

# **HEALTH & SAFETY POLICY**

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<b>Date of Approval</b>	<b>19/06/2017</b>	<b>Signed</b>	
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<b>Date of Issue</b>		<b>June 2017</b>	
<b>Version</b>		<b>V6.0</b>	

## **Policy Statement**

- CXK accept that Health and Safety is an integral aspect of our business and it is essential that everyone is aware of their duties and responsibilities in relation to this.
- Everyone must be aware of the need to observe safe working practices and implement any controls that have been identified as relevant.
- All employees and volunteers are entitled to work in environments where risks to their health and safety are properly controlled. Under health and safety law, the primary responsibility for this is down to employers. CXK recognise our duty to consult with employees, or representatives, on health and safety matters
- CXK carry out risk assessments that address all risks that might cause harm in the workplace.
- CXK understand our legal duty under the Health and Safety Information for Employees Regulations (HSIER) to display the approved poster in a prominent position in each workplace or to provide each employee with a copy of the approved leaflet "Health and Safety Law".
- As employees you/we have a legal obligation to comply with health and safety policy and procedures and set by CXK.
- Our employees have a legal duty to report hazards or hazardous activities to the Charity.
- If any employee or volunteer think that CXK is exposing them to risks or is not carrying out their legal duties regards to health and safety, and if this has been pointed out to them but no satisfactory response has been received and procedures have been exhausted, employees can complain to the HSE.
- All sub-contractors or delivery partners will be expected to have their own robust Health and Safety policy and reporting and management processes in place. The Charity verifies this as part of its procurement and due diligence process. Sub-contractors and/or delivery partners are required to escalate reportable incidents to the Charity, this will include incidents that constitute a reputational risk.

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Document Name: Health and Safety Policy

Date: 01/06/2017

Version: 6

Retraction Date: 01/06/2018

Location: SharePoint

Author: Rebecca McGeachy

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## Environmental



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## **1 Purpose**

CXK ("the Group") understands its responsibility to do all that is reasonably practicable to protect the health and safety of all its employees whilst at work and that of clients, partners and members of the public in so far as they come into contact with the Group's activities and premises.

The group is a learning organisation and recognises that it may still have areas where development and improvement is required. Where errors are made these will be addressed and practices reviewed to prevent re-occurrence

This policy sets out the Group's commitment to comply with its statutory obligations as they relate to Health and Safety and provide a healthy and safe environment for everyone who comes into contact with its activities.

## **2 Scope**

This policy applies to all employees, Trustees, visitors, tenants and anyone else including contractors and self-employed workers who visit a CXK office or a site where CXK delivers contracts and services.

## **3 General Statement from the Chief Executive.**

1. The Charity recognises its health and safety duties under The Health and Safety at Work Act 1974. And the Management of Health and Safety at Work Regulations 1999 (amended 2006), and concomitant protective legislation, including the Environmental Protection Act 1990 and Fire Precaution Act 1971, Fire Precautions (Workplace) Regulations 1997, Regulatory Reform (Fire Safety) Order 2005, both as an Employer and as a Charity. And to that end has appointed an employee to be responsible for Health and Safety maintenance at the Charity; to keep workplace procedures relating to health and safety under constant review, and to liaise with the employed Health and Safety Consultant to provide independent external advice and oversight, and to liaise with the Health and Safety Executive wherever necessary so as to keep the Charity and its Directors updated on any new legislation affecting them (i.e. EU Directives, Regulations, Statutory Instruments and British Standards, etc.), in order to ensure compliance with them. Adequate time, money & materials have been set aside for this specific purpose.
2. In recognition of its duties under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, the Charity has established a system for reporting accidents, disease and dangerous occurrences to the Health and Safety Executive. Including injury to any trainee, and this is in addition to its statutory duty to keep an accident book available for inspection by an inspector of the Health and Safety Executive.
3. In furtherance of (1), the Charity proposes always to comply with its duties under Section 2 of the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations 1999, regulations 3-6, towards its employees and, more particularly, so far as is reasonably practicable to:
  - a. Provide and maintain a safe place of work, a safe system of work, safe equipment for work and a safe and healthy working environment.
  - b. Provide such information, instruction, training and supervision as may be necessary to ensure that the health and safety at work of its employees, and also compliance with the Health and Safety Information for employees Regulation 1989 (2009); The Personal Protective Equipment Regulations 2002; The Provision and use of Work Equipment Regulations 1998; The Workplace (Health, Safety and Welfare) Regulations 1992; The Health and Safety (Display Screen Equipment) Regulations 1992 (amended 2002); the Trade Union Reform and employment Rights Act 1993 (TURERA); and the Management

- of Health and Safety at Work Regulations 1999 (amended 2006) and any other applicable concomitant protective legislation, and to promote awareness and understanding of health and safety throughout the workforce.
- c. Ensure safety and absence of health risks in conjunction with use, handling, storage and transport of materials, articles and substances.
  - d. Make risk assessments available to employees.
  - e. Take appropriate preventative protection measures.
  - f. Appoint competent personnel to secure compliance and statutory duties
4. In further recognition of its statutory and common law duties. The Charity has taken out insurance, with an approved insurer, against liability for death injury and/or disease suffered by any of its employees/the public arising out of and in the course of employment/Charity activities; with the certificate of Insurance being prominently displayed so as to be available for inspection at all reasonable times by employees, visitors and Health and Safety inspectors.
5. All employees of the Charity agree, as a term of their contract of employment, to comply with their individual duties under section 7 of the Health and Safety at Work Act. And Regulation 12 of the Management of Health and Safety at Work Regulations 1999 and any other applicable legislation and generally co-operate with their Employer so as to enable the Employer to carry out their health and safety duties towards them. And to abide by any conditions specified by the Charity to enable the Charity to discharge its obligations with regards to applicable health, safety and environmental legislation. Operatives will make suitable and sufficient risk assessments of the site upon arrival. Failure to comply with health and safety duties, regulations, works rules and procedures regarding health, safety and environmental obligations on the part of any employee, can lead to dismissal from employment; in the case of serious breaches, or repeat breaches, such dismissal may be instant and without prior warning.
6. Prime responsibility for health and safety lies with the Board of Trustees (Company Directors) of the Charity. And the Charity regards itself as bound by any acts and/or omissions of the Director or senior manager, giving rise to liability, provided only that such acts and/omission arise out of and in the course The Charity business. Prosecution of any director or senior manager shall not prevent a prosecution against the Charity.
7. In recognition of its duties towards the general public and all lawful visitors to the Charity's premises or sites. The Charity regards the extent of its duties as compatible with sections 2 and 5 of the Health and Safety at Work Act and Occupiers' Liability acts 1957 and 1984; In particular, where visitors are under a statutory duty to wear personal protective clothing, or otherwise to take reasonable precautions for their own health and safety, failure to do so will be regarded as a breach of this policy. Entitling the Charity to take such measures as it considers appropriate including asking the visitors to leave the premises.
8. This policy statement has been prepared in furtherance of section 2 (3) of the Health and Safety at Work Act 1974 and binds all Directors, Managers and Employees, in the interest of Employees and Customers. We request that our Customers and Visitors respect this Policy, a copy of which can be obtained upon request.

