



Health & Safety Policy September 2023-2024	
<b>AIM:</b>	To provide clear direction to staff and others about expected codes of behaviour in dealing with Health & Safety.
<b>NAMED STAFF/PERSONNEL WITH SPECIFIC RESPONSIBILITY FOR HEALTH &amp; SAFETY</b>	<ul style="list-style-type: none"><li>• <b>Lead</b> – Steve Egan</li><li>• <b>Deputies</b> – Anita McGreevy</li><li>• <b>Nominated Trustee</b> – Dave Walker</li></ul>
<b>DISTRIBUTION:</b>	<ul style="list-style-type: none"><li>• CWP staff, volunteers and learners</li><li>• Service users</li><li>• Website</li></ul>
<b>DATE FOR IMPLEMENTATION:</b>	1 <sup>st</sup> September 2023
<b>DATE OF NEXT REVIEW:</b>	31 <sup>st</sup> August 2024
<b>AUTHOR:</b>	Steve Egan – CEO
<b>APPROVED BY:</b>	Bill Adams– Chair of Trustees

## Health & Safety Policy

### Introduction

CWP is concerned to ensure that all staff and students have safe working and learning conditions. It is the responsibility of the CEO, or the person responsible for the staff and students, to ensure that working conditions are safe. General guidance would always be to err on the side of caution. Where, in these notes, action is required, it is the responsibility of the CEO to either carry it out or see that it is done.

### Induction

All staff must be given health and safety induction training when they start work. This may be combined with other useful information but should at least cover basic health and safety training such as fire, first aid, use of VDU's and manual handling.

### Standard Practice

In order to ensure the safety of the centre users CWP will:

- Have a designated person in the centre responsible for H & S.
- Have a first aider or nominated person and accident book.
- Display all required notices and posters, First Aid, Safeguarding, H&S at work.
- Have effective emergency procedures.

### CWP will ensure that there are:

Safe systems of work and training where staff and learners are clear who to report to and what to do in an emergency.

- Regular risk assessments, which includes a section on fire and covers specific risks to people with a disability, children and people with special needs.
- Regular fire drills (twice a year) and regular testing of alarms, weekly.
- Systems in place for investigating accidents.
- Display Screen Equipment assessments.
- Regular inspections and maintenance of equipment.
- Regular tests of portable electrical equipment.
- Training courses/materials available for staff and students whose job involves manual handling and lifting.
- Communicating findings of risk assessments to staff and completing written records of action taken.
- Clear communication of CWP's smoking policy and that smoking is not allowed in any enclosed or substantially enclosed spaces.

### Housekeeping

The centre must be kept clean and tidy to avoid the creation of hazards. Poor standards of housekeeping are a common cause of injury and can create unnecessary fire hazards.

To ensure that satisfactory standards of housekeeping are achieved the following arrangements are adhered to:

- Regular checks that the centre is free from hazards.

## Health & Safety Policy

- All articles are put away immediately after use.
- Any spillages etc. are cleaned up immediately.
- There are no objects left in walkways.
- When required special arrangements are made for the removal of unusual or extra-large objects or substances.
- Articles or substances are stored in designated areas.
- The centre is tidy and articles and substances have been put away at the end of the day.

### Fire

CWP will ensure fire safety in the building complies with the fire safety legislation. Fire risk assessment will be carried out by a 'competent person'. The competent person can be someone who has comprehensive training or experience in fire risk assessing. A written record of the fire safety assessment will be kept and reviewed and updated regularly.

CWP will ensure that all fire exits are clearly signposted, that there are light-weight fire extinguishers available, that these are of the correct type (water extinguishers used on electrical equipment will not only damage the equipment but probably kill the user of the extinguisher as well)

CWP has an extensive fire alarm system that covers all zones in the building. The Fire Zone plan is listed and displayed above the Fire Panel.

A check of one call point of the fire alarm system is tested each week in rotation and a record of this test kept. Fire action procedures must be displayed, and a fire drill must be held at least twice a year. CWP will commission an external fire expert to carry out 6 monthly checks.

