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Heart for  
horley

POLICY:

Health & Safety

Implemented:

Date of last review:

Date of next review:

December 2024

This Policy applies to all activity undertaken by Heart for Chorley in pursuing its purpose as a Registered Charity serving its beneficiaries, partners and the community.

## Introduction

The prevention of accidents and ill health is one of the most important functions of Heart for Chorley's Trustees and staff/ volunteers:

- We do not want any employee/ volunteer/ beneficiary or other person to suffer as a result of our work.
- We intend to comply with all health and safety legislation.
- We recognise that accidents and unsafe or unhealthy working conditions can be a considerable drain on the financial resources of the Charity and demonstrate a lack of efficient management.

This document has been prepared to define the way that the Charity intends to manage health and safety and to meet the requirements of Section 2 of the Health and Safety at Work Act 1974, which requires an Charity to prepare a statement of general policy with respect to the health and safety of employee/ volunteers and the organisation and arrangements set up to carry out the policy. It has been drawn up taking into account the general duties of the Health and Safety at Work etc Act 1974 which are simply summarised as follows: (Note that this is not a legal interpretation of the Act).

The Charity must ensure, so far as is reasonably practicable, the health and safety at work of its employee/ volunteers by providing:

- A safe system of work for all workers.
- Safe Housing Management systems for workers and beneficiaries.
- Safe equipment.
- Safe means of handling, storing and transporting hazardous articles and substances.
- Adequate training, instruction, information and supervision for workers and beneficiaries.
- A safe place of work with safe accesses to and from the place of work.
- A safe place of support and residency with safe accesses to and from all Heart for Chorley premises.
- A safe and healthy environment.
- Adequate welfare facilities.
- Arrangements for joint consultation where Safety Representatives have been appointed.

The Charity must also ensure that the way its work is carried out does not, as far as is reasonably practicable, affect the health and safety of persons other than their employees/ volunteers/ beneficiaries, e.g.: contractors, visitors, temporary work placements and the general public.

## Trustees/Management Committee members

Trustees/Management Committee members must:

- Prepare and keep up to date a statement of the Charity's Health and Safety procedure and ensure that it is brought to the notice of all employee/ volunteers and beneficiaries.
- Prepare instructions for the organisation and methods for carrying out the Charity's procedures, make sure each employee/ volunteer/ beneficiary is aware of their responsibilities and the means by which they can carry them out.

- Administer the procedure throughout the Charity by appointing a named individual as responsible, [at each level or department where applicable].
- Know the appropriate statutory requirements affecting the Charity's operations.
- Ensure adequate training is provided for employee/ volunteers/ beneficiaries.
- Ensure safe working practices are observed at all times and the work is planned, the hazards identified and adequate hazard elimination/reduction measures are introduced.
- Ensure there is adequate liaison regarding health and safety matters between the Charity and others working with, for and alongside the Charity.
- Ensure accident reporting and investigation takes place in accordance with current requirements, promote analysis of investigations to discover trends and eliminate hazards.
- Reprimand any person employed by the Charity who is found to be failing to satisfactorily discharge their responsibilities for health and safety.
- Make certain that persons employed by the Charity with supervisory responsibilities understand the moral, legal and financial benefits of actively encouraging a healthy and safe working environment. These supervisory principles stretch to all workers and volunteers in their interactions with, and support of, beneficiaries.
- Set a personal example by wearing the appropriate protective clothing.
- Arrange for regular meetings with the appropriate person(s) in the Charity to discuss accident prevention, performance and possible improvements and to make Health and Safety a regular item on the Resident's House Meetings minutes.

## Departmental Responsibilities

All workers that hold specific responsibilities must:

- Read and understand the Charity's Health and Safety procedure and ensure it is brought to the notice of employees/ volunteers/ workers and beneficiaries under your control.
- Know the Regulations applicable to the work on which employee/ volunteers/ workers and beneficiaries under your control are engaged and insist that these regulations be observed.
- Incorporate safety instructions in routine orders and ensure they are followed.
- Not instruct or allow operatives to take unnecessary risks.
- Ensure new employee/ volunteers/ workers, particularly trainees and young people, and beneficiaries, are shown the correct method of working and all the required safety precautions.
- Ensure that employee/ volunteers/ workers and beneficiaries do not operate any type of tool or equipment unless they are competent and trained to do so, or are under supervision of someone competent as part of a training arrangement.
- Commend employee/ volunteers/ workers and beneficiaries who, by action or initiative, eliminate hazards.
- Not allow dangerous practical jokes and reprimand those who consistently fail to consider their own safety or that of others around them.
- Remove immediately from service any defective plant or equipment.
- Report accidents to the appropriate responsible person in the Charity immediately.
- Set a personal example by wearing protective clothing where required and by carrying out your own work in a safe manner at all times.
- Look for and suggest ways of eliminating hazards. Bring to the notice of the Charity any improvements or additions to safety procedure that you feel should be made.

