

# Health and Safety Policy

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# 1. Health and Safety Statement of Intent

This policy sets out LifeLine Projects’ commitment to provide and maintain safe working conditions for our employees and stakeholders who access and use our services. The policy details how we manage health and safety so that we comply with our legal obligations under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1992, other associated regulations, Codes of Practice and guidance. We also aim to comply with the health and safety requirements set by the Department of Education in the services we deliver to children and young people who access our nurseries and alternative education services.

It is our aim to prevent accidents and cases of work-related ill health, as well as to provide adequate control of health and safety risks arising from work activities. We will achieve this by undertaking relevant risk assessments and ensuring action required to remove/control risks is carried out. We will check that the implemented actions have removed/reduced the risks and will report the findings of the risk assessments to all relevant employees. We will review assessments annually or when the work activity changes, whichever is soonest. The individuals identified in this policy have been allocated specific responsibilities.

We will provide adequate and appropriate welfare facilities for staff while they are at work. Welfare facilities are those that are necessary for the well-being of employees, such as washing and toilet facilities, a reasonable temperature, adequate space, ventilation, seating, lighting and also somewhere clean to eat and drink during breaks.

We will reasonably comply with all of the specific regulations to maintain the welfare of our staff and other stakeholders who access our services. If a member of staff has any concerns that LifeLine Projects’ is not achieving its aims of full compliance in these areas they must raise the issue with their line manager.

This policy will be reviewed at least annually, or sooner if work activity changes.

Competent person	Universal Safety Consultants 6 Woodshots Meadow Croxley Green Business Park Watford Herts WD18 8YS Telephone: 0344 880 3881	
Day-to-day responsibility for ensuring this policy is put into practice	LifeLine House	Samantha Gibson
	Little Learners Elm Park	Rebecca Clements
	Little Learners Ilford	Irena Daskevic
	The Vibe	Eugene Amoako
Health and safety law poster is displayed:	LifeLine House	Kitchen on first floor
	Little Learners Elm Park	Staff room notice board
	Little Learners Ilford	Staff Office
	The Vibe	Reception office door
First-aid box	LifeLine House	Kitchen on first floor
	Little Learners Elm Park	Downstairs hallway and kitchen
	Little Learners Ilford	Kitchen
	The Vibe	Kitchen in the main entrance area
Accident recording	All accidents and incidents are recorded using the incident button on SharePoint	

<b>Signed</b>	<b>Hans Baird, Chief Executive</b>
<b>Date</b>	<b>16<sup>th</sup> June 2017</b>

## 2. Risk Assessment

Lifeline Projects' uses risk assessment to meet its health and safety obligations; these are used to ensure hazards within the workplace are identified and suitable controls applied to reduce the identified risks. The health and safety risk assessment process forms part of Lifeline Projects' Risk Management Strategy.

The risk assessment process covers risks up to residual risk of 10. Residual risks levels between 12 and 15 will be covered by the safe system of work (SSW). SMT reviews risks levels risk of 15 and above.

Risks assessments are completed using a simple five-step process that can be completed by any suitably trained member of staff (or an appropriate third party). The five-step risk assessment process is:

- Identify the hazards.
- Identify people at risk.
- Evaluate, remove or reduce the risk.
- Record, plan, inform, instruct and train.
- Review.

Our working environments are generally low risk e.g. office based, schools and nursery provision. However, even in low risk environments there are some tasks which are a higher risk e.g. manual handling and working with hazardous materials. It is our responsibility to risk assess these activities. Likewise, it is the responsibility of individual staff to take care of their own health and safety and follow any controls that have been applied to minimise identified risks.

All staff have access to completed risk assessments which are published on SharePoint.

## 3. Management System

### 3.1 Control of Substances Hazardous to Health (COSHH)

Lifeline Projects' business operations are classified as B1 business (office) and D1 (non-residential institutions). These categories are inherently low risk working environments i.e. not requiring the use of equipment, chemicals or industrial processes likely to cause injury.

To comply with the requirements of COSHH regulations, and provide a safe and healthy working environment for staff, we complete risks assessments for risks associated with possible exposure and use of hazardous substances within the workplace. This includes:

- The identification of all substances used.
- The identification of specific risks to health associated with those substances.
- Determining exposure risks (inhalation, ingestion, or skin contact).
- Applying necessary control measures.
- Monitoring the implementation of safe practices, and control measures.
- Providing staff with access to relevant information, instruction and training in the safe use/handling of named hazardous substances at work.
- Supplying PPE free of charge to staff as required.

A separate COSHH risk assessment will be completed by a competent person for any substance classified as hazardous (labelled with a CLP pictogram) before it is used.

### 3.2 Display Screen Equipment

Lifeline Projects' has a responsibility under the Display Screen Equipment Regulations (DSE) to ensure the welfare of staff using DSE equipment. DSE is sometimes referred to as Visual Display Units (VDU) or Computer Workstations and includes laptops, touch-screens and other similar devices that incorporate a display screen. Any item of computer-related equipment including the computer, display, keyboard, mouse, desk and chair can be considered part of the DSE workstation.

We ask each member of staff with an assigned workstation to complete a DSE self-assessment annually. The self-assessment can also be accessed and updated by a member of staff at any time if there are any significant changes to a workstation.

To ensure staff welfare and to prevent the development of work related conditions due to poor posture or poor workstation set-up, where required, staff will be provided with:

- A screen raiser, to ensure screen height is correct to reduce the possibility of neck and shoulder conditions.
- An adjustable chair to ensure the sitting position is correct.
- A footstool, if necessary, for individuals with shorter legs.
- Wrist supports for keyboards and mouse if necessary.

### **3.2.1 Eyesight Tests**

The Display Screen Equipment Regulations (DSE) imposes an additional duty onto employers who have staff that use display screen equipment. The regulations require an employer to pay for an appropriate eyesight test for all regular users upon request.

A regular user is a member of staff who uses display screen equipment during the course of their work. Where this is less frequent, a person is considered to be a user if the following criteria applies:

- A member of staff depends on display screen equipment to carry out their job.
- A member of staff normally uses the display screen equipment for continuous spells of an hour or more daily.

LifeLine Projects' is entitled to specify the specific optometrist they wish to use for the test. We do not need to cover the cost if a staff member wants to use their own optometrist. Staff are permitted one eye sight test claim per year.

### **3.2.2 Eyesight Test Procedure**

- i. Staff must request their entitlement for a reimbursable eye test from HR.
- ii. Staff will make an appointment with the specified optician.
- iii. A receipt for the cost of the test must be obtained.
- iv. The staff member's line manager will authorise the expenses claim.
- v. LifeLine Projects' will pay the expenses claim in the usual way.

If a member of staff is within the 10% of individuals who have glasses prescribed by an optician specifically for DSE use (this must be stated on the prescription), we will cover the cost of the lenses and basic frames to an agreed limit on a case by case basis.

We are not responsible to cover the cost of glasses for a general corrective prescription.

## **3.3 Driving a Mini-bus for Business Purposes**

Drivers must be at least 21 years of age and own a full driving licence that displays the D1 symbol.

Note: Individuals who passed their driving test after 01/01/1997 will not have a D1 category on their licence. The additional category can be applied for using a D1 application, as long as the following conditions apply:

- The vehicle is not being used for hire and reward.
- The driver is over 21 and has held category B on their licence for 2 years.
- The minibus is used by a non-commercial body for social purposes.
- The driver receives no payment other than recovery of out of pocket expenses e.g. fuel and parking costs.
- The vehicle is being driven on a voluntary basis<sup>1</sup>.
- The gross vehicle weight of the minibus is no more than 3.5 tonnes (or 4.25 tonnes if including any specialist equipment to carry disabled passengers).