CWP will provide appropriate information, instruction and training to employees, non-employees such as students, volunteers and/or temporary or contract workers about the risks and fire safety procedures for the premises, and who the competent nominated person is. Peter Hall is the designated Fire Marshall. His deputy is Lauren Gutteridge.

The following general provisions will apply:

- (a) Fire extinguishers will be provided and maintained in an efficient working order in all offices.
- (b) In no circumstances may fire extinguishers be used as door wedges.
- (c) In no circumstances may fire doors be propped open.
- (d) Fire exit routes should always be kept clear.
- (e) Clear fire action procedures will be posted in all buildings.
- (f) Regular fire practices will be held not less frequently than twice a year.
- (g) Where fire alarms are installed, at least one detector, call point or end of line test switch will be tested once a week.
- (h) Fire risk assessments will be carried out.
- (i) All staff will be expected to complete CWP Fire Safety test.

## Health & Safety Policy

### Electrical Equipment

Electrical equipment is a potential health hazard. Thus, all electrical equipment must be visually checked on an ongoing basis.

During visual inspections CWP will ensure that there are no trailing leads or cables across floors and that fittings are properly maintained. Broken sockets and frayed wiring will be replaced immediately. Nobody should attempt to carry out any electrical work, regardless of how simple it may be, unless they are certain that they know what they are doing.

Where technical knowledge or experience is necessary to prevent danger or injury from electrical equipment, a competent electrician will be called to check the equipment. For example, any electrical piece of apparatus that gives people shocks or occasionally flashes will be put out of use until such time as it has been checked by an electrician.

### Manual Handling

Incorrect handling of even relatively light items can result in injury. Staff should not handle anything at work that they would not in their home or that is likely to cause them injury. When manual handling is unavoidable training in correct lifting and handling techniques will be provided before moving furniture or equipment. If there is frequent movement of equipment manual handling aids such as trolleys are available.

### Asbestos

Where we have responsibility to repair and maintain premises which may contain asbestos, an assessment needs to be made to find out if there are, or may be, asbestos containing materials within the premises. A record should be made of the location and condition of the asbestos materials and any risk managed. All works on asbestos shall be carried out by licensed contractors details of which can be obtained from the Asbestos Removal Contractors Association (ARCA), ARCA House 237 Branston Road, Burton-on-Trent, Staffordshire DE14 3BT, Tel: 01283 531126 Fax: 01283 568228 [www.arca.org.uk](http://www.arca.org.uk)

### Gas

Where we have a duty to maintain gas appliances, we will ensure that an annual safety check is carried out by an approved person (CORGI), and that a record is kept for at least two years.

If there is a smell of gas the building must be evacuated immediately, following the evacuation procedure, and gas board should be contacted.

### Fumes

Some photocopiers, duplicators, and other equipment give off fumes from the chemicals used in the processes. Such equipment should always be used in a well-ventilated space and should not be used at all if such precautions are not possible.

## Health & Safety Policy

### Flooring

Many accidents occur through people falling because of tripping over torn carpet or sliding on wet floors. Damaged flooring should be dealt with immediately even if it is only taped down until a more permanent repair can be made.

### Display Screen Equipment (DSE)

Visual Display Units (VDU's) are blamed for a wide range of health problems such as fatigue, eye strain, upper limb problems and backache. In most cases the problems do not arise directly from the VDU's themselves but from the way in which they are used. Most problems can be avoided by the proper use and arrangement of the VDU and its workstation.

To assess and reduce risks CWP will analyse workstations, make sure controls are in place, provide information and training, provide eye and eyesight test on request, and special spectacles if needed.

Although people's comfort levels vary considerably, nobody working at a VDU is expected to work for a period of more than an hour without a break. A break needs be no more than the few minutes it takes to make a cup of tea or go to the loo, so they are likely to occur as part of the normal work pattern anyway.