Through the implementation of the Health and Safety policy CXK Board of Trustees, the Chief Executive and CXK staff are committed to achieving the following objectives:

- To provide, as far as reasonably practicable, a safe and healthy working environment, safe premises and facilities for staff, service users and visitors;
- To create for employees, as far as is practicable, a working environment where potential work related stressors are avoided, minimised or mitigated through good management practices, effective human resources policies and staff development;
- To ensure that all staff are aware of their health and safety responsibilities and know what is expected of them and what they must do to discharge the responsibilities assigned to them;
- To ensure that staff have access to appropriate training and development to enable them to discharge competently the responsibilities assigned to them;

- To have an effective system for communicating and consulting on health and safety matters, and securing the co-operation of employees and service users in implementing the Health and Safety Policy;
- To have in place arrangements to plan, implement, monitor and review measures to address risks arising from the CXK's activities; and
- To strive to improve continuously the CXK's health and safety performance, measuring its progress against agreed performance standards and sector benchmarking.

Pauline Smith  
Chief Executive

This document is to be reviewed & revised prior to the 1st June 2018 by the CEO in conjunction with the Health and Safety Lead and Health and Safety Consultant.

## **4 Organisational Responsibilities**

In most instances, the environments in which our employees operate will be safe but there will be the risk of events or circumstances which may threaten individual safety. Individuals will also view and assess the risks differently. It is employee's responsibility to assess the risks faced when working in each environment, to discuss any concerns with managers and to formulate a plan to manage and record the risks identified and control measures implemented to reduce risk to an acceptable level.

Managers have a responsibility to ensure that employees have fully considered the risks they may face in undertaking their roles and that appropriate steps to manage those risks has been taken (and may include training in hazard identification, risk management and personal safety). Managers should also ensure that safety issues are discussed and recorded as part of management meetings and relevant information disseminated to employees within teams.

It is essential that managers and colleagues are aware of the location of employees to enable them to be contacted should the need arise through the use of electronic diaries. This contributes to employee safety by providing a mechanism to provide support or help should it be required. Electronic diaries should contain the following:

- Destination, and contact information for the destination,
- Travel times if needed between appointments
- Personal contact details (e.g. mobile phone number) if different to the Charity's issued mobile phone.

It is everyone's responsibility to ensure health and safety is taken seriously and that procedures and guidelines are followed as set out in this policy and other Charity policies related to health and safety. To ensure health and safety standards are maintained and improved, the following people/groups have responsibility in the following areas:

<b>Who:</b>	<b>Responsible for:</b>
<b>The Board of Trustees</b>  <b>(with a nominated Trustee allocated as Health and Safety Champion and responsible for health and safety - Graham Briscoe)</b>	<ul style="list-style-type: none"> <li>• Overall and final responsibility for health and safety.</li> </ul>

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Version: 6  
Retraction Date: 01/06/2018  
Location: SharePoint  
Author: Rebecca McGeachy

<b>The Chief Executive Officer (CEO)</b>	<ul style="list-style-type: none"> <li>• Responsibility for Health and Safety and delegation of health and safety in all areas of the Charity and its sub-contracted partners.</li> </ul>
<b>The Executive Management Team</b>  <b>(in conjunction with the Designated Health and Safety consultant and Health and Safety Lead)</b>	<ul style="list-style-type: none"> <li>• Responsible for implementing the Health and Safety Policy and ensuring Health and Safety compliance through consultation with and advice from the Designated Health and Safety Consultant and Lead</li> <li>• To monitor and review reported incidents and the incident log with the Designated Health and Safety Consultant and Lead.</li> <li>• To report to the CEO and the Board as required.</li> </ul>
<b>The Designated Health and Safety Consultant (Invicta Safety)</b>  <b>In conjunction with and reporting to the Assistant Director Support Services as CXK's Health and Safety Lead.</b>	<ul style="list-style-type: none"> <li>• Responsible for producing, reviewing, maintaining and implementing the Health and Safety Policy and ensuring health and safety compliance through consultation with and services to CXK.</li> <li>• To monitor and review reported incidents and the incident log with the Executive Management Team.</li> <li>• To report to the Executive Management Team, the CEO and the Board as required.</li> </ul>
<b>Assistant Directors</b>	<ul style="list-style-type: none"> <li>• To manage the controls for health and safety for their own directorates.</li> <li>• To implement, review and monitor health and safety practice and standards in relation to their specific projects and areas of responsibility.</li> <li>• Responsible for ensuring that all incidents relating to health and safety are logged and incident forms completed, and necessary referral made to Designated Health and Safety Lead (and consultant).</li> <li>• To ensure that risk assessments are carried out and signed off for all new venues, working practices and that documentation is stored centrally as per the Risk Assessment Process.</li> </ul>
<b>Contract Managers and Team Leaders</b>	<ul style="list-style-type: none"> <li>• To ensure that health and safety standards are maintained / improved in respect to their specific projects and areas of responsibility.</li> <li>• Responsible for the completion, or renewal of risk assessments in relation to specific projects and areas of responsibility.</li> <li>• To ensure that health and safety incidents, risks and issues are recorded and escalated to their line manager and if appropriate the designated Health and Safety Lead (and consultant).</li> </ul>

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<b>All Employees and Volunteers</b>	<ul style="list-style-type: none"> <li>• To co-operate with managers and supervisors on health and safety matters, including risk assessment completion and incident reporting.</li> <li>• Not to interfere with anything provided to safeguard their own health and safety or the health and safety of others. (Inclusive of any control measures implemented to reduce risk that have been identified as part of the risk assessment process).</li> <li>• To take reasonable care of their own health and safety and of other persons who may be effected by their acts or omissions.</li> <li>• To report all health and safety concerns to their line manager at the earliest opportunity and as soon as possible.</li> </ul>
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All staff have a responsibility for Health and Safety. The law makes it a duty of everyone at work to take reasonable care for their own health and safety and that of others. All staff must cooperate with managers to ensure that health and safety working practices are maintained and that this policy is adhered to at all time.

#### **4.1 Management Responsibilities:**

Line managers will ensure all employees are competent to do their tasks, and to give them adequate training. All new paid and voluntary workers will receive a full induction which will include health and safety matters and fire information. The employee's line manager will usually have designated responsibility for ensuring that the induction is implemented in full.

Some tasks that require specific training will be provided either internally or facilitate access to external training by qualified or experienced personnel such as manual handling. The Charity and associated companies including sub-contractors will keep a training record of each member of paid and voluntary workers. This may be audited.

Health and Safety training will be identified, arranged and monitored by line managers. We will provide free awareness training to all employees and to volunteers if requested.

If employees think that the Charity is exposing them to risks or is not carrying out their legal duties regards to health and safety this should be escalated to their manager, the Executive team, Health and Safety Lead, the CEO or the health and safety consultant (Invicta Safety Ltd – 01233 226477) If, after this has been pointed out there is no satisfactory response received, employees can make a complaint to the Health and Safety Executive (HSE) helpline on 0800 0320 121.