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<sup>1</sup> If a teacher's contract of employment does not state that driving minibuses is part of their duties and they receive no additional payment for driving a minibus to take pupils on trips or to social sporting events (except for reimbursement for out of pocket expenses), they will be driving on an extra-contractual, **voluntary basis**. In this case, a category B licence with the D1 category added would suffice (assuming the conditions are met)

- The vehicle will not be towing a trailer.
- i) Any driving license endorsements must be disclosed to LifeLine Projects' for insurance purposes; failure to do so will affect eligibility to drive a vehicle. It is the individual staff members responsibility to immediately inform us of any change of circumstances e.g. endorsements/bans incurred.
- ii) A copy of the staff members driving license will be retained by us before a driver will be permitted to drive a minibus on behalf of LifeLine Projects'.
- iii) Drivers with less than seven years driving experience must complete a competency test.
- iv) It is the responsibility of the individual driver to comply with Road Traffic Acts and to ensure:
  - The vehicle is roadworthy before driving the vehicle on the public highway and there are no defects e.g. blown bulbs, horn not working. Defects such as these make the vehicle illegal to drive on the road. If the driver is in any doubt of the state of repair of the vehicle it must not be taken onto the road.
  - The vehicle is not overloaded.
  - Seatbelts (where fitted) are worn at all times.
  - Everyone remains seated at all times.
  - The entry and exit doors to be used are identified (it is recommended that side doors be used except in emergencies).
  - When passengers create distractions the minibus is stopped and the journey not restarted until passengers have settled.
  - The minibus is parked with the side doors to the kerb. Where this is not possible, passengers should remain seated until the driver is able to supervise them from the road.
  - Speed limitations of a D1 minibus are complied with i.e. 50 mph on a single track and 60 mph on a dual carriageway.

All members of staff who drive a minibus must comply with our pre-employment and DBS checks (see Safeguarding and Child Protection policy for further details).

A risk assessment will be completed for mini-bus trips.

### **3.4 Driving Own Car for Business Purposes**

The Office for National Statistics has estimated that up to one third of all road traffic accidents involve somebody who is at work at the time. The majority of LifeLine Projects' staff who drive to work are classed as commuters i.e. driving to work and then back to home after work is not business use. However, there are a number of staff who drive their own car during the working day, between sites or to attend an off-site meeting. This travel is business use of a private car.

LifeLine Projects' has responsibility under Health and Safety legislation to ensure so far as reasonably practicable the health and safety of our employees and others who may be affected by work activities. This includes the activity of staff driving their own cars on public roads if the car is being used for work purposes. It is not practical or necessary to individually risk assess each individual driver to determine driving standards as staff are not employed specifically to drive for their job role.

The following requirements are for LifeLine Projects' staff who drive their own car for business use:

- i. Staff must comply with all road traffic laws, including the prohibited use of mobile phones whilst driving.
- ii. Staff must provide HR with a copy of their driving licence, a valid MOT certificate for the vehicle being used and a certificate of insurance showing cover for Class 3 business use (if a member of staff does not have Class 3 insurance and has an accident whilst driving during working hours on LifeLine Projects' business, they will find themselves uninsured and the costs of any damage or injuries will not be claimable. It could also involve a potential prosecution for driving without valid insurance).
- iii. Staff will not be permitted to use their own vehicle for business purposes unless they can provide the above evidence. Mileage will only be re-imbursed to staff who have submitted evidence of their MOT and Class 3 business car insurance.

Lifeline Projects' will not be responsible for any fines resulting from road traffic or parking offences incurred by staff who use their own car for work purposes.

### **3.5 Fire**

Fire risk assessments must be completed as a requirement by the Regulatory Reform Order (RRO) 2005 and must be completed by a competent person. The Order places the emphasis on risk reduction and fire prevention. Under the Order, people responsible for commercial buildings i.e. the employer, owner, or any other person who has control of any part of the premises, are required to carry out a mandatory detailed fire risk assessment identifying the risks and hazards in the premises. The risk assessment must be recorded where there is a total of five or more employees.

The responsible person for the premises is also required to:

- Perform the risk assessment in a practical and systematic way.
- Take into account the whole of the site, including regularly occupied rooms and rooms which are usually unoccupied or rarely used.
- Consider who may be especially at risk.
- Eliminate or reduce the risk from fire as far as is reasonably practical and provide general fire precautions to deal with any risk.
- Take additional measures to ensure fire safety where flammable or explosive materials are used or stored.
- Create a plan to deal with any emergency and where necessary record any findings.
- Maintain general fire precautions, and facilities provided for use by fire-fighters.
- Keep any findings of the risk assessment under review.

The assessment must also consider the task/work conducted within the premises, taking into account any technical or organisational measures that would affect the risk of fire or the risk of a fire spreading.

To comply with the fire safety regulations, we take the following actions:

- i. The fire risk assessment process is conducted by a competent person (appropriately trained staff or third party).
- ii. The five-step risk assessment approach is used to conduct fire risk assessments.
- iii. The level of adequate and appropriate firefighting equipment at each site/workplace and appropriately trained staff is based on the fire risk assessment and includes appropriately trained staff in the use of firefighting equipment.
- iv. To ensure fire safety provision is adequate and appropriate during all working hours, the planned leave of appointed persons is managed and arrangements for cover put in place. Managers with responsibility for site health and safety must consider what cover is needed for unplanned and exceptional absences e.g. sick or compassionate leave.
- v. There is a minimum of one fire warden for each working area/floor on each site during working hours.
- vi. The fire warden supports the manager with health and safety responsibility by conducting regular fire drills and tests and assists with evacuation procedures.
- vii. Fire wardens are required to complete and pass the certificated iHasco Fire Warden Training course. Fire wardens will be deemed a designated competent person on completion of this course.
- viii. Staff must make themselves familiar with, and adhere to, the fire safety procedures at site they are based. They must notify all hazards and defects to their line manager.
- ix. Staff will be required to attend fire awareness refresher training when it is deemed necessary.
- x. Planned fire evacuation drills are conducted at least twice a year, approximately six months apart at Lifeline House and The Vibe, and more frequently at Little Learners nurseries. Each drill will be logged when completed.
- xi. Fire alarm systems are tested at least fortnightly and tests recorded.

### 3.5.1 Evacuation Procedures

If a member of staff discovers a fire the procedure is as follows:

Fire – Staff on Site	
1.	Sound the fire alarm e.g. set off the fire alarm to evacuate the building.
2.	<ul style="list-style-type: none"><li>Follow site specific fire evacuation and assembly procedures.</li><li>Fire wardens must ensure the evacuation is completed and check whether the call to the fire service has been made.</li></ul>
3.	Call 999. Report the incident, give address etc.
4.	Staff must follow instructions from a fire warden, members of the emergency services or the Emergency Response Team lead if applicable.
5.	Staff must not to re-enter the site until authorised to do so by the emergency services.

