

HEALTH AND SAFETY POLICY



It is our intent to demonstrate an ongoing and determined commitment to improving health and safety at work throughout our organisation.

We will ensure the health and safety of all our staff, trustees and volunteers, and any other people who may be affected by our work activities.

This policy reflects our commitment to ensuring that health and safety at work is of paramount importance to the charity, and that effective health and safety actively contributes to our success. We will ensure compliance with the requirements of health and safety legislation.

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1 AWARENESS

All our people have an awareness and understanding of health and safety hazards and risks that affect our business.

1.1 Health and safety policy statement

Adequate resources will be provided to ensure all our people are aware of this policy and committed to its effective implementation. It is part of our Induction Policy that all new members of staff are made aware of our Health and Safety Policy and all health and safety related information is hosted within the staff/trustee/volunteer area on the intranet.

1.2 Communication and consultation

There will be active open communication and consultation between all our people. Health and safety will be integrated into our communications, wherever appropriate. The Executive Assistant will ensure health and safety is put on the agenda at monthly team meetings and quarterly board meetings, and appropriate action is taken to issues raised. We will request that our people support our policy by cooperating with management and being mindful of their own health and safety, and that of the people around them.

1.3 Roles and responsibilities

Roles and responsibilities for health and safety are defined, as necessary, within job descriptions.

The Chief Executive, Executive Assistant and Advice Services Manager form the Health and Safety Team. See Appendix 1 for our Organisation Chart for Health and Safety.

Final responsibility for health and safety is accepted by the Chief Executive. The Chief Executive is trained to the appropriate level required by CHAS registration, and will ensure that:

- Adequate resources are provided for health and safety
- Health and safety is adequately assessed, controlled and monitored

- Our people are actively involved on matters that affect health and safety.

Day-to-day responsibility for ensuring this policy is put into practice and monitoring its effectiveness is delegated to the Executive Assistant.

The Advice Services Manager is responsible for the health and safety of Community Workers and Lone Workers. Please refer to the disAbility Cornwall & IoS Lone Working and Personal Safety Policy for specific information and guidelines relating to the health and safety of these workers.

All employees, trustees and volunteers are responsible for taking reasonable care of their own health and safety, ensuring they do not put others at risk by what they do or don't do in the course of their work, communicating health and safety issues to the Health and Safety Team, and not interfering with or misusing anything that is used for health and safety provision.

1.4 Hazard identification

We will identify our workplace health and safety hazards. We will inform our people, as appropriate, of these workplace hazards. Our methods of identifying, assessing and managing these hazards are described in section 2.3.

2 COMPETENCE

All our people have the competence to undertake their work with minimum risks to health and safety.

2.1 Health and safety training

All our people will be adequately instructed and trained on the health and safety issues that affect them, and the safe working practices that should be followed. Training records will be kept by the Executive Assistant within personnel files. We maintain a database of employee's health and safety and first aid training, showing the level and date of training with the validity length of certificates, which we review regularly to help us identify and monitor training needs. When appropriate, arrangements for training will be made by the Health and Safety Team.

2.2 Behaviour and culture

The Chief Executive, Advice Services Manager and the Executive Assistant will demonstrate leadership in health and safety. The Executive Assistant will undertake tours to ensure that health and safety issues are identified, assessed and managed. Systems will be in place and people will be empowered to raise health and safety concerns. The Health and Safety Team will consult with employees on health and safety issues affecting their wellbeing, giving them necessary information, instruction, supervision and resources.

2.3 Risk assessment and management

We will assess the risks associated with health and safety hazards in the workplace. All our people will be informed of the health and safety hazards and risks that affect their work. We will take action to prevent, reduce or control risks to an acceptable level and reduce the potential for incidents and accidents. We will encourage all staff to visually check their work area and equipment regularly and report any concerns to the Executive Assistant.

The Executive Assistant will carry out risk assessments and physical inspections annually, or sooner when a change occurs in the workplace or if there is an accident or near miss, regarding:

2.3.1 Health and safety risks arising from our work activities

We will identify potential risks and hazards arising from all aspects of our work, look at what we already do to mitigate those risks, suggest further improvements and allocate responsibility for actioning the improvements to the appropriate member of staff within a set timeframe.

