The Bumblebee Children's Charity

Health and Safety Policy

June 2026

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INTRODUCTION

1. INTRODUCTION

This Health and Safety manual has been prepared by WorkNest on our behalf and with our involvement. It contains our Health and Safety Policy as required by the Health and Safety at Work etc. Act 1974 and it defines the way we manage the health and safety hazards and risks associated with our business, premises and activities.

The Bumblebee Children's Charity (hereafter referred to the charity) are committed to managing health and safety effectively to protect our employees and other persons with whom we interact because we recognise that we have not only a moral and legal duty but also that our employees are our greatest asset.

Our Health and Safety Policy Statement sets out our commitment and the objectives we aspire to in managing health and safety. It is signed by the most senior person in our organisation to demonstrate that our commitment is led from the top.

Our approach to managing health and safety will be pragmatic and proportionate and will be prioritised according to risk with the objective of maintaining continuous improvement. We accept that we cannot eliminate risk from everything we do but we can manage risk in such a way that exposure to hazards is controlled as far as is reasonably practical.

We recognise that improvement in health and safety will not happen by chance and that planning to manage using a systematic approach through risk assessment is a necessary first step and an ongoing process. In moving forwards, we will wherever possible eliminate risk through selection and design of buildings, facilities, equipment and processes. Where risks cannot be eliminated, they will be minimised by the use of physical controls or, as a last resort, through systems of work and personal protection.

Our success in managing health and safety will be measurable and we look to establish performance standards against which we can monitor our progress to identify future actions to go into our improvement programme.

Based on our performance measurement in the form of accident monitoring, internal monitoring and external audits we will review our health and safety arrangements periodically and at least annually. The results of our measurement will be recorded and presented to the Board in our Annual Report.

This Policy has been created by the named consultant from WorkNest with the co-operation of our staff. They have signed the Policy to confirm that at the time of creation it is suitable, sufficient and relevant to our circumstances and operations. Our nominated responsible person has signed the Policy to confirm that it is a true reflection of the activities and operations that we undertake and the circumstances in which the charity operates.

Creation Date	Signed on behalf of WorkNest	Confirmed
13/05/2026	S. Best	

POLICY REVIEW

This Health and Safety Policy will be reviewed annually by WorkNest in conjunction with our nominated responsible person. As each review is completed it will be signed off by the consultant from WorkNest and confirmed by our nominated responsible person.

Review Date	Signed on behalf of WorkNest	Confirmed
19/06/2026	[illegible]	

DOCUMENT CONTROL

The electronic copy of the Health and Safety Policy provided by WorkNest will remain the controlled copy. Where further controlled copies are required then these should be issued accordingly and added to a register of controlled copies. Any amendments made to the policy will be provided for each of the controlled copies to ensure all controlled copies in circulation remain up to date.

If uncontrolled copies of the policy are printed either in whole or part, or if uncontrolled electronic copies are issued, then these will be clearly marked as an 'UNCONTROLLED COPY'.

REGISTER

Copy Number or Reference	Location kept

AMENDMENT RECORD

Any amendments made to the Health and Safety Policy will be recorded below with information on changes made.

Where significant changes are to be made which could impact on the business or our clients, we will consider the reasons for change, potential problems and how it will be implemented.

Date	Section	Ref /Title	Details of amendment made	Change made by

LEGISLATION

Extracts of relevant legislation are provided for ease of reference on the WorkNest webpage. Full copies of relevant legislation are available on the Office of Public Sector Information web page (www.opsi.gov.uk) and the National Archives (www.legislation.gov.uk)

GUIDANCE

Guidance on a number of health and safety issues can be accessed by logging onto the WorkNest webpage which we hope you will find useful as a quick reference source.

Should you require further advice or assistance not available here then remember that advice on any health and safety issue is available from the WorkNest advice line - **Tel: 0345 226 8393.**

FORMS

Relevant forms and templates that may be utilised can be accessed by logging onto the WorkNest webpage.

POLICY STATEMENTS

2. HEALTH AND SAFETY POLICY STATEMENT

The management of The Bumblebee Children's Charity recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by the charity's activities, and that managing health and safety is a business-critical function.

In order to discharge its responsibilities, the management will:

- bring this Policy Statement to the attention of all employees;
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk;
- communicate and consult with our employees on matters affecting their health and safety;
- comply fully with all relevant legal requirements, codes of practice and regulations at international, national and local levels;
- eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes;
- encourage staff to identify and report hazards so that we can all contribute towards improving safety;
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues;
- maintain our premises, provide and maintain safe plant and equipment;
- only engage contractors who are able to demonstrate due regard to health & safety matters;
- provide adequate resources to control the health and safety risks arising from our work activities;
- provide adequate training and ensure that all employees are competent to do their tasks;
- provide an organisational structure that defines the responsibilities for health and safety;
- provide information, instruction and supervision for employees;
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement.

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

Signed:
J. K. Goodridge

Dated:
29.6.26

Name: Julie Goodridge

Position:
Trustee

ORGANISATION FOR HEALTH & SAFETY

3. ORGANISATION FOR HEALTH AND SAFETY

The overall responsibility for health and safety rests at the highest management level. However, it is the responsibility of every employee to co-operate in providing and maintaining a safe place of work.

This part of our policy allocates responsibilities to line managers to provide a clear understanding of individuals' areas of accountability in controlling factors that could lead to ill health, injury or loss. Managers are required to provide clear direction and accept responsibility to create a positive attitude and culture towards health and safety.

The following positions have been identified as having key responsibilities for the implementation of our health and safety arrangements:

Board of Trustees
Team Members

HEALTH AND SAFETY RESPONSIBILITIES

4. HEALTH AND SAFETY RESPONSIBILITIES

Board of Directors / Trustees

The Board has the ultimate responsibility for the health and safety of The Bumblebee Children's Charity but discharges this responsibility through a single board member with oversight of health and safety, down to individual managers, supervisors and employees.

The Board will ensure that:

- they provide a lead in developing a positive health and safety culture throughout the organisation;
- all its decisions reflect its health and safety intentions;
- adequate resources are made available for the implementation of health and safety;
- they will promote the active participation of employees in improving health and safety performance;
- they will review the health and safety performance of the charity on an annual basis.
- Our Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required;
- a health and safety plan of continuous improvement is created and progress monitored;
- suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements;
- adequate insurance cover is provided and renewed;
- competent persons are appointed to provide health and safety assistance and advice;
- an adequate system of maintenance exists and operates to keep premises, plant and work equipment in a safe condition;
- statutory examinations are planned, completed and recorded;
- there is regular communication and consultation with staff on health and safety issues;
- an effective training programme is established to ensure staff are competent to carry out their work in a safe manner;
- safe systems of work are developed and implemented;
- accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported;
- safety issues raised are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff;
- contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures;
- effective contingency plans are in place with a designated competent person in charge of the planning and control measures for situations involving imminent danger;
- health and safety objectives are set, and their achievement is measured and reported in the annual report.

Site staff

As a collective, site staff will ensure that in their areas of control:

- they actively lead the implementation of our Health and Safety Policy;
- they supervise their staff to ensure that they work safely, providing increased supervision for new and young workers;
- safe systems of work are developed and implemented;
- risk assessments are completed, recorded and regularly reviewed;
- accidents, ill health and 'near miss' incidents at work are investigated, recorded and reported;
- they communicate and consult with staff on health and safety issues;
- they encourage staff to report hazards and raise health and safety concerns;
- safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner;
- issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented;
- premises, plant and work equipment are maintained in a safe condition;
- statutory examinations are planned, completed and recorded;
- personal protective equipment is provided; staff instructed in its use and that records are kept
- adequate arrangements for fire and first aid are established;
- welfare facilities provided are maintained in a satisfactory state;
- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures;
- health surveillance is carried out and records are kept;
- contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures;
- health and safety notices are displayed;
- agreed safety standards are maintained particularly those relating to housekeeping;
- health and safety rules are followed by all;
- they encourage staff to report hazards and raise health and safety concerns;
- issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff;
- safety training for staff is identified, undertaken and recorded to ensure they are competent to carry out their work in a safe manner;
- safe systems of work are developed and implemented;
- accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported;
- personal protective equipment is readily available and maintained, and relevant staff are aware of the correct use of this and the procedures for replacement;
- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures.

Fire Marshals / Fire Wardens

Fire Marshals / Fire Wardens will ensure that in their designated area of responsibility they:

- monitor the general fire safety of the area that they have been allocated to;
- check corridors and walkways to ensure combustible materials are not stored there;
- monitor escape routes to see they are kept free of obstructions;
- check that fire doors are not tied, propped or wedged open;
- check that final exit doors are not obstructed;
- check that extinguishers are where they should be and no obvious misuse or defect has occurred.

