



## Health and Safety Policy 2016

### Policy

It is the legal responsibility of St Paul's Community Development Trust to ensure the health, safety and welfare of all staff, students, learners, service users, volunteers, visitors and that of any other persons who could be affected by the Trust's operations.

In accordance with the requirements of all applicable statutory requirements, it is the policy of the organisation to:

- in consultation with staff, assess hazards and risks that may be encountered in the course of work or activities carried out by the Trust or on its property
- take measures to eliminate, or where elimination is not reasonably practicable, to minimise identified risks and hazards
- provide equipment and systems of work which are safe and without risk to health
- provide all staff with appropriate information, instruction, training and supervision
- provide all students, learners, service users and visitors appropriate with information, instruction, training and supervision

The specific responsibilities and arrangements for health and safety are defined in the Health and Safety Procedures which can be found in the Policy and Procedures section on SharePoint. The Board of Trustees has overall responsibility for health and safety. They will ensure that an effective Health and Safety Policy is maintained and that adequate resources are provided for its implementation.

All persons in managerial and supervisory roles are responsible for implementing the Policy in respect of the areas and activities under their control, thereby ensuring the health and safety of those under their direction. The effective implementation of this Policy requires the co-operation and active involvement of staff at all levels and in all areas. Staff are required to:

- co-operate with the Trust to ensure compliance with statutory requirements by working in accordance with the Health and Safety Policy and standard operations procedures
- work safely to ensure the health and safety of themselves and that of any other persons who could be affected by their acts and omissions
- report any areas where existing safety arrangements fail to reduce risks to an acceptable level

To ensure the above standards are maintained, the Trust consults with its staff on safety matters and monitors the effectiveness of the safety programme. The monitoring includes an annual audit of safety performance. The significant recommendations arising out of the safety monitoring, consultation and risk assessment programme are reviewed and prioritised for action by the Trust's Health, Safety and Environment Committee. The implementation of the recommendations is planned and reviewed by the Committee to ensure continuous improvement in health and safety performance.

David Cusack  
Chief Executive  
August 2016



## **Procedures**

### **1. Responsibilities**

- a. The overall and final responsibility for health and safety is that of the Chief Executive.
- b. The person with day-to-day responsibility for ensuring this policy is put into practice is the Head of Central & Community Services.
- c. Head of Departments are responsible for ensuring health and safety standards are maintained within their area of work.
- d. To ensure health and safety standards are maintained and improved, all persons in managerial and supervisory roles are responsible for implementing the Policy in respect of the areas and activities under their control, thereby ensuring the health and safety of those under their direction, including staff, students, learners, service users, volunteers and visitors.
- e. All staff must take care of their own health and safety and that of those who may be affected by their acts or omissions. Staff must also co-operate with others on health and safety, and not interfere with, or misuse, anything provided for their health, safety or welfare.

### **2. Consultation**

- a. The Trust recognises that all staff have a vital role in securing a healthy and safe working environment. To ensure we meet the requirements of the Health and Safety (Consultation with Employees) Regulations 1996 we consult directly with staff representatives.
- b. Details of Employee representatives who form part of the Health, Safety and Environment Committee can be found on the on safety information posters located throughout the Trust.
- c. Consultation with staff is provided by Heads of Department, the Senior Staff Team and the Health, Safety and Environment Committee.

### **3. Information, Instruction and Training**

- a. The Health and Safety Law poster is displayed in the Central and Community Services Office. Additional copies are displayed at each site.
- b. Health and Safety advice is available from the Birmingham Health, Safety and Environment Association and the Trust's insurance brokers who can be contacted via the Head of Central & Community Services.
- c. Head of Departments are responsible for monitoring the supervision of young workers and for ensuring that our staff working at locations, under the control of other employers, are given relevant health and safety information.
- d. Specific risk assessments for young people, as required by the Management of Health and Safety at Work Regulations 1999, will be carried out where required.
- e. A number of policies and procedures produced by the Trust refer to health and safety as it relates to specialised areas of work, for example, working with children. Staff should ensure they are familiar with and understand such policies as are applicable to their particular areas of work.



- f. All staff, new starters, trainees, contractors and sub-contractors and students are provided with access to this Health and Safety Policy as part of the induction process.
- g. Training and information appropriate to staff, new starters' and trainees' responsibilities and requirements will be provided.
- h. All staff will undergo core Health & Safety Training as part of the Trust's mandatory training programme.
- i. Individual and Departmental training needs will be reviewed in line with the performance management system.

#### **4. Risk Assessments**

- a. The Trust undertakes to take all reasonable practicable measures to reduce risks to staff to an acceptable level and to meet the legal requirements of the Management of Health and Safety at Work Regulations 1999.
- b. A risk assessment will be conducted by a competent person and assessments will be reviewed whenever there is a significant change to work activities, or every two years. It is the responsibility of the competent person to document findings and to bring the implications to the attention of the Department Head. A competent person is defined as one who is familiar with both the Trust's risk assessment procedures, the area of work for which they are undertaking the assessment, have received training and are authorised by their Head of Department to undertake assessments.
- c. Human Resources will ensure that individual risk assessments will be conducted if a member of staff becomes pregnant or is breast feeding.
- d. Action required to remove or reduce the risks will be approved by the Head of Department in consultation with the Head of Central & Community Services. The Chief Executive will check that the implemented actions have removed/reduced the risks.
- e. A centrally accessible database of risk assessments will be maintained.

