

Policy Name: Health & Safety Policy

Issue Number: 8

- 1) Policy
- 2) Risk management
- 3) Strategic Risk Register
- 4) COSHH
- 5) Emergency fire Procedures
- 6) First aid, accidents and work related ill health.
- 7) Equipment
- 8) Electricity
- 9) Manual Handling
- 10) Occupational Health
- 11) Accident investigation & reporting
- 12) Information, instruction, supervision and training.
- 13) Housekeeping
- 14) Driving
- 15) Display Equipment
- 16) New and Expectant Mothers
- 17) Smoking
- 18) Visitors
- 19) Lone and Remote Working
- 20) Stress
- 21) Working Time Directive
- 22) Contactors
- 23) Dogs
- 24) Monitoring
- 25) Responsibilities

Appendices

Appendix One - Risk Assessment data sheets and information

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Appendix Two - First Aid procedure

Appendix Three - Manual Handling data sheets and information

Appendix Four - COSHH Assessment sheets

Appendix Five - Working from Home Agreement

1 Health & Safety Policy Statement

The Health and Safety at Work etc Act 1974 requires South Somerset Mind to provide whatever information, instruction, induction, training and supervision as is necessary to ensure, so far as is reasonably practical, the health and safety at work of our employees.

South Somerset Mind's statement of general policy is to provide adequate control of the health and safety risks arising from our work activities; to consult with our employees on matters affecting their health and safety; to provide and maintain safe equipment; to ensure safe handling and use of substances; to provide information, instruction and supervision for employees; to ensure all employees are competent to do their tasks, and to give them adequate training; to prevent accidents and cases of work-related ill health; to maintain safe and healthy working conditions; and to review and revise this policy as necessary at regular intervals.

Employees are required by the Act to take reasonable care for themselves and others who may be affected by their acts or omissions. Furthermore they have a duty to cooperate with management in the actions they take in fulfilling their responsibilities under the Act.

- A First Aid Box will be kept on the premises (in the main office next under the notice board) and will be replenished and checked by the appointed person.
- There will be a nominated Appointed First Aid person and a nominated Health and Safety representative (currently **Alexander Priest** staff member). The Health and Safety Staff representative is **Caroline Chapman**.

- An accident report book shall be kept in the main office next under the notice board). When an accident report is completed it will be locked away in the filing cabinet (in the main office known as room 6) filing cabinet, under “A” for accident reporting.
- An incident report book shall be kept in the filing cabinet (in the main office known as room 6) under “I” for incident book.
- All accidents and incidents will be reported immediately to Doreen Smith.
- In the event that anyone appears physically unwell the policy is to advise the individual to see his/her GP as soon as possible. If the individual appears to be incapable of doing this then contact his/her keyworker if known or staff member if relevant to a member of staff. If not call 999 or 112.
- All maintenance equipment will have regular checks so that it is fit for purpose. This will be the responsibility of the Health and Safety Lead **Caroline Chapman**.
- All relevant electrical equipment will have regular checks as required by law. Records can be found in the S drive under health and safety. Pat testing for Period Electrical Inspection can be found in the building file located in the main office in room 6 filing cabinet).
- Smoking, Alcohol and Drugs policy is as stated per policy.
- All people involved in an activity which involves physical lifting will be guided by Manual Handling information see appendix 3.

2 Risk Management.

Completed risk assessments can be found in the “S” drive under the heading Policy Development - POLICIES / Policies / Risk assessment forms.

South Somerset Mind will carry out risk assessments and operational procedures annually on its property and premises to identify and eliminate any potential hazards, or at least minimise, as far as practically possible, those which cannot be eliminated.

All risk assessments will be recorded and retained as part of this policy, and reviewed periodically as appropriate according to the *degree* of risk. Any changes to South Somerset Mind’s property, premises or operational procedures will be subject to risk assessments.

Risk assessments will be undertaken by Doreen Smith and Caroline Chapman. The findings of the risk assessments will be reported to the Board of Trustees every quarter or when necessary. Action required to remove/control risks will be approved by the Board of Trustees. The Health and Safety Lead Caroline Chapman will be responsible for ensuring that the action **required is implemented and will check that the implemented actions** have removed/reduced the risks. Assessments will be reviewed every twelve months or when the work activity changes, whichever is soonest.

See appendix 1

3 Strategic Risk Register

The Trustees are legally required to keep and review the Strategic Risk Register. This is updated annually and is the responsibility of the Board of Trustees, but is facilitated by the Health and Safety Lead and Chairperson at a designated Board Meeting. This can be found in the S drive/Policies/Strategic risk register.

4 COSHH

Completed Risk Assessments can be found on the “S” drive under the heading Policy Development - POLICIES / Risk Assessment Forms.