## All Employee/ volunteers/ workers & Self-employed Consultants

All workers, as described above must:

- Read and understand the Charity's safety procedure and carry out your work in accordance with its requirements.
- Ensure that the clothing and particularly the footwear worn at work is suitable and adequate to meet current health and safety requirements.
- Not try to use, repair or maintain any equipment or machinery, or carry out any work activity, which may be hazardous to personal health and safety, for which full instruction or training has not been received.
- Report any defects in equipment or machinery immediately to the relevant person of responsibility.
- Ensure that the location of the first aid box and identity of First Aiders is known.
- Ensure that the evacuation procedure in the event of a fire is known.
- Report any accident or damage, however minor, to the Charity.
- Ensure that corridors, office floors, doorways, etc are kept clear and free from obstruction.
- Not attempt to lift or move, on your own, articles or heavy materials as likely to cause injury.
- Work in a safe manner at all times. Do not take unnecessary risks, which could endanger yourself or others.
- Use only the correct tools and equipment for the job, do not improvise.
- Not use work equipment for work for which it was not intended or if you are not trained, experienced or certificated to use it.
- Not attempt to reach items on high shelves unless using steps or a properly designed hop-up, do not improvise or climb.
- Suggest ways of eliminating hazards and improving working methods.
- Not smoke on Charity premises unless in a designated smoking area and dispose of spent matches and cigarette ends properly.
- Warn new employee/ volunteers/ workers and visitors of known hazards and advise regarding any existing hazards and emergency procedures relating to the workplace.
- Not indulge in practical jokes or "horseplay" on site.
- Report to your line manager any person seen abusing the welfare facilities provided.
- Report any injury to yourself, which results from an accident at work, even if the injury does not stop you working.
- Suggest safer methods of working.
- Follow all instruction provided to assist your health, safety and welfare, whether such instruction is via sign, formal policy, letter or verbal and whether such instruction is given within your Charity's own undertaking or at undertakings controlled by others.

## Contractors

All contractors appointed by this Charity are required to comply with the Charity's procedure for Health, Safety and Welfare and must ensure their own Company's Health and Safety Policy (where applicable) is made available to the Charity's Safety Advisors.

Assessment of risks associated with any substance, process or work activity which could be hazardous to the health and safety of any person, must be provided to this Charity before work commences. All plant or equipment brought onto site by contractors must be safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certificates available for checking.

Power tools, electrical equipment, transformers, generators, extension leads, plugs and sockets must be to latest Standards for industrial use, and in good condition.

Any injury or damage caused by contractor's workers must be reported immediately to the Charity. Contractor's workers must comply with any safety instructions given by the Charity at all times.

Facilities may be inspected and reported on health and safety matters. Contractors informed of any hazards or defects noted during these inspections will be expected to take immediate remedial action.

Suitable welfare facilities and first aid equipment in accordance with current Regulations must be provided by contractors for their own workers unless formal arrangements have been made for the contractor's workers to have the use of shared facilities provided by the Charity.

Contractors are particularly asked to note that workplaces must be kept tidy and all debris, tools and waste materials cleared as work proceeds.

## Monitoring and Review of Safety Procedure.

All workers are required to bring to the notice of the Charity any areas where the Charity procedure on Health, Safety and Welfare appears to require revision. Beneficiaries are also encouraged to do the same. The suggestions will be passed to the Trustee responsible for health and safety for consideration.

## Training

All workers will receive training in their responsibilities as defined by this procedure. Training will be repeated whenever changes in legislation or working methods require such training to take place. In addition the Charity will provide suitable training to all workers as required by working conditions and legislation.

## Protection of the Public

All instructions regarding the protection of the public, which are communicated to employees/ volunteers and workers of the Charity, must be followed. Charity employees/ volunteers and contractors appointed by this Charity are required at all times to consider the health and safety of the public. Where it is apparent the general public is at risk of injury as a result of the Charity's work activities the relevant worker must stop work and take actions within the scope of their responsibilities and capabilities to reduce the risk and make the situation manageable. Where this is not possible the relevant supervisor, manager or Trustee should be notified immediately. Work must not continue until the risk is removed.

## Documentation

The Charity will ensure copies of the Charity Health and Safety procedure are available for reference as required by workers, contractors, beneficiaries and visitors.

The Charity will ensure that all documentation relating to health and safety are maintained in the Charity's offices for safe keeping. The Trustee responsible for health and safety is required to ensure this documentation is maintained in a safe place for a minimum of three years.

## Prohibition/Improvement Notices

If a prohibition or improvement notice is issued by an Inspector of an Enforcement Authority (Health and Safety Executive, Local Authority), the person to whom it is issued must comply immediately with any instructions on the notice and contact the Charity's Health and Safety Advisors immediately.

