



## Eden Gate Newport

- **Improving communities by tackling homelessness and substance dependence**

## Health & Safety Policy

Date authorised by EDEN GATE 17 <sup>th</sup> May 2016	Developed by Marc Hepton	Date of Review: 17 <sup>th</sup> May 2017
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## **1. HEALTH AND SAFETY POLICY STATEMENT**

The Trustees and management of EDEN GATE accept responsibility under the Health and Safety at Work Act 1974:

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our employees through the staff forum on matters affecting their health and safety;
- To provide and maintain safe plant and equipment;
- To ensure safe handling and use of dangerous substances;
- To provide information, instruction and supervision for employees;
- To ensure all employees are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cases of work related ill-health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals.

EDEN GATE will make available resources to address any of the above.

Signed:

Employer:

Date: 18<sup>th</sup> May 2016

Review date: 17<sup>th</sup> May 2017

## **2. ORGANISATIONAL ARRANGEMENTS**

Overall and final responsibility for Health & Safety, Fire Safety and Food Hygiene at EDEN GATE lies with the Board of Trustees.

The person with corporate responsibility for Health & Safety, Fire Safety and Food Hygiene is the Chair of the Trustees

Day-to-day co-ordination and operational health and safety related matters and advice is carried out by the Operations Manager. Appropriate health and safety training will be organised.

The Operations Manager is responsible for implementing EDEN GATE'S Health & Safety Policies at EDEN GATE offices, outreach premises, voluntary sector placements and for ensuring that staff and volunteers receive adequate appropriate training.

At voluntary sector placements, the Operations Manager is responsible for implementing EDEN GATE'S Health & Safety policies and for liaison with host providers. They have the authority to take any remedial action deemed necessary in the event of Health and Safety regulations being abused at placement.

All employees and volunteers will:

- Co-operate with the Operations Manager on Health and Safety matters
- Not interfere with anything provided to safeguard their Health and Safety
- Take reasonable care of their own and others Health and Safety
- Report all Health and Safety concerns to the Operations Manager (as detailed in this policy document)
- Comply with safe working methods and control procedures that have been laid down for the work activities that are undertaken
- Not do anything that would put either their own safety or that of others at risk

Whilst unusual, employees should be aware that individuals can be prosecuted under the Health and Safety at Work Act instead of, or as well as the employer depending on the circumstances. It is therefore extremely important that all relevant procedures are followed.

## **3. Risk Assessments & Annual Health & Safety**

Risk assessments are carried out to identify hazards and develop methods of reducing the likelihood of incidents occurring. The findings of these risk assessments then determine safe working practices to be adopted and help identify any relevant training needs. Any technical guidance on any safety matter should be sought from the Operations Manager.

It is everyone's responsibility to maintain a safe working environment and all EDEN GATE staff and volunteers play an essential role in the identification and reporting of hazards in the workplace.

In compliance with the Health and Safety Executive's (HSE's) five steps to risk assessment EDEN GATE will:

1. Identify the hazards. A hazard is anything that may cause harm, such as chemicals, electricity, an open drawer, trailing cables etc.
2. Decide who might be harmed and how.
3. Evaluate the risks and decide on precautions. The risk is the chance, high or low, that somebody could be harmed by these or other hazards, together with an indication of how serious the harm could be.
4. Record and implement findings.
5. Review the risk assessment and update if necessary.

See also EDEN GATE'S Risk Assessment Policy dated .....

#### **4. RESPONSIBILITIES**

##### **A. Operations Manager**

The Operations Manager is responsible for:

- a) Providing, as far as it is reasonably practicable, a working environment, equipment and systems of work, which are free from hazard and without risk to health
- b) Recording incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). (See section in this policy on Accident Recording and Reporting.)
- c) Ensuring that fire drills are carried out at EDEN GATE buildings at regular intervals and recorded in the on-site fire safety log book
- d) Ensuring safety officers, fire wardens and first aiders are appointed at EDEN GATE offices and/or where applicable
- e) Ensuring that good housekeeping standards are maintained
- f) Identifying all equipment needing maintenance and ensuring that all safety equipment is maintained
- g) Ensuring that First Aid arrangements, including qualified First Aiders, are in order.
- h) Ensuring that an up to date health and safety law poster is displayed at EDEN GATE offices.
- i) Ensuring that all employees and volunteers receive Health and Safety Awareness training at induction and as and when necessary.
- j) Arranging and monitoring supervision of young workers/trainees.
- k) Recording all Health and Safety concerns.
- l) Carrying out Risk Assessments.
- m) Collating health & safety risk assessment reports.
- n) Collating accident reports and taking further action as appropriate.

- o)** Liaising with EDEN GATE'S Executive Board on Health and Safety matters.
- p)** Reporting relevant accidents, diseases and dangerous occurrences to the enforcing authority.
- q)** Investigate accidents and work related causes of sickness absences as appropriate.
- r)** Arranging electrical equipment checks and fire equipment checks on a recommended regular basis
- s)** Identifying, arranging and monitoring the Health & Safety, Fire Safety and where appropriate Food Safety training.
- t)** Reporting to the Board on all aspects of Health & Safety, Fire Safety and Food Safety.