Risk Assessments will be carried out on all substances currently in use and deemed to be hazardous.

If no alternative substances can be made available, then they will be isolated from Users and the general public at the Management's discretion.

All hazardous substances will be kept under lock and key and only staff and volunteers will have access to this cupboard.

Caroline Chapman will be responsible for identifying all substances which need a COSHH assessment and will be responsible for undertaking COSHH assessments. The Health and Safety Lead and Operations Manager will jointly be responsible for ensuring that all actions identified in the assessments are implemented. The Operations Manager will be responsible for ensuring that all relevant employees are informed about the COSHH assessments. The Health and Safety Lead will check that new substances can be used safely before they are purchased. Assessments will be reviewed every twelve months or when the work activity changes, whichever is soonest.

5 Fire procedures

All Fire Related Records and Fire Assessments can be found on "S" drive under the heading Health and Safety – Fire.

The risk and prevention of fire will be included as part of "Risk South Somerset Mind". Fire drill procedures containing simple, clear instructions for evacuation and assembly will be posted prominently within the premises. Appropriate signs identifying escape routes will be displayed according to regulations. Fire fighting equipment will be serviced annually by qualified contractors. Staff and nominated volunteers will receive fire procedure training if relevant.

The Health and Safety Lead and Operations Manager are responsible for ensuring the fire risk assessment is undertaken and implemented. Escape routes and smoke alarms are checked by the Landlord on a regular basis. If a problem is found with any alarm or escape

route, Archie will bring it to the notice of the Health and Safety Lead.

Emergency evacuation drills will be carried out four times yearly.

6 First aid, accidents and work related ill health

South Somerset Mind will provide nominated first-aid personnel with sufficient training, information and support to undertake their responsibilities. The Health and Safety Lead will ensure that an appropriate number of first aiders are appointed and that they receive the appropriate refresher training at a centre providing first-aid courses approved by the HSE.

The appointed first-aiders will give first-aid treatment in the event of injury or sudden illness and decide on subsequent action e.g. ambulance, other transport to hospital or home.

Appointed first-aiders will ensure that proper records are made (in the accident book) of the person(s) involved, the nature of the injury or illness, the treatment given and are responsible for informing the Health and Safety Lead..

First-aiders will also ensure that their first aid boxes are replenished as required.

South Somerset Mind will maintain a suitable first aid kit appropriate to the numbers of occupants and visitors on each site.

- A member of staff will be designated as an appointed person.
- It will be the responsibility of the appointed person to maintain its stocks.
- An accident recording book will be kept in reception. South Somerset Mind will comply with the statutory regulations of RIDDOR.

The location of the appointed persons and first aid box will be identified as stated in the First Aid in the Workplace regulations.

In the event of an emergency the procedure laid down in **appendix 2** will take effect.

7 Equipment

Equipment owned by South Somerset Mind will be checked annually for safety and suitability. As appropriate, it will be subject to annual maintenance by suitably qualified personnel or contractors.

The Health and Safety Lead will be responsible for identifying all equipment needing maintenance and for ensuring that effective maintenance procedures are drawn up and that all identified maintenance is implemented. Any problems found with equipment should be reported to the Health and Safety Lead.

8 Electricity

A periodic electrical inspection will be carried out every five years by a registered electrician. SSDC as Landlord will do this.

Records for the periodic electrical inspection are kept in room 6 in the Building File. Need to detail what the landlord does.

South Somerset Mind will ensure that suitably qualified contractors will PAT test any electrical equipment currently in use as needed.

Records for the PAT Testing can be found on the "S" Drive Health and Safety – PAT Test Sheets.

9 Manual Handling

Where appropriate, staff will receive training for manual handling, manual handling hazards and safe systems of work, where moving loads manually is unavoidable.

See appendix 3 Manual Handling data sheets.

10 Occupational Health

The environment in which people work can have a very definite effect on their health. Please see Clinical Supervision Policy for further information.

South Somerset Mind Risk Assessments will be carried out as per section 2.

Consideration will also be given to those individuals whose duties may involve physical and psychological hazards incurred in dealing with difficult users.

11 Accident investigation and reporting

In the event of an occurrence of a reportable accident or dangerous occurrence, the person in charge of centre will report as Riddor Regulations state, then organize a risk assessment for South Somerset Mind in order to eliminate or minimise the hazard. Please refer to the data sheet shown in **appendix 2**.

When the accident report / risk assessment is completed it will be locked away in the filing cabinet in the main office (in the room 6 cabinet) under "I" for Investigation and reporting.

All accidents will be recorded in the accident book and will report to comply with RIDDOR, which will be the responsibility of the appointed person to maintain (see Section 6).

