



## **Health & Safety Policy**

## Health & Safety Policy

### Version Control Health & Safety Policy

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# Health & Safety Policy

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# Health & Safety Policy

The Health and Safety at Work Act 1974 imposes certain obligations on an employer not only to take all such actions as are reasonable to safeguard the health and safety of their employees, but also to be able to show that they are doing so, by producing adequate written policies and procedures. The Act refers to what is reasonable in given working situations. Thomley Hall Centre fully accepts its responsibilities under the Act.

## 1. Introduction

1.1. Thomley Hall Centre's statement of general policy is:

- 1.1.1. To provide adequate control of the health and safety risks arising from our work activities;
- 1.1.2. To consult our employees on matters affecting their health and safety;
- 1.1.3. To provide and maintain safe equipment;
- 1.1.4. To ensure safe handling and use of substances;
- 1.1.5. To provide information, instruction and supervision for employees;
- 1.1.6. To ensure all employees are competent to do their tasks, and to give them adequate training;
- 1.1.7. To prevent accidents and cases of work-related ill health;
- 1.1.8. To maintain safe and healthy working conditions; and
- 1.1.9. To review and revise this policy as necessary at regular intervals.

## 2. Who is this for?

2.1. This Policy/Procedure is relevant to:

- 2.1.1. Employees
- 2.1.2. Casual Staff
- 2.1.3. Volunteers
- 2.1.4. Trustees

## 3. Responsibilities

- 3.1. Overall and final responsibility for health and safety is that of the Board of Trustees.
- 3.2. Day-to-day responsibility for ensuring this policy enacted is delegated to the Operations Manager.
- 3.3. To ensure health and safety standards are maintained and improved, the following key roles have responsibility in the following areas.

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<b>Role</b>	<b>Responsibility</b>
Operations Manager	Risk Assessments
Line Managers	Training and induction
Operations Manager	Safeguarding children and safeguarding adults (Safeguarding Lead Training)
Operations Manager / Duty Manager Fire Marshals	Fire Safety
Operations Manager and All Staff	COSHH
Duty Manager and Appointed First aiders	First Aid
CE	Reporting to enforcement authorities
Operations Manager	Contractors and service engineers
Finance Manager	Employers liability insurance

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- 3.4. All employees will also be made aware of their personal responsibilities under the Health and Safety at Work Act and will:
  - 3.4.1. Keep themselves informed of Thomley's Health and Safety policies and procedures
  - 3.4.2. Co-operate with the employer on matters of health and safety, complying with policies, procedures and risk assessments
  - 3.4.3. Take reasonable care for the health and safety of themselves and other persons who may be affected by their acts, or omissions at work
  - 3.4.4. Use work equipment correctly and wear any protection equipment provided
  - 3.4.5. Report to the appropriate person (as detailed in this policy statement) any action, dangerous incident or near miss, health problem, unsafe system of work or damage to equipment as soon as possible after it comes to their notice.
  - 3.4.6. Provide guidance to users of the centre and act responsibly to ensure their health and safety
- 3.5. Users of the centre will also be made aware of their responsibilities and will:
  - 3.5.1. Use the equipment in a safe manner with regard to the health and safety of themselves and those around them
  - 3.5.2. Take responsibility towards the health, safety and behaviour of the children within their care
- 3.6. Comply with Thomley's health and safety procedures, including fire and emergency, first aid, medication, safe use of equipment, food, behaviour management and smoking which are defined:
  - 3.6.1. in print on the 'Important On Site Information' sheet given to all new visitors
  - 3.6.2. verbally during an induction tour
  - 3.6.3. clear signage around the site
  - 3.6.4. in detailed health and safety policies, procedures and risk assessments which are readily available upon request Available here: S:\TAC Documents\Service\Health & Safety\Risk Assessments
  - 3.6.5. Thomley Hall Centre considers these matters of such importance, that breaches of health and safety procedures by staff may constitute misconduct and will be dealt with as a disciplinary matter.