### **B. All Staff/Volunteers**

All staff/volunteers are responsible for:

- a)** Acting in a responsible manner to ensure their own and other people's health and safety.
- b)** Recording all accidents in the accident book. In the event of an accident, a form should be completed and removed from the book. One copy of the form is retained centrally; a copy should be retained by the project lead Operations Manager.
- c)** Informing the Operations Manager if they are injured at work, have seen a dangerous occurrence, a near miss or if their doctor has certified that they have a work related reportable disease.
- d)** Reporting any equipment requiring maintenance.
- e)** Reporting all incidents of violence and aggression, bullying and harassment. These behaviours are serious breaches of Health and Safety and all incidents must be reported.
- f)** Complying with the law on mobile phone use. Staff/volunteers must not answer or use mobile phones whilst driving. It is against the law.
- g)** Complying with the Lone Working Policy. Staff/volunteers should not:
  - visit private homes unless accompanied by a colleague
  - work alone at outside venues, particularly outside normal working hours
  - use their cars for the transport of clients, unless accompanied by a colleague.
- h)** It is also strongly recommended that EDEN GATE offices should always be staffed by a minimum of two staff.
- i)** Ensuring that their motor insurance policy covers them for business use.

## **5. ACCIDENT REPORTING AND RECORDING**

In the event of an accident staff/volunteers must:

- a) Record all details of the accident in the accident book. One copy of the accident form will be retained centrally, the other copy may be retained by the Project Lead/ Operations Manager.
- b) Immediately notify the Board of trustees under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), should any of the following occur:

**Deaths, major injuries, incapacitation of a worker, reportable disease, injury whilst travelling on EDEN GATE business**

## **6.PREGNANCY/NURSING MOTHERS**

Women who are pregnant, have given birth within the past six months or are breast feeding must let us know so that a Risk Assessment can be completed. EDEN GATE has a legal duty to make sure that working conditions will not put the health of a pregnant women/nursing mother or a baby at risk.

## **7. FIRE SAFETY**

- a) All EDEN GATE offices including outreach office provision must maintain a Staff Registration Board and a Visitors book.
- b) Fire doors and escape routes must be clearly marked and never obstructed
- c) Fire instructions must be prominently displayed
- d) Fire extinguishers must be serviced annually
- e) In the event of a fire, the person discovering it should activate the fire alarm and contact the fire service by dialling 999.
- f) On hearing the alarm all persons in the building should leave in an orderly manner and proceed to the fire assembly point. A roll call must be made by the Operations Manager or delegated team leader to ensure that everyone who is recorded on the registration board and visitors book is accounted for.

**ON NO ACCOUNT SHOULD ANYONE RE-ENTER THE BUILDING UNTIL AUTHORISED BY THE FIRE SERVICE OR APPROPRIATE EDEN GATE OFFICER.**

### **Fire Drills**

At every office someone will be appointed to take charge of fire drills. This person will have sole responsibility for deciding when fire drills take place. This person will activate the alarm and record time, date and evacuation times in the log book.

When the fire alarm sounds it must always be assumed that there is a fire and everyone must evacuate the building. Failure to respond will be treated as Misconduct. Illegal activation of the fire alarm will be treated as **GROSS MISCONDUCT**.

## **8. FIRST AID PROVISION**

First aid cover is provided in compliance with the regulations.

First Aid boxes must be kept in a prominent position in the office and should be regularly checked and restocked as necessary. The names of qualified first aiders will be clearly displayed and made known to staff on induction and subsequently updated when any

changes occur.

**ALL accidents must** be recorded in the accident book which is kept next to the first aid boxes.

### **Review and Revision Arrangements**

This policy will be reviewed on a regular basis by EDEN GATE'S Executive Board and the Senior Management team in consultation with Line Managers and the Staff Forum.

### **Associated Documents**

Lone Working Policy

## 9. SOURCES OF FURTHER INFORMATION

“An Introduction to Health and Safety; what you should know about - where to get more information.” <http://www.hse.gov.uk/pbns/indg259.pdf>

“Essentials of Health and Safety at Work (Fourth Edition)” - HSE books ISBN 0717661792

“Control of Substances Hazardous to Health (COSHH) Regulations 2002

“Manual Handling Operations Regulations 1992”

“Health and Safety (Display Screen Equipment) Regulations 1992”

“The Regulatory Reform (Fire Safety) Order 2005”

“Management of Health & Safety at Work Regulations 1999”

“Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)”

Use online form F2508 to report incidents under RIDDOR or

Tel: 0845 300 9923 Fax: 0845 300 9924. email: [riddor@natbrit.com](mailto:riddor@natbrit.com)

Incident Contact Centre (ICC), Caerphilly Business Park, Caerphilly CF83 3GG

[www.riddor.gov.uk](http://www.riddor.gov.uk)

[www.hse.gov.uk](http://www.hse.gov.uk)