## **5 Health and Safety Arrangements**

#### **5.1 Risk Assessment, control and records**

- A general assessment of the risk to the Health and Safety of all employees and those persons who are not employed by The Group, such as contractors, partners and clients will be undertaken on an annual basis or more often where required. Risk Assessments shall consider the needs of individual and vulnerable or susceptible people. The assessment shall also include potential risks prior to procurement of new properties or development of new sites.
- A suitable and sufficient programme of risk assessment shall enable The Group to identify the measures that need to be taken to comply with all current Health and Safety laws.
- The Group will provide for those with responsibilities for risk assessment and control the resources, time and advice they require to fulfil their functions effectively.

- It is, however, the responsibility of all managers and employees to manage their time properly in order to give Health and Safety sufficient consideration.
- The Group will adhere to the recognised hierarchy of control of; the elimination of the risk is always the aim. This shall include the avoidance or reduction of risk through good design including for new sites or at the time of refurbishment and maintenance of existing sites.
- Where this is not possible or not reasonably practicable, risks will be controlled at source by positive measures such as physical safeguarding. Only where this is not reasonably practicable will risk be controlled by less effective measures.
- The Group shall ensure that suitable and sufficient records of all risk assessments, issues requiring action, staff training and any other action required to demonstrate compliance are kept in a clear and understandable manner.
- We shall ensure that any commercial tenant on our premises provide evidence of a suitable and sufficient assessment of the risks of their operations on CXK staff, visitors and anyone else on our premises. For all identified risks we shall ensure that a suitable and sufficient risk control programme is in place and we shall review that programme on an annual basis. Where necessary we shall impose through contracts and tenancy agreements, such measures that are deemed necessary to protect our assets, staff, clients and reputation.

## **5.2 Training, Information and Instruction:**

- All staff shall be trained and given information and instructions on Health and Safety matters.
- The Assistant Director of Support Services, along with the Senior Management Team will identify training needs in conjunction with our Designated Health and Safety Consultant.
- The Assistant Director of Support Services will ensure appropriate records training are kept.

## **5.3 Fire:**

- The responsibility for fire safety management is delegated to Support Services Administrator – Natasha Powell. Suitably trained Fire Wardens are designated to support Natasha and deputize in her absence.
- An up to date fire risk assessment for all premises will be carried out in relation to CXK which will apply to employees, clients, partners and tenant and any special categories (to include disable people). The risk assessment must be written and should seek to minimise the risk of fire occurring, minimise the risk of fire spreads and secure and identify means of escape so that all persons can reach safety.
- The recommendations from the risk assessment shall form the basis of a fire action plan. They will form part of a master Health and Safety action plan which will be implanted by the Full Management Team in conjunction with the Assistant Director for Support Services.
- CXK shall ensure that any commercial tenant given workspace in our office also completes a suitable and sufficient risk assessment of their demise and any actions highlighted are resolved; this assessment shall be reviewed by the Assistant Director of Support Services and if necessary our Health and Safety Consultant. Additionally all occupiers will be made aware of the CXK fire action plans.
- Any actions for tenants within CXK premises that result from fire risk assessments and/or inspections shall also be monitored for implantation by the Assistant Director for Support Services. Any non-compliance shall be referenced to the Executive Team and the Health and Safety Consultant
- Contracts for maintaining fire systems are arranged and maintained by the Support Services team. Monitoring of completion of visits and auditing of contractual compliance is the responsibility of the Assistant Director of Support Services.
- The maintenance and servicing regime undertaken shall be consistent with recognized standards and regulatory requirements with due regard to recommendations made in any fire risk assessment. The contracts in place shall include appropriate servicing and maintenance regimes of:-
  - The fire alarm and detection system

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Version: 6

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- The smoke ventilation system
  - The emergency lighting system
  - First aid firefighting measures (fire extinguishers)
  - Any other system or item highlighted in the current fire risk assessment.
- Only competent persons shall be used to test and inspect our systems
- The agreed workplace inspection checklist includes measures for the checking of fire protection measures including the maintenance of the means of escape. The Assistant Director of Support Services shall ensure that checklists are completed properly to schedule and shall review the findings to ensure all issues highlighted are resolved in a timely and effectively fashion.
- A fire log book is held in the Support Services office. The fire log book along with inspection checklists and contractual records for the basis of the record keeping systems and fire safely.
- Emergency plans will be prepared by the Health and Safety Consultant for CXK covering action to be taken in the event of fire, arrangements for summoning the fire brigade, means of fighting the fire and fire control. Personal Evacuation Plans will be written for disabled staff or visitors.
- To support the plans, regular fire drills will be organized and the success of such drills formally evaluated.
- Fire Wardens will be selected by the Assistant Director of Support Services. The Assistant Director of Support Services
  - Review the fire warden provision on a monthly basis
  - Ensure each fire warden has received fire warden training, receives instruction in the use of portable firefighting equipment and in the management of evacuation procedures
- The Health and Safety Consultant is responsible to the Chief Executive for ensuring that fire and emergency procedures are established in relation to CXK and for ensuring that:
  - Suitable liaison takes place with tenants to confirm suitable and sufficient risk assessments and associated action plans are in place
  - Suitable and sufficient fire extinguishers are installed, fully operational and readily accessible.
  - Fire extinguishers are inspected and monitored at least once a year by a suitably competent person with records being kept and approvals for equipment received.
  - Staff and informed and readily training in fire and emergency matters
  - Evacuation routes remain free from obstruction, labelled and accessible
  - Fire prevention measures are taken
  - Fire alarm systems are checked weekly
  - Fire drills are practiced and records of these are kept
  - CXK's policies and emergency procedures are followed on a daily basis.
- All Staff must:
  - Ensure that they are fully aware of fire and emergency procedures and their relevant responsibilities
  - Continually be on the lookout for fire hazards on premises, take fire prevention measures immediately these are identified and report the incident and action taken to their line managers, the Assistant Director of Support Services and to the Chief Executive.

#### **5.4 First Aid**

- The Health and Safety (First Aid) Regulations 1981 stipulate that suitable first aid cover dependent on the risk of the occupation and number of staff on site must be provided.
- CXK will appoint an appropriate number of First Aiders. The Assistant Director of Support Services will identify training needs for First Aiders and will ensure that a suitable level of First Aid cover is provided and that records of certification are maintained.
- There should be at least one first aider on site during core office hours.
- The location of First Aid boxes will be made known to all employees, and a notice identifying their whereabouts will be posted. First Aid supplies will be kept in accordance with the

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appropriate guidance note. The Support Services Team will be responsible for maintaining appropriate levels of First Aid supplies.

- Employees will be informed of the names of the First Aiders. Whenever First Aider treatment is given, a record will be kept in the Accident Report Book. This record will be detached from the Accident Record book and passed to the Assistant Director of Support Services. They will investigate the accident where necessary and retain a copy of the record.

## **5.5 Accident Reporting & Dangerous Occurrences**

- It is a legal requirement of the Reporting of Injuries and Dangerous Occurrences Regulation (RIDDOR) that accidents of a more serious nature are notified to the appropriate authority so that they can if necessary be investigated.
- The Assistant Director of Support Services will immediately notify the Executive Team and the Health and Safety Consultant of any incident and will advise of the need and intention to report the incident to the Enforcement Authorities.
- All accidents, near misses and dangerous occurrences will be reported on the near miss log and/or accident log and reported on at SLT Meetings as well as in line with our procedures and statutory requirements.

