



# Health & Safety Policy

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## Health and Safety at Work Act 1974

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1. Reaching People Board of Trustees regard the promotion of health, safety, welfare and environmental protection as a key policy for our employees, volunteers and others, as appropriate in whatever capacity and activity they are engaged.
2. Everything reasonably practicable will be done to prevent personal injury and risk to health from foreseeable work and environmental hazards for employees, volunteers and others associated with Reaching People, including the public who visit the organisation's premises or engage with our services.
3. In addition, the Reaching People Board of Trustees is committed to fulfilling their obligations as an employer under all appropriate legislation, especially the 'Health and Safety at Work, etc. Act 1974', and recognise the following responsibilities:
  - Providing and maintaining adequate control as reasonably practicable of the health and safety risks arising from our work activities;
  - Consulting our employees (and others as appropriate) on matters affecting their health and safety;
  - Providing and maintaining safe plant, equipment and facilities;
  - Ensuring safe handling and use of substances;
  - Providing information, instruction and supervision for employees and others as appropriate;
  - Ensuring all employees (and others as appropriate) are competent to do their tasks and to ensure adequate instruction, checking and training;
  - Carrying out inspections, appropriate risk assessment and taking action to safeguard against hazards and to prevent, eliminate or reduce as far as reasonably practicable health and safety risks, accidents and cases of work-related ill health;
  - Maintaining safe and healthy working conditions for employees and others as appropriate;
  - Reviewing and revising this policy every 3 years or more often if required in response to changing circumstances and/or legislative requirements.
4. All employees and users of the building must also recognise their own responsibilities for health and safety and have a duty to:
  - Take reasonable care of the environment and the health and safety of themselves and other people who may be affected by what they do or don't do;
  - Exercise care in performing any duty and carrying out their work in such a way as not to put the health and safety of themselves, other people, premises, equipment or environment at risk;



- Use any personal protective or safety equipment that may be required;
  - Report all accidents or incidents that have led to injury or harm or that may be a hazard to health, safety or the environment;
  - Immediately draw the attention of management (or appointed persons) to any dangerous machinery, equipment, conditions or practices.
  - Co-operate fully in the investigation of accidents or incidents and with the introduction of any measures that may be taken to prevent recurrence;
  - Not do anything that is believed to be dangerous or poses a significant health and safety risk to themselves or others with a duty and right to refuse to do such activity until further investigation. *If in doubt, don't.*
  - Work together with the management of Reaching People to achieve safe and healthy working conditions and comply with all health, safety and environmental protection policies, procedures and requirements that may be in force.
5. Whilst overall responsibility for Health and Safety is that of the Reaching People Board of Trustees, day-to-day responsibility is delegated to appropriate paid employees and others deemed competent.
  6. Sub-contractors or any individuals/organisations that use our premises/contribute to our services must also comply with all relevant health and safety requirements and take reasonable care for themselves and others who may be affected by their work or activities.
  7. All Reaching People employees and all users of the building should familiarise themselves with and abide by all displayed or circulated instructions about Health & Safety, including Fire Safety and location and operation of Fire Fighting equipment.
  8. Any general questions, comments or concerns regarding Health and Safety should be addressed in the first instance to the CEO.



## Health and Safety Policy Arrangements

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In addition to the general statement regarding Health and Safety from the Reaching People Board of Trustees, the following arrangements (together with any specific separate policies, guidelines, procedures and risk assessments) also form part of the organisation's overall Health and Safety policy and practice.

### Health and Safety Promotion:

The Reaching People Board of Trustees is committed to promoting a positive and active attitude towards health and safety at work and will constantly enforce the need for safe working practices on our premises and wherever Reaching People delivers services.

Appropriate information and advice will be issued and training provided as necessary to help keep everyone aware of current issues and new initiatives.

All employees, volunteers and visitors to Reaching People also have a responsibility for upholding the health and safety standards required and stated in this policy and procedures.

### Information, Instruction and Training:

The Board of Trustees will ensure the provision of appropriate initial health and safety information, instruction, advice and training for new employees, volunteers and others as appropriate which will be overseen by the project manager in association with appropriate other staff, as part of the person's induction plan.

On-going and refresher information and training will also be provided as necessary, particularly for new and potentially hazardous circumstances or work activities.

All managers with responsibility for others will also ensure that those they have responsibility for adhere to health and safety requirements and receive appropriate information and instruction as necessary.

The legally required Health and Safety law poster will be displayed, together with other appropriate notices, on a designated health and safety notice board.