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### **4. Risk reduction measures**

- 4.1. All employees will undertake risk assessments.
- 4.2. In order to minimise risk, Thomley will:
  - 4.2.1. Assess the hazards that have potential to cause harm
  - 4.2.2. Assess the risks and likelihood of harm being caused and who might be harmed
  - 4.2.3. Provide control measures as needed to reduce risk
  - 4.2.4. Ensure safe recruitment practices are followed
  - 4.2.5. Provide instruction and training
  - 4.2.6. Ensure structured management of health and safety issues
  - 4.2.7. Inform staff of their individual and collective responsibility for the safety of themselves and those around them.
- 4.3. The Board of Trustees will then have responsibility to review:
  - 4.3.1. Health & Safety at each trustee meeting
  - 4.3.2. Business risk plan
  - 4.3.3. Any themes arising from reported accidents/incidents and direct action as needed.
- 4.4. Risk Assessments will be reviewed every year, or where there is a significant change, whichever is soonest.

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### **5. Information, instruction and supervision**

- 5.1. All staff and volunteers are required to familiarise themselves with health and safety practice.
- 5.2. The Health and Safety Law poster is displayed in the Staff Room
- 5.3. Health and safety policies, procedures and risk assessments area available and should be read by all staff and volunteers. These documents are located in clearly marked yellow policy and procedure folders.
- 5.4. Thomley Hall Centre reinforces the understanding of these documents through training, induction and risk assessment tours. Additional advice may be sought from the Service Manager.
- 5.5. The line manager will provide health and safety induction training for all employees and volunteers.
- 5.6. Particular attention will be paid to the instruction and supervision of young workers and trainees. Training and induction will include:
  - 5.6.1. Fire procedures
  - 5.6.2. First aid
  - 5.6.3. Safeguarding children
  - 5.6.4. Health and safety induction tour and shadowing day
  - 5.6.5. Staff health
  - 5.6.6. COSHH
  - 5.6.7. Lone working
  - 5.6.8. Manual handling
  - 5.6.9. Working at height
  - 5.6.10. Behaviour management and high risk behaviour
  - 5.6.11. Violence at work
- 5.7. Employees holding key health and safety responsibilities may be required to attend external and accredited training courses. Additional staff will be trained ensuring sufficient numbers of qualified staff on site at all times.
- 5.8. The line manager maintains training records.
- 5.9. Subsequent training will be identified, arranged and monitored by the line manager.



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### 6. Minimising the five most common causes of death, injury and illness at work

6.1. The Health and Safety Executive (HSE) has identified the following 5 topics as the most likely causes of death, injury and illness at work. Through policies, procedures and risk assessments, Thomley Hall Centre will take all reasonably practicable measures to identify and minimize the following risks within the work environment and will:

#### 6.2. Falls from height

Instruct all workers (i.e. staff, volunteers and contractors) to:

- 6.2.1. take appropriate precautions to avoid working at height wherever possible
- 6.2.2. use work equipment or other measures to prevent falls where they cannot avoid working at height
- 6.2.3. Ensure that:
- 6.2.4. all work at height is properly planned and organised and takes account of weather conditions that could endanger health and safety
- 6.2.5. those involved in work at height are trained and competent (see HSE publication 'Safe use of ladders and stepladders' located in the Policy folder)
- 6.2.6. the place where work at height is done is safe
- 6.2.7. equipment for work at height is appropriately inspected
- 6.2.8. the risks from fragile surfaces are properly controlled
- 6.2.9. the risk from falling objects are properly controlled

#### 6.3. Accidents from workplace transport (i.e. cars, vans, buses, goods vehicles, tractors)

- 6.3.1. Ensure floors and traffic routes are sound and strong enough for the loads placed on them, or the traffic expected to use them. Surfaces should be even, non-slip, free of holes and clear of obstructions.
- 6.3.2. Separate vehicles and pedestrians wherever practicably possible; use barriers or clear markings to designate safe walkways; and ensure walkways are well lit.
- 6.3.3. Set appropriate speed limits and provide route markings and signs so that drivers and pedestrians know where to go.