## **5.6 Office Environment**

The Charity will provide a safe office environment for its employees. Steps undertaken by the Charity to provide safe and secure office facilities will include

- Regular and recorded health and safety inspections of all facilities,
- Regular and recorded checking of the safety of electrical equipment,
- Regular advice, updating and testing of the fire alarm facilities,
- Provision of first aid facilities including trained employees during working hours,
- Training in the proper use of equipment provided,
- A secure building with appropriate levels of access controls.
- An accident reporting procedure which includes near-misses.
- All employees should ensure that they take appropriate steps to secure their personal possessions whilst in the office
- Valuable items should be stored in locked cabinets, drawers etc.
- Cars should be locked if parked in the Office car park

## **5.7 Display Screen Equipment**

- CXK will aim to achieve a high standard of compliance with the Display Screen Equipment 1992 and will
  - Identify habitual DSE users
  - Provide suitable work stations for DSE use
  - Ensure suitable DSE forms and risk assessments are completed.
- The Assistant Director for Support Services is responsible for ensuring that systems are in place for training, risk assessments, resolving issues and keeping records.
- Line Managers are responsible for:
  - Ensuring that a DSE form (and risk assessment where necessary) is completed and that risks are reduced as far as reasonably practicable
  - Making sure that work stations satisfy minimum requirements with regard to display screen, desk, chair and working environment.
  - Providing information and training for display screen equipment users
- Any assessments will be kept on employee files and checked by the Support Services team for risks.
- Measures required to control risks will be taken as far as reasonably practicable and DSE training offered via the Moodle training platform.

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## **5.8 Working alone in the Office (for full details see Lone Working Policy)**

- There will be occasions where employees may be working alone in the offices.
- This will increase the risks which should be considered and evaluated before deciding to work alone. When providing services to the public (including the Contact Centre) the Charity requires a minimum of 2 employees in the office at all times, including locking up at the end of the working day.
- At times where there are individuals alone in the office, the risks increase because the Charity cannot provide the full range of services at these times, for example access to trained first aiders will not be available in case of accident.
- Accordingly, employees should assess the risks they face before deciding to work alone in the office. Employees should restrict their activities to those where they are confident that they have had the training and ability to complete activities safely.
- When arriving early or working late employees may wish to increase office security through keeping the office locked and should not unlock or leave the building if they feel unsafe. In the Old Court the main front door will not be unlocked until 9am and will be locked again at 5pm. Any access between these dates will require the use of a fob as will access at any time of the day through the side door.

## **5.9 Working at Home**

- Employees may be allowed to work from home periodically at the discretion of the Executive Team.
- Those working from home face different safety risks to those working in the office. The Charity has limited control or influence over the working environment and, hence, employees must take personal responsibility for the safety of the environment and their working practices.
- The Charity will assist in improving the safety of a home environment by:
  - Providing safe and regularly maintained equipment to use at home including regular PAT testing of electrical equipment. Employees are responsible for the safe use and reporting of faults with the equipment;
  - Providing advice both on request and disseminating best practice from reviews.
- When working at home employees should consider the arrangements they put in place when working at home. All employees should consider:
  - The nature of the working space; are tables, chairs stable and suitable for work?
  - The position of any equipment, e.g. laptops should be used at a desk
  - The possibility of other people entering the 'workspace' and being affected by equipment
  - The procedures for moving and carrying work equipment
  - The possibility of damage to equipment from external factors.
  - The home and its equipment and contents must be suitable.
- All employees who work from home even on an adhoc basis must assess their work station and complete a homeworking risk assessment form (Appendix 1). The completed forms should be returned to the Support Service Department via the relevant member of the Full Management Team with line management responsibility. Assessments should be reviewed annually by the employee and if necessary an updated copy provided to the Support Service Department via line managers.

## **5.10 Working out of the Office**

- The safety risks facing employees increase significantly for all those working out of the office. These environments are usually out of the control of both the Charity and the employees involved. Furthermore, each place of work will be different.
- Risk assessments (Appendix 2) should be carried out for all locations where work is being delivered outside of the normal office premises and these risk assessments should be reviewed

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- annually unless circumstances significantly change in which case they must be reviewed and updated earlier.
- Employees should consider in advance, and discuss any concerns with their managers, the risks they might face and consider the actions required to manage the environment to an acceptable level of safety. This is particularly important where employees are travelling and working alone.
- Employees should review their assessment of the risks they faced and the effectiveness of their management and control of those risks on return from these places of work. Any recommendations to improve safety should be shared with management and colleagues as part of routine line management supervision and team meetings so that they may be applied to future visits to that or similar destinations.

### **5.11 Travel (For full details see the Car Policy)**

- Travelling involves risks that are specific to the mode of transport that is used. A number of these risks can be reduced by appropriate planning, including discussions with line management.
- When travelling in cars, all employees are reminded that it is illegal to drive a car or ride a motorcycle whilst using a hand-held phone or smartphone device. The same rules apply if you are stopped at traffic lights or queuing in traffic. Any employees who do this do so at their own risk and the Charity requests that employees do not use hand held devices whilst driving for work purposes. The Charity will support any police prosecution of employees who are caught using hand held devices whilst driving.

### **5.12 Child protection**

- The charity and all its employees have specific responsibilities for the safety of all children and young people who come into contact with their activities. These are addressed in the Safeguarding Policy.

### **5.13 Use of equipment**

- All equipment may threaten personal safety if used incorrectly or inappropriately. This includes routine items, for example, leaving filing cabinet drawers open.
- The Charity will provide training and advice for employees on the safe use of equipment where appropriate. Health and Safety Tours of premises will be completed for each new employee on their first day of training.
- All employees must only use equipment for its intended purpose, follow manufacturers operating instructions and adopt safe working practices. Employees must also ensure that any equipment is not left in an unsafe condition which may harm colleagues or other persons.
- Within the Charity the CEO will be responsible for:
  - identifying all equipment needing maintenance
  - ensuring effective maintenance procedures are drawn up
  - ensuring that all identified maintenance is implemented
  - Provide adequate resources to ensure that the Charity is compliant with relevant health and safety legislation.
- All relevant equipment will be PAT tested regularly by an approved PAT Tester. Any problems with equipment should be reported in the first instance to line managers and to the relevant person responsible for maintaining that equipment (e.g. ADM for IT equipment), and be removed from service and clearly labelled (not to be used) until it is either repaired or disposed of.
- All outdoor equipment used for external events will be checked at least once a year by the accountable Manager or Team Leader using the equipment. Additionally it will be visually inspected by a competent person prior to use.

## **5.14 Employing young people**

- For the purposes of this section of the policy, the employment of young people or children will have a deliberately wide interpretation. The intention is to ensure that any young person or child under the control of employees or subcontractor who is undertaking an activity on behalf of the Charity, will be protected by an appropriate risk assessment. This wide interpretation might include paid employment; work undertaken without payment; or volunteering, whether rewarded or not. Supervision of young workers will be arranged by the relevant Manager or Team Leader.
- A risk assessment, considering the specific risks which might apply to young workers taking into account lack of knowledge and maturity will be produced by the Support Services Administrator however the Senior Leadership Team will be required to contribute to this.
- Where necessary and required any risk assessment which is carried out for a child will be sent to their parent, guardian or school.

