

Health, Safety and Wellbeing Policy

What does this policy cover?



1. Overall Policy Statement

General

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities;
- To take all reasonable and practical steps to provide and maintain a safe and healthy environment on our premises for all employees, volunteers, young adult's and visitors;
- To consult with our employees, volunteers, young adult's and visitors on matters affecting their health and safety;
- To provide and maintain a safe working environment and equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for employees;
- To ensure all staff are competent to do their tasks, and to give them adequate training;
- To try to prevent accidents and cases of work-related ill health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy annually.

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Responsibilities

- ESTEEM’s Board of Trustees have overall and final responsibility for health and safety
- Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Designated H&S Lead, Chief Officer, Cat Vizor, and if they are not on site, report to her deputy H&S Lead, Emma Edwards.
- All staff and volunteers must:
 - co-operate with managers on health and safety matters
 - not interfere with anything provided to safeguard their health and safety
 - take reasonable care of their own health and safety
 - o report all health and safety concerns to the designated H&S Lead or it’s deputy

Managing Risks

- Staff will receive training and information to ensure their full understanding and ability to implement ESTEEM’s procedures.
- Risk assessments will be undertaken for work activities.
- Any significant risks identified in the risk assessments will be reported to ESTEEM’s Board of Trustees.
- Action required to reduce risks will be undertaken as soon as possible. Where a risk is identified as high and control measures cannot be implemented immediately the activity will be stopped.
- Action required to remove/control risks will be approved by the CO, following agreement by ESTEEM’s Board of Trustees where appropriate.
- Risk assessments will be reviewed yearly at the given review date set at the risk assessment.
- Other risks arising from our work with the specific client group of young people are managed through the following operational policies:
 - Safer Recruitment Policy (HRM_Pol_11_v1)
 - Safer Spaces Policy (HRM_Pol_Pro_15_v1)
 - Child Protection & Vulnerable Adults Safeguarding Policy (SFG_Pol_1_v2)
 - Lone Working Policy & Procedure (HRM_Pol_4_v2)

Wellbeing

- ESTEEM takes a positive approach to providing a healthy working environment and to promoting the well-being of its staff and volunteers.
- To do this we will:
 - Encourage staff to contribute their ideas about improvements and changes;
 - lead ESTEEM in a way that encourages staff and volunteers to look after their health and well-being;
 - recognise that staff and volunteers may experience times of poor mental and physical health and to plan with them reasonable adjustments to work duties or the work environment to sustain their attendance at work or to enable a return to work.

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2. Fire Safety and Evacuation

Fire Officer

The Management Committee will appoint a Fire Officer who will receive appropriate training. At the time of issue of this policy this is Cat Vizor.

The responsibilities of the Fire Officer are to:

- Be instructed on potential fire hazards and the use of firefighting equipment
- Ensure that the Old School House Buildings Manager arranges the testing of fire alarms and fire drills, along with monthly fire drills during ESTEEM session time
- Assist with the efficient evacuation of staff and visitors
- Liaise with the Fire Brigade at the assembly point
- Ensure staff and volunteers at The Old School House are aware of the fire alarm and drill.

Building Responsibility

ESTEEM are based in the Old School House which is managed by Adur Voluntary Action (AVA) and ESTEEM, who are responsible for the Fire Safety of that building. ESTEEM will abide by the fire safety measures put in place and ensure that staff and volunteers are aware of the fire procedures, fire evacuation point and location of fire equipment.

Fire Drills

ESTEEM will carry out and log a fire drill during session time on a monthly basis and will report any issues or concerns to AVA and ESTEEM. When ESTEEM are carrying out sessions at other locations fire procedures will be part of the risk assessment for that location.

3. First Aid

First Aid Training

ESTEEM will ensure that as many staff as possible are first aid trained and will update this training every three years. At least one member of first aid trained staff will be on site at any one time to carry out first aid if the need arises. Current training will be recorded in the training spreadsheet and a list of trained staff will be displayed on the wall next to the first aid kit (which is kept on the small shelf in the main ESTEEM office next to the door).