Any general questions, comments or concerns regarding Health and Safety should be addressed in the first instance to the project manager.

In addition, further information will be obtained from the 'Health and Safety Executive': Information Line: 08701 545500. Website: [www.hse.gov.uk](http://www.hse.gov.uk)

### Reporting Incidents, Accidents & Dangerous Occurrences:

All 'incidents' that cause concern must be reported on 'Incident Report' forms and all accidents must be reported and recorded in the 'Accident Book', both following procedures as established and communicated. All reports will be considered, acted upon, filed and reviewed as appropriate.

The organisation will also report any appropriate incidents (such as fatal accidents; major injuries; certain diseases, infections and conditions and dangerous occurrences) as required under the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995' (RIDDOR), reporting such incidents to the Health and Safety Executive or the Local Authority/Council.

The reporting of specific 'Serious Untoward Incidents' has also been a requirement of our agreement with local funding bodies. Therefore where required they will be informed so that they can take any action that may be necessary.



### Hazard and Risk Assessment:

The Board of Trustees duty is to identify and record hazards at work, to assess the risk of accidents occurring, particularly in accordance with the 'Management of Health and Safety at Work 1999 - (Risk Assessments)', and to appropriately respond.

Competent persons will carry out hazard and risk assessment with appropriate steps being taken to eliminate the identified risks wherever possible. If elimination is not possible, suitable control measures will be introduced to manage and minimise risks. Hazard and risk assessment will follow an established system, will be written down, appropriately filed and reviewed regularly or when significant changes occur.

### Control of Substances Hazardous To Health (COSHH):

The Board of Trustees will ensure the identification and monitoring of any hazardous substances (usually only those with specific hazard warning labels), to assess the risks involved in their use and to take necessary precautions, in accordance with the 'Control of Substances Hazardous to Health Regulations 2002' (COSHH).

When any hazardous substances (those carrying specific hazard warning labels) are obtained, a manufacturer's safety sheet must be obtained detailing any hazards involved in their use and advice on precautions to be taken. An appropriate risk assessment must also be carried out.

All such substances will be stored in an appropriate and suitably marked container.

A written record will be kept of hazardous substances used; risks identified and control measures to be taken, together with safety data sheets.

All employees and others as appropriate must be aware of the risks and precautions to be taken and checks made to make sure they are being complied with.

However, as Reaching People aims for there to be limited hazardous substances used, when substances are ordered/used all attempts should be made to obtain the safest substances, especially those with clear manufacturer's instructions on the item, no specific hazard warning labels and those that are more household, domestic products.

### Housekeeping:

Good housekeeping and sensible safety precautions are the foundation of the organisation's health and safety policy. Everyone must play their part in maintaining a clean and tidy working environment as clutter and untidiness increases the risk of trips, slips and falls and is also often a fire risk. Staff must keep their workplace clear of all obstructions (e.g. open filing cabinets; trailing cables; paper, boxes and litter on floors, particularly walkways, etc.).

Lighting will be adequate to ensure safety of all staff and visitors.

All entrances and walkways will be kept clear; particularly fire exits and routes, and any obstructions must be reported to the corporate services team and/or removed. Particular care will also be taken to keep stairs and landings clear, and to ensure that lighting levels are adequate.

Any spillages must be promptly and effectively cleared up and signage will be displayed when floors are wet.

### Working Environment:

The Board of Trustees will ensure that there are suitable, clean, accessible, hygienic and sufficient premises and facilities for employees (and others as appropriate), including appropriate washing facilities; provision of hot and cold/drinkable water; appropriate toilet facilities; suitable safe facilities for storing personal items/valuables; appropriate rest breaks; suitable ventilation, lighting, temperature and space.

### Personal Protective Clothing and Equipment:

The Board of Trustees will ensure that any personal protective clothing or equipment that has been identified as necessary will be generally provided or personally issued. All employees and visitors, in particular building contractors are responsible for making sure any items or equipment they are issued with or may use is kept in good



working and safe order and is properly maintained. Any problems or concerns with any equipment must be reported to the corporate services team immediately.

#### Rubbish and Waste Control:

All rubbish and waste, including printer toner and ink cartridges, will be stored, used and disposed of appropriately (and recycled where possible) in accordance with any current legislation or regulations, using approved licensed disposal agents where necessary.