#### **5. Safe Plant and Equipment**

- a. The Trust will ensure that all plant and equipment, which requires maintenance, is identified and that the maintenance is undertaken. Where appropriate a logbook to record the maintenance checks will be kept.
- b. It is the responsibility of all users of work equipment to visually inspect it prior to use to ensure that it is not damaged.
- c. When buying new machinery, plant or equipment, checks will be made to ensure it meets health and safety standards before purchase.
- d. The person responsible for identifying all plant/equipment that needs maintaining is the Maintenance Team Leader.
- e. The person who is responsible for ensuring effective maintenance procedures are drawn up and implemented is the Head of Central & Community Services.
- f. Problems found with plant/equipment should be reported to Line Managers and if appropriate the Estates Team.

#### **6. Hazardous Substances**

- a. Under the Control of Substances Hazardous to Health Regulations 1988 (COSHH) the Trust recognises it has a duty to ensure that all substances within the



organisation are adequately controlled. Wherever possible the use of hazardous substances is avoided.

- b. All reasonable steps will be taken to ensure that all exposures of staff to substances hazardous to health is prevented or, if not reasonably practicable, is controlled to within statutory limits.
- c. Control of exposure shall be achieved through elimination or substitution means where reasonably practicable to do so.
- d. Where exposure cannot be adequately controlled, appropriate personal protective equipment (PPE) will be provided free of charge, as a last resort.
- e. All staff will be provided with comprehensive information and instruction on the nature and likelihood of their exposure to substances hazardous to health.
- f. Risk assessments of hazardous substances in use shall be carried out under the direction of the Head of Central & Community Services to determine:
  - the degree and nature of the hazard and exposure
  - the level of risk in the particular application being assessed
  - the control measures necessary to reduce risks to health and safety to a minimum

Control measures identified in risk assessments shall be monitored on a regular basis to determine their continued effectiveness.

## **7. Display Screen Equipment**

- a. The Trust acknowledges its responsibilities under the Display Screen Equipment Regulations 1996. Please refer to the ICT policy and guidelines for specific details.

## **8. First Aid and Accident Reporting**

- a. This procedure covers all aspects of first aid provision at the Trust under the terms of the Health and Safety at Work Regulations 1974, the Health and Safety (First Aid) Regulations 1981 and the Approved Code of Practice.
- b. First aid equipment is provided for use by staff and clients. Details of the location of first aid kits is displayed in each Department. Trust vehicles contain first aid kits. Separate kits are available for trips.
- c. Each Department displays a list of current first aiders and details of where to locate them on safety information posters.
- d. In the event of an incident for which first aid attention is required, the first person on the scene should summon the first aider, who will decide the appropriate action to take.
- e. All accidents, near misses and cases of work-related ill health are to be recorded in the accident book. Certain accidents must immediately be reported to Head of Central & Community Services. There is a list of such incidents in the front of accident books.
- f. The location of accident books is displayed in each Department.
- g. The Trust is obliged, under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR), to report certain accidents and



dangerous occurrences in writing to the Health and Safety Executive using the HSE website (<http://www.hse.gov.uk/riddor/report.htm>).

- h. The reporting of such accidents and dangerous occurrences will be carried out by the Head of Central & Community Services.
- i. The Trust aims to provide all staff with at least emergency aid training.

## 9. Emergency Procedures

- a. The Trust recognises it has a responsibility under the Health and Safety at Work Act 1974, to ensure procedures are in place to deal with an emergency situation.
- b. The detail of arrangements covering fire evacuation procedures can be found throughout all premises on display near the fire alarm call points and exits.
- c. Fire drills are carried out at each site at least three times a year by each Department.
- d. The Head of Central & Community Services is responsible for ensuring that fire risk assessments are undertaken.
- e. Fire extinguishers are maintained and checked every twelve months by CFPS Limited.
- f. Alarms are tested weekly by the Estate Management team. A log book is kept near each alarm panel.
- g. Emergency procedures for off-site activities should be considered as part of the risk assessment process.

## 10. Monitoring

- a. To ensure that the Health and Safety Policy and arrangements are maintained and meet current legal requirements, an annual internal safety audit is undertaken.
- b. Regular safety inspections will be carried out by the Estate Management Team to ensure that the Trust's safety procedures are effective and adhered to.
- c. Managers and Supervisors will identify hazards within their immediate area of control and ensure that measures are taken to effectively reduce or eliminate the hazard.
- d. Managers are responsible for maintaining their areas in a safe condition and for ensuring that any reported defects are rectified.
- e. The Trust will produce an Annual Safety Plan.
- f. Health and safety issues will be reviewed as part of the development of the Annual Safety Plan and will take into account:
  - the annual safety inspection
  - review of reports of accidents and hazards
  - new Legislation
  - annual safety audit report

**Related Policies :** Home Visiting; ICT & E-Safety; Lone Working; Parental Leave and Flexible Working; Residential Trips and Visits; Safeguarding; Sickness; Smoke free; Snow, Severe Weather and Emergency Closure; Staff Supervision and Development; Stress; Vehicle Rules; Visitor & Identification Badge.

**Amended:** August 2016