### 3.5.2 Emergency Evacuation

If an incident occurs when it is necessary to evacuate a building/site for purposes of a major incident e.g. gas leak or bomb threat, the procedure is as follows:

### 3.5.3 Telephone Bomb Threat – Staff on Site

1.	If appropriate, evacuate to a safe place, not necessarily the fire assembly point. Avoid car parks, areas with large glass windows, waste bins etc.
2.	Ensure that all staff and beneficiaries are safe.
3.	Note down as much relevant information as possible from the person who received the message, parcel etc.
4.	Report any concerns to the Police by dialling 999.
5.	Follow Police guidance carefully.
6.	Do not return to the building or work areas until the Police/bomb disposal have declared the area safe.

### 3.5.4 Loss of Gas Supply/Gas Leak

1.	Ensure that all staff are safe.
2.	Check equipment is correctly shut down.
3.	Investigate the reason for the loss of supply, e.g. contact gas supplier and check site for damage.
4.	Isolate any areas where leaks are suspected.
5.	In the event of a suspected gas leak the site must be evacuated and British Gas contacted on 0800 111 999
6.	Prevent any automatic starting of equipment in isolated areas e.g. heating systems etc.
7.	Follow guidance from gas supplier.
8.	If necessary, arrange a visit to repair the problem.

If the site does not conduct a roll call, the fire warden(s) must confirm their section/sweep is complete and clear with the lead fire warden who will then communicate this to the emergency services.

Staff employed at Little Learners nurseries should follow the emergency evacuation procedures detailed in the Emergency Evacuation plan for their site.

## 3.6 First Aid

First aid provision is part of the welfare requirement an employer has to provide for staff. First aid is defined as 'the immediate treatment necessary for the purpose of preserving life and minimising the consequences of injury or illness until expert medical assistance can be obtained'. Under the First Aid Regulations 2013 an employer must provide adequate and appropriate first-aid equipment, facilities and personnel to ensure staff receive immediate attention if they are injured or taken ill at work.

First aid includes the initial treatment of minor injuries that do not need treatment by a medical practitioner e.g. a paper cut sustained in the office, and to offer first aid to anyone injured or suddenly taken ill before expert help from a doctor or nurse is available, or before the ambulance service arrives. First aid provision is based on the outcome of the site risk assessments.

### 3.6.1 First Aid Training

We will provide adequate and appropriate provision of trained staff who can provide first aid to staff, visitors and beneficiaries if they are injured or become ill. We provide staff with training to the level of Emergency First Aid at Work at LifeLine House and The Vibe and pediatric first aid training to all staff who work in our Little Learners nurseries.

Additional training, or training at a higher level, may be provided if identified as necessary on the first aid risk assessment.

First aid risk assessments are completed by either a qualified risk assessor or an individual trained in first aid. We ensure that first aid provision is adequate and appropriate during all working hours. Any planned annual or maternity leave of trained staff will be covered. Managers should consider what cover is needed for unplanned and exceptional absences e.g. sick leave or annual leave.

### 3.6.2 First Aid Kit Equipment

Unless otherwise required, we provide a BS-8599 standard first aid kit at each site.

## 3.7 Home Visits

There are a number of situations where a LifeLine Projects' staff member may have to make a home visit to a beneficiary. Visiting people in their own homes is normally a pleasant experience but it is important to remember there is a risk going alone into a beneficiaries home. It is therefore necessary for staff to be take personal safety precautions. The following steps need to be taken for home visits:

- All home visits are to be scheduled in advance. A line manager must know the details of the appointment i.e. the time, address, beneficiary visited, expected duration of the visit and how the journey will be made e.g. car/public transport.
- Staff are not permitted to visit a beneficiary who is known to be a high risk e.g. a person with mental health issues or someone with a history of violence (this also applies to a spouse or partner). If the visit it necessary, two members of staff must make the visit.
- [If visiting a young person staff may only enter the house with presence of the young person's parent/guardian or with another member of staff.](#)
- When arriving at a visit staff are to trust their feelings. If something feels wrong or the situation does not feel safe, staff must not continue with the visit. Call the beneficiary and rearrange the meeting.
- If driving, check the parking situation in advance if possible, try to park in a busy, well-lit area, especially if leaving after dark.
- All staff are to check in on arrival. The procedure is to make a phone call on arrival in front of the beneficiary, saying 'I've just arrived at ABC address and I'm with Mr. D now'. I'll be leaving in an hour and I will call you then." This lets the beneficiary know that your arrival has been logged with a third party.
- All staff are expected to study the surroundings and to be aware of potential dangers e.g. additional people in a different part of the building or whether there is a dog at the property.
- If the beneficiary begins to act aggressively, calm the situation, keep your distance and never turn your back or put a hand on someone in an agitated state of mind. If a discussion becomes difficult or challenging, avoid an aggressive stance such as crossed arms or hands on hips, wagging or pointing a finger as this will only aggravate a situation.
- If a member of staff feels threatened, intimidated or at risk, they must leave as soon as possible. Have an excuse ready e.g. that you need to get something from your car.

It is essential that all staff feel safe and secure at work so they can undertake their duties free from fear and in the full knowledge that there are strong management procedures in place to ensure that effective action can be taken should they find themselves in a difficult situation and need help.

### 3.8 Legionella

Duties under the HASWA extend to risks from legionella bacteria that may arise from work activities. The COSHH Regulations provide a framework of actions designed to control the risk from a range of hazardous substances, including biological agents.

A reasonably foreseeable risk of exposure to legionella bacteria exists in:

- Water systems incorporating a cooling tower.
- Water systems incorporating an evaporative condenser.
- Hot and cold water systems.
- Other plant and systems containing water which is likely to exceed 20°C and which may release a spray or aerosol (i.e. a cloud of droplets and/or droplet nuclei) during operation or when being used or maintained.

LifeLine Projects' sites pose a very low risk of the inhalation of water droplets. Only one site, Little Learners Ilford, has the use of an electric shower (not currently in use) which poses an increased risk of water inhalation above that of the cold water supplied by taps to a sink or the flushing of a toilet. As the probability of a staff member being affected by legionella bacteria is greater than 300,000:1, we have implemented minor preventative measures that include regulating water temperatures and a flushing running water regime for the shower to prevent water stagnation.

### 3.9 Lone Working

The general duty on employers to ensure the health and safety of employees, so far as is reasonably practicable, applies to lone workers.

The Management of Health and Safety at Work Regulations 1999 requires an employer to assess the associated risks and put in place any necessary measures to ensure the safety of employees working on their own. The description of lone working is used to describe a wide variety of staff in different working conditions, for example:

- Based in an isolated area within premises e.g. reception, kitchen.
- Based in third party premises or a partner's premises e.g. based in a school or an outreach centre.
- Making home visits to beneficiaries.
- Working from home.
- Working within the community e.g. peripatetic duties such as mentoring, training or home visits.
- Working outside of normal business working hours.

Line managers with responsibility for employees who work alone will need discuss lone working requirements with each individual member of staff affected, the purpose being to identify the potential risks the member of staff may face, discuss possible alternatives, and to develop measures to increase their safety. This conversation will form the basis of the written risk assessment.

Examples of the potential risks a lone worker may face are listed below:

- Access and egress to sites/rooms/houses etc.
- Duration of work while alone.
- Emergency procedures, e.g. access to first-aid provision.
- Methods of working.
- Travel arrangements.
- The use of equipment that could pose a risk of harm.
- The type of beneficiaries being engaged e.g. high risk individuals with mental health issues or a history of violence.
- Exposure to harmful substances.

The risk assessment must:

- Identify ways to reduce the need to work alone and attempt to limit lone working wherever possible e.g. staggered start times, pool working times.
- Put in place appropriate emergency arrangements for staff working alone. e.g. using set check in times, call in agreements when moving between sites etc.