#### Manual Handling:

Employees or others must not attempt to lift or move something that is beyond their personal capability. Wherever possible, lifting and moving heavy items will ideally be avoided or carried out by appropriately experienced people. If this is not practicable or possible, lifting and moving should be carried out using appropriate equipment, especially when up and down stairs. If equipment is not available or appropriate and the load is too much for one person, assistance must always be sought. If the load has sharp edges or abrasive surfaces, gloves should be worn.

An appropriate assessment should be carried out. Information, risk assessment and training will also be provided as appropriate and necessary, particularly in accordance with the 'Manual Handling Operations Regulations 1992'.

#### Ladders and Working at Heights:

Employees and others associated with Reaching People will generally not be expected to use ladders or work at height unless appropriately trained and experienced. If a person does use a ladder, then it must be stable and they must also be supported by another person. Where risk assessments indicate external specialists will be contracted to carry out work at heights.

Care should also be taken when lifting anything from a shelf, seeking assistance if heavy, bulky or unstable. Reaching People provides low steps with wheels and brakes on each floor to assist staff lifting items from shelves and these must be used.

If appropriate, information and/or training will be provided.

#### Electrical and Other Equipment or Machinery:

In accordance with appropriate regulations, such as the 'Electricity at Work Regulations 1989', work on electrical and other equipment or machinery will only be carried out by appropriately trained and/or qualified people. Such equipment and machinery will be regularly serviced and maintained by an appropriate person. Appropriate records will be kept.

All employees must also regularly pay attention to the condition and functioning of all equipment (especially before use) and must not use anything that presents a concern or is damaged. Concerns or damage must be reported immediately to the corporate services team.

Equipment must not be altered or adapted in any way and should only be used for the purposes for which it was designed and in accordance with manufacturer's instructions.

Equipment operators must ensure that no one else is endangered by the use of equipment.

#### Portable Electrical Appliance Testing and Inspection:

An appointed competent person will ensure that all portable electrical equipment is regularly inspected and electrically tested, including electrically operated office equipment. Each item of equipment will be identified and labelled to indicate testing date. A written record must be maintained.

Only a suitably qualified person will carry out any electrical work.

#### Display Screen Equipment:

The Board of Trustees will ensure that appropriate risk assessments of equipment and operation are carried out for those people using display screen equipment and appropriate steps taken to minimise risks that may be associated



with their use. The cost of appropriate eye tests will be met for employees who use display screen equipment on a regular basis in accordance with the 'Health and Safety (Display Screen Equipment) Regulations 1992'.

When working with display screen equipment, seating will be provided that is comfortable and at the correct height so that it doesn't cause unnecessary strain to the eyes, neck and back. The screen will not have excessive glare or reflection and the keyboard will be at the correct position and angle. If copying from documents staff should ensure that they are at the same distance and height as the screen. If working for long periods, regular short breaks must be taken.

Any concerns or problems must be reported to the corporate services team.

### First Aid:

The Board of Trustees will ensure that a member of staff is nominated as the 'First-Aider' or an 'Appointed Person', together with suitable and sufficient First-Aid facilities that will be advertised and maintained at all times, in accordance with the 'Health and Safety (First Aid) Regulations 1981'.

When attempting to aid an accident victim, an untrained person may do more harm than good. An 'Appointed Person' (or anyone if such a person is not available) must summon professional help immediately and keep the victim safe and as calm as possible until it arrives.

If a 'First-Aider' (or 'Appointed Person') is available, they must be summoned to take control.

All accidents must be reported in the 'Accident Book', following established procedures.

Reports will be securely filed, reviewed as necessary and action taken as appropriate to prevent similar occurrences.

### Stress:

The Board of Trustees is committed to reducing the causes of stress for employees and others as far as are reasonable and practicable, in accordance with a separate stress procedure.

### Violence at Work:

The Reaching People Board of Trustees is committed to ensuring as far as is reasonably practicable the health, safety and welfare of employees and others associated with Reaching People. This also includes any risks arising from violence, bullying or harassment at work being taken seriously. There are separate guidelines and procedures relating to safety from violence (including for Lone Workers); action and support following any violent incidents and also regarding harassment and bullying.

The Reaching People Board of Trustees recognise the potentially damaging effects of violence on individuals, work performance and the organisation as a whole and as far as is practicable, will provide a working environment that is as far as possible free from risks of violence and harassment.

### Lone Working:

A separate procedure and guidelines concerning Lone Working are in place.