The relevant Line Manager will identify training needs for employees, sessional workers and volunteers. They will be implemented according to individuals' duties in terms of the Operational and Health and Safety Policies of South Somerset Mind. A record of all training carried out will be kept by the Business Development Manager on personnel files and on the S drive.

12 Information, instruction and supervision

The Health and Safety Law poster is displayed at the main office. Health and Safety advice is

also available from the Health and Safety Lead.

Supervision of young workers/trainees will be arranged/undertaken/monitored by the relevant Manager and recorded on their personnel files and on the S drive.

The Business Development Manager is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information, as part of their induction. This will be recorded on their personnel files.

South Somerset Mind is responsible for providing instruction and training for all those who have responsibilities for any operation which may affect health and safety.

Induction training will be provided for all permanent, temporary and contract employees and volunteers. Further training needs will be identified at regular intervals and any necessary training, including refresher training will be provided as and when required.

The Health and Safety Lead and relevant manager will identify, and ensure provision of, the safety training needs of management so that it is able to manage safety in the same way as other functions and operations.

Managers will ensure that employees and authorised volunteers receive appropriate training and that new employees and authorised volunteers are given a detailed induction on all aspects of health and safety.

13 Housekeeping, Visitors etc.

Visitors and Users will be made aware that they are subject to the Health and Safety policy of South Somerset Mind whilst on its premises.

In order to protect itself in terms of its public liability South Somerset Mind will inform visitors and users accordingly by whatever means.

As far as practically possible, South Somerset Mind will endeavour to arrange that its premises are kept clean and tidy and that its rules and regulations are enforced, thereby minimising Health and Safety and Fire hazards.

14. Driving for Work

The employer recognises that use of motor vehicles on charity business requires additional health and safety measures to protect both employees and third parties.

The Business Development Manager will ensure that risk assessments are undertaken and that any risks identified are eliminated, otherwise the risks associated with the hazards will be reduced to as low as is reasonably practicable and those affected will be informed of the significant findings of the risk assessments.

The Business Development Manager will ensure that employees who drive on SSM's business are insured to do so and will conduct annual checks of the driving licenses of anyone who drives on South Somerset Mind's business. A record will be kept on personnel files and a main log on the S drive.

The Association expects all employees who drive on Association business not to put themselves and others at risk and to cooperate with the Association to ensure their own and others safety.

15. Display Screen Equipment

All computer users (display screen users) will be assessed upon commencement of employment, upon significant change to their workstation or location by the Health and Safety Lead. Where the assessment identifies problems it is the responsibility of the assessor to ensure that these are rectified.

Any employee designated as a DSE user has the right to request an eye test; this will be arranged by the employee at an optician of their choice, the cost of which will be met by the employer

16. New & Expectant Mothers

The Health and Safety Lead is responsible for ensuring that all new mothers are assessed on

their return to the work place and that expectant mothers are assessed upon notification of pregnancy and throughout their pregnancy.

The Health and Safety Lead will ensure any additional safety measures are implemented and will provide guidance on specific control measures to protect them in the workplace.

17. Smoking

Smoking is prohibited in all South Somerset Mind premises. Appropriate no-smoking signs are clearly displayed at all premises.

Smoking is only permitted within designated areas.

18. Visitors

All visitors to the main office are required to sign in and out.

The host of any visitor to our premises is responsible for taking all reasonably practicable steps to secure their safety whilst on the premises and to ensure they are aware of emergency procedures.

19. Home working

South Somerset Mind will ensure that suitable and sufficient risk assessments are conducted for home working and that where possible, identified hazards will be eliminated, otherwise the risks associated with the hazards will be reduced to as low as is reasonably practicable and those affected will be informed of the significant findings of the risk assessments.

Before any staff member is authorised to work from home they must sign a Working from Home Agreement which will be kept on file. **Appendix 6**

The relevant Manager will ensure that all staff working from home receives the appropriate training and instruction.

20. Lone and Remote Working

South Somerset Mind will ensure that suitable and sufficient risk assessments are conducted for remote and lone working and that where possible, identified hazards will be eliminated, otherwise the risks associated with the hazards will be reduced to as low as is reasonably practicable and those affected will be informed of the significant findings of the risk assessments.

The relevant Manager will ensure that all staff receives the appropriate training and instruction.

21. Stress

South Somerset Mind recognises work-related stress can damage the mental and physical health of its employees. The organisation will provide access to clinical supervision.

22. Working Time Directive

South Somerset Mind will comply with Working Time Regulation 1998 (amended 2007) to ensure that all staff are entitled to all basic rights and protections that the Regulations provide, as follows:

- limit of an average of 48 hours a week which a worker can be required to work (though workers can choose to work more if they want to);
- right to 1 hour rest a day;
- right to a day off each week;
- right to an in-work rest break if the working day is longer than 6 hours;
- right to 28 days' paid leave per year from April 2009.