When the fire alarm sounds, Fire Marshals / Fire Wardens must:

- without putting themselves at risk, sweep through their allocated area and verbally encourage staff to leave via the nearest fire escape route. Fire Marshals / Fire Wardens should aim to finish their sweep at a fire exit and should not delay their own escape unduly;
- check all accessible rooms including toilets and offices to make sure staff have evacuated the area or in case someone is waiting for assistance to evacuate. If there are signs of fire in a room (e.g. smoke coming out around the door), they should note the fact but should not enter or open the door;
- if there is no immediate danger, ensure that all windows and doors are closed en route to the fire exit;
- report to the senior manager at the fire assembly point to report any signs of fire in their area, to report if anyone is at risk and to advise if their area is clear;
- take part in any post-alarm de-briefing to identify any shortcomings in the fire evacuation procedures.

Fire Marshals / Fire Wardens are not expected to unnecessarily delay their own exit from the building or to jeopardise their own safety at any time. Fire Marshals are not expected to fight a fire or to use a fire extinguisher except to aid their own escape. However, if the fire is in their area of responsibility and they are trained and competent to do so, Fire Marshals / Fire Wardens may attempt to tackle a small fire if it is safe to do so and using the appropriate extinguisher.

Employees

All employees must:

- take reasonable care of their own safety;
- take reasonable care of the safety of others affected by their actions;
- observe the safety rules;
- comply with the Health and Safety Policy;
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others;
- dress sensibly and safely for their working environment or occupation;
- conduct themselves in an orderly manner in the workplace and refrain from any antics or pranks;
- use all equipment, safety equipment, devices and protective clothing as directed;
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others;
- maintain all equipment in good condition and report defects to their supervisor;
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor;

- report all accidents to their supervisor whether an injury is sustained or not;
- attend as requested any health and safety training course;
- observe all laid down procedures for processes, materials and substances used;
- observe the fire evacuation procedure and the position of all fire equipment and fire exit routes.

Contractors

All contractors must:

- take reasonable care of their own safety;
- take reasonable care of the safety of others affected by their actions;
- observe the safety rules;
- submit their health and safety policy and relevant risk assessments to us for approval;
- comply with and accept our health and safety policy, if they do not have one;
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others;
- dress sensibly and safely for their working environment or occupation;
- conduct themselves in an orderly manner in the workplace and refrain from any antics or pranks;
- use all equipment, safety equipment, devices and protective clothing as directed;
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others;
- maintain all equipment in good condition and report defects to their supervisor;
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor;
- report all incidents to their supervisor and to us whether an injury is sustained or not;
- attend as requested any health and safety training course;
- observe all laid down procedures for processes, materials and substances used;
- observe the fire evacuation procedure and the position of all fire equipment and fire exit routes.

WorkNest

WorkNest, in agreement with management, provides us with the following services:

- development of our H&S policy documentation throughout the period of our contract and keeping it updated for:
  - changes in Health and Safety legislation relevant to us;
  - organisational changes which affect our management system.
- a General Risk Assessment or Workplace Inspection that forms the basis of our risk management programme and helps us plan our future actions to reduce risk;
- Support us in the implementation of this Policy by:
  - assisting us to complete specific risk assessments;
  - providing further training, as agreed, on relevant agreed topics;
  - reviewing and auditing our health and safety procedures and legal compliance;
  - providing advice on implementing changes and system procedures.

WorkNest is also contracted to:

- act as one of your 'Competent Persons', providing advice and assistance on Health and Safety issues;
- provide for us a telephone advisory service - available 24 hours per day, 365 days of the year;
- provide crisis help if we have a serious accident or incident involving the Enforcement Authorities;
- provide briefings to help keep us up to date with new and forthcoming legislation.

HEALTH AND SAFETY RULES

5. HEALTH AND SAFETY RULES

This section of our Health and Safety Policy specifies the rules laid down for the attention of all employees. These rules are prepared in accordance with legal requirements and acknowledged safe working practices. In addition to the legal duty imposed upon employees to comply with these rules, failure to observe them will be considered to be a breach of the contract of employment and will result in disciplinary action being taken.

Employees are reminded that a breach of health and safety legislation by an employee is a criminal offence and action taken by an Enforcing Officer against an individual may result in heavy penalties.

Safety rules may vary depending upon the nature of work and the circumstances therefore the overriding requirement is that employees are expected to act in a sensible manner and adhere to verbal instructions given by Management.

General

- It is the duty of all employees to co-operate with management in fulfilling our legal obligations in relation to health and safety;
- Employees must not intentionally or recklessly interfere with anything provided in the interests of health, safety or welfare;
- Employees are required to notify to management of any unsafe activity, item or situation.

Working Practices

- Employees must not operate any item of plant or equipment unless they have been trained and authorised;
- Employees must make full and proper use of all equipment guarding;
- Employees must not clean any moving item of plant or equipment;
- Employees under the age of 18 years must not operate any item of plant or equipment unless they have received sufficient training or are under adequate supervision;
- Employees must not make any repairs or carry out maintenance work of any description unless authorised to do so;
- Employees must use all substances, chemicals, liquids etc, in accordance with all written instructions.
- Employees must not smoke or vape on site.

Hazard / Warning Signs and Notices

- Employees must comply with all hazard/warning signs and notices displayed on the premises.

Working Conditions / Environment

- Employees must make proper use of all equipment and facilities provided to control working conditions/ environment;
- Employees must keep stairways, passageways and work areas clear and in a clean and tidy condition;

- Employees must dispose of all rubbish, scrap and waste materials within the working area, using the facilities provided;
- Employees must clear up any spillage or liquids within the work area in the prescribed manner;
- Employees must deposit all waste materials and substances at the correct disposal points and in the prescribed manner.

Protective Clothing and Equipment

- Employees must use all items of protective clothing/equipment provided as instructed;
- Employees must store and maintain protective clothing/equipment in the approved manner;
- Employees must report any damage, loss, fault or unsuitability of protective clothing/equipment to their supervisor.

Fire Precautions

- Employees must comply with all laid down emergency procedures;
- Employees must not obstruct any fire escape route, fire equipment or fire doors;
- Employees must not misuse any firefighting equipment provided;
- Employees must report any use of firefighting equipment to their supervisor.

Accidents

- Employees must seek medical treatment for work related injuries they receive by contacting a designated first aider. Upon returning from treatment, they must report the incident to their supervisor;
- Employees must ensure that any accident or injury treatment is properly recorded in the Accident Book;
- Employees must notify management of any incident in which damage is caused to property.

Health

- Employees must report to management any medical condition or medication which could affect the safety of themselves or others;
- Employees must co-operate with the management on the implementation of the medical and occupational health provisions.

Rules Covering Gross Misconduct

An employee will be liable to summary dismissal if they are found to have acted in any of the following ways:

- A serious or wilful breach of Safety Rules;
- Unauthorised removal or interference with any guard or protective device;
- Unauthorised operation of any item of plant or equipment;
- Unauthorised removal of any item of first aid equipment;

- Wilful damage to, misuse of or interference with any item provided in the interests of Health and Safety or welfare at work;
- Unauthorised removal or defacing or any label, sign or warning device;
- Horseplay or practical jokes which could cause accidents;
- Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence;
- Misuse of any item of equipment, utensil, fitting/ fixture, vehicle or electrical equipment;
- Deliberately disobeying an authorised instruction.

ARRANGEMENTS

6. ARRANGEMENTS

Accident, Incident and Ill-Health Recording, Reporting and Investigation

This policy sets out the procedures that are to be followed when any employee, visitor or contractor has an accident, near miss or dangerous occurrence on the charity's premises during the course of their employment.

This will also apply to visitors who are members of the public and are therefore not at work. In addition, employees who develop a work-related illness must also report via these procedures.

Definitions:

An **accident** is an unplanned event that causes injury to persons, damage to property or a combination of both.

A **near miss** is an unplanned event that does not cause injury or damage but could do so.

A **work-related illness** is a prescribed illness that is obtained by an employee through the course of work or from a non-employee as a result of activities carried out by the charity.

The Accident Book

All accidents resulting in personal injury must be recorded in the charity's Accident Book.

The Accident Book will comply with the requirements of the Data Protection Act.

The Accident Book will be reviewed regularly by senior management to ascertain the nature of incidents that have occurred in the workplace. This review will be in addition to any investigation of the circumstances surrounding each incident.

All near misses must also be reported to management as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

Employees must ensure that they are aware of the location of the accident book.

Reporting Requirements

Certain accidents causing injury, both fatal and non-fatal, certain occupational diseases and certain dangerous occurrences are reportable to the Enforcing Authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The following events must be reported to the Health and Safety Executive:

- A death;
- A specified injury to an employee as detailed in regulation 4;
- An injury to a non-employee where that person is taken directly to hospital for treatment as a result of their injury;
- Any dangerous occurrence;
- Any employee diagnosed by a qualified medical practitioner as suffering from a disease specified in the Regulations;
- Any employee diagnosed with a cancer caused by work-related exposure to a known carcinogen or mutagen.