- Agree with a member of staff the timeframe at which they will be considered 'overdue' if they miss a call in, and additionally when and after what contact agreements have been tried and failed, when the person is considered 'missing' and the Police are called.
- Communicate these measures and their importance to all staff.
- Monitor staff to ensure compliance with agreed precautions.
- Ensure that the necessary records are kept and are accessible e.g. copies of lone working risk assessments and procedures to be followed by lone workers.
- Carry out a safety training needs analysis of lone workers as and when required.
- Review risk assessments at least annually.

Staff identified as lone workers will ensure that:

- Lone working is avoided wherever possible.
- They identify any activity they carry out which will involve them working alone for more than one hour, and to include this in the discussion with their line manager.
- They comply with any agreed precautionary measures identified in the risk assessment that may include agreed call in times, duress procedures, the use of safety words and the compliance with any personal safety restrictions identified.

### **3.10 Manual Handling**

The Manual Handling Operations Regulations define manual handling as 'any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or by bodily force'.

Any activity that requires an individual to lift, move, or support a load, will be classified as a manual handling task. Poor manual handling is the second most common cause of workplace reportable injury/incidents, therefore anyone involved in the moving and or handling of goods and people could be at risk.

LifeLine Projects' has adopted the following hierarchy of control measures to prevent staff being exposed to these risks:

- Avoid hazardous manual handling operations so far as is reasonably practicable.
- Risk assess any hazardous manual handling operation that cannot be avoided.
- Reduce the risk of injury so far as is reasonably practicable.

Guidance on manual handling techniques will be provided to staff and where a need is identified, manual handling training will be provided.

Manual handling risk assessments are completed.

### **3.11 New or Expectant Mother**

A new or expectant mother is a woman who is pregnant, has given birth within the last six months or is breastfeeding.

Specific health and safety requirements relating to new and expectant mothers at work are contained in the Management of Health and Safety at Work Regulations 1999. The MHSW places a legal duty on all employers to assess the health and safety risks that their employees are exposed to whilst at work. Once the risks have been assessed, an employer is then required to put in place the appropriate health and safety measures to control those identified risks.

In addition to this, the regulations also requires that the risk assessment should include any specific risks to females of childbearing age who could become pregnant, and any risks to new and expectant mothers. These risks can be from any process, working conditions, or physical, biological or chemical agents.

Our workplace risk assessment must specifically consider any risks to the health and safety of a new or expectant mother, or that of her baby.

Our workplace risk assessments already consider any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers, for example, from working conditions, or the use of physical, chemical or biological agents. Any risks identified are included and managed as part of the general workplace risk assessment.

When we are notified that an employee is pregnant, breastfeeding or has given birth within the last six months, we will check our workplace risk assessment to see if any new risks have arisen. If risks are identified during the pregnancy, in the first six months after birth or while the employee is still breastfeeding, we will take appropriate, sensible action to reduce, remove or control them.

While it is a legal obligation for employers to regularly review general workplace risks, there is actually no legal requirement to conduct a specific, separate risk assessment for new and expectant mothers. However, we will conduct an individual or new/expectant mother risk assessment to help us decide if there are any specific risk and any additional action that needs to be taken.

Possible risks include:

- Physical agents
- Movements and postures
- Manual handling
- Shocks and vibrations
- Noise
- Radiation
- Infectious diseases
- Chemical agents such as toxic chemicals, drugs, pesticides and carbon monoxide.

Working conditions:

- Facilities (including rest rooms)
- Mental and physical fatigue, working hours
- Stress (including post-natal depression)
- Passive smoking
- Temperature
- Working with visual display units (VDUs)
- Working alone
- Working at height
- Travelling
- Violence
- Personal protective equipment
- Nutrition.

### 3.11.1 Who Completes the Risk Assessment

The risk assessment should be completed by the employees line manager, or a person who understands the risks associated with pregnancy.

### 3.11.2 How We Manage Significant Risks

If a significant health and safety risk is identified for a new or expectant mother, which goes beyond the normal level of risk found outside the workplace, we will take the following actions:

Action 1	Temporarily adjust working conditions and/or working hours; or if that is not possible
Action 2	Offer suitable alternative work (at the same rate of pay) if available; or if that is not possible
Action 3	Suspend the employee from work on paid leave for as long as necessary to protect her health and safety, and that of her child (the Employment Rights Act 1996 provides that, where appropriate, suitable alternative work should be offered (on the same terms and conditions) before any suspension from work).

### 3.12 Outings and Educational Visits (Trips)

LifeLine Projects’ has a responsibility for completing outings/visits risk assessments for children who attend our nurseries and alternative education services.

Managers are responsible for ensuring an adequate risk assessment is in place before a trip takes place. Risk assessments will include the following areas:

- a) We seek signed parental permission before the trip takes place.

- Trip risk assessments are made available for parents to see.
- Consideration is given to adult to child ratio's and will include the children's age, sensibility, the type of venue, as well as how it is to be reached.
- Named children are assigned to individual staff to ensure that each child is well supervised so that no child goes astray and that there is no unauthorised access to children.
- Staff take a mobile phone on outings, as well as supplies such as medication for individual children where required and a first aid kit. The amount of supplies needed will vary and be consistent with the venue, the number of children and length of the trip.
- Staff take a list of children's names, together with parent contact numbers, an accident book and a copy of the Missing Child policy (Little Learners).
- Where applicable, records are kept of vehicles used to transport children, including named drivers, appropriate insurance cover and DBS checks.
- A minimum of two staff will accompany children on trips.
- Risk assessments for venues used on a regular basis are regularly reviewed.

The degree of detail and complexity within a risk assessment will depend on the nature of the trip, duration, group, venue and activity. For many trips, meeting these objectives will be sufficient to ensure a well-planned and safe trip. For more complex trips such as residential trips, or trips involving potentially hazardous activities such as rock climbing or water sports, a risk assessment must show in detail that the broader risks have been understood and suitable control measures have been implemented to reduce the assessed risks. This may involve discussing risk assessments with the activity provider and obtaining a copy of their risk assessment(s) or seeking advice from a competent person.

Lifeline Projects' considers a risk assessment as an on-going process that should be added to if necessary throughout the duration of the trip. In the case of a major trip e.g. an exchange visit, a tour abroad or an extended residential trip, parents should be invited to a meeting at which arrangements can be discussed in detail and provides them with the opportunity to ask questions.

Copies of risks assessments must be retained by the relevant manager and added to the relevant SharePoint page.

### 3.13 Personal Protective Equipment

Lifeline Projects' will issue PPE to staff free of charge where a need is identified in a completed risk assessment e.g. staff at our Little Learners nurseries are provided with gloves and aprons when changing children's nappies.

### 3.14 Slips, Trips and Falls

Slips, trips and falls account for over 70% of accidents within the workplace. The common causes are highlighted below:

- Spillages, both liquid and solid.
- Wet floors from cleaning (timing and pattern of cleaning).
- Loose mats, worn carpets.
- External weather conditions, such as ice, snow and rain.
- Sloping surfaces, stairs and steps.
- Trailing cables.
- Lighting (low, poor or none).
- Low wall and floor fixtures.
- Lack of storage – leading to items being stored on the floor.
- Carrying of loads.
- Unsuitable footwear.