Where notices are issued by HSE or other enforcement agencies, the Trustee responsible for health and safety will be informed and will provide advice on the measures necessary to comply with the notice. When remedial measures have been taken the Charity will contact the Inspector who issued the notice to inform of action taken. This will be confirmed in writing.

## Accident Reporting

In the event of an accident involving an employee/ volunteer, worker or a contractor employed to undertake work on behalf of the Charity, where the accident results in injury to a Charity employee/ volunteer, worker, contractor, beneficiary or member of the public or any other person and/or damage to plant or equipment owned by the Charity or any other person, the procedure is as follows:

- Report the accident immediately to your Line Manager or a Trustee.
- Ensure an appointed First Aider attends the accident victim(s).
- If the accident occurs on premises not under the Charity's control, you must comply with the relevant organisation's procedures.
- Ensure (where required) the relevant emergency services are called.
- Disturb as little of the accident scene as possible.

In addition, if the accident is of a serious nature write down as many details about the events leading up to and at the time of the accident as possible. It is surprising how people quickly forget relevant details in a very short time period.

## First Aid

The arrangements for First Aid will be communicated to all workers, beneficiaries and contractors appointed to undertake works on behalf of the Charity prior to commencing work. The nominated First Aider is responsible for ensuring the first aid boxes are fully stocked at all times. When visiting premises not under the control of the Charity it is the responsibility of each of the Charity's workers [or beneficiaries where the Charity is not accompanying the beneficiary] to establish the Client's first aid procedures.

## Alcohol and Drug Abuse

Workers known or strongly suspected of being under the influence of alcohol or drugs (whether prescribed by a doctor or not) will be removed from Charity's premises. However, the Charity is aware that symptoms similar to those displayed by persons under the influence of alcohol or drugs

can be similar to the symptoms displayed by persons suffering from heat exhaustion, hypothermia, diabetes, etc. These conditions while still requiring the person to be removed from site for reasons of safety, will obviously affect any disciplinary action, which may be taken by the Charity.

Workers' with prescribed medication by their doctors to treat genuine medical conditions are required to notify the Charity of the nature of the medication at the earliest opportunity.

## Risk Assessment

The Management of Health and Safety at Work Regulations places duties on all organisations to formally inform persons under their control at work about the hazards to which they are exposed within their workplace. The accepted and required method of communicating information regarding workplace health and safety hazards is via formal Risk Assessments.

Risk Assessments are required to be undertaken for all activities, substances and materials used at work where the undertaking of the work activity or use of the substance or material exposes the employee/ volunteer or worker to an identifiable or potential exposure to physical harm.

Risk Assessments are required by legislation to be produced by 'competent persons' which means a person or persons who have received sufficient training, instruction and/or experience of the work procedure being assessed to enable all the issues associated with the work task to be considered during the assessment process. One of the most important abilities required by persons undertaking formal Risk Assessments is the ability to recognise the need to consult with others and make use of their areas of expertise.

The general procedure for the production of adequate Risk Assessments is as follows:

- Identify all the hazards associated with the work activity being assessed.
- Identify all the persons who are most likely to be affected if exposed to the hazards.
- Identify if the hazards can be eliminated by the introduction of a change of work method.
- Identify which control measures are to be introduced to reduce the identified hazards.
- Identify what Personal Protective Equipment is required and who it is issued to.
- Ensure the findings of the Risk Assessments are communicated to all personnel who are undertaking the task to which it refers and other personnel who may be affected.

Where Risk Assessments are required because the hazards associated with specific work tasks are identifiable, all workers including contractors appointed by this Charity are required to work in accordance with the instructions and recommendations identified by the Risk Assessments at all times.

## Welfare

The Trustee/ worker responsible for Health and Safety will ensure adequate welfare facilities in accordance with the Workplace (Health, Safety and Welfare) Regulations are in place and made available. Suitable and sufficient sanitary conveniences, rest and food preparation facilities are provided and maintained.

## Fire

All workers must familiarise themselves with the location of firefighting equipment and the procedure in the event of a fire. This information will be made available during induction upon first arrival to site.

If you come across a fire you must always follow the formal procedure for evacuation:

- Do not attempt to fight the fire unless it is very small and it is safe to do so.
- Evacuate the scene by the indicated escape route and do not stop to collect personal belongings.
- Go straight to the designated assembly point and do not leave there until told to by someone in authority.

## Personal Protective Equipment (PPE)

Workers that are directly employed by this Charity will be provided with adequate PPE relevant to their work tasks. All workers must report any damage and/or defect to PPE immediately to the Charity Trustee/ worker responsible for Health and Safety. It is the responsibility of workers to inform their line manager/ the Charity of any requirements for new or replacement PPE.