## **5.15 To ensure safe handling and use of substances**

- The CEO will be responsible for providing adequate resources to ensure that:
  - All substances which need a Control of Substances Hazardous to Health (COSHH) Assessment are identified.
  - COSHH assessments are undertaken by a competent person.
  - involving employees and professionals (if appropriate)
  - ensuring all actions are identified in the assessments and are implemented
  - ensuring that processes are in place to inform all paid and volunteer employees affected
  - reviewing the assessments and COSHH risk control measures
- COSHH Assessments will be reviewed annually from the date it was originally conducted or when the work activity changes, whichever is soonest. All employees regardless of status and contractors are expected to comply with the relevant COSHH guidelines and risk control measures, and to have sufficient arrangements in place to ensure compliance with current legislation.
- COSHH assessment along with the relevant Material Safety Data Sheet (MSDS) are produced in hard copy and are kept in close proximity to hazardous substances at point of use, first aiders to be aware of location of COSHH folder.

## **5.16 Water Systems**

- CXK will ensure compliance with legal requirements to prevent or control legionella
- The Health and Safety Consultant is responsible for:
  - Ensuring a suitable and sufficient risk assessment is completed in relation to the risk of legionella
  - Arranging and managing a programme of internal and external tests, sampling, cleaning and disinfecting of the water system
  - Ensuring adequate records are kept
  - Reviewing and managing risks annually.
- The Support Services Administrator will take day to day responsibility for controlling any identified risks from legionella bacteria and ensure, so far as reasonably practicable, that all contractual works are completed according to the contracts in place.
- The Assistant Director will be informed of any major non-compliance or a positive water sampling result as soon as possible. All necessary action must be taken to manage risk in the event of an issue being reported.

## **5.17 Contractors Policy**

- All contractors will be given visitor badges, which include information on fire evacuation procedures. They will also be shown their nearest emergency exit and escape route(s), and

their work will be monitored by the Office Manager to ensure they comply with health and safety regulations.

### **5.18 Personal Appliance Policy**

- Employees are not allowed to use personal appliances e.g. Laptops, Printers etc. within the office without first seeking permission from a member of the Senior Leadership Team (with the exception of mobile phone charges). Only the Charity kitchens appliances must be used at work. No kitchen appliances should be used outside of the kitchen areas.

### **5.19 Welfare**

- CXK's policy is, so far as reasonably practicable, to meet the health, safety and welfare needs of all members of its workforce, including those with disabilities.
- Measures will be taken to ensure that the health of its employees is met in a suitable and satisfactory manner, to include workplace ventilation, temperature indoors, lighting, cleanliness and waste materials, room dimensions and space, walkways and surfaces, doors and windows, drinking water provision, comfort facilities and workstations and seating.

### **5.20 Violence towards Staff**

- CXK will so far as is reasonably practicable, seek to avoid exposing any employee, in the course of their employment to the risk of violence.
- CXK further seeks to develop a safer working environment specifically related to the issue of violence at work
- CXK will undertake to ensure that such agreed measures are implemented at an early opportunity. In return for such undertakings, CXK expects all employees to observe such measures
- Whilst violence may never be totally eliminated, it is possible to adopt measures to minimise potential risks
- Should any employee be assaulted or placed in a situation which they feel is threatening, this will be dealt with by the Assistant Director of Support Services and the Executive Team. The employee will be supported in any police action that they wish to take against the individual who assaulted them and will be offered support from both a work and a personal perspective.

### **5.21 Stress**

- CXK adopts the principles of good, effective management and respect for all individuals
- CXK requires the combined effort of managers, employees and the Support Services department to ensure the creation and maintenance of a psychologically healthy work environment, in which excessive pressures are identified and measures put in place to control them, allowing people to succeed and achieve their goals.
- This policy will ensure that their contribution at work will not be to the detriment of their emotional, psychological and ultimately physical health.
- CXK will have a valid and up to date assessment of risk of work-related mental ill-health problems, arising from exposure to stressors, whether or not there is a visible problem.

### **5.22 Pregnant Workers**

- Employers must take particular account of risks to new or expectant mothers when assessing risks from work activities, irrespective of whether an employer is aware of new or expectant mothers in the workplace.
- Regulations cover female employees who are, or in the future could be, a new or expectant mother, i.e. women of childbearing age who are, or in the future could be pregnant, have given birth within the previous six months, or are breastfeeding.
- Employees must inform their line manager when they are pregnant. Upon being notified, their line manager will arrange for a person/task specific risk assessment to be carried out and

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based upon its findings implement any required control measures and/or make any necessary adjustments for the person's wellbeing (and that of their unborn child).

- The pregnant workers risk assessment will reflect not just their work but the physical surroundings and the individuality of the worker's needs for a safe and comfortable pregnancy.

### **5.23 Smoking (For full details see Smoke-free workplace policy)**

- CXK is compliant with the smoke-free legislation which came into effect on the 1 July 2007.
- Employees, managers, visitors, consultants, contractors, clients, tenants and any other persons are not permitted to smoke on the premises of CXK. Premises include all CXK buildings and their car parks, courtyards and gardens and CXK owned vehicles.
- Any employee refusing to observe the policy by smoking in unauthorised areas will be liable to disciplinary action in accordance with the Company's Disciplinary Policy. Any breach may also lead to prosecution as a criminal offence.
- It is a criminal offence to smoke in a smoke-free area - it is our policy that all of the Company premises remain smoke-free without exception. It is prohibited for an employee to smoke on the Company premises.

The Company will

- Ensure that Company premises and Company vehicles remain smoke-free.
- Display no-smoking signs or symbols in the appropriate locations and vehicles.
- Ensure that anyone found smoking in a smoke-free area, stops smoking immediately.
- Ensure that smoking is only allowed in designated areas away from work buildings.

Employees will

- Be personally responsible for complying with this policy.
- Avoid smoking on Company premises or in Company vehicles.
- Inform visitors to the premises of this policy. Employees are not expected to enter into any confrontation that may put their personal safety at risk.
- Smoke only during official break times and only in 'open' and unenclosed areas outside the boundaries of the premises. Smoking outside official break times will lead to disciplinary action.
- Report any observed breaches of this policy to their Manager or Senior Manager.
- Abide by the smoke-free policies of any organisation that they visit whilst carrying out their work activities for CXK.
- Not smoke whilst liaising/engaging with a young person in the course of their duties for CXK.

Managers will

- Ensure that employees do not take smoking breaks outside of their official break times implement this policy on an ongoing basis.
- Ensure that anyone found smoking in a smoke-free building or vehicle, stops smoking immediately.
- Ensure all new starters are aware of this policy on induction
- Ensure that all existing employees, clients, consultants, contractors, or visitors are aware of this policy and their role in its implementation.
- Ensure that smokers are aware of where they can smoke.
- Maintain a record of any smoking incidents and outcomes.

### **5.24 Working at height**

- It is not expected that, on a day to day basis, CXK employees or contractors will be required to work at height however on occasions employees and contractors may be required to work at height for example inspect the roof, to paint ceilings and high areas of walls.
- CXK will ensure compliance with legal requirements to ensure working at height is conducted safely.