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### **7. Musculoskeletal disorders**

- 7.1. Assess the need for lifting and carry out risk assessment
- 7.2. Identify repetitive activities
- 7.3. Minimise weight and size of load and carrying distances
- 7.4. Design lifting tasks appropriately, assessing layout and use of mechanical aids wherever possible
- 7.5. Provide manual handling instruction and training for risk assessors, staff and volunteers

### **8. Slips and trips**

- 8.1. Minimise floor contamination such as water, oil, powders and food.
- 8.2. Clear up spillages immediately and keep floors clean and dry
- 8.3. Maximise slip resistance through suitable flooring and appropriate footwear
- 8.4. Use draining, anti-slip surfaces, mats and gratings as necessary in areas prone to contamination
- 8.5. Prevent trips by maintaining even and secure flooring, by keeping access routes well-lit and free from obstacles and by marking slopes and changing floor levels
- 8.6. Cover or reroute cables and wiring
- 8.7. Display clear warning notices and signs

### **9. Stress**

- 9.1. Identify, remove/minimise potential sources of stress at work
- 9.2. Ensure systems are in place for active and reactive monitoring
- 9.3. Ensure mechanisms are in place for staff to express their honest opinions in a constructive way

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### 10. Safe equipment

**All staff** will be responsible for:

- 10.1. Ensuring that all equipment purchased or donated is suitable for its intended use and meets health and safety requirements
- 10.2. Ensuring that all electrical equipment is installed, repaired and maintained by a qualified and accredited electrician.
- 10.3. Ensuring that all operators are sufficiently trained or instructed in the appropriate use of equipment
- 10.4. Ensuring that operators are provided with and appropriate protective clothing
- 10.5. Ensuring effective maintenance procedures are in place and that all identified maintenance is implemented by competent people
- 10.6. The Operations Manager is responsible for maintaining an inventory of purchased and donated portable electrical appliances and ensuring that a qualified electrician tests all such appliances annually
- 10.7. All employees, through the daily site check, will be responsible for identifying structural defects, worn fixtures and fittings, equipment needing maintenance, or faulty electrical equipment. Any problems found with equipment should be recorded in the Defects Book. All urgent issues are reported verbally to the Operations Manager and Caretaker for immediate action.

### 11. Fire and evacuation

11.1. The appointed Fire Marshal will be responsible for:

- 11.1.1. Compliance with the Fire Safety Order (2005)
- 11.1.2. Ensuring the fire risk assessment is undertaken and implemented
- 11.1.3. Ensuring that all staff and visitors are aware of and practiced in the emergency fire procedures
- 11.1.4. Co-ordinating the evacuation process in the event of a real fire and during regular fire drills

11.2. The Maintenance Coordinator will undertake:

- 11.2.1. Weekly testing of the fire alarm systems, emergency lighting and extinguishers

11.3. All members of staff are responsible for:

- 11.3.1. Maintaining safe and clear access to and egress from the building, including fire exits
- 11.3.2. Knowledge of an compliance with policies, procedures and risk assessments

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### **12. Accidents, incidents and first-aid**

- 12.1. Through this health and safety policy, as well as Thomley's more detailed accident and incident policy, Thomley will take all reasonable efforts to reduce risk of accident or incident. In the case of an accident or incident, responsibilities lie with the following people:
- 12.2. First aid responsibility will be allocated at each morning meeting before visitors enter the site at weekends, events and in school holidays. In term time the Duty Manager is the automatic first aider for the day.
- 12.3. The Operations Manager, with Activity Coordinators are responsible for:
  - 12.3.1. Making sure the content of all first aid boxes are update as needed
  - 12.3.2. Coordinating first aid response to an accident or incident
  - 12.3.3. Making sure the accident and incident recording and reporting system is followed
  - 12.3.4. Investigate cause of accident and take measures to minimise future risks
- 12.4. The Operations Team will:
  - 12.4.1. Regularly review the trend of accidents or incidents recorded within the report books and put in place any additional practices to reduce the prevalence of repeated accidents/incidents.
- 12.5. Appointed first aiders are the Operations Manager, Activity Coordinators, Visitor Support Officer, Senior Playworkers
- 12.6. First aid boxes are kept in the Art Room, Reception and Manor Hall Kitchen, maintenance office and café kitchen.
- 12.7. All accidents, incidents and cases of work-related ill health are to be recorded in the accident or incident book as appropriate. The books are kept in the Management Office and filed in a locked cabinet.
- 12.8. The Operations Manager will be responsible for reporting of injuries, diseases and dangerous occurrences to RIDDOR, the appropriate enforcement authorities and necessary Government funding bodies as directed by regulations. Reportable incidents include:
- 12.9. The CE is responsible for coordinating any legal investigation or insurance claim.