2.3.2 The premises

We will inspect the interior and exterior of the premises, identify, assess and address risks to health and safety caused by the building structure and design, welfare facilities, fixtures and fittings, any mechanical equipment or bought-in materials, ventilation, lighting, temperature, and the area surrounding the building including moving vehicles. The Executive Assistant will ensure effective maintenance procedures are implemented, and new equipment meets our health and safety standards.

2.3.3 Fire safety and procedures (see Appendix 2 – Fire Safety Policy)

2.3.4 Manual handling

We are aware of Manual Handling Operations 1992 and we will avoid the need to carry out manual handling so far as is reasonably practicable. Where this is not possible we will complete a manual handling risk assessment whenever a new manual task arises, and for existing manual tasks as appropriate (see Health and Safety file). For each task we will consider the load, the person, the task and the environment. We will advise that our people avoid manual handling as far as is possible, by asking delivery personnel to deposit deliveries directly to the appropriate storage area. Manual handling is sometimes unavoidable, and we will ensure that our people have received effective training and have access to appropriate equipment. If the level of risk is considered to be more than low, we will change the way the task is done in order to reduce risk to an acceptable level. An HSE guide to manual handling is available in the health and safety file in the Chief Executive's office and on the intranet. Staff have a responsibility to follow guidance and training in order to reduce the risk of injury.

2.3.5 Working at height

We will identify and assess new and existing tasks that require us to work at height. We will ask staff to wear sensible shoes (or remove high heels) and always have another member of staff present. Relevant staff will be shown by their manager how to use a stepladder safely, an HSE guide to working at height is available in the health and safety file in the Chief Executive's office and the intranet. We will ensure that all staff have relevant health and safety training which covers working at height, and remind relevant staff of best practice procedures as appropriate. Staff have a responsibility to follow guidance and training in order to reduce the risk of injury.

2.3.6 First aid

We will assess our first aid needs and the resources we have available in the event of an emergency. The first aid box is located on the wall outside the toilets. The Executive Assistant will check the first aid box six monthly, and after each use, and replace materials as appropriate. We will ensure that at any time, at least three staff members hold a valid first aid training certificate. The names of these staff are on a list next to the first aid box and staff will be reminded regularly at team meetings who holds first aid training certificates. An Emergency First Aid in the Workplace booklet is available in the health and safety file in the Chief Executive's Office.

2.3.7 Display screen equipment (DSE) workstations

We assess every employee's DSE workstation against HSE guidance and a best practice checklist. We provide equipment necessary to ensure all employees can work safely and comfortably at their workstation. We will inform new staff at induction, and remind existing staff during the DSE assessment, that they are entitled to an annual eye test funded by the charity. Staff are encouraged to take regular breaks away from their workstation.

2.3.8 Electrical equipment

Every six months the Executive Assistant will visually inspect all electrical equipment for damage. We will also advise all staff to visually check electrical equipment within their own workstations regularly. If faults or damage are identified, the Executive Assistant will immediately take the equipment out of use by unplugging and labelling it appropriately. We will then arrange for the appliance to be disposed of safely, or repaired by an electrician or other competent person. We will regularly review the need for PAT testing.

2.3.9 COSHH (Control of Substances Hazardous to Health)

We are aware of COSHH 2002 which requires employers to control substances that are hazardous to health. We will identify all potentially harmful substances that we may come into contact with in the course of our work, and ensure that employees are well informed and appropriate precautions are being taken to control risk. The Executive Assistant will check that new substances can be used safely before they are purchased, so we can mitigate the risks of using dangerous substances as far as is possible.

All risk assessments and inspections are recorded, reviewed and sent to an external assessor as part of CHAS registration annually. The Executive Assistant will inform the Chief Executive of any issues of concern, who will approve the appropriate action to be taken to control risk. A copy of the most recent risk assessments are available to all our people, and are located on the Shared (S) Drive.

2.4 Lone working

Out of office working such as outreaches and client home visits are separately assessed in our Risk Assessment and Home Visits form which is covered in our Lone Working and Personal Safety Policy.

3 COMPLIANCE

Our work activities achieve compliance with legislation, and our people are empowered to take action to minimise health and safety risks. We are registered as an accredited company within CHAS (Contractors Health and Safety Assessment Scheme), for which we are assessed annually.