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- As far as reasonably practicable, CXK will seek to avoid any work at height. Where working is height is required, a task specific risk assessment will be completed and all works will be properly planned, appropriately supervised and carried out in a safe manner.
- The overriding principle for Work at Height is to prevent, so far as reasonably practicable, any person falling a distance liable to personal injury. The hierarchy for safe work at height is:
  - Avoid the risk by not working at height
  - Prevent falls – where it is not reasonably practicable to avoid work at height, risks and measures will be assessed to allow the work being down whilst preventing so far as reasonably practicable people or objects falling.
  - Mitigate the consequences of a fall – where the risk of people or objects falling still remains, CXK will take steps to minimise the distances and consequences of such falls.
- All employees and contractors who are carrying out work at height, or are involved in the inspection of equipment for work at height must be competent for the task they are carrying out,
- Ladders may provide safe access in appropriate situations. Ladders should be of the correct type and grade, in good condition and effectively secured to prevent movement. Those who use ladders should be competent to inspect and secure them as well as having knowledge of the points at which the ladder can be tied.
- All managers are responsible for ensuring that:
  - Work at height is conducted safely and in line with this policy
  - Ladders are checked and used in accordance with training
  - Regular checks of contractors work are made when on site to identify hazards
  - Immediate action is taken to report and make safe hazards which have been identified.

## **5.25 Providing information, instruction and supervision for employees**

- The Health and Safety Law poster will be clearly displayed by the Charity in all its premises including sub-contractor premises. There are also posters stating who the Health and Safety Lead is along with first aiders and fire wardens. All Employer's and Public Liability insurance certificates will be clearly and public displayed in any premises that is either owned rented or sub-contracted to the Charity.
- Fire action notices will be displayed at all fire exits and break glass points.
- Line managers will be ultimately responsible for employees who are in their charge to ensure that their knowledge of compliance is appropriate and sufficient to ensure they carry out their responsibilities legislatively. Health and Safety advice is available from the Health and Safety Executive website at [www.hse.gov.uk](http://www.hse.gov.uk)

## **6 Prevention of Accidents at Work Related Ill Health.**

### **6.1 Prevention of Accidents**

There will be appropriate provision in place to ensure that accidents, injuries and near misses at work are identified, documented and lessons learnt. For CXK this will include documenting incidents and near misses on the Incident Log identified in the incident reporting segment of this document. Incident Reports should be completed for all accidents regardless of whether these accidents result in an injury or not. Reports will be reviewed on a regular basis by the Senior Leadership Team to help identify any potential route causes.

Preventative arrangements and use of up to date first aid boxes and incident/accident and near miss logs should be such that they are sufficient to meet the needs of the employees and client groups.

Any documents, folders and sundries like first aid boxes, for use by employees should be checked regularly by the Manager/Team Leader/employee providing the service for each project or by Support Services Team. CXK and any associated organisations including sub-contractors will display the names of all appointed First Aiders at every site.

All employees will be made aware of the use of the Incident Log and Incident Reporting Form and processes and arrangements that are in place that may change from site to site. Completed accident/incident logs will be held securely by authorized personnel only to ensure that the data protection act is complied with.

Employees and volunteers must take personal responsibility for not working extreme hours and for taking appropriate breaks. All paid and volunteer worker are responsible for informing their Line Manager if they are feeling under stress. Employees will receive regular supervision with their Line Manager.

Personal Protective Equipment will be provided when stated as essential or required. Employees will not be charged for protective clothing or personal protective equipment. Contractors will be responsible for providing their own PPE.

The Health and Safety Lead (using the Designated Health and Safety consultant) is responsible for reporting of injuries, diseases and dangerous occurrences (RIDDOR) where appropriate and where indicated on Incident Forms. Employees and ultimately line managers have the responsibility via the Incident Form to indicate if it is a RIDDOR reportable incident and if so flag this urgently to the appropriate Assistant Director for their project, and the Health and Safety Lead.

## **6.2 Accident Investigation**

Within the Charity, Line Managers, following support from the Health and Safety Consultant are responsible for ensuring investigating of accidents. In addition they are responsible for investigating work-related causes or identify reportable causes of sickness and absences for their paid and unpaid workers. Line Managers are also responsible for acting on investigation findings to prevent a recurrence.

Manager and Team Leaders delivering services are responsible for the storage of any of their specific furniture, electrical equipment, fire safety, storage of hazardous substances. All general items will be stored by the Support Services department.

The receptionist, employees receiving visitors to any of the Charity's premises, Line Managers and those delivering health and safety training to new employees are responsible for ensuring that all employees, volunteers, contractors and visitors on site are aware of the equipment, escape routes and fire point.

All sub-contractors are responsible for adhering to their own policy and procedure and for investigating of accidents/incidents that occur as part of their delivery of a CXK contract. Sub-contractors should use either the pre prescribed reporting and investigation process as per contractual requirements, or their own policies and processes, this should include reporting arrangements to the CXK for any issue that may bring the Charity or any of its services and contracts into disrepute.

The Landlord of any building that is used by the Charity, either on a regular or ad-hoc basis is responsible for maintenance of escape routes and general maintenance of the building fabric for the offices. Fire Risk Assessments are the responsibility (under the regulatory reform order) of the Charity or the tenants of their areas, common areas are the responsibility of the landlord.

Where the Charity lease rooms to tenants then it is the responsibility of the tenant to produce their own fire risk assessment and emergency plans and fire action procedures. The Charity must request a copy

of tenant's fire risk assessment and strategies this must be made available to the Support Services department and the fire wardens

### **6.3 Incident Reporting**

All incidents and near misses should be centrally logged on the Charity's Incident Log, by an appropriate member of the Full Management Team (FMT). All incidents and near misses relating to health and safety must have a supporting Incident Form completed and saved in the appropriate folder. Sub-contractors are required to report incidents to the Charity using the Charity's Incident Form.

Health and safety accidents that occur should be reported to the Health and Safety Lead (who will inform and utilise the Health and Safety Consultant) for investigation, accident reporting and professional advice. Appropriate Line Manager should be aware and communicated with at all stages and the Incident Log kept up to date.

The appropriate member of FMT is responsible for ensuring that the log is kept up to date with the current status of the case. The Incident Log is stored on the M: Drive. The Incident Form is available to all employees via Staffnet and should be completed and submitted to Line Managers in the case of an incident, near miss or accident.

All Health and Safety incidents (and near misses) must have an accompanying incident form saved in central folders.

## **7 Health and Safety in Residential Settings:**

- Where programmes require a residential element, arrangements must take into account a multitude of issues and high risk factors. These will include those relating to the environment, food and care, sleeping arrangements, potential allegations against employees members, safe keeping and distribution of medicine, bullying, theft and potential sexual behaviour between participants.
- Where the Charity are responsible for providing food and drink to persons within residential settings reasonable care will be taken to ensure that people with special dietary needs are identified and catered for. Persons with allergies or special dietary requirements have a duty to inform the Charity prior to the start of any residential program. The charity will not be held liable for any adverse reaction that a person suffers due to non-disclosure of existing medial conditions.
- Risk Assessments are vital for any residential setting. The Risk Assessment must start from the travel through to drop off. If travel is procured from an external source it is the responsibility of the contract manager to request 3<sup>rd</sup> party risk assessments. A risk assessment is then compiled to identify the gaps around the participants, eg malfunctioning air conditioning and the participant's safety while in CXK's charge.
- Prior to any delivery within a location chosen outside of the CXK offices, a location Risk Assessment must be completed (See Appendix 4 - HSF01 form)
- Risk assessments must be carried out on all residential settings and signed off by the appropriate Line Manager responsible for the project/contract. Risk assessments should be stored centrally as per the Risk Assessment Process. The risk assessment must cover all aspects of the residential programme including travel, locations, Hospital Visits, Accidents, the residential stay/accommodation and the any activities to be undertaken. Generic Risk Assessments around sending a participant home, interaction with the public and risky situations will also need a risk assessment in place.