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### **13. Control of Substances Hazardous to Health (COSHH)**

13.1. The Operations Manager (with assistance from Activity Coordinators) will be responsible for:

- 13.1.1. Identifying all substances needing COSHH assessment and control
- 13.1.2. Undertaking COSHH assessments, by requesting and maintaining data sheets and clearly labelling all substances used and stored on site
- 13.1.3. Ensuring that all actions identified in the assessments are implemented
- 13.1.4. Ensuring that all relevant employees are informed about COSHH assessments and controls, as well as appropriate first aid intervention
- 13.1.5. Putting a purchasing policy into place ensuring the consistency and safety of materials brought on site
- 13.1.6. Checking that new substances can be used safely before they are purchased
- 13.1.7. Reviewing COSHH assessments every year, or as required by changes in practice or substance being brought into use, whichever is soonest.
- 13.1.8. COSHH specific training for the Operations Manager, Activity Coordinators, Maintenance Coordinators and Cleaner

### **14. Staff welfare facilities**

14.1. Thomley will ensure that the following welfare facilities are in place:

- 14.1.1. Workplaces are safe and fit for purpose
- 14.1.2. Sufficient lighting to enable people to work and move about safely
- 14.1.3. To maintain cleanliness and removal of waste materials
- 14.1.4. Suitable workstations and seating for the people using them
- 14.1.5. Access to suitable and sufficient sanitary conveniences and washing facilities
- 14.1.6. An adequate supply of drinking water
- 14.1.7. Suitable, sufficient and readily accessible rest facilities for staff breaks.

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### **15. Maintenance and building work**

- 15.1. Maintenance and building work will ideally be scheduled for periods of shutdown or outside of operating hours. Where this cannot be done the following conditions must be satisfied:
- 15.2. The Operations Team takes responsibility for minimising the risks associated with maintenance and building work by:
- 15.3. Informing all contractors and service engineers about key health and safety issues that may affect them.
- 15.4. Informing visitors of the presence of contractors and the work being carried out
- 15.5. Use of appropriate signage
- 15.6. Stopping any work that is felt to be in contravention of any health and safety policies or that is felt to be causing distress or discomfort to any staff or visitors.
- 15.7. Contractors and service engineers are responsible for employing safe working practices at all times whilst working at the centre. Seeking authorisation from The Operations Manager before undertaking any work involving high temperatures, live electrical work or use of substances hazardous to health

### **16. Monitoring**

- 16.1. In order to check our working conditions and safe working practices are being followed, Thomley will:
  - 16.1.1. Carry out daily site checks by operational staff
  - 16.1.2. Carry out weekly site checks by the Maintenance Coordinators.
  - 16.1.3. Discuss health and safety updates at staff meetings
  - 16.1.4. Review policies and procedures annually.
  - 16.1.5. Review risk assessments bi-annually.
- 16.2. The Operations Manager will be responsible for:
  - 16.2.1. Investigating accidents and incidents
  - 16.2.2. Investigating work-related causes of sickness absences
  - 16.2.3. Acting on investigation findings to prevent a recurrence
  - 16.2.4. Reporting findings to the Management Team. Further reporting to the Board of Trustees if agreed by the Management Team.