Slips, trips and falls are easily preventable in the workplace and the table below table highlights the common measures in place at Lifeline Projects' workplaces to reduce accidents of this nature:

No	How we control the risk	Action required
1	Prevent contamination getting onto floor	<ul style="list-style-type: none"> <li>• Review work activities</li> <li>• Design of activities e.g. use smaller quantities of open liquid containers</li> </ul>
2	Control contamination	<ul style="list-style-type: none"> <li>• Employee attitude - 'see it and sort it' approach</li> <li>• Spillages are immediately highlighted with the use of a hazard sign</li> </ul>

3	Eliminate adverse environmental conditions	<ul style="list-style-type: none"> <li>• Check lighting is suitable</li> <li>• Condensation visible</li> <li>• Ice visible</li> <li>• Ingress of rainwater</li> <li>• Liquid transferred/walked into the area</li> </ul>
4	Improve floor conditions	<ul style="list-style-type: none"> <li>• Replace floor covering when necessary</li> </ul>
5	Introduce footwear controls	<ul style="list-style-type: none"> <li>• Employee duty to take care of themselves</li> <li>• Suitable footwear worn at all times.</li> </ul>

### 3.15 Violent Behaviour

The Health and Safety Executive defines violence against staff as 'any incident in which an employee is abused, threatened or assaulted in circumstances relating to their work'.

Violence is further defined as 'behaviour that produces damaging or hurtful effects, physically or emotionally, on other people'. The violence may be intentional or not; it may result from serious threats, abuse or assault; it may relate to sexual, racial harassment or other discriminatory behaviour".

Violence includes:

- Physical assault.
- Harassment, verbal aggression or abuse, face to face or by telephone/email.
- Threats of violence and threats of death towards staff or their families.
- Attacks by animals incited by their owners or keepers.

Whenever people work in proximity to each other, or staff are employed in a public facing role, there is the risk of an incident which may involve disruptive or violent behaviour. The risk of disruptive or violent behaviour toward LifeLine Projects' staff is foreseeable but this type of behaviour in reality is a rare in occurrence. It is however necessary to have arrangements in place to prevent and deal with disruptive or violent behaviour if it does occur.

We have a zero tolerance policy regarding all forms of violence against staff and beneficiaries and any behaviour falling within the above definitions is wholly unacceptable. All practical steps will be taken to minimise the risk of violence within our workplaces, but where it does occur, staff will be helped to deal with the consequences. Provided that employees carry out their duties in the correct manner, no incidence of violence in which they are involved will be taken as an adverse reflection on their performance.

The risk of disruptive or violent behaviour will be risk assessed in the context of the site and the service being provided. If a contract has a higher risk of disruptive or violent behaviour due to the type of service being delivered, or because of characteristics associated with the beneficiaries, we will provide specific training so that staff can deflect or diffuse disruptive behaviour which may become violent if handled incorrectly. Where a project does not have a foreseeable likelihood of disruptive or violent behaviour occurring specialist training will not be provided but the following coping strategies need to be applied.

#### 3.15.1 Guidance for Staff in Dealing with Disruptive or Violent Behaviour

- When faced with disruptive or violent behaviour it is important to keep control.
- Always talk calmly and sensibly, talking more quietly if the person raises his/her voice.
- Use words and phrases the person can understand, summarise often.
- Adopt an open posture e.g. don't fold arms, look interested and make some eye contact, but avoid staring.
- Agree, without commitment, to reconsider the person's point of view.
- Choose words and phrases carefully. Say 'you are upset' rather than 'angry', say 'please' rather than making a demand.
- Do not argue back, raise your voice or use insulting language.
- Do not point or wag your finger or make any physical contact.
- Do not corner yourself with phrases like 'I'll give you just five minutes to leave'.
- If you feel the situation is losing control, withdraw - it is safer to walk away.
- Physical restraint should only be used as a last resort if there is imminent danger of serious harm.

Incidents of violent or disruptive behaviour must be recorded on SharePoint using the incident button on the front page.

### **3.16 Visitors and Contractors**

Lifeline Projects' is required to have suitable health and safety provision in place to ensure the health, safety and welfare of contractors, and visitors to a site. We have sufficient safeguards and safe systems of work and procedures in place so that any contractors working on site will be protected by Lifeline Projects' health and safety processes.

Lifeline Projects' does not provide a health and safety induction to site visitors. However, visitors to our premises will always remain the responsibility of the member of staff they are visiting. For example, if a need arises to evacuate a building, the visitor would follow the lead of the member of staff they are visiting to leave the building.

Lifeline Projects' will not partner with, or sub-contract to, an organisation which does not have comparable standards of health and safety provision in place to protect the workforce.

Visitors, and contractors who complete work on premises that work with children and young people must comply with Lifeline Projects' safeguarding and child protection requirements for DBS checks – see Safeguarding and Child Protection Policy.

### **3.17 Work Equipment**

Lifeline Projects' will ensure that all work equipment in use meets the requirements of the Provision and Use of Work Equipment Regulations 1998 (PUWER), as detailed below:

- Work equipment is suitable by design, construction or adaptation, for the actual work it is provided to do.
- Equipment is maintained so that its performance does not deteriorate to the extent that staff are put at risk.
- Inspection, that does not normally include checks made as part of maintenance activity, take place.
- The use of any work equipment that pose a risk to the operator is restricted to staff who are trained in its use.
- Adequate training will be provided, and varied depending on the job or activity, work equipment and existing level of competence.
- Suitable and sufficient lighting, which takes account of the operations to be carried out, is provided at any place where a person uses work equipment.
- That equipment for use in the workplace has been made to the requirements of legislation, including health and safety legislation, and any other relevant directives.
- Measures are put in place to reduce the risk of injury to people coming into contact with very hot or cold work equipment.

There are a number of specific health and safety inspection, testing and monitoring requirements that Lifeline Projects' must legally comply with. External contractors/specialists will be sourced to complete testing and monitoring where required e.g. gas, asbestos and electrical.

#### **3.17.1 Asbestos**

As an employer responsible for premises, Lifeline Projects' must comply with the Control of Asbestos Regulations 2012. The regulations place legal duties on Lifeline Projects' as a landlord and employer to manage asbestos on the premises. These regulations require us to:

- Take reasonable steps to find out if there are materials containing asbestos and if so, the amount, where it is and what condition it is in.
- Presume materials contain asbestos unless there is strong evidence that they do not.
- Make, and keep up-to-date, a record of the location and condition of the materials containing asbestos, or materials which are presumed to contain asbestos.
- Assess the risk of anyone being exposed to fibres from the materials identified.
- Prepare a plan that sets out in detail how the risks from these materials will be managed.
- Take the necessary steps to put the plan into action.
- Periodically review and monitor the plan and the arrangements to act on it so that the plan remains relevant and up-to-date.
- Provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.
- If the need arises to remove asbestos e.g. due to building work, renovation or damage. Specific requirements need to be taken to ensure the safety of the occupants of the building and the individuals conducting the work.

Lifeline Projects' will use external contractors to conduct asbestos surveys and keep a copy of surveys completed in our health and safety records. We follow any advice and recommendations made.

### 3.17.2 Electrical Safety

As an employer responsible for premises, Lifeline Projects' must comply with The Electricity at Work Regulations 1989 (EAW). This is in addition to the general duty of the HASWA and the requirements of the Management of Health and Safety at Work Regulations 1999. Regulation 4 of the EAW imposes a legal requirement to inspect and test all types of electrical equipment in all work situations. The regulation also details how compliance to prevent the dangers of electric shock is to be achieved with maintenance and regular inspection of electrical wiring.