- Where residential's are taking place on pre-existing activity sites, the organisation with responsibility for the sites and the activities taking place must also provide a copy of their risk assessment. This will identify gaps that CXK will need to assess and mitigate.
- Dynamic Risk Assessments will be an ongoing exercise during the residential and used to improve any generic risk assessments at review stage, drawing upon in the field identified risks or hazards not seen within the generic approach.
- Incident Management and process and the Health and Safety of all participants shall be implemented. The reporting of incidents during a residential programme will be followed and monitored within the contract. Incident reports and logs will be updated.

## **8 Enforcement of Policies:**

Health and Safety to be a standing item on the agenda at every Board Meeting. It will also be a standing item on all Executive Team, Senior Leadership Team and Full Management Team meetings. Line Managers should ensure that the item is included and discussed (including lessons learnt) on all Team Meeting agendas.

All sub-contractors or delivery partners will be expected to have their own robust Health and Safety policy, reporting and management processes in place. The Charity will verify this as part of procurement and due diligence phase. Sub-contractors and/or delivery partners will be required escalate reportable incidents to The Charity, this will include incidents that constitute a reputational risk.

### **8.1 Monitoring and auditing**

- CXK recognises the importance of actively monitoring compliance to Health and Safety Standards.
- The Board has overall responsibility for ensuring that this policy complies with legal obligations
- Regarding day to day obligations
  - The Chief Executive has responsibility for monitoring the policy's effectiveness.
  - The Assistant Director of Support Services will ensure that:
    - Regular meetings are held with the Health and Safety Group and that health and safety will be raised all FMT meetings regarding general implementation e.g. staff induction and training, risk assessments, whether risk assessments are up to date, problems and incidents reported etc.
    - The performance of contractors is regularly reviewed
    - Accident trends and overall safety performance are reviewed in consultation with the Health and Safety Consultant and Executive Team.
- The Health and Safety Consultant is responsible for:
  - Advising on changes to the Health and Safety Policy and procedures. These will be completed annually or when there is a significant change in legislation or workplace activity
  - Conducting regular independent audits of the Health and Safety Policy and procedures.

## **9 Review of Policy**

The Board of Trustees, the CEO, the Management Team and the Health and Safety Lead and Health and Safety Consultant are responsible for review of this policy with employee contribution through regular employee consultation.

## **10 Safeguarding**

The Charity has a responsibility to ensure that all services provided either in its own right or by contractors are safe and consistent with current legislation and good practice. The Charity's responsibilities in this area are identified and set out in its Safeguarding Policy and standards of practice

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expected of contractors are set out in the Safeguarding for Sub-Contractors process and part of the Charity's due diligence process. Failure to adhere to appropriate and sufficient safeguarding arrangements may result in disciplinary processes being instigated or in the case of contractors/sub-contractors, contracts being terminated.

## **11 Breaches of this Policy**

A breach of this policy by any employee may lead to disciplinary action being taken, up to and including dismissal

## **12 Questions**

Any questions from employees relating to this policy and any other health and safety query should in the first instance be directed to their Line Manager.

Any queries from Line Managers relating to this policy or any other health and safety query should be directed to the Assistant Director of Support Services or the Support Services Administrator – Natasha Powell.

Any questions from service users/clients relating to health and safety should be directed to the Contract Manager for the contract.

Any questions from Tenants or visitors relating to health and safety should be directed to the Assistant Director of Support Services or the Support Services Administrator – Natasha Powell.

Any questions from Contractors on site relating to health and safety should be directed to the person responsible for hiring the contractor.

Any questions that cannot be answered by the above will be referred to the Designated Health and Safety Contractor.

## **13 Equality and Diversity**

No employee will be treated less favourably or discriminated against or suffer a detriment as a result of age, sex, disability, marital status, colour, race, nationality, ethnic origin, religious beliefs or sexual orientation.

If any employee feels that they are discriminated against, they should raise the matter with their manager or use the Grievance procedure.

## **14 Associated CXK Policies**

- Lone Working
- Transport of young people
- Risk Assessment Process
- Safeguarding
- Professional boundaries and code of conduct
- Managing difficult and dangerous behaviour
- Disciplinary Policy

## **15 Relevant Legislation**

ManH&SReg003
RR(Fire)Ord006
H&SMisReg013
H&SWrkAct0014
HSEDSE0046
SmokeReg0047
COSHH0048
COSHame0049
RIDDOR0050

- Any associated good practice from central or local government.
- Employment Entitlement Act 1996
- Employment Relations Act 1999
- Employment Act 2002

## 16 Monitoring Compliance

All policies, guidelines and procedures should be monitored for compliance and have an appropriate monitoring section, this may be a table as used below, or a narrative description of how the policy will be monitored.

Area to be monitored	Methodology	Who	Reported to	Frequency

## 17 Procedure

## 18 Appendices

- 18.1 Homeworking Risk Assessment**
- 18.2 CXK Risk Assessment Form**
- 18.3 Health and Safety Law**
- 18.4 New Venue Risk Assessment Checklist**

## **18.1 – Appendix 1**

### **HOMEWORKING RISK ASSESSMENT**

Before permission is given for any employee to work at home, the following questions must be answered. This will be used to assess the suitability of any proposed home working arrangement against current health and safety regulations.

We rely on your honesty in completing this checklist and retain the right to revoke any homeworking arrangements given, should any information prove to be inaccurate.

<b>Home working checklist</b>	<b>Y N</b>
• Is there a separate room or suitable area that you can work in?	— —
• Is there room for computer equipment to fit comfortably on the work surface?	— —
• Is there adequate room for a printer to be situated safely nearby?	— —
• Is there enough room for a suitable chair?	— —
• Is the chair suitable for the purpose?	— —
• Do you have sufficient sockets for the computer and other equipment?	— —
• Is there a problem with trailing cables?	— —
• Is existing lighting adequate for computer work and reading?	— —
• Is the lighting likely to cause a glare problem?	— —
• Does your home insurance cover currently allow you to work from home?	— —
• If not, can it be amended to allow you to do so? (We retain the right to ask for copies of any insurance documentation.)	— —
• Do you have a smoke detector installed?	— —
• Is any emergency escape route from the working area free of obstruction?	— —
• Do you have alternative means of contact in the event of failure of any mobile contact provided by CXK?	— —

Alternative contact Number.....

This checklist has been completed to the best of my knowledge

Signed:..... Date:.....