23. Dogs

Please refer to South Somerset Mind's dog policy.

24. Contractors

1. SSM will only use contractors who have proved able to discharge their primary responsibility to

safeguard their employees and other persons who may be affected by their undertakings.

The Health and Safety Lead will ensure the inclusion of health and safety considerations in contracts for construction, maintenance, refurbishment, cleaning and similar work and services undertaken by outside contractors.

2. Safety Procedures for Contractors

Contractors engaged by SSM to carry out work on its premises will:

- i. Familiarise themselves with so much of the organisations Safety Policy as affects them and will ensure that appropriate parts of the Policy are communicated to their employee, and any sub-contractors who will do work on the premises
- ii. Cooperate with SSM on in its fulfilment of its health and safety duties to contractors and take the necessary steps to ensure the like cooperation of their employees
- iii. Comply with their legal and moral health and safety duties
- iv. Ensure the carrying out of their work on SSM's premises in such a manner as not to put either themselves or any other persons on or about the premises at risk
- v. Where they wish to avail themselves of SSM's first aid facilities whilst on the premises, ensure that written agreement to this effect is obtained prior to first commencement of work on the premises using a SSM pro forma
- vi. Where applicable and requested by SSM, supply a copy of its Statement of Policy, organisation and arrangements for health and safety written for the purposes of compliance with Section 2(3) of the Health and Safety at Work Act 1974 etc.
- vii. Abide by all relevant provisions of SSM's Safety Policy including compliance with health and safety rules
- viii. Ensure that on arrival at the premises, they and any other persons who are to do work under the contract report to the main office.

3. Safety Rules for Contractors

Without prejudice to the requirements stated above, contractors, sub-contractors and employees and authorised volunteers of contractors and sub-contractors will, to the extent that such matters are within their control, ensure:

- i. The safe handling, storage and disposal of materials brought onto the premises
- ii. That SSM is informed of any hazardous substances brought onto the premises and that the relevant parts of the Control of Substances Hazardous to Health Regulations 1999 in relation thereto are complied with
- iii. Fire prevention and fire precaution measures are taken in the use of equipment which could cause fires
- iv. Steps are taken to minimise noise and vibration produced by their equipment and activities
- v. Scaffolds, ladders and other such means of access where required are erected and used in accordance with statutory requirements and good working practise
- vi. Any welding or burning equipment brought onto the premises is in safe operating condition and used in accordance with all safety requirements
- vii. Any lifting equipment brought onto the premises is adequate for the task and has been properly tested/certified
- viii. Any plant and equipment brought onto the premises is in a safe condition and used/operated by competent persons
- ix. For vehicles brought onto the premises, any speed, condition or parking restrictions are observed
- x. Compliance with the relevant requirements of the Electricity at Work Regulations 1989
- xi. Connection(s) to SSM's electricity supply is from a point specified by its management and is by proper connectors and cables
- xii. They are familiar with emergency procedures existing on the premises
- xiii. Welfare facilities provided by SSM are treated with care and respect
- xiv. Access to restricted parts of the premises is observed
- xv. Any major or lost-time accident or dangerous occurrence on the premises is reported as soon as possible to the Health and Safety Lead.

xvi. Where any doubt exists regarding health and safety requirements, advice is sought from the Health and Safety Lead.

4. Statutory duties

The foregoing requirements do not exempt contractors from the statutory duties in relation to health and safety, but are intended to assist them in attaining a high standard of compliance with those duties.

To check our working conditions, and ensure our safe working practices are being followed, South Somerset Mind will monitor working conditions every six months or at time of change to working conditions.

The Business Development Manager is responsible for investigating staff accidents and for investigating work related causes of sickness absences. They are also responsible for acting on investigation findings to prevent a recurrence. Records are kept on the M drive under People Management.

15 Responsibilities

Overall and final responsibility for health and safety is that of the Board. Day to day responsibility for ensuring this policy is put into practice is delegated to the Health and Safety reps in partnership with the Health and Safety Lead. Their responsibilities jointly include:

- To ensure health and safety standards are maintained/improved,
- Training (A record is kept in the staff file in Management File on the computer),
- Action of risk assessments,
- Improve standards,
- Communicate this policy with employees/volunteers and users of services.

All employees have to co-operate with relevant supervisors and managers on health and safety matters; not interfere with anything provided to safeguard their health and safety; take reasonable care of their own health and safety; and report all health and safety concerns to an appropriate person (as detailed in this policy statement).

16 Appendix

Contents:

- 1) Risk Assessment data sheets and information
- 2) First Aid procedure
- 3) Manual Handling data sheets and information
- 4) COSHH Assessment sheets
- 5) RIDDOR Information
- 6) Working from home agreement

The current Health and Safety Rep is:

Alexander Priest