Fixed wire installation testing involves the testing of electrical services and systems that conduct electricity around a building. It covers all of the hard wiring in a building and includes items such as main panels, distribution boards, lighting and socket outlets.

There is no set frequency for the testing of fixed wire installations; the frequency is based on risk assessment. The Institute of Electrical Engineers Wiring Regulations recommend that fixed wire installation i.e. the wiring in a commercial building, should be tested every three to five years, or on a change of occupancy.

### 3.17.3 Gas Safety

As an employer responsible for premises, Lifeline Projects' must comply with the Gas Safety (Installation and Use) Regulations 1998. Lifeline Projects' is responsible for all gas installations and pipework within the whole building (not just occupied sections). These regulations require us to ensure:

- A gas safety check is completed every year on each gas appliance/flue.
- Inspection is completed by a suitably qualified and registered gas engineer.
- A gas safety certificate is obtained and retained for a minimum of 2 years.

### 3.17.4 Safe System of Work (SSW)

A safe system of work is required when a task at work, or within a work role, includes hazards which cannot be eliminated and a degree of residual risk remains after controls have been applied to minimise the likelihood of an occurrence, or actions have been taken to lessen the consequence of the hazard.

At Lifeline Projects' a simple safe system of work procedure (outlined below) will be applied when a task has a high level of residual risk. Examples of when the SSW procedure should be used include:

- Working at height (at two metres or above).
- Working in confined spaces.
- Access to the high voltage electricity supply of a building.
- Hot works e.g. soldering, welding.
- Use of chemicals which presents a hazard to health.
- Contractors working on site.

#### Procedure

The SSW procedure will apply to any task/activity that has a residual risk of 12 or more following the application of controls to minimise the likelihood or consequence of the risk. The specific task must be SSW assessed by using the approach, as detailed below:

<b>What</b>	To complete the required task, it must fully planned. This ensures a logical job sequence and will highlight any specific high-risk activities within the task.
<b>Who</b>	The staff member performing the task must be competent. Adequate supervision and monitoring of the task is to be co-ordinated with the site manager. A named staff member is to be recorded as being responsible for the SSW task and will sign off the task plan to confirm the necessary precautions have been taken. The commencement of the task is to be recorded and signed off by the responsible manager. The completion of the task also has to be signed off and any precautions taken removed e.g. access barriers.
<b>When</b>	The timing of the task will need to be considered e.g. working on a ladder in front of the main entrance door may need to be performed out of business hours.
<b>How</b>	1. The task cannot begin until the necessary controls are in place as required from the original risk

	<p>assessment and additional safe systems have also been considered.</p> <ol style="list-style-type: none"> <li>2. Consideration of the possible negative consequences of the task must be prepared for e.g. access to firefighting equipment in the case of hot work.</li> <li>3. If contractor hot work is necessary e.g. welding or soldering, there must be a cooling off observation period of one hour post completion to ensure a secondary ignition has not occurred through heat transfer.</li> <li>4. Any possible side effects of the task are to be considered e.g. if a fire alarm is being isolated the site and there are people in the building they are at greater risk of harm during the period the alarm is switched off.</li> </ol>
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## 4. Reporting incidents, accidents and near misses

### 4.1 LifeLine Projects' Accident Reporting

Investigating accidents/incidents (including those involving violence) and near misses is a vital part of health and safety monitoring. Not all incidents need to be investigated; an investigation will only be necessary when similar incidents are re-occurring, where an incident is notifiable or an incident occurred from an unidentified risk. The main reason for an investigation is to identify the root cause or causes of the incident so that actions (controls) can be taken to prevent a recurrence.

All accident/incidents and near misses must be recorded even if there is no injury or apparent ill-health. The reporting process is as follows:

Who has been involved in accident/incident?	Outcome of accident/incident	Who records accident/incident?
Children at Little Learners nurseries	Any	<ul style="list-style-type: none"> <li>• Practitioner who saw/dealt with the accident.</li> <li>• The accident must be recorded in the accident book and include the completion of a body map for each accident.</li> <li>• The accident must also be recorded on SharePoint by the manager or nominated member of staff.</li> <li>• Serious accidents must be notified to the CEO e.g. those involving a hospital visit.</li> <li>• Some accidents may need to be reported to Ofsted – see Little Learners Children's Health policy.</li> </ul>
Contractors	Any	<ul style="list-style-type: none"> <li>• Contractors are responsible for notifying LifeLine Projects' of all accident/incidents which occur involving their staff or sub-contractors whilst they are working on behalf of LifeLine Projects' or at any of our premises.</li> <li>• The Manager who contracted the work is responsible for making the report on SharePoint.</li> </ul>
Staff	No apparent injury and no first aid required	<ul style="list-style-type: none"> <li>• Inform line manager</li> <li>• The staff member must record their own accident using the incident reporting form on SharePoint.</li> </ul>
Staff	Minor injury <u>and</u> first aid provided by first aider	<ul style="list-style-type: none"> <li>• Staff administering first aid must complete the incident report on SharePoint.</li> </ul>
Young people at The Vibe	Any	<ul style="list-style-type: none"> <li>• The teacher who saw/dealt with the accident.</li> <li>• The accident must be recorded in the accident book.</li> <li>• The accident must also be recorded on SharePoint by the member of staff nominated by the manager.</li> <li>• Serious accidents must be notified to the Director of Young People e.g. those involving a hospital visit.</li> </ul>

### 4.2 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), require the reporting of certain incidents to the enforcing authority. The regulations place a legal duty on employers and people in control of premises to report work-related deaths, major injuries or over-three-day injuries, work related diseases, and dangerous occurrences (near miss accidents).

The information enables the Health and Safety Executive (HSE) and local authorities, to identify where and how risks arise, and to investigate serious accidents. They can then help and provide advice on how to reduce injury, and ill health in the workplace.

#### **4.2.1 What to Report**

All deaths of workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

#### **4.2.2 Specified Injuries to Workers**

Specified injuries that must be reported are:

- Fractures, other than to fingers, thumbs and toes.
- Amputations.
- Any injury likely to lead to permanent loss of sight or reduction in sight.
- Any crush injury to the head or torso causing damage to the brain or internal organs.
- Serious burns (including scalding) which covers more than 10% of the body or causes significant damage to the eyes, respiratory system or other vital organs.
- Any scalping requiring hospital treatment.
- Any loss of consciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

#### **4.2.3 Over-Seven-Day Incapacitation of a Worker**

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

#### **4.2.4 Non-Fatal Accidents to Non-Workers (e.g. members of the public)**

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

#### **4.2.5 Occupational Diseases**

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include:

- Carpal tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis
- Hand-arm vibration syndrome
- Occupational asthma
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent.

#### **4.2.6 Dangerous Occurrences**

Dangerous occurrences are certain, specified near-miss events. There are 27 categories of dangerous occurrences. It is unlikely that any of the categories will apply to LifeLine Projects'. Further guidance is provided on the link below: <http://www.hse.gov.uk/riddor/dangerous-occurrences.htm>

#### **4.2.7 When and How to Report**

- A report must be received by the enforcing authority within 10 days of incidents resulting in the death of any person, accidents resulting in specified injuries to workers, non-fatal accidents requiring hospital treatment to non-workers and dangerous occurrences.
- For accidents resulting in the over-seven-day incapacitation of a worker, the responsible member of staff must notify the enforcing authority within 15 days of the incident, using the appropriate online form.
- Cases of occupational disease must be made soon as the responsible person receives a diagnosis.
- All incidents can be reported online but a telephone service is also provided for reporting fatal/specified, and major incidents only - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).
- The following link is to the Health and Safety Executive's on-line reporting portal. The relevant report form needs to be selected and completed - <http://www.hse.gov.uk/riddor/report.htm#online>.