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First Aid Box

The First Aid box is clearly labelled in the ESTEEM office and will be checked on a termly basis, by the CO. This is to ensure contents are within date and are replenished. This check will be recorded on a sticker on the first aid box dated and initialled. When delivering activities at other locations a travel First Aid kit will be taken and the qualified First Aiders and procedure noted on the activity risk assessment.

4. Accident Reporting

All accidents and near misses must be reported in the accident book which is on the shelf, in The Hive, as soon after the incident as possible. The person reporting the incident in the accident book should also alert the H&S Lead either verbally or via email immediately after completing the accident book entry. The accident book will also be reviewed by the H&S Lead in relation to accidents that have occurred during the last term and any near misses. The H&S Lead will report on the number of and summarise accidents, and near misses quarterly to trustees at trustee meetings.

Reporting to the HSE – ESTEEM would report to the HSE for serious matters and that any such report would be made by the Chair of Trustees. See <http://www.hse.gov.uk/riddor/index.htm>

5. Risk Assessment



Annual risk assessment reviews will be carried out by staff who have been trained appropriately and approved by CO or a Trustee. Risk assessments for trips out and activities will be read and signed by staff and volunteers supporting the activity. All risk assessments for activities should be checked by a line manager at least two weeks prior to activity taking place.

All staff and volunteers will be made aware of the risk assessment and the importance of raising any health and safety concerns to their manager or trustees if appropriate.

Staff, volunteers and young adult's attending sessions will be expected to maintain a safe environment and good housekeeping.

The written risk assessments will be reviewed and updated at least annually to ensure they cover all people at ESTEEM against all risks, and to ensure that any action identified as needed in the risk assessment has been carried out. The risk assessments will also be updated every time that there is a major change in working practices. The risk assessments will cover all employees and volunteers of ESTEEM, wherever they may be based, and will cover all aspects of their work. Risk

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Assessments are to be signed off by the Board of Trustees.

6. Welfare, good housekeeping and hygiene arrangements

ESTEEM will ensure that suitable and sufficient toilets and washing facilities are provided for all. Staff and volunteers are able to use the toilet and kitchen facilities at The Old School House. They are expected to keep them clean and tidy and raise any issues with the H&S Lead or in their absence the deputy.

An adequate supply of drinking water will be provided for all staff.

So far as is reasonably practicable, ESTEEM will provide its staff with a space where, during rest periods, they may have a break away from their workstations. Suitable rest facilities will be provided for pregnant employees.

Aisles, gangways and all fire escape routes must be kept clear from obstructions and materials must be stored in safe areas. Under no circumstances must goods or materials be stacked immediately in front of or obstructing fire doors, fire exits, fire alarms or fire equipment.

Smoking is not allowed at ESTEEM inside ESTEEM buildings. Smokers will be made aware of designated places where smoking is permitted.

ESTEEM will endeavour to avoid unhealthy and overcrowded working conditions and will consult staff on any changes in office layout.

ESTEEM will endeavour to provide a well-ventilated workplace in which staff have control over their local level of ventilation. In workplaces a minimum temperature of 16C must be maintained (<https://www.gov.uk/workplace-temperatures>). Efforts will be made so far as is reasonably practical to ensure the workplace temperature does not rise to an uncomfortable level. A thermometer will be provided in such a position as to be easily seen.

Adequate lighting must be provided. If lights are found to be out of order, the fault must be corrected as soon as reasonably possible. ESTEEM will endeavour to ensure that noise in its offices is kept to as low a level as is practicable.

Office equipment such as photocopiers and printers can emit pollutants into the atmosphere.

- The organisation will take reasonable precautions in ensuring that these levels are kept as low as possible.
- Employees and volunteers will not be expected to work in enclosed spaces with equipment that emits atmospheric pollutants.

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- Spaces where these pollutants are present shall be kept well ventilated.

7. Equipment Storage and Usage

Equipment must not be left lying around but must be suitably stored.

No wires must be left trailing across floors.