Injuries that lead to a worker being incapacitated for **more than seven consecutive days** as the result of an occupational accident or injury (not counting the day of the accident but including weekends and rest days) must also be reported within 15 days of the incident using the Health and Safety Executive (HSE) website.

You **must** also keep a record of an accident if the worker has been incapacitated for **more than three consecutive days**. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record can be treated as a record for the purposes of RIDDOR.

Contact details for the Health and Safety Executive are:

Tel: 0345 300 9923 (Monday to Friday 8:30am to 5:00pm)

Website: www.hse.gov.uk

For further advice on injuries, diseases or dangerous occurrences requiring notification please contact the WorkNest Advice Line. (Tel: 0345 226 8393)

The completed report form sent back by the HSE should be kept with the other accident records and documents; this will confirm the notification has been made.

Accident report, completed notification form and investigation notes, witness statements and photographs are to be kept on file to advise the insurers of a potential claim and to present to the Enforcing Authority in the event of an investigation.

Records are to be kept for 3 years from the date of the incident.

Investigation

All injury related accidents that are either notified to the Enforcing Authority or where a serious injury has occurred will be investigated:

- to ensure that all necessary information in respect of the accident or incident is collated;
- to understand the sequence of events that led to the accident or incident;
- to identify the unsafe acts and conditions that contributed to the cause of the accident or incident;
- to identify the underlying causes that may have contributed to the accident or incident;
- to ensure that effective remedial actions are taken to prevent any recurrence;
- to enable a full and comprehensive report of the accident or incident to be prepared and circulated to all interested parties;
- to enable all statutory requirements to be adhered to.

The investigation will include obtaining signed witness statements, photographs and drawings as appropriate.

Communication and Consultation

It is a legal requirement for the charity to establish arrangements to communicate and consult with employees on issues affecting their health and safety and to take account of their views.

To achieve this objective, we will:

- establish effective lines of communication;
- involve and consult with employees through:
  - individual conversations
  - notice boards
  - internal publications
  - staff meetings
  - health and safety meetings
- display the 'Health and Safety Law – What You Need to Know' poster;
- consult with employees when changes to processes, equipment, work methods etc. are to be introduced that may affect their health and safety.

Contractors

When working on our premises it is considered that contractors are joint occupiers for that period and therefore, we have both joint liabilities in "common areas". In order to meet our legal obligations with regard to contractors we will ensure that prior to engaging any contractor they are competent and that any works are carried out safely.

The following factors will be considered as part of our procedures for vetting contractors:

- sight of the contractor's own safety policy, risk assessments, method statements, permits to work, etc as applicable;
- clarification of the responsibility for provision of first aid and fire extinguishing equipment;
- details of articles and hazardous substances intended to be brought to site, including any arrangements for safe transportation, handling, use, storage and disposal;
- details of plant and equipment to be brought onto site, including arrangements for storage, use, maintenance and inspection;
- clarification for supervision and regular communication during work including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury;
- confirmation that all workers are suitably qualified and competent for the work (including a requirement for sight of evidence where relevant);
- evidence showing that appropriate Employers and Public Liability Insurance is in place.

It will not be necessary to go to such elaborate lengths if the contract is very short and will not create hazards of any significance. The complexity of the arrangements will be directly proportional to the risks and consequences of failure.

Similarly, we have a parallel duty to the contractor and must ensure that the contractor is not put at risk by our own activities for the duration of the contract.

We will stop contractors working immediately if their work appears unsafe. Staff should report any concerns to a manager immediately.

Construction work and the Construction (Design and Management) Regulations 2015

Where any construction work is carried out, to fulfil our legal duties as a "client" under the Construction (Design and Management) Regulations 2015, we will:

- make suitable arrangements for the management of the project and review those arrangements throughout the project to ensure that they are still relevant;
- ensure that all dutyholders that we appoint have the necessary skills, knowledge, training and experience to carry out their roles safely;
- appoint in writing the Principal Designer and Principal Contractor sufficiently early in the project to allow them to carry out their duties properly;
- notify the HSE in writing for projects that require it;
- ensure that relevant pre-construction information is passed to all designers and contractors;
- ensure that the Principal Designer and Principal Contractor carry out their duties;
- ensure that adequate welfare facilities are provided for the contractors;
- ensure that no construction commences until an adequate health and safety plan and construction phase plan covering the work has been prepared;
- ensure that any health and safety file passed to us is kept securely and readily available for inspection by anyone who requires it to fulfil their legal duties, and, if we choose to dispose of the building, to pass the file to any person or charity who acquires the building;
- cooperate fully with all other dutyholders and provide all relevant information and instruction promptly and clearly.

Disabled Persons

The charity will give full and proper consideration to the needs of disabled employees and visitors.

To achieve this, the charity will:

- treat all disabled employees and visitors with respect and dignity, both in the provision of a safe working environment and in equal access to the organisation's facilities;
- ensure that risk assessments are undertaken of the special needs of the disabled and carry out reasonable adjustments to the premises and/or employment arrangements;
- encourage employees with special needs to suggest any premises or task improvements to their line managers;
- discipline any employees found treating their disabled colleagues with less than the expected standards of respect and dignity;
- in an emergency evacuation, ensure suitable plans are in place which will assist disabled people to leave the premises swiftly.

Display Screen Equipment

All reasonable steps will be taken by the charity to secure the health and safety of employees who work with display screen equipment.

To achieve this objective the charity will:

- carry out an assessment of each user's workstation;
- implement necessary measures to remedy any risks found as a result of the assessment;
- provide adequate information and training to persons working with display screen equipment;

- endeavour to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity;
- review software to ensure that it is suitable for the task and is not unnecessarily complicated;
- arrange for the provision of free eye tests when requested, at regular intervals thereafter and where a visual problem is experienced;
- arrange for the supply, at a subsidised cost up to a maximum limit of £50, for any corrective appliances (glasses or contact lenses) where these are required specifically for working with display screen equipment;
- advise existing employees, and all persons applying for work with display screen equipment, of the risks to health and how these are to be avoided;
- investigate any discomfort or ill-health believed to be associated with the use of display screen equipment and take appropriate remedial action;
- make special arrangements for individuals with health conditions that could be adversely affected by working with display screen equipment.

Employees must:

- comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided;
- inform their departmental supervisor/line manager of any disability or health condition which may affect their ability to work using display screen equipment or be affected by working with DSE (this information will be treated confidentially);
- report to their departmental supervisor/line manager any discomfort or health concern believed to be associated with the use of DSE (this information will be treated confidentially).

Drugs and Alcohol

Alcohol

Employees must not drink alcohol on the charity’s premises or the premises of its customers or clients without express permission from a senior manager or director.

Any employee who is found consuming alcohol on the charity’s premises or the premises of its customers and clients without permission or is found to be intoxicated at work will normally face disciplinary action on the ground of gross misconduct under the charity’s disciplinary procedure.

Drugs and medication

The possession, use or distribution of drugs for non-medical purposes on the charity’s premises is strictly forbidden and a gross misconduct offence.

If you are prescribed drugs by your doctor which may affect your ability to perform your work you should discuss the problem with your manager or supervisor.

If the charity suspects there has been a breach of this policy or your work performance or conduct has been impaired through substance abuse, the charity reserves the right to require you to undergo a medical examination to determine the cause of the problem.

Medical Examination

Existing and prospective employees may be asked to undergo a medical examination, which will seek to determine whether he/she has taken a controlled drug or has an alcohol abuse problem.

A refusal to give consent to such an examination or a refusal to undergo the screening will result in the immediate withdrawal of any offer made to prospective employees and will normally be treated as gross misconduct for employees.

If, having undergone a medical examination, it is confirmed that you have been positively tested for a controlled drug, or you admit there is a problem, the charity reserves the right to suspend you from your employment (with or without pay) to allow the charity to decide whether to deal with the matter under the terms of the charity’s disciplinary procedure and/or to require you to undergo treatment and rehabilitation.

Reasonable Grounds

The charity reserves the right to search you or any of your property held on charity premises at any time if there are reasonable grounds to believe that this policy is being or has been infringed or for any other reason. If you refuse to comply with these search procedures, your refusal will normally be treated as gross misconduct.

The charity reserves the right to inform the police of any suspicions it may have with regard to the use of controlled drugs by its employees on the charity’s premises.

Electricity

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment.

To ensure this objective the charity will:

- ensure electrical installations and equipment are installed in accordance with the Wiring Regulations (BS 7671) published by the Institution of Engineering and Technology (IET);
- maintain the fixed installation in a safe condition by carrying out routine safety tests;
- inspect and test portable and transportable equipment as often as required to ensure safety;
- promote and implement a safe system of work for maintenance, inspection and testing;
- forbid live working unless absolutely necessary, in which case a permit to work system must be used;
- ensure employees who carry out electrical work are competent to do so;
- maintain detailed records.