#### **4.2.8 Who Reports**

The relevant line manager is responsible for reporting accidents/incidents notifiable under RIDDOR. The relevant director must also be informed that a report has been made.

### **5. Staff Consultation**

At LifeLine Projects' we ensure:

- All employees are aware that they can raise any health and safety concerns they have with their manager.
- All managers consult their team regularly on safety issues at team meetings.

### **6. Staff Training and Development**

The HASWA requires employers to provide whatever information, instruction, training and supervision necessary to ensure, so far as is reasonably practicable, the health and safety at work of its staff.

At LifeLine Projects' we provide health and safety training to new staff as part of the induction process. The training has three specific purposes:

- To ensure staff know how to work safely and without risk to their health.
- To develop a positive health and safety culture, where safe and healthy working becomes second nature.
- To meet the legal duty to inform, and protect the health and safety of staff.

In addition to the above, we expect our staff to:

- Attend health and safety training updates.
- Apply health and safety training in their day-to-day work.
- Follow our health and safety standards.
- Co-operate with us in all matters relating to health and safety.
- Tell us about any risks or concerns they may have about safety in the workplace.

Managers who have specific health and safety responsibilities in their job description will be provided an adequate level of training to enable them to become competent in the area of their responsibility.

Managers have responsibility for identifying health and safety training requirements for the staff they line manage. The level of training required will be determined by conducting a skills audit/gap analysis. If training is required for a member of staff to meet minimum levels of competency, training will be provided to ensure the level of competency is achieved.

### **7. Concerns about health and safety practice (Whistleblowing)**

LifeLine Projects' seeks to cultivate an ethos where all staff feel confident, competent, comfortable and supported to draw health and safety issues to the attention of their manager.

All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in LifeLine Projects' health and safety policy and procedures and know that such concerns will be taken seriously by the senior management team.

However, where a member of staff feels unable to raise an issue through normal routes, or feels that their genuine concerns are not being addressed, they can report a health and safety concern using LifeLine Projects' Whistleblowing policy which is available to all staff on SharePoint.

Where a member of staff feels unable to raise an issue with LifeLine Projects', or feels that their genuine concerns are not being addressed, other whistleblowing channels may be open to them:

General guidance can be found at: <https://www.gov.uk/whistleblowing>

## **8. Responsibilities**

### **8.1 Chief Executive Officer**

The CEO has overall responsibility and is accountable in law for the formulation and implementation of health and safety at LifeLine Projects', and in particular for ensuring:

- All necessary arrangements are in place for managing health and safety effectively within the requirements of UK law.
- There are named senior managers who are accountable for specific areas of health and safety compliance.
- Health and safety is considered in the planning and implementation of business strategy.
- There are sufficient resources for meeting the objectives of the health and safety provision.
- Arrangements are in place for health and safety consultation with staff and decisions in relation to health and safety is communicated to them.
- Arrangements are in place to monitor and review health and safety performance across LifeLine Projects' and ensuring that the necessary amendments are made to relevant policies, procedures and processes.
- The aims and objectives of the health and safety policy are reviewed on an annual basis.

### **8.2 Directors of Faith Action and Young People**

Directors are responsible for:

- Ensuring operational management maintain an effective health and safety management system.
- Focussing on any identified risks, incidents or events which have the potential to compromise the economic viability of the organisation or the achievement of strategic objectives.
- Reviewing and approving the effectiveness of internal policy, procedures and applied controls.
- Identifying, assessing and treating hazards and known risks across their area of responsibility.
- Ensuring staff assigned to a directorate are clear about their responsibilities for health and safety management and the implementation of this policy, including responsibilities within job descriptions.
- Ensuring staff within a directorate are adequately skilled and attend any required training or refresher events.
- Co-ordinating the production of risk registers within their directorate, checking risk scoring is consistent across the portfolio of risks
- Reviewing the risk register at scorecard meetings.
- Where risks are added to scorecards, the source of the risk is reported and where risks are removed or scores are changed the reason(s) for this are reported.
- The results of internal and external reviews are reflected in the directorate risk register.
- Supporting the chief executive in the process of investigating any identified risk/incident and to recommend and implement remedial action.

### **8.3 Senior Management Team**

The SMT have responsibility for:

- Establishing effective 'downward' communication of health and safety systems and management structures.
- Considering the health and safety implications of all business decisions.
- Setting targets for improving health and safety performance.
- Regularly reviewing health and safety performance with the CEO.
- Making provision for adequate resources, including competent health and safety advice.

- Reviewing major/extreme risks (rated 15 and above) identified in scorecards and risk assessments.
- Approving the risk assessment process as part of the Risk Management Strategy annually.
- Ensuring contactors are competent for the work they carry out and this is sufficiently monitored.
- Ensuring external consultants are engaged for expert consultations as and when required.

#### **8.4 Managers**

Managers are responsible for day to day health and safety operations within their area of authority/department and in particular:

- Monitoring and reviewing the implementation of the health and safety policy within their team.
- Ensuring that responsibilities for health and safety are clearly allocated, and that the correct level of competence and training is identified for each of their staff.
- Ensuring staff within their team comply with relevant health and safety legislation and follow approved procedures and systems of work.
- Ensuring risk assessments are completed, up to date for all significant site or work activities and any controls are actioned, implemented and communicated to their team.
- Ensuring the arrangements for fire, first aid and accident prevention are implemented as detailed in the health and safety policy.
- Ensuring the policies, procedures and safe working practices are complied with.
- Ensuring appropriate procedures are in place for maintenance and use of work equipment and the health and safety aspects are fully assessed.
- Ensuring personal protective equipment, if provided, is worn and maintained.
- Implementing the recommendations made by external auditors, enforcement officers and other relevant parties, within the timescales allocated.
- Ensuring that the arrangements for communication, cooperation and consultation are maintained.
- Monitoring health and safety standards on site at regular intervals and ensuring remedial action is implemented.
- Ensuring that staff receive adequate training, information, instruction and supervision to discharge to their specific health and safety responsibilities within their team.
- Ensuring that health and safety records and documentation is completed and systematically stored.

#### **8.5 All Staff**

Staff must:

- Comply with the induction, training, and instructions provided to them.
- Not attempt to carry out hazardous work or use hazardous machinery unless they have reviewed the risk assessment and have been trained and authorised to do so.
- Carry out their work safely and without undue risk to themselves, colleagues and others who may be affected by their actions and not intentionally interfere, misuse or ignore arrangements, controls and items provide for health and safety purposes.
- Visually check work equipment before use and not use equipment which they know to be faulty.
- Ensure that any damaged equipment is reported immediately to their manager/supervisor and removed from service until it is repaired.
- Not bring any equipment, tools, radios etc onto LifeLine Projects' premises without first obtaining permission from their line manager.
- Conduct themselves in a responsible manner while on company business, be alert for hazards and refrain from any form of horseplay.
- Comply with the arrangements for emergencies and fire.
- Use the personal protective equipment, clothing or safeguards provided and ensure that personal protective equipment is stored correctly and kept in good condition.
- Co-operate with management, colleagues, safety representatives and advisors promoting safe working practices.
- Keep their work areas tidy and clear of hazards.
- Report accidents, incidents and hazards they observe to their line manager.