**Please return a copy of this form to your Line Manager who should return this to the Support Services team. In the event that any of the questions are answered "no" a home visit and full home assessment may be carried out or home working may be deemed inappropriate and prevented.**

## **18.2 Appendix 2**

### **CXK RISK ASSESSMENT FORM**

**Organisation / department / project:**

**Risk Assessment for:**

Please indicate the risk rating prior to control measures and post implementation of control measures:

**Impact (Severity)**

- 4 Catastrophic – imminent danger exists; the hazard is capable of causing death and illness on a wide scale
- 3 Critical – the hazard can result in serious illness or severe injury
- 2 Marginal – the hazard can cause illness or injury, but the results would not be as serious as a critical hazard
- 1 Negligible – the hazard will not result in serious illness or injury; there is only a remote possibility of injury beyond minor first aid

**Likelihood (Probability)**

- 4 Probable – likely to occur immediately or soon
- 3 Reasonably probable – probably will occur in time
- 2 Remote – may occur in time
- 1 Extremely remote – unlikely to occur

Risk Score	Overall Rating
11-16	High
5-10	Medium
1-4	Low

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#	Risk	Assessment of Risk [As it is now]			Risk Control Measures (How?)	Assessment of Residual Risk [With control measures implemented]			Responsible (Who?)	Timescale (When?)
		Impact (Severity) 1-4 [I1]	Likelihood (Probability) 1-4 [L1]	Risk Score 1-16 [I1xL1]		Impact (Severity) 1-4 [I12]	Likelihood (Probability) 1-4 [L2]	Residual Risk Score 1-16 [I2xL2]		
1										
2										
3										

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4									
5									
6									

(Please add rows as needed)

**Completed by:**

**Date completed:**

**Approved by:**

**Date approved:**

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## 18.3 Appendix 3

# Health and Safety Law

What you need to know



This is a web-friendly version of the Health and Safety Law leaflet published 04/09.

All workers have a right to work in places where risks to their health and safety are properly controlled. Health and safety is about stopping you getting hurt at work or ill through work. Your employer is responsible for health and safety, but you must help.

### What employers must do for you

- 1 Decide what could harm you in your job and the precautions to stop it. This is part of risk assessment.
- 2 In a way you can understand, explain how risks will be controlled and tell you who is responsible for this.
- 3 Consult and work with you and your health and safety representatives in protecting everyone from harm in the workplace.
- 4 Free of charge, give you the health and safety training you need to do your job.
- 5 Free of charge, provide you with any equipment and protective clothing you need, and ensure it is properly looked after.
- 6 Provide toilets, washing facilities and drinking water.
- 7 Provide adequate first-aid facilities.
- 8 Report major injuries and fatalities at work to our Incident Contact Centre on 0345 300 9923. Report other injuries, diseases and dangerous incidents online at [www.hse.gov.uk](http://www.hse.gov.uk).
- 9 Have insurance that covers you in case you get hurt at work or ill through work. Display a hard copy or electronic copy of the current insurance certificate where you can easily read it.
- 10 Work with any other employers or contractors sharing the workplace or providing employees (such as agency workers), so that everyone's health and safety is protected.

### What you must do

- 1 Follow the training you have received when using any work items your employer has given you.
- 2 Take reasonable care of your own and other people's health and safety.
- 3 Co-operate with your employer on health and safety.
- 4 Tell someone (your employer, supervisor, or health and safety representative) if you think the work or inadequate precautions are putting anyone's health and safety at serious risk.

## If there's a problem

- 1 If you are worried about health and safety in your workplace, talk to your employer, supervisor, or health and safety representative.
- 2 You can also look at our website for general information about health and safety at work.
- 3 If, after talking with your employer, you are still worried, you can find the address of your local enforcing authority for health and safety and the Employment Medical Advisory Service via HSE's website: [www.hse.gov.uk](http://www.hse.gov.uk).

## Fire safety

You can get advice on fire safety from the Fire and Rescue Services or your workplace fire officer.

## Employment rights

Find out more about your employment rights at [www.gov.uk](http://www.gov.uk).

## Further information

This leaflet is available at [www.hse.gov.uk/pubs/ebooks/lawleaflet.htm](http://www.hse.gov.uk/pubs/ebooks/lawleaflet.htm).  
The information in this leaflet is available in a number of formats.

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**18.4 Appendix 4****Venue Risk Assessment Pre-Check (HSF01):****General information**

Staff Members Name:

Date of Check:

1. Venue Address:
  2. Activity/Use for which the venue will be used for:
  3. First Aiders details:
  4. Location of the First Aid Box:
  5. Fire Marshals Details:
  6. Has an official induction into the venue location taken place for all staff who will be working from the venue? Covering evacuation procedures, welfare and facilities. If you are aware of these then the induction is complete.  
Yes/No
- 

**Environment Check:**

1. Is there sufficient space for each person to work? (HSE minimum is 11 cubic meters)  
Yes/No
-

- 
2. Disabled access available?  
Yes/No Description:  
Other Comments:
- 
3. Is general housekeeping practice of a good standard (e.g. bins empty, no obstructions to walk way)?  
Yes/No  
Other Comments:
- 
4. Adequate and clean toilet/washing facilities?  
Yes/No  
Other Comments:
- 
5. Temperature is comfortable?  
Yes/No  
Other Comments:
- 
6. Adequate ventilation available?  
Yes/No  
Other Comments:
- 

#### **Building Suitability Check:**

1. Are the floor surfaces in good condition?  
Yes/No  
Other Comments:

---

  2. Are cables tied and out of harm's way (No trip hazards)?  
Yes/No  
Other Comments:

---

  3. Is there enough surface space, storage for bags and coats available?  
Yes/No  
Other Comments:

---

  4. Are there drink facilities available (kitchen area or water dispenser)?  
Yes/No  
Other Comments:

---

  5. Are the desks/tables supplied fit for purpose and in good condition?  
Yes/No
-

Other Comments:

---

**Fire and Chemical precautions check:**

1. Do you know what to do in the event of fire?

Yes/No

Other Comments:

---

2. Are all fire exits visible and identifiable?

Yes/No

Other Comments:

---

3. Do you know where the muster point is?

Yes/No

Other Comments:

---

4. Are there fire extinguishers in place and in date? (please check date of next inspection is in date and note it in the comments)

Yes/No

Other Comments:

---

5. Are there 'Control of Substances Hazardous to Health' (COSHH) information sheets in place where Substances are in use (Cleaning products, hand wash) *Only if applicable*

Yes/No

Other Comments:

---

6. Are hazardous substances stored correctly and out of harm's way? *Only if applicable*

Yes/No

Other Comments:

---

# HS01 – Health and Safety Policy



## Supplied Electrical Equipment check:

1. Has electrical equipment been PAT tested?  
Yes/No
2. What is the expiry date of the PAT tested equipment? (this is applicable to kettles, printers and any electrical equipment you may use)  
Date:
3. Has any damaged electrical equipment been reported? (e.g. Plug sockets, cables or worn insulation) *only if applicable*  
Yes/No
4. Are there any overloaded plug sockets? (if yes has this been reported)  
Yes/No  
Other Comments:
5. Is the lighting of a good standard and safe to use?  
Yes/No
6. Does a DSE (Display Screen Equipment) assessment need to be completed in the establishment for static equipment? (*CXK Laptops DSE are not applicable for this form*)  
Yes/No

## Additional Information:

If the person completing the assessment feels there is something of concern, please comment below outlining details.

Signature:  
Print Name:

Date Completed:

Reviewer Signature:  
Print Name:

Date Reviewed:

**Venue Approved**

**Venue Rejected**