3.1 Incident investigation

We will report and investigate accidents, incidents and near misses to drive improvement in our health and safety management. Any lessons learned from such events will be used to take corrective action to prevent recurrences. The accident book is kept in the Chief Executive's office. The Executive Assistant will maintain the accident book, and when appropriate, will report accidents, diseases and dangerous occurrences to HSE within 10 days of occurrence, as required by RIDDOR 2013, using the following online forms: <http://www.hse.gov.uk/riddor/report.htm>.

3.2 Measuring performance

We will actively and openly review and report on our health and safety performance against objectives and targets. Improvement plans will be developed to support the delivery of these objectives and targets.

3.3 Health and safety management system

We will implement management systems to ensure we:

- Comply with health and safety legislation
- Fulfil the requirements of the Health and Safety at Work Act 1974, and the Health and Safety at Work Regulations 1999
- Continually improve our health and safety performance.

3.4 Health and safety law poster

A copy of the HSE poster "Health and Safety Law" is displayed in the main office.

3.5 Office use

Prior permission is required from the Chief Executive for the disAbility Cornwall & IoS premises to be used for any purpose other than usual work activities.

3.6 Developing innovative practices

We will constantly encourage, develop, review and share “health and safety good practice” both internally and externally. Our building has been designed to be safe and fully accessible, and we are continually mindful of how good working practices and good housekeeping will keep our people safe. We will keep the floors clear of loose objects so that wheelchair users are not obstructed and we reduce tripping hazards. We will place a high priority on the cleanliness of our offices and welfare facilities, encouraging all our people to tidy up after themselves, and we will follow a rota system for communal tasks.

3.7 Influencing stakeholders

We will only work with joint venture partners who are willing to meet and achieve our health and safety expectations.

3.8 Work-related health

We will assess our occupational health risks. All our people will be informed of the occupational health risks that affect their work. We will take action to prevent, reduce or control occupational health risks to an acceptable level and reduce the potential for ill health, including assessing all our people’s fitness for work. We will investigate work-related causes of sickness absences and act on the investigation to prevent recurrence. Health surveillance will be conducted by the Executive Assistant to satisfy health and safety legislation.

3.9 Volunteers and visitors

Volunteers will be made aware of this policy and all health and safety procedures relevant to their position at induction.

Visitors to our premises will be supervised by a member of staff, and will be made aware of emergency evacuation procedures if their visit will be sufficiently long to warrant this. Visitors also sign in using the guestbook.

The responsibility of the health and safety of volunteers and visitors will be allocated between the Health and Safety Team on an individual basis as appropriate.

4 Delivering our policy

Our policy will be delivered by:

- Generating a culture that does not tolerate threats to health and safety
- Ensuring the real involvement of all our people.

5 Supporting documents

Contained within our health and safety file and on the Shared (S Drive) and submitted annually to a CHAS assessor, are the following documents which support this policy:

- 5.1 Lone Working and Personal and Personal Safety Policy
- 5.2 Summary of health and safety and first aid training with photocopies of valid certificates held by staff
- 5.3 Risk assessments (general health and safety, premises, manual handling, working at height, first aid, display screen equipment, COSHH, outreach and home visits)
- 5.4 Guide to maintaining portable electric equipment in offices, electrical equipment six month inspection sheet
- 5.5 Fire safety assessment, fire alarm test record, fire drill record, Alarm Guard repair and service record, Fire Crest certificate of fire extinguisher inspection and service report
- 5.6 CHAS accreditation confirmation
- 5.7 Accident and near miss book

The following handbooks are kept in our health and safety file for reference:

- 5.8 The Health and Safety Handbook (Level 2) – Improving Health and Safety (Highfield), Christian M.R. Sprenger
- 5.9 Emergency First Aid in the Workplace (Truro College and Penwith College)