Employees must:

- visually check electrical equipment for damage before use;
- report any defects found to their line manager/supervisor;
- not use defective electrical equipment;
- not carry out any repair to any electrical item unless qualified to do so;
- switch off non-essential equipment from the mains when left unattended for long periods;
- not bring any electrical item onto the charity premises until it has been tested and a record of such a test has been included in the appropriate record;
- not leave electric cables in such a position that they will cause a tripping hazard or be subject to mechanical damage.

Personal electrical items

Employees are not generally permitted to use the charity’s electrical equipment or electrical supply to recharge personal electrical equipment such as mobile phones, music players or e-cigarettes. Where the charity explicitly permits employees to recharge personal electrical devices, the following provisions shall apply:

- the charity will only permit the specified items to be charged on charity premises;
- the charity shall ensure that relevant safety information is provided to employees about what types of electrical equipment is compatible with the charity's electrical installation and prohibit employees from using unsuitable charging equipment on the charity premises;
- employees shall only use their personal charging equipment to recharge their devices unless the charity specifically provides compatible charging equipment for the purpose;
- employees shall monitor their devices to prevent over-charging and shall disconnect any charging equipment before leaving them unattended.

Personal electrical vehicles

The charity permits employees to recharge their personal electrical vehicles at work, and provides charging points for the following types of electrical vehicle:

- Electric bikes;
- E-scooters;
- Fully electric and hybrid electric cars.

The charity will provide a dedicated well-ventilated charging area for electric vehicles. This area will be clearly marked and will be located in line with the following criteria:

- the charging area shall be at least 10 metres from any combustible wall, as identified in the Fire Risk Assessment, and at least 7.5 metres from any windows, openings or other large glazed areas in non-combustible walls;
- any outdoor charging area shall be located at least 10 metres away from any outdoor storage areas for flammable / combustible waste. The charging area shall be sited to avoid any risk from flooding, whether by the intrusion of sea or river water or through pooling of rain or surface water run-off;
- indoor charging areas shall be located as close as possible to the exits or other access points for the fire services. If the charity installs charging points in a multi-level parking area, the charging area shall be sited on the ground level;
- indoor charging / parking areas shall be organised so that they form a separate fire compartment. Above-ground compartments shall have a minimum of 60 minutes fire resistance. Below-ground compartments shall have a minimum of 120 minutes fire resistance and additional ventilation to allow the discharge of toxic gases that may impede the response of the fire services;
- the charging area shall be covered by and connected to the charity's fire detection and fire alarm systems;
- wall-mounted charging units shall only be mounted on non-combustible walls away from openings, windows, or other large, glazed areas.

The charging points installed in the charging areas shall:

- have "smart functionality" as defined in the Electric Vehicles (Smart Charge Points) Regulations (hereafter referred to as "the Regulations");
- be capable of maintaining that smart functionality across any electrical supplier;
- remain capable of charging electric vehicles even if it loses connection to the internet or any other relevant communications network;
- be designed to prevent users from overriding the mode of charging or from disabling or overriding any inbuilt safety systems;
- include a "randomised delay" safety system as defined in the Regulations and any additional safety systems as defined in Schedule 1 of the Regulations;
- accurately show the user how much electricity is has been used during the charging process;
- be designed to accurately show the charity how much electricity has been used by the charging point within the whole of the past 12 months and within any given month in that period;

- include adjustable settings for designated “peak” and “off-peak” charging hours as defined in the Regulations.

The charity will retain records of the technical file and statement of compliance for each charging point installed on charity premises. The charging points will be serviced and maintained in accordance with the manufacturer’s instructions.

Fire

All reasonable steps will be taken to prevent a fire occurring. In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

In order to prevent fire and to minimise the likelihood of injury in the event of a fire the charity will:

- assess the risk from fire at our premises and implement appropriate control measures;
- ensure good housekeeping standards are maintained to minimise the risk of fire;
- provide and maintain safe means of escape from the premises;
- develop a fire evacuation procedure for all buildings;
- provide and maintain appropriate fire-fighting equipment;
- regularly stage fire evacuation drills, inspect the means of escape and test and inspect fire-fighting equipment, emergency lighting and any fire warning systems;
- provide adequate fire safety training to employees, plus specialist training to those with special responsibilities;
- make arrangements for the safe evacuation of deaf or otherwise disabled persons;
- make arrangements for ensuring all visitors are made aware of the fire evacuation procedures;
- display fire action notices;
- keep fire safety records.

The charity does not require persons to attempt to extinguish a fire, but extinguishing action may be taken if it is safe to do so.

Immediate evacuation of the building must take place as soon as the evacuate signal is given. All occupants, on evacuation, should report to the pre-determined assembly points.

Re-entry of the building is strictly prohibited until the Fire Service, or a senior person present declares it is safe to do so.

Employees are encouraged to report any concerns regarding fire procedures so the organisation can investigate and take remedial action if necessary.

First Aid

The charity is committed to providing sufficient provision for first aid to deal with accidents and injuries that arise at work.

To achieve this objective the charity will:

- appoint and train a suitable number of first aid personnel to cover all work patterns;
- display first aid notices with details of first aid provision;
- provide and maintain suitable and sufficient first aid facilities including first aid boxes;
- provide any additional first aid training that may be required to deal with specific first aid hazards.

The minimum first aid provision at all sites is an adequately stocked first aid box and an Appointed Person to take charge of the first aid arrangements.

Appointed Person

The Appointed Person duties include:

- taking charge when someone falls ill or is injured, including calling an ambulance if required;
- looking after and maintaining the first aid box and contents.

The Appointed Person will not be required to provide treatment for which they have not been trained.

First Aiders

First aiders are qualified personnel who have received training and passed an examination in accordance with HSE requirements.

The numbers of first aid personnel at each location will be determined by individual circumstances, the level of risk and in line with current government guidance.

First aid personnel will be provided with refresher training at regular intervals to keep their skills up to date.

First Aid Boxes

First aid boxes will be provided within the workplace to ensure there are adequate supplies for the nature of the hazards involved. All boxes will contain at least the minimum supplies suggested by L74: First Aid at Work Approved Code of Practice. Only specified first aid supplies will be kept. No creams, lotions or drugs, however seemingly mild, will be kept.

Portable First Aid Kits

Portable first aid kits will be available for staff members required to work away from the normal workplace, where access to facilities may be restricted, such as:

- work with potentially dangerous tools and machinery away from base location;
- staff travelling abroad on business;
- staff travelling in vehicles on a regular basis;
- staff whose work takes them to isolated or remote locations;
- staff participating in sporting or social events arranged or supported by the organisation.

Hazardous Substances (COSHH)

All reasonable steps will be taken to ensure all exposure of employees to substances hazardous to health is prevented or at least controlled to within statutory limits.

The charity will implement the following:

- maintain an inventory of all substances hazardous to health kept or present on site and retain copies of relevant hazard data sheets;
- competent persons will be appointed to carry out risk assessments of the exposure to substances hazardous to health and advise on their control;
- all operations which involve, or may involve, exposure to substances hazardous to health will be assessed and appropriate control measures will be taken if elimination or substitution of the substance is not possible;

- engineering controls will be properly maintained by planned preventive maintenance and annual performance monitoring to ensure continued effectiveness;
- systems of work will be reviewed at suitable intervals and revised if necessary;
- all employees and others who may work in the affected areas will be informed of the purpose and safe operation of all engineering controls;
- personal protective equipment (PPE) will only be used as a last resort or as a back-up measure during testing or modification of other controls;
- the type and use of PPE will be carefully assessed and maintained according to manufacturers' instructions;
- assessments will be reviewed periodically or if changes to the operation or any hazardous substances used;
- qualified professionals, where necessary, will carry out health surveillance;
- employee health records of all exposures to substances hazardous to health will be kept for a minimum of 40 years;
- all employees will be provided with understandable information and appropriate training on the nature of the hazardous substances they work with. Employees will be informed about any monitoring and health surveillance results;
- all changes to control measures and changes of PPE will be properly assessed and no new substances will be introduced into the workplace without prior assessment.

Information and Training

The charity will give sufficient information and training to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of the control measures provided. Information will also be given to others who may be affected such as contractors, temporary staff and visitors where appropriate.

Managers and supervisors of areas which use substances hazardous to health will be given additional training to ensure the proper management of the risks.

Health, Safety and Welfare

The charity is committed to providing suitable health, safety and welfare facilities in line with current legislation, in particular the provision of:

- adequate maintenance of workplace and equipment;
- appropriate ventilation, temperature control and lighting;
- suitable cleanliness and housekeeping standards;
- adequate workspace allocation;
- properly designed workstations;
- well maintained traffic routes and floors;
- appropriate fall protection;
- suitable glazing;
- safe access and egress (well-maintained exits and entrances);
- appropriate sanitary and washing facilities;
- separate toilet facilities for men and women, or single-person facilities that can be locked from the inside.

- plentiful wholesome drinking water supply and cups;
- seating with an incorporated back rest;
- accommodation for keeping clothing clean and dry;
- facilities for changing, rest periods, hot drinks and meals preparation;
- showering facilities if the nature of an employees' work requires this;
- appropriate first aid provision;
- appropriate emergency, fire and evacuation equipment and procedures.

