they may have
- Oversee adequate and appropriate use of storage within the Centres

Building security is an essential element of safeguarding, detailed instructions for the controlled access to all buildings is contained in a separate policy: “Building Security and Safety”

Cash in the building should at all times be locked in the safe provided and should at no time exceed the insured amount of £500.

Staff who are required to travel with KCP cash (for banking) should at all time be accompanied by another member of staff.

Under no circumstances should staff put themselves at risk on account of KCP property. If money is demanded with threats it should be handed over.

5. Health and Safety – Safeguarding - Additional Considerations

The following criteria should be considered in relation to safeguarding and the environment KCP promotes and operates within, when delivering activities to beneficiaries. KCP provides training to not only ensure staff operate safely but are able to promote Health & Safety and Safeguarding to all beneficiaries and create an environment where:

- children and users feel safe
- children are safe when attending the centre or on outings organised by the centre
- physical safety of users of the centre is considered
- children feel protected from bullying
- users have improved their awareness of how to keep children safe, including the uptake of local schemes for home safety equipment
- children’s understanding of safety within and outside of the centre helps to keep them safe
- family and parenting support is improving parenting skills and reducing incidents of harm or injury to children

- the centre's engagement with the prevention strategy, locality working and the use of the common assessment framework is improving the safeguarding of children, including those in families who are hard to engage
- the centre's knowledge of and involvement with the most vulnerable families (for example, children subject to a child protection plan) contributes to improving the safety of children
- children, including those with learning difficulties and/or disabilities, are kept safe because their concerns are listened to and acted upon appropriately
- structured parenting programmes are improving outcomes for those users who are experiencing difficulties with children's behaviour.

Where adult and community learning is offered, consideration will also need to be given to ensure users:

- feel safe
- understand their rights and responsibilities and are able to contribute to a safe learning environment
- employ safe working practices
- have the knowledge, understanding and good practices to enable them to take responsibility for their own safety and well-being.

6. Policy Monitoring and Review

KCP considers all its policies to be live documents, subject to review, change and improvement. KCP encourages all of its workforce to contribute to the continuous development of its policies and procedures through regular reviews:

- during supervision and appraisal;
- through training and workshops;
- monitoring and evaluating the impact of policies on the performance of service or activity delivery;
- feedback from beneficiaries (customer satisfaction);
- feedback from partner organisations and other stakeholders.

KCP Trustees entrust their appointed management team to make minor alterations to policies to improve operational effectiveness and performance. Where significant changes are needed (either as a result of feedback and review or as a result of changes in legislation) the CEO will

present these changes to the Personnel and Finance sub committee for consideration and recommendation to the Board of Trustees. These processes will fit into the three monthly board meeting cycle.

KCP Trustees review all policies on a regular rotation; policies to be reviewed are a standing item at each Board meeting (quarterly), this ensures all policies are reviewed as a minimum bi-annually by the Board.