Non-flammable rubbish bins must be positioned at various points.

No paraffin, electric bar or Calor gas fires will be used at the premises of ESTEEM.

8. Electrical Equipment

- All building maintenance such as electrical work, carpentry, painting, etc should be carried out by skilled people.
- Staff should not endanger themselves and others by carrying out such work.
- Broken, ineffective or damaged electrical equipment must be reported.
- Staff should use electrical equipment in accordance with instructions.
- Electrical equipment is tested on a regular basis to ensure it is in safe working order.

9. Hours of Work

Employees should not work excessively long hours and should take adequate breaks for meals and rest as indicated within their statement of terms and conditions of employment.

10. Personal Safety

Office Security

It is in the nature of the organisation's work that staff or volunteers may, on occasions, find themselves in potentially dangerous situations whilst on ESTEEM business. This policy is concerned with minimising the risk to people working for ESTEEM. Staff or volunteers who are working on their own should not allow access to casual visitors who are not expected. Such callers should be encouraged to make an appointment. Where staff are dealing with an individual but feel uneasy about being alone with them, they have the right to refuse to make an appointment or give access if it would put them in that position. In these situations, the management will put their trust in

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the feelings of the worker.

Please see ESTEEM’s Lone Working Policy (HRM_Pol_4_v2) for further reading.

All windows and entry doors will be lockable, and ESTEEM will work with AVA to ensure that there is appropriate lighting at The Old School House.

ESTEEM will also ensure that staff and volunteers have access to a phone for emergencies and are aware of the location address of the session Incase emergency services are needed on site.

Working away from the The Old School House

Staff who are going to be working away from the office should make it clear to other staff where they will be, how long for and how they can be contacted. If in the course of a trip away from the office plans change significantly, this should be communicated back to the office. Staff should make clear who they wish to be informed (outside of work) in the event of an emergency and how they can normally be contacted.

Holding or carrying money or valuables for the organisation

Large amounts of cash, over and above petty cash should not be kept on the premises of ESTEEM. Under no circumstances should staff put themselves at risk on account of the property of ESTEEM. If money is demanded with threats it should be handed over.

Personal awareness

There are lots of things we already do that keep us safe but becoming more aware of our surroundings puts us in control of our environment. There is an appendix at the end of this handbook which provides some practical advice.

Visual Display Equipment

ESTEEM will ensure that VDE is acceptable for use and adaptations made where needed.

Hazardous Substances (COSHH)

Any substances listed under COSHH will be recorded and managed by an appropriately trained member of staff, which is the H&S Lead.

Lifting and Handling

No-one should lift, move or carry anything which is too heavy or awkward for them. If you are unsure, then don’t try. Staff and volunteers will be given appropriate advice and guidance on lifting and handling, as needed.

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Stress Management

Staff and volunteers will be encouraged to talk to their line manager about any issues around stress, if they are unable to talk to their line manager then they can contact the trustee board or another senior manager to discuss what support can be given. This may be supported through one to one supervision time.

11. Health and Safety Training

ESTEEM will ensure that new employees and volunteers receive information on health and safety as part of their induction.

ESTEEM will organise training for employees and volunteers as appropriate, including: general health and safety training, first aid, manual handling, fire safety, risk assessment.

ESTEEM will also organise training for appropriate use of equipment, and any special training needed to ensure safe systems of work.

If employees and volunteers, consider they have health and safety training needs they should inform their line manager.

Document Control

Rachel Batten is the owner of this document and is responsible for ensuring that this policy is reviewed in line with the review requirements of the Quality Manual.

A current version of this document is available to all members of staff on the company Google Drive and is published in the employee handbook and esteem.org.uk

This policy was approved by the Peter Latham on 04/12/2018 and is issued on a version-controlled basis under her signature.

Signature:

Date:

Revisions to this document

Revision number:	Date:	Description on modifications:
01	04/11/2018	Formatting of document

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02	11/12/19	Updated changes suggested by Rebecca Riley, Trustee, including HSE references and H&S Lead details.
03	29/4/20	Basic revisions added

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