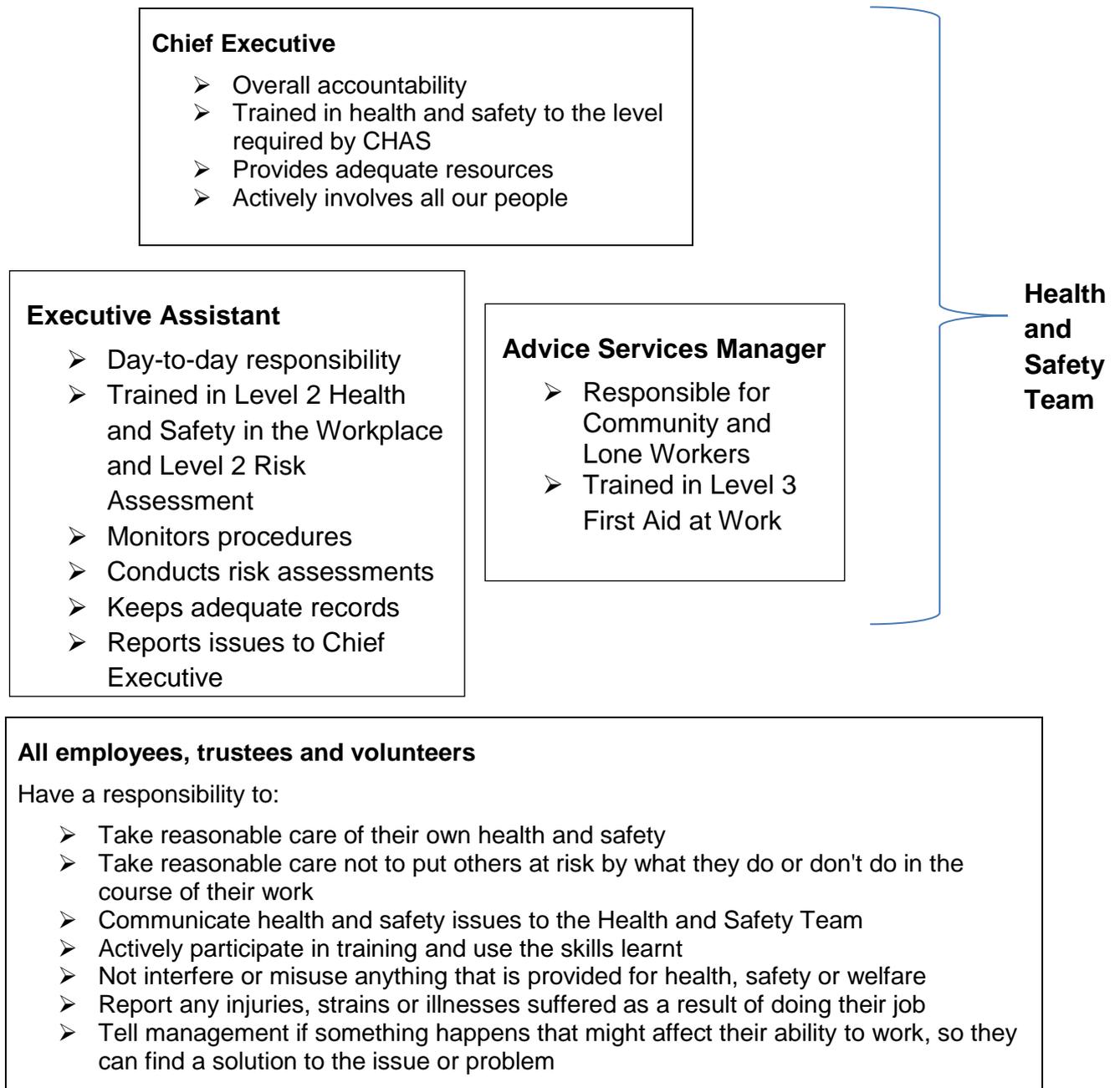
6 Policy review

This policy is effective immediately and replaces all previous versions. This policy will be reviewed and amended annually or sooner if any changes occur, by the Chief Executive, Executive Assistant and Advice Services Manager.

DOCUMENT CONTROL

Signed by Chief Executive	
Date of review conducted	May 2018
Date of next formal review	May 2019
Responsibility for reviewing and updating	Chief Executive, Executive Assistant, Advice Services Manager

1 Organisational Chart for Health and Safety



2 Fire Safety and Emergency Procedures Policy

We are committed to providing a safe environment for our people. Part of this safety responsibility is in the provision and management of fire safety systems and procedures. We will ensure that the risk associated with fire will be managed in compliance the relevant legislation.

