

*October 2010*

## **PEOPLE AND WORK UNIT**

### **HEALTH AND SAFETY POLICY**

*(This document forms a part of the People and Work Unit Employment Pack)*

#### **GENERAL STATEMENT**

This Statement forms the basis of future planning and implementation of health and safety matters within the organisation.

The Board of the People and Work Unit takes responsibility for the health, safety and welfare of all their employees, volunteers and learners during working hours, under the terms of the Health and Safety and Work Act 1974.

All employees, volunteers and learners have a personal duty of care towards their colleagues, and the responsibility of co-operating with their managers, tutors or leaders in achieving a healthy and safe place of work. They should notify their line manager, team leader or tutor if they become aware of a health and safety issue, or if they develop any health condition which may affect the performance of their duties.

#### **1. Employees' Statutory Rights**

- As far as possible, any risks to employees' health and safety should be properly controlled by the employer
- Employees should be provided, free of charge, with all necessary personal protection and safety equipment
- If an employee has any reasonable concerns about their health or safety, they can stop work and leave their work area, without being disciplined
- Employees should tell their employer about any health and safety concerns they have

#### **2. Employees' Statutory Responsibilities**

- To take reasonable care of their own health and safety
- To take reasonable care not to put other people – fellow employees, volunteers or members of the public – at risk by what they do or do not do during the course of their work
- To co-operate with their employer, make sure they get proper training and follow the employer's health and safety policy

- Not to interfere with or misuse anything that has been provided for their health, safety or welfare
- To report any injuries, strains, or illnesses they suffer as a result of doing their job
- To tell their employer if anything happens which may affect their ability to do their job (e.g. becoming pregnant, taking medicines which may make them drowsy, or having an injury)

### **3. STATEMENT OF PEOPLE and WORK UNIT POLICY**

- 0.1 The Board of Directors is responsible for setting out the overall policy insofar as Health and Safety is concerned.
- 0.2 The planning and implementation of the policy is the direct responsibility of the Director, ensuring that managers and all employees, volunteers and learners fulfil their duties to co-operate with it. Arrangements will also be made to bring it to the notice of all staff, volunteers and learners, including new recruits.
- 0.3 The Board recognise the need to consult staff, volunteers and learners on health and safety matters and the need to consult individuals before allocating particular health and safety functions.
- 0.4 The Board accepts its responsibility to take all steps within its power to prevent personal injury, health hazards and damage to property: to protect its employees, volunteers, learners, people the Unit works with and members of the general public, from foreseeable risks.
- 0.5 The Board recognises its responsibility under the Health and Safety at Work etc Act 1974 so far as is reasonably practicable to:
  - a) provide plant, equipment and systems of work which are safe and without risks to health
  - b) make arrangements for ensuring so far as is reasonably practicable and without risks to health, the handling, storage and transportation of articles and substances
  - c) provide adequate training, information, instruction and supervision so far as is reasonably practicable to enable all those working with the People and Work Unit to perform their work safely and efficiently
  - d) to promote the development and maintenance of sound safety, health and welfare practices

- e) to ensure that regular risk assessments are carried out in respect of the safety of work premises and of the work practices and activities undertaken by the Unit's staff and volunteers; and to implement without delay any recommendations for minimising risk
- f) to ensure that insofar as is reasonable practicable work premises are maintained in a condition that is safe and without risks to health and the maintenance of safe access to and egress from the premises
- g) to provide and maintain a working environment that is so far as is reasonably practicable safe without risks to health and adequate as regards welfare facilities for staff
- h) to ensure sufficient funds are available to provide as necessary protective clothing/equipment to all staff employed, learners and volunteers for the safe use of machinery, equipment and substances
- i) maintain a close interest in all health and safety matters insofar as they affect activities under the control of the People and Work Unit.

1.6 The People and Work Unit Board will require the Director to present an annual management audit on health and safety matters in order to assess strengths and weaknesses and to determine the way forward. The audit will include a review of:

- i) All accidents and incidents reported. Included in this will be reports on accidents investigated, together with any preventative measures that have been put into place
- ii) The Health and Safety Policy, to ensure that it is working effectively.
- iii) Emergency procedures, including fire precautions, fire procedures and first aid

1.7 The Board has the responsibility to ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to both staff, volunteers and learners and people the Unit works with, although it should be emphasised that individual responsibility cannot fall on specific members of the Board. The Associate Director or employees cannot avoid their responsibility for referring urgent matters to that body for information and for decision. Board

Members will be kept informed of all developments relating to Health and Safety matters.

