

# Home-Start South Leicestershire

## Health & Safety Policy

### 1. POLICY STATEMENT

The Trustees of Home-Start South Leicestershire recognise and accept their responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice and to ensure the health and safety of any other person who may be affected by the operations of Home-Start South Leicestershire.

Home-Start South Leicestershire will endeavour to create and develop a working environment in which there is an awareness of the vital importance of health and safety and which encourages all employees and volunteers to participate in developing and practising safe working methods and to have regard for the welfare of themselves and others.

### 2. PROCEDURE – ORGANISATIONAL RESPONSIBILITIES

#### THE BOARD OF TRUSTEES

The Trustees of Home-Start South Leicestershire hold the following overall responsibilities:

1. The provision and maintenance of a safe place of work with safe access to and egress from it
2. A working environment that is free from hazard and risk to health
3. Equipment and systems of work that are safe and free from risk to health
4. Such information, instruction, training and supervision as is necessary to ensure the health and safety of employees and volunteers at work
5. Formal systems for identifying hazards
6. Adequate first aid facilities
7. Adequate means of preventing and fighting fires
8. The monitoring and review of the implementation of the health and safety policy
9. The allocation of overall responsibility for the implementation of the policy to the Scheme Manager who has authority to delegate responsibility to other employees.

#### SCHEME MANAGER

The Scheme Manager has overall responsibility for the implementation of the health and safety policy. He/she will maintain safety records, conduct accident investigations, assessments and inspections and ensure the health and safety policy is implemented and adhered to. He/she will familiarise him/herself with all relevant health and safety legislation in order to advise the board of trustees.

The Scheme Manager is responsible for the health and safety of employees and volunteers and will:

- Ensure that on joining Home-Start South Leicestershire all new employees and volunteers are given training in health and safety matters appropriate to their role, including accident reporting, emergency procedures, fire precautions, code of safe conduct and location of first aid box.
- Ensure that all employees and volunteers are provided with adequate information, instruction, training and supervision regarding health and safety.
- Ensure that all employees and volunteers are familiar with the health and safety policy.
- Co-operate with and participate in the investigation of all accidents and conduct of assessments and inspections as required by the board of trustees.
- Within their area of authority, regularly inspect the workplace with regard to the suitability of equipment provided for health and safety of employees, check work methods and practices to ensure safe systems of work.

## **EMPLOYEES AND VOLUNTEERS**

The success of the health and safety policy and its implementation cannot be ensured unless there is active co-operation from the employees and volunteers. All employees and volunteers have a statutory duty to promote their health and safety and the health and safety of others who may be affected by their actions.

All employees and volunteers:

- Shall make themselves familiar with and conform to the health and safety policy and observe safety rules at all times.
- Will work safely and efficiently and with due regard for the health, safety and welfare of others including the public.
- Report accidents and incidents promptly that may lead to injuries.
- Report all unsafe conditions that may arise.
- Co-operate with management when accidents require investigation.
- Comply with statutory obligations and requirements of the codes of practice.
- Shall not interfere with or misuse anything provided in the interests of safety.
- Shall use any equipment provided in accordance with the training and instruction that they have received.

## **3. ADMINISTRATIVE ARRANGEMENTS**

### **1 FIRST AID AND ACCIDENT REPORTING**

#### **First Aid**

During the induction programme employees and volunteers will be shown the first aid box available at all premises. Names of first aiders and appointed persons together with information on how to contact them will be given to the employee and volunteers.

#### **Accident Reporting**

- All accidents, however minor, must be reported to the manager who will complete an accident report form (near misses, potential hazards and any damage must also be reported immediately).

- All accidents (near misses, potential hazards and damage) will be investigated by the manager who will take responsibility for ensuring that corrective action is taken where appropriate to prevent a recurrence. The manager must inform the Trustee Board without delay.
- The Trustee Board will notify the appropriate authorities where necessary.

## 2 FIRE PRECAUTIONS

Potential fire risks need not to be dangerous provided that some simple but important precautions are observed by all.

Evacuation procedures will be made clear to all employees and volunteers and for all premises used.