Risk control and equipment maintenance

- 2.1 In order to meet our legal obligations under Regulatory Reform (Fire Safety) Order 2005, a comprehensive fire risk assessment will be completed annually by the Executive Assistant. Findings will be reported to the Chief Executive, who will approve action required to mitigate and control fire related risks. The risk assessment will be sent to external examiners as part of our annual CHAS registration and will be available on the Shared (S Drive).
- 2.2 The Executive Assistant will ensure that fire extinguishers and the fire alarm are inspected annually by a registered service provider.
- 2.3 The fire alarm will be tested monthly by the Executive Assistant.
- 2.4 The full emergency evacuation procedure will be tested six monthly. The Executive Assistant will record the outcome, timings and make recommendations for improvement.
- 2.5 All new staff are made aware of the emergency evacuation procedure at induction.
- 2.6 Fire safety notices (see below), which detail the emergency evacuation procedure, are visibly located throughout the building.
- 2.7 All fire exits are checked daily.
- 2.8 Internal fire doors are closed as part of the lock up procedure.
- 2.9 Electrical appliances are inspected six monthly by the Executive Assistant to mitigate the risk of faulty appliances causing fire.
- 2.10 All staff regularly check electrical equipment they use at work, and report any faults of damage to the Executive Assistant.
- 2.11 If an employee visits another premises, they are responsible for finding out details of the emergency evacuation procedure and familiarise themselves with the whereabouts of the fire exits.

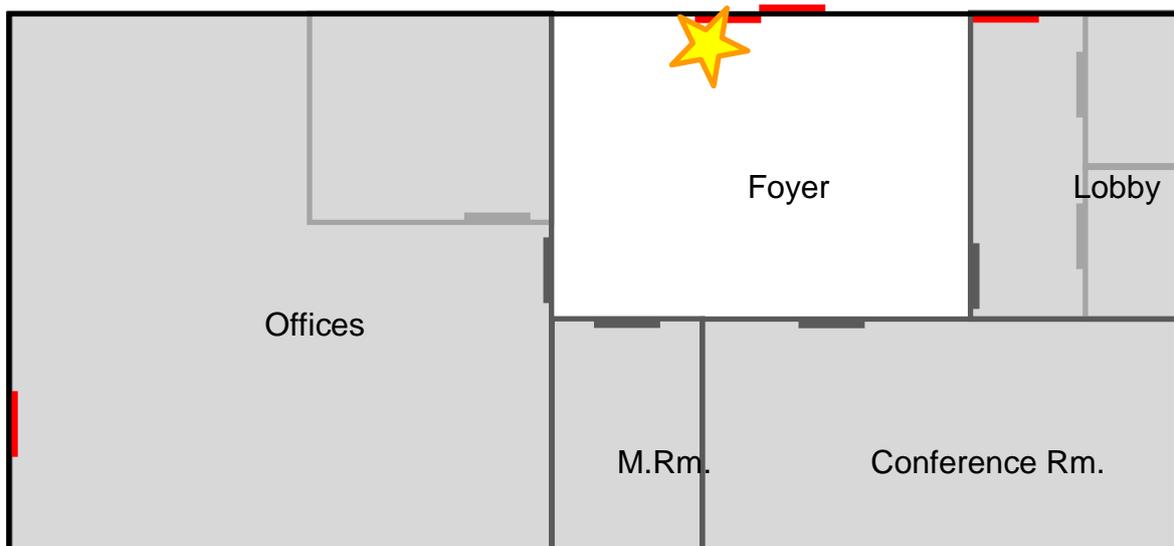
Where an employee visits a client at home they should make themselves aware of escape routes and sit near an exit.

Fire Safety

Notice

In the event of a fire please:

- **Activate** the fire alarm if it is not already sounding. There is an alarm point next to each external door in the building.
- If possible tackle the fire using the appliances provided but do not endanger yourself or others in doing so. Extinguishers are located by each exit.
- **Leave** all possessions / personal belongings.
- Consider if you can **assist** anyone to exit safely.
- Proceed to the nearest **exit** immediately.
- Assemble by the side of **Unit 1B** (opposite DC parking).
- Do not re-enter the building until told it is safe to do so.



The fire exits in the conference room and main office, as well as the main entrance, are fully accessible to wheelchair users.