The charity recognises these responsibilities are required for any work whether on a remote work site, at their usual workplace or head office.

Home Working

Home workers are subject to the same health and safety requirements as workers based on charity premises and their health and safety will be managed accordingly.

To achieve this objective, we will:

- ensure that appropriate risk assessments are completed;
- ensure that risk assessments are reviewed annually;
- ensure home workers are provided with suitable induction training on commencement of employment;
- ensure appropriate equipment is provided for the home worker's health, safety and welfare
- ensure all equipment that is provided for use in the employees' homes is properly installed and tested;
- arrange for the maintenance of all electrical equipment supplied for use in employees' homes (The hard-wired electrical sockets and ring mains supplies are the employee's own responsibility);
- provide, where practicable, scope for varying work patterns and to allow employee input in how the work is carried out to ensure home workers take periodic breaks during the working day;
- ensure that managers and home workers have the opportunity to be kept informed of what is going on within the charity; recognising and satisfying the need for social interaction will reduce stress;
- encourage home workers to 'network' with colleagues;
- make the home worker aware of their duty to report any incidents or accidents that occur as a result of work-related activities to the charity using the charity accident procedure;
- ensure home workers are aware of the need to monitor their own working conditions and report any problems to their line manager.

Training

All home workers will be fully trained in the tasks that they are employed to do and the equipment they will be using.

Home workers will be trained in emergency procedures in case of an accident in the home.

Supervisors/management of home workers will be trained in how to deal with employees working off site e.g. prearranged regular contact, how to recognise signs of stress in home workers.

Infection Control

For some work activities, staff may be at risk of infection or of spreading infection. Exposure to infections may arise at work from a number of situations, including:

- contact with people (e.g. Diphtheria, TB, MRSA, Norovirus, Gastroenteritis);
- contact with blood and bodily fluids (e.g. Tetanus, Hepatitis B or C, HIV);
- injuries arising from needles / sharps (e.g. Tetanus, Hepatitis B or C, HIV);
- contact with animals or animal faeces/urine (e.g. Avian Flu, E. Coli, Leptospirosis).

The charity aims to prevent the spread of infection through work-based activities by adopting suitable control measures.

The charity will:

- undertake assessments to identify tasks or situations that may expose individuals or groups to potential infection;
- identify, plan and implement controls and safe systems of work to prevent transmission of infection;
- provided information, instruction and training to those identified at risk;
- where required, provide personal protective equipment (PPE) and monitor its use and maintenance;
- organise for the safe cleaning of equipment and where appropriate disinfection and thorough, cleaning of the premises;
- arrange for safe disposal of any infected materials;
- adopt good hygiene practices.

Vaccination

The risk assessment will also identify whether the staff involved in a particular task should be offered vaccinations against Hepatitis B and Tetanus.

Where this is identified, vaccinations shall be offered to individuals without charge.

Training and Information

Training and information will be provided to all employees who are identified from the risk assessment as being potentially exposed to infections.

Training will be given for any tasks they are employed to do, the equipment they will be using and any safe procedures to adopt.

Staff Illness and Reporting

It is important to remember that infection can also be passed onto people from staff. Staff should notify their manager if they develop any infectious disease that may affect work or people around them, for example:

- skin infections or exposed areas of infestation;
- severe respiratory infection (e.g. pneumonia, TB);
- severe diarrhoea;
- jaundice;
- hepatitis;
- Chicken Pox, Measles, Mumps, Rubella;
- Norovirus;

- Gastroenteritis;
- HIV.

Managers will need to discuss suitable controls with the individual. In some cases, employees may need to be referred to an Occupational Health Practitioner or their GP for advice.

Staff should also report any illness or disease which has been contracted through work. In some circumstances if a staff member contracts a disease whilst at work, this is reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). Certain diseases including Leptospirosis, Hepatitis, TB, and Tetanus are specifically required to be reported.

Confidentiality

Confidentiality will be maintained at all times in relation to an employee who is known to have any infectious disease.

No health information will be disclosed without the written consent of the employee concerned and any breach of such confidentiality, either inside or outside the organisation, will be regarded as a disciplinary offence and may result in disciplinary action.

Pandemics and Epidemics

When notified that the country is experiencing a pandemic or epidemic, the charity will aim to prevent the spread of infection through work-based activities by adopting suitable control measures.

The charity will:

- follow guidance given by government agencies and close work sites if instructed to or if employees or any person is put at risk;
- undertake risk assessments to identify tasks or situations that may expose individuals or groups to potential risks;
- monitor any changes to government guidance;
- manage the risk posed by contractors and visitors visiting the workplace;
- develop and implement an emergency action plan to deal with any potential outbreaks;
- allow employees to take part in any government testing;
- identify, plan and implement controls and safe systems of work to prevent transmission;
- provide information, instruction and training to those identified at risk;
- where required, provide personal protective equipment (PPE) and monitor its use and maintenance;
- organise for the safe cleaning of equipment and, where appropriate, disinfection and thorough cleaning;
- arrange for safe disposal of any infected materials;
- adopt good hygiene practices.

Legionnaires Disease

All reasonable steps will be taken to identify potential legionellosis hazards and to prevent or minimise the risk of exposure.

At risk systems include the hot and cold water storage and distribution system and the wet cooling of air in the air conditioning system. The relevant authority will be notified of any cooling towers or evaporating condensers where applicable.

To achieve control of legionella bacteria the charity will implement the following:

- **Avoidance of Conditions Favouring Growth of Organisms**
  As far as practicable, water systems will be operated at temperatures that do not favour the growth of legionella. The recommended temperature for hot water is 60°C and either above 50°C or below 20°C for distribution, as care must be taken to protect people from exposure to very hot water.
  The use of materials that may provide nutrients for microbial growth will be avoided. Corrosion, scale deposition and build-up of bio films and sediments will be controlled and tanks will be lidded.
- **Avoidance of Stagnation**
  Dead-legs, which occur when water services leading from the main circulation water system to taps or appliances, are used only intermittently and other parts of systems which may provide a reservoir for infection will be identified and where possible eliminated.
- **System Maintenance**
  Water systems will be disinfected by an effective means before being taken into service and after shutdowns of five or more days. Plant will be regularly inspected and maintained (e.g. by monthly visits from a water treatment specialist). Plant will be disinfected periodically (normally twice yearly) by chlorination or by temporarily raising water temperatures. Biocides may be used to control microbial growth. Maintenance personnel must wear appropriate protective clothing.
- **Sampling**
  Sampling for legionella will not normally be necessary, unless in the case of an outbreak or to monitor the effectiveness of precautionary measures.
- **Record Keeping**
  Records will be kept of all maintenance, temperature monitoring and sampling carried out.

Selection, Training and Competence of Staff

Persons carrying out control measures will receive appropriate training and supervision, so they are able to perform their duties competently.

Action in the Event of an Outbreak

A contingency plan in case of an outbreak of legionellosis will be prepared. This will include the:

identification of people who may have been exposed
involvement of public health authorities
dissemination of information to employees and other interested parties as to the nature of the risks.

Lone Working

The charity will ensure, so far as is reasonably practicable, that employees and self-employed contractors who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.

The charity will determine, by risk assessment, those activities where work can actually be done safely by one unaccompanied person. This will include the identification of hazards from means of access and/or egress, plant, machinery, goods, substances, environment and atmosphere, etc.

Particular consideration will be given to:

- the remoteness or isolation of workplaces;
- any problems of communication;

- the possibility of interference, such as violence or criminal activity from other persons;
- the nature of injury or damage to health and anticipated "worst case" scenario.

Information and Training

Employees and others will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone.

Employees will be required to follow the safe working procedures devised including:

- when working alone, e.g. in an isolated area of a building with all doors closed, ensure that someone is aware of your presence;
- check that work being done has been subject to risk assessment and check the assessment yourself – some work may have been identified as requiring the assistance of a second person;
- if possible and arranged beforehand, keep in regular contact with someone else, e.g. use a mobile phone to call into the office or a designated buddy/contact every couple of hours indicating your movements;
- do not put yourself at risk; if you do not feel safe discuss the situation with your immediate manager;
- report all accidents, injuries, near-misses and dangerous occurrences to your immediate manager.

Manual Handling

To prevent injuries and long-term ill-health from manual handling the charity will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable. Where it is not practical the charity will carry out a manual handling risk assessment to determine what control measures are required to reduce the risk to an acceptable level.

To implement this policy the organisation will ensure that:

- manual handling risk assessments are carried out where relevant and records are kept;
- employees are properly supervised;
- adequate information and training is provided to persons carrying out manual handling activities including details of the approximate weights of loads to be handled and objects with an uneven weight distribution;
- any injuries or incidents relating to manual handling are investigated, with remedial action taken
- employees adhere to safe systems of work;
- safety arrangements for manual handling operations are monitored and reviewed;
- where relevant, employees undertaking manual handling activities are suitably screened for reasons of health and safety, before doing the work;
- special arrangements are made for individuals with health conditions which could be adversely affected by manual handling operations.