Signed on behalf of the Board of Directors

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Date.....

## **HEALTH AND SAFETY POLICY ACTION CHECKLIST**

The People and Work Unit will:

- Report all accidents coming under the auspices of RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrence Regulations) to the local Health and Safety Inspector.
- Keep an accident book which notes all accidents to staff, volunteers, learners, clients or visitors
- Display the approved Health and Safety Law poster in its offices (Health and Safety Information for Employees Regulations)
- Ensure that the office has a first aid box (Health and Safety (First Aid) Regulations) and a person appointed to deal with matters of health and safety. This person is Sarah Lloyd-Jones.
- Carry out a detailed risk assessment of its premises and equipment, including display screen equipment
- Ensure that the office undertakes regular fire risk assessments, fire drills, extinguisher inspections and alarm checks (Fire Precautions (Workplace) Regulations 1997)
- Maintain, if relevant, a register of chemical hazards, stored in accordance with the regulations and issue the relevant health and safety data sheets to staff ( The Control of Substances Hazardous to Health Regulations 2002)

- Keep a register of all electrical equipment and ensure that maintenance is carried out by authorised contractors or qualified individuals with an inspection every three years (The Electricity at Work Regulations 2009)
- Ensure that all machinery is repaired and maintained by appropriately qualified contractors
- Display a current certificate of Employers Liability Compulsory Insurance in the office
- Check the details of individuals' vehicle insurance cover if they are using their car for business purposes on an annual basis and keep a record of this on their personal file
- Not permit smoking in the office premises or in cars in which work colleagues, volunteers or learners, are carried (The Smoke Free Premises etc. (Wales) Regulations 2007)
- Not permit the consumption of alcohol during working hours
- Give a copy of the Health and Safety Policy to all existing and new members of staff.

#### **SPECIFIC RESPONSIBILITIES**

- Overall and final responsibility for the health, safety and welfare arrangements for the People and Work Unit rests with the Board of Director
- The Associate Director is responsible for the implementation of this policy for Unit personnel both in their premises and on field operations
- In the absence of the Associate Director, responsibility for the Policy implementation will revert to the Administrator
- Individual Managers will be responsible for the daily operation of the policy in their designated projects
- All employees, volunteers and learners have the responsibility to co-operate with their manager, to achieve a healthy and safe place of work and to take reasonable care of themselves and their staff
- Whenever a member of staff, volunteer or learner becomes aware of a health and safety issue they should notify their Line Manager, Team Leader or Tutor

- At all project and line management meetings, Health and Safety will be an agenda item. The purposes being :
  - a) To give staff, volunteers or learners the opportunity through Line Managers, Team Leaders or Tutors to relate and discuss both problem areas and items of good practice
  - b) The reporting of accidents and remedial action taken

## **OTHER IDENTIFIED RESPONSIBILITIES**

### **Training**

- All staff, volunteer and learner training in Health and Safety matters will be facilitated by the Associate Director, Project Manager or Line Manager

### **Accident Reporting**

- Health and Safety legislation requires all employers to keep a record of accidents at work. Any accidents to staff, volunteers or learners, people the Unit works with or visitors will be noted in an Accident Report Book kept by the Administration Manager. Information recorded should include date and time of accident, occupation of the individual concerned and factual details of the incident
- All records relating to an accident will be retained by the People and Work Unit for a period of not less than (7) seven years
- The reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) places a duty on employers to report the following to their Health and Safety Inspector:

**Fracture** of the skull, spine or pelvis

**Fracture** of any bone:

- i) in the arm or wrist but not in the hand
- ii) in the leg or ankle but not in the foot

**Amputation** of:

- i) a hand or foot, a finger, thumb or toe or any part thereof if the joint or bone is completely severed

The **loss of sight** of an eye, a penetrating injury of the eye(s) or a chemical or hot metal burn to the eye(s)

**Injury** ( including burns ) **requiring medical treatment**, or loss of consciousness, resulting in either case from an electric shock

**Loss of consciousness** as a result of lack of oxygen

#### **Decompression sickness**

**Acute illness** requiring medical treatment, or loss of consciousness, resulting in either case from the absorption of substance by inhalation, ingestion or through the skin.