#### **8.6 Fire Wardens**

Fire Wardens are responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health and safety policy, and in particular:

- Being familiar with LifeLine Projects' emergency procedures.
- Taking appropriate and effective action if a fire occurs.
- Identifying hazards in the workplace and recording and reporting their observations.
- Ensuring escape routes and doors are kept clear and are available for use.
- Ensuring fire doors are kept closed.
- Checking suitable and sufficient fire safety notices are displayed.
- Ensuring their knowledge and competence is kept up to date.

If a fire alarm sounds or a fire has been discovered, fire wardens must:

- Ensure that the alarm has been raised.
- Collect the signing-in book.
- Evacuate people from the building as per the site specific instructions, checking that any staff or visitors with disabilities are assisted as planned.
- Ensure the fire service has been called.
- Go to the designated assembly point.
- Conduct a roll call (if required).
- Ensure all persons have been accounted for and remain at the assembly point until instructed otherwise.
- Report to SMT and the Lead officer of the emergency services to confirm all persons are accounted for and report any persons missing.

Fire wardens must never put themselves at risk while undertaking their role.

## 8.7 First Aiders

First aiders are responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health and safety policy, and in particular:

- Being familiar with the emergency procedures and ensuring suitable and sufficient first aid notices are displayed.
- Maintaining their qualification status as an approved first aider.
- Attending appropriate additional courses to maintain their expertise as required remain up to date on the latest treatments.
- Being aware of the various hazards likely to be the cause of injury and the appropriate first-aid treatment necessary.
- Taking charge when someone is injured or is taken ill and providing treatment or advice within the limits of their training and experience and ensuring the professional services have been contacted if necessary or requested.
- Checking that appropriate and sufficient first-aid boxes are sited about the premises and they are properly stocked and maintained.
- Ensuring details of accidents are recorded on SharePoint.
- Ensuring the relevant manager is advised of all accident and incidents so that the appropriate investigations can be completed.

## 9. Implementation and monitoring

### 9.1 Implementation

Once approved, this policy will be available on SharePoint and the previous versions of the policy and associated documents removed. LifeLine Projects' maintains an electronic archive of all policy documents.

### 9.2 Process for Monitoring Implementation and Effectiveness

For this policy, the following monitoring processes are in place.

Standard	Monitoring process
Any risk assessments with a residual score of 15 and over (when controls are applied) reviewed by the Senior Management Team.	Risks identified in individual scorecards for contracts and services.

Incidents reported on SharePoint.	Incidents reviewed periodically and significant risks/issues reported to SMT by the Quality Manager.
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## 10. References

Health & Safety Executive

<http://www.hse.gov.uk/>

The Health and Safety Executive "Violence at Work" - <http://www.hse.gov.uk/pubns/indg69.pdf>

HMSO (1974) Health & Safety at Work Act - <http://www.legislation.gov.uk/ukpga/1974/37/contents>

HMSO (1999) The Management of Health and Safety at Work Regulations

<http://www.legislation.gov.uk/uksi/1999/3242/contents/made>

HMSO (1998) Provision and Use of Work Equipment Regulations

<http://www.legislation.gov.uk/uksi/1998/2306/contents/made>

HMSO (1992) Health and Safety (Display Screen Equipment) Regulations

<http://www.legislation.gov.uk/uksi/1992/2792/made>

HMSO (1996) Health and Safety (Consultation with Staff) Regulations

[Health and Safety \(Consultation with Staff\) Regulations 1996](http://www.legislation.gov.uk/uksi/1996/2792/made)

HMSO (1992) Manual Handling Operations Regulations <http://www.legislation.gov.uk/uksi/1992/2793/made>

HMSO (2005) Regulatory Reform (Fire Safety) Order <http://www.legislation.gov.uk/uksi/2005/1541/contents/made>

HMSO (1996) Health and Safety (Safety Signs and Signals) Regulations

<http://www.legislation.gov.uk/uksi/1996/341/made>

HMSO (1989) Health and Safety Information for Staff Regulations

<http://www.legislation.gov.uk/uksi/1989/682/made>

HMSO (1981) Health and Safety (First-Aid) Regulations

<http://www.legislation.gov.uk/uksi/1981/917/contents/made>

HMSO (2013) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

<http://www.hse.gov.uk/riddor/>

HMSO (2002) The Control of Substances Hazardous to Health Regulations

<http://www.legislation.gov.uk/uksi/1999/437/contents/made>

HMSO (1992) Workplace (Health, Safety and Welfare) Regulations

<http://www.legislation.gov.uk/uksi/1992/3004/made>

## 11. Related Documents

Emergency Evacuation Plans – Elm Park and Ilford (separate plans)

Little Learners Children's Health policy

Little Learners Health and Safety policy

Risk Management Plan 2014/15

Safeguarding and Child Protection policy

Site risk assessments (available on SharePoint)

Whistleblowing policy.

## 12. Definitions

The following are a list and description of the meaning of key terms used in this policy.

Term	Description of Term
Accident	An undesired event resulting in death, injury, damage to health, damage to property or

	other form of loss.
Appointed Person	A person who has been nominated to take charge in the event of an accident or illness (and support designated first aiders if present) and has been trained in basic lifesaving first aid techniques.
Competent Person	A person who is appropriately trained, qualified, experienced and skilled to undertake specific health and safety duties without risk to their own safety or that of others.
Compliance	The act or process of fulfilling requirements.
Control of Substances Hazardous to Health	Regulations promoting safe working with potentially hazardous chemicals.
DSE	Display Screen Equipment.
Fire Prevention	Precautions designed to avoid an outbreak of fire, reduce the potential for fire to spread and safeguard persons and property in the event of fire.
Hazard	Anything which has the potential to cause harm.
HASWA	Health & Safety at Work Act.
Health And Safety Executive (HSE)	Organisation responsible for proposing safety regulations throughout the UK. It is responsible for enforcing, statute, regulations, approved codes of practice and guidance.
Incident (or Near Miss)	A generic term for those events that do not cause harm but which might have done so under different circumstances.
Manual Handling Operations	Tasks that require a person to exert force in order to lift, lower, push, pull, move, carry, hold or restrain an object.
MHSW	The Management of Health and Safety at Work Regulations 2003.
Near Miss	See 'incident'.
Policy	A statement of an organisational strategy for achieving a safe and healthy working environment and the responsibility, organisation and arrangements for pursuing and implementing the strategy.
Risk	A quantifiable expression of the likelihood of injury or harm resulting from a hazard.
Risk Assessment	A formal estimation of the likelihood that persons may suffer injury or adverse health effects as a result of identified hazards.
Risk Management	The introduction of change or control measures with the intention of eliminating or bringing the level of risk associated with a hazard within acceptable limits.
Safety Culture	A general term for the degree to which the culture of an organisation promotes and cooperates with safe and healthy work practices.

### 13. Version Control Sheet

Version	Date	Author(s)	Status	Comment
Issue 06	May 2013	Dave Gibbons	Redundant	Policy reviewed
Issue 06	Nov 2014	Dave Gibbons	current	Policy updated with new CEO's name added
Issue 07	Nov 2015	Dave Gibbons	Approved	Full Policy review
Issue 08	14/02/2017	Julia Ward	Pending Approval	General review

**Appendix A – Equality Impact Assessment - see separate document.**

**Appendix B – Fit for Purpose Checklist - see separate document.**