Reducing the risk of injury

In considering the most appropriate controls, an ergonomic approach to designing the manual handling operation will optimise the health, safety and productivity associated with the task.

Techniques of risk reduction will include:

- mechanical assistance;

- redesigning the task;
- reducing risk factors arising from the load;
- improvements in the work environment;
- employee selection.

No employee will be required to lift any item that they do not feel confident of doing without risking personal injury.

Moving and Handling People

There are occasions when a person requires assistance in moving. While the basics outlined above still apply, there are other considerations. When a move is essential and the person requires help, then their co-operation should be sought where possible. The move should be explained to them so that they can actively participate in it.

Whenever a person with physical disabilities needs regular support in standard moves such as from wheelchair to bed, toilet or bath, then a full risk assessment must be written up. Clear instructions covering each activity should be included, so that all staff members who are involved in the task may move the person safely and in the same manner. Ancillary equipment such as hoists, sliding boards, swivel plates, etc. must all be used in the correct manner.

New and Expectant Mothers

The charity recognises that the general precautions taken to protect the health and safety of the workforce as a whole may not in all cases protect new and expectant mothers and there may be occasions when, due to their condition, different and/or additional measures will be necessary.

To implement effective measures for new and expectant mothers the charity will ensure that:

- employees are instructed at induction to inform their relevant manager of their condition at the earliest possible opportunity and that the highest level of confidentiality is maintained at all times;
- risk assessments are carried out for all work activities undertaken by new and expectant mothers and associated records and documentation maintained;
- necessary control measures identified by the risk assessment are implemented, followed, monitored, reviewed and, if necessary, revised;
- new and expectant mothers are informed of any risks to them and/or their child and the controls measures taken to protect them;
- any adverse incidents are immediately reported and investigated;
- appropriate training etc is provided where suitable alternative work is offered and accepted;
- provision is made to support new and expectant mothers who need to take time off work for medical reasons associated with their condition;
- where relevant a suitable rest area is provided to enable the new or expectant mother to rest in a degree of privacy and calm;
- where risks cannot be eliminated or reduced to an acceptable level then consideration will be given to adjusting working conditions and/or hours or if necessary, providing suitable alternative work or suspension with pay.

Personal Protective Equipment

The charity provides personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health and safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum.

To effectively implement its arrangements for the use of PPE the charity will:

- ensure that PPE requirements are identified when carrying out risk assessments;
- use the most effective means of controlling risks without the need for PPE whenever possible and only provide PPE where it is necessary;
- carry out an assessment to identify suitable PPE;
- ensure that if two (or more) items of PPE are used simultaneously, they are compatible and are as effective used together as they are separately;
- ensure that PPE is sourced appropriately and bears the “CE” and / or “UKCA” certification mark
- ensure PPE is available to all staff who need to use it;
- provide adequate accommodation for correct storage of PPE;
- provide adequate maintenance, cleaning and repair of PPE;
- inform staff of the risks their work involves and why PPE is required;
- instruct and train staff in the safe use and maintenance of PPE;
- make arrangements for replacing worn or defective PPE;
- review assessments and reassess the need for PPE and its suitability whenever there are significant changes or at least annually.

Workers provided with PPE for their own personal use at work will be required to sign to confirm its receipt.

Risk Assessment

Risk assessment is a systematic examination of what within our business can cause harm to people and it helps us determine whether we are doing enough or further actions are required to reduce the likelihood of injury or ill health.

Our policy is to complete a general risk assessment of all our known and reasonably foreseeable health and safety hazards covering all our premises, equipment and activities in order to plan and prioritise the implementation of the identified control measures.

More detailed specific risk assessments will also be carried out as determined by the general assessment to address those premises, equipment, people or activities to comply with specific legislation or to proactively manage health and safety risks.

We will ensure that:

- assessments are carried out and records are kept;
- control measures introduced as a result of assessments are implemented and followed;
- employees are informed of the relevant results and provided with necessary training;
- any injuries or incidents lead to a review of relevant assessments;
- assessments are regularly monitored and reviewed;
- suitable information, instruction and training will be provided to all persons involved in the risk assessment process.

We may be controlling risks in various ways, determining the effectiveness of those controls is part of our risk assessment process.

Safeguarding

The charity and all employees have a duty of care to our visitors and clients. The nature and circumstances of the organisation means that this duty extends to ensuring safeguarding arrangements are in place to promote the health of, and protect, the most vulnerable members of society. The organisation will promote awareness and best practice to deal with situations of suspected abuse or neglect and situations in which employees are best placed to observe such signs and the procedure to the appropriate local contact.

Vulnerable members of society include:

Child or Young Person

The Children Act defines a child as being any person under 18 years old

Vulnerable Adult

In general terms, an adult (a person aged 18 or over) is classed as vulnerable when they are receiving one of the following services:

- health care;
- relevant personal care;
- social care work;
- assistance in relation to general household matters by reason of age, illness or disability;
- relevant assistance in the conduct of their own affairs.

The organisation is responsible for ensuring a safe environment. This is particularly important where the public which may include vulnerable members of society are concerned.

We will ensure that employees and support staff:

- are subject to a safe recruitment process;
- receive relevant training;
- are aware of and comply with child and adult protection procedures;
- know how to respond if they are concerned for the health and welfare of children, young people and vulnerable adults who are their patients or clients, or if they hold concerns for children, young people or vulnerable adults who accompany other visitors.

Recruitment

The legislation places requirements on employers to ensure that all staff engaged to work with children, young people and vulnerable adults are suitable to do so. We will take all reasonable steps in the employment process including carrying out checks on:

- employment history considering any and all gaps in employment history;
- qualifications and professional registration;
- proof of identity (birth certificate and passport); and
- references.

We will also check current or prospective employees' criminal records and whether they are included on lists of people barred from working with vulnerable groups.

Disclosure and Barring Services (DBS)

A DBS check may be needed for certain jobs within the organisation, and where required, we will carry them out in line with current legislation.

Record Keeping

We will ensure that appropriate, accurate, legible and contemporaneous records of safeguarding concerns are made and stored securely in accordance with the Data Protection Act.

Further Information

Full details of the charity's policy on safeguarding can be found in The BCC Safeguarding Policy

Smoking

Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not stop potentially dangerous exposure.

It is the policy of the charity that all of its workplaces are smoke-free and that all employees have a right to work in a smoke-free environment.

Smoking is prohibited throughout the entire workplace, and this includes the use of all artificial smoking aids (electronic or otherwise) with no exceptions. This includes charity vehicles that are used by more than one employee. If you have a charity car that is designated for your sole use and that is never used by other employees, then you can smoke in it if you wish – but the charity recommends that you do not do so. This policy applies to all employees, customers and visitors.

Implementation

All staff are obliged to adhere to and facilitate the implementation of the policy.

The charity will ensure that all employees and contractors are aware of the policy on smoking. They will also ensure that all new personnel are given a copy of the policy on recruitment or induction.

Appropriate 'no smoking' signs will be clearly displayed at or near the entrances to the premises. Signs will also be displayed in charity vehicles that are covered by the law.

Stress

The Health and Safety Executive define stress as "the adverse reaction people have to excessive pressure or other types of demand placed on them". This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Stress at work can come about for a variety of reasons. It may be excessive workload, unreasonable expectations, or overly demanding work colleagues. As a reasonable charity, we try to ensure that you are in a pleasant working environment and that you are as free from stress as possible.

We will:

- work to identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress;
- regularly review risk assessments;
- consult with Safety Representatives on issues relating to the prevention of work-related stress
- provide access to confidential counselling for employees affected by stress caused either by work or external factors;
- provide training for all managers and supervisory staff in good management practices;
- provide adequate resources to enable managers to implement the charity's agreed stress management strategy.

Employees who experience unreasonable stress which they think may be caused by work should raise their concerns with their manager or through the charity's grievance procedure.

Following action to reduce the risks, they shall be reassessed. If the risks remain unsustainable by the employee concerned, efforts shall be made to reassign that person to other work for which the risks are assessed as tolerable.

Temporary Employees

The charity will take the necessary measures to ensure the health and safety of any temporary and casual staff in its employment.

To achieve this, the charity will provide temporary employees with the following information prior to starting work:

- details of the qualifications and skills are required to do the work safely;
- the health surveillance to be provided under statutory provisions;
- any risks to health and safety identified by workplace risk assessments;
- the preventive measures to be taken;
- safe working procedures;
- the action to be taken in the event of an emergency.

The competence of temporary workers will be assessed to ensure they are capable of working safely.

Training

Training in health and safety is a legal requirement and also helps create competent employees at all levels within the charity to enable them to make a far more effective contribution to health and safety, whether as individuals, teams or groups.

Competence of individuals through training helps individuals acquire the necessary skills, knowledge and attitude which will be promoted by managers and supervisors throughout the organisation.