### Pregnancy:

Specific information will be provided and appropriate risk assessments undertaken relating to employees who are known to be pregnant and appropriate measures may be taken to reduce any identified risks to their health and welfare as a result, particularly to comply with the 'Management of Health & Safety at Work Regulations 1999'.

### Drugs and Alcohol:

As the Board of Trustees recognises that health and safety can often be put at risk by those who misuse alcohol or other drugs which is addressed in the drug and alcohol policy.



### Fire Precautions & Emergency Procedures:

The Board of Trustees will ensure the provision and maintenance of fire-fighting equipment, warning systems, evacuation procedure, fire doors, signs, notices and all associated equipment, with appropriate records kept on file, particularly in accordance with the 'Fire Precautions (Workplace) Regulations 1997 – as amended'.

Smoking is not permitted in the building.

Fire Exits and escape routes will be kept clear at all times and full fire and emergency information and instruction will be provided to all employees with drills being carried out and alarms tested regularly with records kept.

The host agency will ensure fire equipment is regularly maintained, with records being kept.

There is a clear and workable system in operation to ensure that all people on the premises can be accounted for in the event of a fire or evacuation.

All employees must familiarise themselves with and abide by all displayed or circulated instructions about fire safety, emergency procedures and location and operation of Fire Fighting equipment.

All new employees will receive appropriate information, instruction and training. On-going and refresher information, instruction and training will be provided as necessary.

### Young Persons and Children:

Risks to young people (under 18 years of age) and children (of compulsory school age) will be assessed in the event of starting any work or involvement, taking into account their inexperience, lack of awareness of risks and immaturity.

Such a risk assessment will determine whether the person should be prohibited from certain work or activity except (where they are over minimum school age) when it is necessary for their training; where risks are reduced as far as reasonably practicable and where a competent person provides proper supervision.

For those of compulsory school age, activities will take place within clear guidelines and be supervised by a suitably approved adult. Child Protection procedures are in place, including enhanced 'Criminal Records Bureau' checks.

### Protection of Children and Vulnerable Adults from Abuse:

The Reaching People Board of Trustees is committed to protecting Service Users, children and vulnerable adults from the unacceptable risk of abuse and to working closely with statutory agencies to achieve this.

Child and vulnerable adult protection policy and procedures are in place and 'Criminal Records Bureau' checks carried out for staff and volunteers.

See separate Protection of Children and Vulnerable Adults Policy & Procedures.

### Consultation with Employees:

The Board of Trustees will consult with employees, and others as appropriate, on health and safety matters, in accordance with the 'Health & Safety (Consultation with Employees) Regulations 1996'.

### Insurance:

The Board of Trustees will ensure that the organisation has appropriate insurance cover, including regarding liability for injury and disease arising from employment, particularly in accordance with any appropriate legislation, such as 'Employers Liability (Compulsory Insurance) Regulations 1998'.

A notice of insurance cover will be displayed.



**Responsibilities:**

Whilst overall responsibility for Health and Safety is that of the Reaching People Board of Trustees, day-to-day responsibility is delegated to appropriate paid employees and others deemed competent as follows:

Designated Board member – oversight of Health and safety and ensuring health and safety policies, guidelines, procedures and arrangements are in place and carried out.

Host agency management - on a general day-to-day basis with regard to the premises, building sub-contractors, reporting incidents and reviewing practices/lessons learnt.

Project managers - for induction and ensuring information about practices and procedures are carried out and for risk assessments for their areas of work.

Every employee/partner has a role to play in helping to provide a safe and healthy working environment, therefore all employees and volunteers are encouraged to give health and safety the highest priority and are expected to consider this in all that they do, especially promoting and following established policy and procedures and appropriate involvement in risk assessment.

**Monitoring and Review:**

Although all our health and safety policies, guidelines, procedures and risk assessments have been produced to provide a framework to work from, it is recognised that there needs to be flexibility regarding these areas and the policy and procedures in relation to them in order to respond to any new developments.

Our policies, guidelines and procedures are reviewed regularly, particularly in response to any incidents; comments, suggestions and complaints; or due to latest information and changing circumstances.

**Summary:**

Every employee and all visitors to Reaching People are reminded that they have a general duty to take care of themselves and others who may be affected by their acts or omissions at work.

The organisation’s health and safety statement, policy, guidelines and procedures are designed to ensure that everyone understands the role that the Board of Trustees and everyone associated with Reaching People must play in helping to provide a safe and healthy working environment.

Together, we will aim to identify and eliminate hazards and reduce the number of accidents to zero.

Signed

Reviewed October 2016

Document Control	
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