If any member of staff complains of headaches after using a VDU they should be encouraged to undergo a thorough eye test, any reasonable expenses in connection with which would be borne by CWP, and if they continue to have difficulties their use of VDUs should be restricted with more frequent breaks.

If they continue to have difficulties thought may need to be given to relocating them into a job where VDU use is not necessary. However, all regular users of VDU are entitled to an eye test at CWP's expense up to a maximum of £20. If glasses are then prescribed for work on the VDU CWP will pay any reasonable cost of basic lenses up to a maximum of £40 and frames up to a maximum of £35.

The latest advice from the HSE is that there is no scientific evidence that the use of display screen equipment poses any risk to the health of pregnant workers or their unborn child. The extremely low levels of radiation produced by VDU's have not been shown to cause any damage. If a pregnant member of staff is anxious about working with VDU's these concerns should be discussed sensitively and sympathetically with their manager. If they have any residual concerns, they should be encouraged to contact their doctor for advice.

### Smoking & Vaping

Smoking can be a real health risk, not only to smokers but to passive smokers too. Due to this there are several pieces of legislation related to smoking in the UK. Whilst the evidence regarding vaping is at present unclear CWP treats vaping in the same context as smoking.

CWP has a legal requirement to ensure that all our public spaces and workplaces are smoke-free. Therefore, anyone wishing to smoke must do so outside and away from the premises.

The smoking ban covers places which are 'wholly enclosed' or 'substantially enclosed'. 'Wholly enclosed' means anywhere indoors which clearly means that smoking rooms are no longer legal. 'Substantially enclosed' means an area with a ceiling or roof with walls around at least half of its perimeter. Windows

## Health & Safety Policy

and doors cannot be considered as not being enclosed when making the calculation about how much of the space is enclosed.

Smoking is also not permitted in company vehicles. Privately owned vehicles do not have to be smoke free if they are used for predominately private purposes. If a private vehicle is used predominately for business purposes, it must be smoke free at all times. Anyone who uses their own car for CWP work should ensure that they do not smoke if they have a work-related passenger e.g., a work colleague, learner, volunteer, client etc.

Under the legislation, no smoking signs must be displayed in CWP building somewhere near the entrance so that anyone entering the building is clear that smoking is not permitted.

The failure to comply with CWP's smoke policy could lead to disciplinary action being taken.

### Accidents

Even the slightest accident must be taken seriously. All accidents must be recorded in the accident book and care must be taken to take immediate steps to remedy any obvious causes.

Accidents which result in death, or a specified injury must be reported without delay to Health and Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

Accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident but including weekends and other rest days) must be reported within 15 days of the accident.

### First Aid

First aiders are qualified staff who have received training and passed an examination in accordance with Health and Safety Executive requirements. An appointed person does not need to be qualified but is responsible for looking after the first aid equipment and should preferably know how to use it. It is recommended that an appointed person undergo emergency first aid training.

CWP will have a standard first aid box containing:

- a leaflet giving general guidance on first aid (for example, HSE's leaflet)
- 20 individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary)
- two sterile eye pads.
- two individually wrapped triangular bandages, preferably sterile.
- six safety pins.
- two large sterile individually wrapped unmedicated wound dressings.
- six medium-sized sterile individually wrapped unmedicated wound dressings.
- at least three pairs of disposable gloves

It is imperative that all staff, volunteers, trainees and in fact anyone else using the building should know who the health and safety officer is and where the first aid box, fire extinguishers, fire points or accident

## Health & Safety Policy

book are. Hence a copy of CWP's Health and Safety Provisions notice must be completed and displayed in the building.

CWP designated First Aider is Molly Simcock. Her Deputy is Mark Barlow. The First Aid box is located in the reception desk area. Additional First Aid boxes are in Child Care, Music, Hair & Beauty.

### Preventative medicine

Staff should be encouraged to take advantage of local screening preventive medicine facilities such as cervical cancer. It is normal expectation on managers either to have this information posted up in the office, or at the very least know where it is readily available to staff. As with routine dental and medical check-ups staff should wherever possible arrange appointments outside working time or at a time to cause minimal disruption to work.