Our training objectives will cover three areas, that of the organisation, the job and individuals.

All employees will need to know about:

- the health and safety policy;
- the structure and system for delivering this policy.

Employees will need to know which parts of the system are relevant to them, to understand the major risks in our activities and how they are controlled. All employees will be provided with the charity Health and Safety Handbook.

Managers and supervisors training needs will include:

- leadership and communication skills;
- safety management techniques;
- skills on training and instruction;
- risk assessment;
- health and safety legislation;
- knowledge of our planning, measuring, review and audit arrangements.

All our employees training needs will include:

- relevant health and safety hazards and risk;

- the health and safety arrangements relevant to them;
- communication lines to enable problem solving.

All employees will receive **induction training**. Such training will cover:

fire procedures, warning systems, actions to be taken on receiving warning, locations of exits/escape routes, evacuation and assembly procedures, first aid/injury reporting procedures, names of first aiders/appointed persons, instruction on any prohibition areas (i.e. no smoking), issue of protective clothing/equipment and its use, instruction under COSHH, mandatory protection areas, thorough instruction applicable to their particular duties at work etc.

Training needs will be reviewed as a result of job changes, promotion, new activities or new technology, following an accident/incident and performance appraisal.

Records of training will be kept for all employees.

Employees must:

- participate in the induction training activities they have been required to attend or carry out;
- work according to the contents of any training they receive;
- ask for clarification of any points they do not fully understand;
- not operate hazardous plant or equipment, use hazardous chemicals or carry out any hazardous activity unless they have been appropriately trained and instructed.

Visitors

In the interest of safety and security, the charity will take the necessary measures to protect staff and visitors from any accidents or incidents that may occur during visiting.

Employees hosting visitors must ensure that:

- they are authorised to enter the premises or accompanied;
- they adhere to applicable health and safety instructions and rules during their visit;
- adequate information is passed to ensure their safety including emergency information;
- any protective clothing required is provided and worn;
- any accidents / incidents involving visitors are reported through the accident reporting arrangements.

All visitors, including unscheduled visitors such as delivery drivers, will be given full and appropriate access to welfare facilities. Employees aware of people on the premises who may be unauthorised should report these to their manager for action.

Emergency Action

In the event of the fire alarm sounding, all visitors should be escorted to the assembly point by their host. Visitors should not leave the area before notifying the senior person present.

Waste Management

The charity is committed to the safe and responsible management of all waste generated in the workplace, including both general and healthcare waste, in compliance with the Environmental Protection Act 1990, Hazardous Waste Regulations 2005, and the Control of Substances Hazardous to Health Regulations 2002 (COSHH) where applicable. Proper waste management minimises environmental impact, reduces health risks, and ensures legal compliance.

Segregation of Waste

- **General Waste:** Non-hazardous office, domestic, and packaging waste will be placed in clearly marked general waste bins;
- **Recyclable Waste:** Paper, cardboard, plastics, and other recyclables will be segregated into designated recycling containers;
- **Healthcare Waste:** All sick bags / bowls will be disposed of in line with local authority guidelines – currently general waste.

Storage and Handling

- Waste will be stored in secure, clearly labelled containers to prevent spillage or contamination;

Collection and Disposal

- General and recyclable waste will be collected by the approved waste contractor according to the site schedule;
- Waste transfer and consignment notes will be maintained where legally required.

Employee Responsibilities and Training

- Employees must follow the correct waste segregation and disposal procedures at all times;
- Staff handling healthcare waste will receive appropriate training, including infection control;
- Any incidents involving waste (e.g., spillage) must be reported immediately following charity procedures.

Monitoring and Record Keeping

- Waste management procedures will be periodically audited to ensure compliance with health, safety, and environmental regulations;
- Records of waste collection, disposal, and any consignment notes will be retained in accordance with statutory requirements.

Review

- These arrangements will be reviewed annually, or sooner if there are changes to legislation, waste processes, or workplace activities that affect waste management practices.

Window Restrictors

The fitting and use of window restrictors within charity premises is used to ensure the safety and security of members of staff and visitors. The charity is particularly concerned with preventing persons from falling from height and has fitted window restrictors to remove the possibility of persons opening a gap large enough for a person to fall through. It is therefore essential that all window restrictors are maintained in a good working order and that all staff report defects to their line manager as a matter of urgency.

The charity will:

- risk assess the danger of falling from any window and the effects of installing a window restrictor, including the possible loss of ventilation;

- identify all vulnerable parties who may be particularly at risk from falling out of windows;
- ensure that all window restrictors are secured with tamper-proof fittings;
- ensure that the window frames are sufficiently robust where the window requires a window restrictor;
- ensure that all window restrictors can withstand a minimum static pushing force of 850N;
- ensure that all window restrictors are properly maintained and kept in working order;
- provide adequate training and supervision to all staff who use or maintain window restrictors.

Window restrictors will be checked on a monthly basis and the findings recorded. Any window restrictor that is found to be broken will be replaced or repaired as a matter of urgency, but the window must be kept locked shut until repairs are carried out. If the repair will not take place for more than a day, temporary signage will also be put in place to indicate that the window should not be used.

Work Equipment

The charity will provide a safe working environment in relation to work equipment safety and ensure all employees receive appropriate safety information and training in their work equipment.

To achieve this objective the charity will:

- provide work equipment that is suitable for the purpose and compliant with the requirements of the Provision and Use of Work Equipment Regulations;
- retain and make available the manufacturer's instruction manual for each item of equipment, where relevant;
- before using any item of work equipment, ensure that a risk assessment is carried out and brought to the attention of relevant employees;
- inspect all equipment at installation and prior to first use;
- regularly inspect work equipment in accordance with the manufacturer's recommendations;
- maintain work equipment in accordance with the manufacturer's recommendations;
- keep records of all inspections and maintenance;
- provide adequate instruction, information and training to employees to enable the work equipment to be used and maintained safely;
- provide refresher training as appropriate and as determined necessary by workplace inspections.

Working Time Regulations

The charity is committed to protecting the health, safety, and wellbeing of all employees by ensuring compliance with the Working Time Regulations 1998 (as amended). These regulations are designed to prevent fatigue, reduce the risk of work-related accidents, and promote work-life balance.

Working Hours and Rest Periods

- Employees will not be required to work more than an average of 48 hours per week over a 17-week reference period, unless they have voluntarily signed an opt-out agreement;
- All employees are entitled to a minimum of 11 consecutive hours' rest in every 24-hour period and at least one 24-hour rest period per week (or two 24-hour rest periods per fortnight);
- A minimum 20-minute uninterrupted rest break will be provided for any shift longer than 6 hours.

Night Work and Shift Work

- Night workers will not work more than an average of 8 hours in every 24-hour period;
- Health assessments will be offered to night workers, and shift patterns will be managed to reduce fatigue-related risks.

Monitoring and Compliance

- Line managers will monitor working hours, shift patterns, and overtime to ensure employees do not exceed legal limits;
- Any voluntary opt-outs from the 48-hour limit will be documented and reviewed regularly;
- Records of hours worked will be kept to demonstrate compliance with the Working Time Regulations.

Employee Responsibilities

- Employees must accurately record their working hours, including overtime, and inform their manager if they are at risk of fatigue;
- Employees with second jobs must declare them so total working hours can be managed to remain within legal limits.

Review and Enforcement

- Compliance with the Working Time Regulations will be reviewed annually or sooner if legislation or working arrangements change;
- Any breaches will be investigated, and corrective actions will be taken to protect employee health and safety.

Employees will not suffer any detriment if they choose not to opt out.

Travelling to and from the normal workplace, break periods, rest periods, holidays and sickness do not count as working time.

The reference period of 17 weeks can be increased to 26 weeks or 52 weeks by local collective agreements with recognised trade unions or official employee representatives.

A young person's maximum hours are limited to 40 hours per week with no reference period. Young persons are generally excluded from shift working.

Young People

Whilst precautions taken to protect the health and safety of the workforce as a whole will, in many cases, also protect young persons, there are occasions when different and/or additional measures will be necessary due to their lack of experience, knowledge or absence of awareness of potential risks.

A 'young person' is defined as anyone who is below the age of 18 years. A child is anyone who has not yet reached the official minimum school leaving age (MSLA). Pupils will reach the MSLA during the school year in which they turn 16.

To ensure the safety of young persons the organisation will:

- carry out risk assessments to cover the activities of young persons;
- implement the actions determined by the risk assessment process;

- inform the young persons of any risks associated with their work and the control measures taken to protect them;
- provide a copy of the risk assessment to the parent/guardian of any young person below the school leaving age;
- provide additional appropriate information, instruction, supervision and training, etc as determined by the risk assessment.

RISK ASSESSMENT

7. RISK ASSESSMENT

Risk Assessment

Risk Assessment involves identifying the hazards present in the workplace or arising out of any work activity and evaluating the extent of the risks involved to employees and others, taking into account existing precautions and their effectiveness.