## 3 CODE OF SAFETY CONDUCT

Our code of safety conduct specifies that all employees and volunteers should:

- Conform to the health and safety policy, all health and safety rules and signs, fire precautions and emergency procedures.
- Ensure that they understand and follow the safe operation of their duties; ask if they do not understand any aspect of these.
- Report all accidents, near misses, potential hazards and damage immediately.
- Not interfere with or misuse any health and safety equipment.
- Not act in a way that could endanger themselves or others; do not play practical jokes.
- Not run, especially on stairs or steps. Use handrails; never read while walking.
- Keep their work area tidy and clear of obstructions; do not leave things lying around.
- Clean up any spilt liquids, tracked in rain, etc. immediately.
- In the event of being called upon to handle bulky or heavy objects, only lift or move what they can easily manage; always bend their knees and keep their back straight, taking the stress in their legs, not their back. GET ASSISTANCE if in doubt. Do not overreach; do not climb on anything not meant for the purpose; use a ladder, ensuring that it is in good condition.
- Notwithstanding that electrical equipment is regularly checked and is normally safe when properly used, ensure that they:
  - never touch electrical equipment with wet hands
  - always disconnect electrical equipment before moving it
  - never attempt electrical repairs unless authorised
  - always keep electrical supply cables and wires away from wet areas or from where they could be walked over, etc.
  - always switch off equipment if not in use; disconnect from the main outside normal hours unless instructed otherwise.
- Information on any specific hazards and precautions will be issued as appropriate and are available from the Trustee Board. Training in dealing with hazards will be conducted as appropriate.

#### **4 DISPLAY SCREEN EQUIPMENT (DSE) – PRECAUTIONS**

It is the policy of Home-Start South Leicestershire to optimise use and application of DSE whilst safeguarding the health, welfare and job satisfaction of those involved in operating such equipment. The following should be observed:

- Employees engaged on intensive VDU work will be allowed a 10 minute break following 2 hours of continuous VDU operation.
- Where the employee's workload includes the operation of a VDU as well as other duties, they should organise their working time so that VDU work is interspersed with other activities whilst maintaining an acceptable level of efficiency and productivity.
- Upon recruitment to jobs involving a significant amount of VDU work employees will be advised to have an eye test, the cost of which will be reimbursed to the employee. Where an employee is advised that glasses are needed, these must be obtained and worn. This procedure will also apply to current employees.
- All VDU users are reminded that regular check-ups are advisable and should not be neglected.
- In certain circumstances, it may be necessary for an employee to obtain spectacles for use in VDU work that differ from those worn at other times. Where this is the case, Home-Start South Leicestershire will meet the cost of basic spectacles obtained for use at work.
- Adapt the furniture to fit your body. The lower back needs support; adjust the backrest if necessary. Place feet flat on the floor or use a footrest and use a document holder if necessary.
- Adjust the VDU to increase your comfort. The top should be just below eye level. Contrast and brightness may be adjusted for your individual preference. Position the VDU at a 90° angle to windows if possible.
- Dim the lights or adjust blinds/curtains if necessary but do not make the room too dark.
- Avoid wearing light coloured clothing which can reflect light on to the screen.
- Look into the distance periodically – at something at least 60 cm (20 feet) away.
- Do some stretching exercises during the day (neck, shoulder, back, wrists, hands and fingers).

#### **5 INFORMATION AND TRAINING**

##### **New Employees and volunteers**

On joining Home-Start South Leicestershire, all employees and volunteers will be informed of the general health and safety aspects of their role and of any specific information appropriate to them.

##### **All Employees and Volunteers**

All employees will be informed about, and trained in, health and safety matters including exposure to any identified risks. Such information and training will be given in the event of there being a change in circumstances affecting health and safety, and otherwise they will be adapted and repeated periodically where appropriate. Employees' training will be conducted during working hours if at all possible and may be on a one to one and/or a course basis.

## **6 RISK ASSESSMENT**

Regular and systematic inspections and risk assessments of all potential hazardous substances and work activities will be made by, or under the authority of, the Trustees and Scheme Manager will take into account all the relevant regulations and codes of practice.

Specialist advice will be obtained if necessary and the risk assessment will be reviewed periodically. The significant findings will be recorded and appropriate preventative and/or protective measures taken as necessary.

## **7 ALCOHOL AND DRUGS ABUSE**

Over-indulgence in alcohol and drugs can lead to dependency and resultant health problems. It can impair an individual's performance at work, adversely affecting the efficiency of the organisation and jeopardising the safety of others.

Managers who identify potential sufferers are required to advise the Trustee board of their suspicions.

When an employee admits having a problem of this nature and agrees to undergo treatment for it, Home-Start South Leicestershire will regard the matter in the same way as any other illness and will support the individual's efforts to overcome the problem.