### Risk Assessment

The purpose of a risk assessment is to examine what could cause harm to people and to decide whether you have taken enough precautions or should do more to prevent them.

Assessments will be reviewed yearly or when they are, or are thought to be, no longer valid or when the nature of CWP work undertaken at that location changes, whichever is sooner.

In areas under the control of another employer or organisation, CWP will take appropriate steps to ensure that such assessments are made by that employer in compliance with legislative requirements and HSE requirements and that all staff, volunteers and learners are made aware of all safety arrangements.

An assessment should answer two questions:

- What can go wrong at the workplace/ place of study and,
- How can this be prevented from happening.

In order to reply to the first question, you need to identify the hazards in the premises.

'Hazard' is anything used at work or arising from work activities which may potentially endanger people's health and safety.

Whereas 'risk' is the chance, great or small, that someone will be harmed by the hazard.

### Carrying out the assessment

CWP will take the following guidelines when carrying out the assessment. What follows is a general reminder.

No staff member may carry out a risk assessment before being trained on the Health and Safety Regulations.

The risk assessment is carried out by Steve Egan with support of department tutors and will consist of a walk around the building looking for hazards that could cause harm. They should ignore the trivial and concentrate on significant hazards which could result in serious harm.

## Health & Safety Policy

It is important to decide who might be harmed and consider individuals needs and circumstances; consider, along with staff, those who are not in the office all the time like cleaners, maintenance people, visitors, learners and volunteers. Assessments should also take account of any specific risks to new or expectant mothers.

The existing control measures against each significant hazard should be considered. If they are sufficient and the risk is minimal there is no need to take any further action. However, if further action is required all steps should be taken in order to remove the hazard or minimise the risk.

All staff and other centre users should be informed of the findings.

The findings should be recorded and reviewed yearly or when they are, or thought to be, no longer valid, whichever is sooner.

### Legionnaires Diseases

Legionnaires' disease is a potentially fatal pneumonia caused by Legionella bacteria. Water systems that present the greatest risk are cooling towers, evaporative condensers, and systems that mix hot and cold water. They survive in low temperatures and thrive between 20°C - 45°C. Infection is caused by breathing in small droplets of water contaminated by the bacteria. The Centre Manager needs to identify whether there is a potential risk and take suitable precautions.

### Staff Safety and Building Security

Below there are various steps that should be taken to reduce the risk of any incidents at CWP, where staff members or centre users can be threatened.

CWP believe that prevention is better than cure and that, although there are various things that can be done when an attack is threatened, there is a great deal more that can be done before hand to reduce the chances of this ever arising. In particular:

- In order to prevent unauthorised entry to CWP building entry phones or combination locks are in use.
- The approaches to the centre should be kept clean, tidy and attractive and make them look as if they are owned.
- Consideration should be given to the needs of staff who may work on their own, travel on their own or who may be working outside of the office or after normal office hours. Not only should they be able to work securely but they should also be quite clear about what to do if they find themselves besieged by somebody who causes them concern.

When threats are issued, the CEO or Management Board should be immediately notified. The police will normally be advised and, if necessary, solicitors will be involved. Consideration should be given to the risks of confrontation and thought could be given to enabling threatened staff to work from home for a short period of time.

If a confrontation does occur and somebody is being threatened, they should be clear that there is no expectation whatsoever from CWP that they should take any risk in defending CWP property.

## Health & Safety Policy

This would apply even if the individual was demanding access to confidential material. There are **no** circumstances in which CWP staff are expected to put themselves at risk of physical injury in the course of their duties.

If staff become concerned about the risk of possible assault or other unpleasantness, the matter should be taken very seriously and be dealt with promptly. This is not to deny that some members of staff may be being unnecessarily anxious, but fears are real and must be seriously addressed and only be disregarded if a careful enquiry has shown them to be unjustified.