**Acute illness** requiring medical treatment believed to have resulted from exposure to a pathogen or infected material.

**Any other injury** where **immediate admittance to hospital** for a period of more than 24 hours is required.

Notifiable diseases include **tuberculosis, hepatitis, anthrax and poisoning** by a specific list of substances

**Dangerous occurrences** where plant and equipment break causing a potential risk of injury

**An accident** to any person arising out of or in connection with work which results in major injury must be reported by telephone and followed within 7 days by a full written report

**Minor injuries** which occur whilst an employee is at work, resulting in the employee being absent from work for more than 3 consecutive days must be reported within 7 days

**The death of an employee** within one year of an accident suffered at work

**All accidents that are reportable under RIDDOR should be reported to the Chair of the People and Work Unit Board, by telephone and followed within 7 days by a full written report.**

#### **Accident Investigation**

- All accidents coming under the auspices of RIDDOR will be investigated and reported on by a person nominated by the Chair/ Associate Director. That person

will be someone who has received the appropriate training and has the degree of appropriate experience required. It may be someone from outside the organisation.

#### **FIRST AID FACILITIES**

- All staff working with the public will be offered training in First Aid

#### **FIRE SAFETY**

- All fire equipment, extinguishers etc. will be inspected and maintained annually by authorised contractors employing competent persons
- All fire drill, extinguisher inspections, equipment, alarm checks etc. will be recorded within the schemes' or offices' fire log
- The no smoking policy will designate all of the People and Work Unit's offices and cars used to transport work colleagues, volunteers and learners as strictly no smoking. Visitors will not be allowed to smoke on any of the Unit's premises
- All employees, volunteers and learners based in the premises of partner organisations will comply with the no smoking policies adopted by that partner
- All People and Work Unit employees, volunteers and learners will comply and conform with the Fire Precautions (Workplace) Regulations 1997

#### **GENERAL TRAINING/INFORMATION**

The areas of training listed are not a definitive list. Training should include the following:

- **Fire Safety**, General Evacuation procedures and the requirement of Safety Systems
- **Personal Safety Training** - how to avoid and control incidents of personal violence and abuse
- **Emergency first aid procedures** - appropriate training courses should be provided by a competent organisation

Training needs of staff will be assessed annually and training updated as appropriate.

All Health and Safety training will be recorded on both the individual staff members personal file and also on a general register file maintained by the Administrator.



## **FIT FOR WORK POLICY**

- All People and Work Unit personnel, including volunteers and learners, must present themselves fit for work
- At any time whilst in work no Unit personnel, including volunteers and learners, will partake of any alcoholic beverage or non-prescribed substance that may impact on their fitness for work

## **ELECTRICAL EQUIPMENT**

- The People and Work Unit will comply with the Electricity at Work Regulations 2009
- The maintenance of all electrical equipment, fixtures and fittings together with the removal or installation of all electrical equipment, fixtures and fittings will be carried out by authorised contractors or qualified persons. Registers of all electrical equipment on premises controlled both by the People and Work Unit will be maintained
- All faulty electrical equipment will be clearly identified and isolated from the work area pending repair or disposal

## **MEDICAL**

- All People and Work Unit personnel, volunteers and learners must ensure that their managers are aware of any health condition which may in any way affect the efficient performance of their duties.

## **INSURANCE**

- All personnel, volunteers and learners employed by the People and Work Unit will be insured as required by the Employers Liability (Compulsory Insurance ) Act 1982
- A current certificate of Employers' Liability Insurance will be displayed at all People and Work Unit premises
- Additional insurance will be arranged with an accredited insurance company/ broker to take account of future People and Work Unit developments and may include Public Liability Insurance and Professional Indemnity Insurance as deemed relevant by the Board
- Motor Vehicle Insurance. All staff using vehicles on People and Work Unit

business and in receipt of mileage expenses will ensure that the vehicle is adequately insured as required by their individual insurance company .i.e. business use

- Details of individuals' vehicle insurance cover and regular renewal evidence will be recorded on the individual staff members personnel record

#### **DISSEMINATION OF INFORMATION**

- All managers in the People and Work Unit will be conversant with the agreed Health and Safety Policy
- The Policy will be brought to the attention of all staff, volunteers and learners
- All staff will receive a personal copy of the Health and Safety Policy in their Employment Pack.