Should the individual not co-operate with treatment or suffer a relapse, or if it appears that recovery is unlikely, a warning will be issued to the employee requiring a full recovery. If this does not materialise, then dismissal is likely.

This policy in no way relieves an employee or a volunteer from the requirement not to consume alcohol or drugs, nor be under their influence, on the organisation's premises. In the event of an employee failing to comply with this rule, it is likely to result in dismissal without notice.

## **8 SMOKING**

Smoking is not permitted at Home-Start South Leicestershire premises. Smoking constitutes a fire hazard and can be unpleasant and dangerous for the smoker and people nearby.

### **E CIGARETTES**

E cigarettes, personal vaporizers and electronic nicotine delivery systems are battery operated devices that mimic tobacco smoking and are often used as a replacement for cigarettes and as an aid to stop smoking. They produce a vapour, including flavoured aromas either with or without nicotine, rather than traditional smoke. E cigarettes fall outside the scope of smoke free legislation as the act of smoking requires a substance to be burnt.

Although outside the legislation, the smoking of E cigarettes will be treated in the same way as smoking cigarettes. This is because it is not known whether the vapour from E cigarettes poses a potential health risk for others through passive consumption (like passive smoking) as the long term health effects of E cigarettes are unknown.

## 9 BLOOD BORNE VIRUSES (BBV)

Home-Start will not require or seek information from staff or volunteers as to whether they suffer from a BBV. If any such information comes to light it will not affect their involvement with Home-Start beyond their own health limitations.

## 10 MOBILE TELEPHONES

When travelling, employees and volunteers should be free from using the phone and mobile phones should therefore be **switched off whilst driving a car**. Use of the mobile phone with a hands free facility is also not recommended as it can cause distraction and lack of concentration.

The phones should be set up to take messages which can then be checked at the start or end of a journey when the car is parked.

## 11 PERSONAL SAFETY

It is the policy of Home-Start South Leicestershire to ensure that everyone in the organisation is aware of and fulfils their responsibilities for safety from violence at all premises. To this end, Home-Start South Leicestershire will:

- Introduce as necessary, preventative measures to minimise the risk of violence at all premises.
- Make all new employees and volunteers aware of the personal safety policy and their responsibilities within it.
- Provide after care procedures such as counselling and time off work to employees.
- Train employees to ensure that they can fulfil their responsibilities under the policy and protect them at work.

All employees and volunteers must:

- Take reasonable care of themselves and other people who may be affected by their acts or omissions.
- Use sensible measures to ensure their safety when working alone, travelling to keep appointments with people they have never met.
- Attend training events such as those concerned with the policy.
- Not endanger themselves or their colleagues. In particular, they are warned against using provocative language or gestures towards fellow employees and volunteers or members of the public.
- Not put at risk their own life or the lives of others whilst attempting to prevent an act of violence.
- In an emergency ensure that the police/emergency services are summonsed.
- If subjected to any violence whatsoever (including verbal abuse, threats and actual physical assault) they must complete a report form at the earliest possible opportunity and return it to the manager.

## 12 STRESS

It is the aim of Home-Start South Leicestershire to ensure that all employees and volunteers are kept safe and healthy while performing their role and are not subjected to excessive workloads, onerous working practices or a detrimental working environment which might, if unchecked, cause them stress. It is also the aim of Home-Start South Leicestershire to

identify and assist those who are suffering from stress, for whatever reason, and finding it difficult to cope by offering reasonable, practical alternatives and support mechanisms.

Help may be sought from a GP, counsellor or colleague. If it is believed that the work or the working environment is the problem, this should be raised with the manager. Any such concern will be dealt with immediately, maintaining confidentiality as appropriate, fully investigated and appropriate steps taken to assist.

The symptoms of stress may initially not be recognised. There are a variety of symptoms which may indicate a tendency to stress which has an adverse impact on work. A manager may recognise symptoms associated with stress and discuss these in confidence. If any symptoms are experienced, for example, prone to accidents, constantly feeling drowsy, inability to concentrate, violent, aggressive or erratic behaviours, mood swings, or depression, these may be signs of stress.

**Adopted as the Health & Safety Policy by the Trustees of Home-Start South Leicestershire:**

<b>Date approved by the Board of Trustees:</b>	8 December 2015 .....
<b>Date of Next Review:</b>	.....
<b>Signed by Chair:</b>	.....
<b>Date:</b>	.....
<b>Previous Review Dates:</b>	
<b>November 2014</b>	
<b>August 2010</b>	
<b>April 2007</b>	