The CEO will be expected to use some imagination in tackling such problems CWP undertakes, within reasonable bounds, to support financially any sensible precautions which can be taken to ensure staff safety at work.

### Mobile phones

The use of mobile phones (whether listening, speaking, or 'texting') while driving on CWP business, is forbidden. This includes 'hands-free' models. Mobile phones should only be used when the driver has safely stopped.

### Stress

Stress is a workplace health and safety issue. If any member of staff brings to the attention of any other member of staff, it should be reported to the CEO and or the Management Board. CWP will take all necessary steps to help alleviate the problem including time off work and or referral to a counsellor.

### Toilets

Toilets and washing facilities will be provided in all buildings in accordance with statutory requirements.

### Cleaning

The cleanliness and tidiness of offices is an important contributory factor towards safety. The organisation will ensure that all its offices are cleaned on a regular basis and are kept at an adequate level of cleanliness and tidiness.

### Temperature

CWP will ensure that during working hours the temperature in offices is reasonable and be at least 16 degrees Celsius.

### Lighting

CWP centre will have suitable and sufficient lighting. Lights should not be allowed to become obscured, for example by filing cabinets.

### Water

If drinking water cannot be obtained by means of a tap from a mains supply, CWP will provide water in refillable containers.

## Health & Safety Policy

### Emergency Procedures

Each CWP location will have an emergency procedure providing names and contact details of staff, landlords, suppliers etc. This information will be updated and kept by the most senior manager (or a person designated by them) at that location.

### Health & Safety Checklist - Documentation

- Organisation Safety Policy issued to all staff, learners and volunteers.
- Risk Assessment Record kept available and up to date.
- Handouts provided to all learners and/or volunteers where appropriate.

### Induction

- Staff - communicate the organisation's safety policy and rules as part of their induction.
- Learners and Volunteers - policies and practices explained. Workplace hazards raised with individual Learners/volunteers.

### Training

- Ensure staff with specific duties relating to health and safety e.g., first aiders, fire officers, safety officers are effectively trained and are clear of their role.
- Ensure that staff who have an overall health and safety responsibility attended a Health and Safety course and refresh their knowledge every 2 years.
- Ensure VDU users are trained in the assessment and reduction of risks associated with the use of VDU's.
- Allow time off for Safety representatives to go onto relevant courses.

### Equipment

Ensure no unauthorised learner, volunteer or staff have access to dangerous equipment.

- Equipment has proper guards and safety devices and is maintained regularly.

### Fire

- Procedures are displayed.
- A fire risk assessment is carried out.
- Regular fire drills are carried out – at least twice a year.
- Extinguishers are provided.

### Notices & Posters

In addition to the above also the following must be displayed:

- Health and Safety Law poster.
- Employers Liability Certificate.
- CWP's Health and Safety Provisions Notice.

## Health & Safety Policy

- CWP's other posters relevant to the activity in the premises

### BACKGROUND

The legal basis for health and safety in the workplace is primarily the Health and Safety at Work Act 1974 and many regulations made under the Act. In addition, there are Approved Codes of Practice issued to help employees comply with the legislation. CWP has a legal obligation to obey all this legislation which it fully accepts. The policy that follows reflects that acceptance and covers the main areas of concern. However:

- a) the policy is necessarily general. Individual projects may need to prepare health and safety statements relating to specific activities.
- b) fuller information, including the main legislation and codes of practice are available for inspection at headquarters on request.

### Capabilities & Training

CWP will, in entrusting tasks to employees consider their capabilities as regards Health and Safety and will provide adequate training in health and safety that will cover the following areas:

- (a) Communicating CWP policy and health and safety rules to employees
- (b) Ensuring that managers are aware of their responsibilities
- (c) Providing appropriate training for staff with specific duties relating to health and safety e.g. first aiders, fire officers
- (d) Assessment and reduction of risks associated with the use of VDUs

### Monitoring

CWP is committed to ensuring the effective implementation of this policy and to this end will periodically carry out office audits and monitoring.

This policy will be reviewed on an annual basis.