A **hazard** is something with a potential to cause harm and can include articles, substances, plant or machines, methods of work and the work environment.

Risk is the likelihood of harm from that hazard being realised. Risk increases with the number of people exposed to the hazard and also with the potential severity of the harm i.e. the resultant injury or ill health effect. If there are no hazards there are no risks.

The regulations require that risk assessments are **'suitable and sufficient'** in that they should identify all the significant hazards present within the business and its activities and that they should be proportionate to the risk. The assessment should cover all risks that are reasonably foreseeable.

The risk assessment must identify all those people who may be affected by the hazard, whether they are workers or others, such as members of the public.

We may be controlling risks in various ways, determining the effectiveness of those controls is part of the risk assessment process.

Health and safety law does not demand absolute safety when considering what safety controls are required but measures taken should go as far as is **'reasonably practicable'**; a balance between risk and costs, the greater the risk the greater the need to commit resources in terms of time and money to remove or control the risk.

It is a legal requirement that the significant findings of our risk assessments are brought to the attention of our employees.

Carrying out risk assessments

Those who are involved in risk assessments should:

- be competent;
- have knowledge and experience of working procedures in practice, potential dangers and strengths and weaknesses of existing precautions;
- have knowledge and experience of how to solve problems identified by the assessment;
- be in a position to give the commitment, co-operation and resources required to implement the assessment results.

It is important that the person carrying out the risk assessment is competent. This means that the person must have the necessary skills and knowledge gained through experience and training and may have qualifications that enable them to make sound judgments.

The five stages of risk assessment

STEP 1 - IDENTIFY THE HAZARDS

Look for hazards by walking around the workplace. List the hazards that could reasonably be expected to cause harm. Ask for the opinion of employees as they may have noticed things that are not immediately obvious.

Examples of hazards include:

- cables trailing over floors;
- fire;
- chemicals;
- work benches which are too high or too low;
- electricity;
- loads which have to be moved manually;
- work equipment;
- working environment e.g. ventilation, lighting, heating.

STEP 2 - IDENTIFY WHO MAY BE HARMED AND HOW

List groups of people and individuals who may be affected by the hazards e.g.:

- staff;
- members of the public;
- contractors on the premises.

Pay particular attention to vulnerable persons, e.g. those with disabilities, visitors, female employees who are pregnant or who have recently returned to work after having a baby, inexperienced employees or young persons.

STEP 3 - EVALUATE AND CONTROL THE RISK

Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or if more should be done. When evaluating the extent of the risk, account should be taken of the chance of some harm occurring (likelihood), the likely severity of this, and the number of people who could be affected. The formula:

Severity x Likelihood = Risk

Is used on the risk forms within this policy manual

Even after all precautions have been taken some risk may remain. Ensure the precautions in place meet standards set by legal requirements comply with a recognised standard, represent good practice and reduce the risk as far as is reasonably practicable.

Where additional controls or further action are necessary to reduce the risk, decide what more could reasonably be done by adopting the following principles:

- avoid the risk completely;
- evaluate risks which cannot be avoided;
- combat risks at source;
- adapt work to the individual;
- make use of technical progress;

- replace the dangerous with none or less dangerous;
- develop an overall prevention policy;
- give priority to measures which protect the greatest number of people;
- give appropriate instructions to employees.

IMPLEMENTING AN ACTION PLAN

Once the level of risk has been determined and the control measures needed to reduce or eliminate the risk established, an action plan should be drawn up with timescales for implementation of the control measures.

STEP 4 - RECORD YOUR FINDINGS

The significant findings of the assessment must be recorded since these provide evidence that something has been done, it is also a legal requirement. Keep any written assessments for future reference and ensure that employees are informed of the findings and control measures, either existing or additional, that have to be observed and used. In some circumstances the findings of the risk assessment should also be given to others who could be affected, for example agency workers, contractors etc.

Hazards and example controls

Hazard	Example control measures
Manual handling	Mechanical aids, hoists, getting assistance, breaking loads into smaller units, training
Hazardous substances	Substitution for less hazardous alternatives, extract ventilation, personal protective equipment, training
Work equipment (machinery, tools, etc.)	Guarding, demarcation of danger zones, restricted operation and use planned preventative maintenance, training
Ladders	Avoid working at height. correct type of ladder/stepladders, maintained, training
Electricity	Insulated tools, residual circuit breakers, fuses, earthing, inspection and testing of systems and appliances
Stairs, etc	Good lighting, handrails, non-slip surfaces, slightly raised/highlighted front edges
Fire	Detection/warning systems, fire drills, extinguishers, signs, suitable storage facilities for substances and goods, fire retardant furniture and fittings
Noise	Reduction at source, isolation, ear protection, demarcation of danger zones
Stress	Reduce/increase workload, more control over work, work suitable for the individual, avoidance of monotonous repetitive work
Work environment	Good lighting, ventilation, redesign layout of area, heaters/coolers

STEP 5 - MONITOR AND REVIEW THE ASSESSMENT

It is important that the control measures are monitored and that records are kept. A regular review of the assessments should be made to take into account any changes to the methods or systems of work. You should also review the assessment following an accident, where there has been a significant change to the work, if new information comes to light, or if there is any other reason to believe that it may no longer be valid. Following the review, additional control measures should be implemented if required. Even if there are no significant changes since the original risk assessment, it should be regularly reviewed to confirm that it is still relevant and valid.

Fire Risk Assessment

A fire risk assessment is an organised and methodical look at the premises, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises.

The aims of the fire risk assessment are:

- to identify the fire hazards;
- to reduce the risk of those hazards causing harm to as low as reasonably practicable;
- to decide what physical fire precautions and management arrangements are;
- necessary to ensure the safety of people in your premises if a fire does start.

The significant findings of the fire risk assessment, the actions to be taken as a result of the assessment and details of anyone especially at risk must be recorded.

It is important that the fire risk assessment is carried out in a practical and systematic way and that enough time is allocated to do a proper job. It must take the whole of your premises into account, including outdoor locations and any rooms and areas that are rarely used. Small premises may be able to assess as a whole, in larger premises you may find it helpful to divide them into rooms or a series of assessment areas using natural boundaries, e.g. process areas, offices, stores, as well as corridors, stairways and external routes.

Risk assessments must take account of other users of the buildings and co-operation, and communication of hazard and risk must be shared between businesses to ensure a co-ordinated response is prepared and implemented.

You need to appoint one or more competent persons to carry out any of the preventive and protective measures needed to comply with the legislation. This person could be you, or an appropriately trained, employee or, where appropriate, a third party.

Your fire risk assessment should demonstrate that, as far as is reasonable, you have considered the needs of all relevant persons, including disabled people.

Six Steps to Fire Risk Assessment

1. Identify the hazards

- Sources of ignition
- Sources of fuel
- Sources of oxygen.

2. Identify people at risk

- Employees
- People in and around the premises
- Vulnerable persons, disabled etc.

3. Evaluate, remove, reduce and protect from risk

- Evaluate the risk of fire occurring
- Evaluate the risk to people from fire
- Remove or reduce the fire hazards
- Remove or reduce the risks to people.

4. Consider:

- Detection and warning
- Fire fighting
- Escape routes and travel distances
- Lighting
- Signs and notices
- Maintenance.

5. Record, plan, inform, instruct and train

- Record the significant findings and action taken
- Prepare an emergency plan
- Inform and instruct relevant people; co-operate and co-ordinate with other businesses
- Provide training.

6. Review

- Keep assessment under review
- Revise where necessary.

MONITORING HEALTH AND SAFETY

8. MONITORING OF HEALTH AND SAFETY

Measurement is essential to maintain and improve our health and safety performance to identify how effectively we are controlling risks and how well we are developing a positive health and safety culture.

There are two types of performance monitoring, active and reactive.

Proactive monitoring

Monitoring is a line manager's responsibility and each of the key management positions are expected to play their part in monitoring achievement against relevant health and safety standards. Managers will be expected to provide evidence that they have carried out monitoring within their areas of responsibility and they are reinforcing their commitment to health and safety objectives in general and helping to develop a health and safety culture.

This approach to proactive monitoring gives the charity feedback on its performance before an accident, incident or case of ill health.

Managers and supervisors with defined health and safety responsibilities must monitor in detail the areas for which they have day to day control. Much of this checking will be informal and not recorded but formalised, structured checks are also essential to ensure all areas are covered and to demonstrate compliance to senior managers who must in turn seek assurance that first line monitoring is taking place.

Employees who take a proactive interest or represent groups for health and safety can also be involved with monitoring and may take the format of a health and safety tour or if more formally via a devised checklist.

Reactive monitoring

Reactive monitoring of events including accidents, incidents, cases of ill health or property damage provide an opportunity to check performance and learn from mistakes and improve control measures.

Trends and common features arising from accident and incident investigation can identify jobs or activities where future health and safety initiatives would be most beneficial. Investigations may also provide valuable information in the event of legal action or an employee claim.