Individuals found not wearing required PPE whilst performing tasks that require PPE will be notified to the Charity Trustees and repeat offenders can expect to receive disciplinary action taken against them by the Charity.

Contractors appointed to undertake work on behalf of the Charity are required to provide their own PPE as required by site conditions and or current legislative requirements.

## Equipment

As a general rule, on Charity premises workers must not operate any item of machinery or equipment unsupervised unless they have received formal training, adequate and comprehensive instruction or are adequately experienced in operating it in a safe and competent manner.

Any defect or damage to work equipment will result in the worker reporting the damage/defect immediately to the relevant responsible person. Operatives must not maintain or clean work equipment without first isolating it from its power supply and ensuring stored energy is released.

## Communication

If you have any concerns regarding safety, then your immediate Line Manager/ responsible person should be informed. If necessary action has not been taken within a reasonable time, then discuss the situation again. Should you still have doubts about what has been done then report to a Trustee. If you believe there is a risk of serious injury or death, contact the Charity Trustee responsible for Health and Safety immediately. It is the responsibility of the individual departmental managers in consultation with the Charity to install such procedures necessary to enable effective monitoring and management of emergency procedures on a day-to-day basis.

## Consultation with Employees

It is our policy to meet the requirements of the Health and Safety (Consultation with Employees) Regulations. Employees will be consulted regarding the following:

- Any changes at the workplace, which may substantially affect their health and safety.
- The arrangements for the Charity to assist compliance with health and safety requirements.
- Information regarding hazards in the workplace and which control and preventative measures are to be introduced to eliminate or reduce such hazards.

- The planning and organising of any health and safety training required under health and safety law including induction training, legislative awareness training, etc.
- The health and safety consequences of new technology that is brought into the workplace.

If issues arise which fall within the scope of these Regulations, employees should contact the Charity Trustee responsible for Health and Safety for guidance.

## Office Safety

The following points cover general safety in the office:

Electricity:

- Do not overload sockets or extension leads.
- Do not use taped joints on cables.
- Visually check plugs and leads regularly for signs of damage.
- Do not ignore warning signs, such as damaged cables or faulty switches.
- Switch off and unplug equipment before it is cleaned.
- Do not attempt to repair equipment that you have not been trained for or are not competent to repair.

Slips/Trips/Falls.

- Do not leave leads or cables trailing which may be trip hazards.
- Clear up spillages of liquids.
- Report torn floor coverings and carpets to a Line Manager/ Trustee.
- Do not block or obstruct passageways, exit routes and fire escapes.

Ill Health.

- Make sure your workstation is comfortable for you.
- Make sure you know who the first aider is.
- If heavy or bulky items need moving, seek help.
- Arrange your computer screen to avoid glare, and so that you can adopt a good posture to avoid upper limb strain or eyesight strain.

Fire.

- Do not remove fire extinguishers unless to fight a very small fire.
- Do not use fire extinguishers to prop open doors.
- Do not prop or wedge fire doors open.
- Make sure you read and understand the information contained on the Fire Action and Fire Procedure Notices displayed closest to your place of work.
- Smokers must comply with the no smoking regulations in all work environments.

Display Screen Equipment

The main hazards associated with this equipment include:

- Work related upper limb disorders, temporary fatigue or soreness in the hands, arms, shoulders etc, occupational cramp, chronic soft tissue disorders such as peritendonitis or carpal tunnel syndrome.
- Prolonged static posture or awkward positioning.

- Temporary visual fatigue - poor positioning, poor legibility of screen or documents, lighting, poor screen image.
- Fatigue or stress.
- Photosensitive epilepsy.
- Environmental factors e.g. humidity, heating, ventilation, and static electricity.

Your line manager will ensure that the following arrangements are carried out with the use of this equipment:

- Identify the equipment, which is classed as a workstation, and assess the risks to health and safety of those operators who use them habitually or for continuous periods of an hour or more.
- Arrange for workstations to conform to the relevant standards.
- Plan work activities so that, where possible, short breaks away from the display screen are a regular feature. If this is not possible then deliberate breaks or pauses may be introduced.
- Organise eye/ eyesight tests at the request of the operator and ensure the provision of suitable basic spectacles etc, where these are required for the display screen work concerned.

## Stress

Research has revealed that stress in the workplace is a growing problem but one that is not adequately or generally accepted within industry. Our policy to avoid and prevent work related stress shall be achieved by a combination of management and task related provisions which will include:

### Management Related:

- The fostering of good relationships between staff/ volunteers and management.
- Well set and achievable objectives.
- Good and effective two-way communications.
- Employee/ volunteer involvement.
- Good management support.
- Staff/ volunteers training.

### Task Related:

- Well-defined tasks.
- Clear responsibilities.
- Proper use of skills.
- Good control of hazards and risks.
- Support from senior management.