

POLICIES AND PROCEDURES

Health and Safety Policy

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Cross Reference	Kensington Resource Centre Emergency Fire Safety procedures, Aspired Futures Staff Handbook, Health and Safety at Work Act 1974
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Purpose of this document

The Trustees of Aspired Futures (AF) recognise and accept their overall responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions, which are safe, healthy and comply with all statutory requirements and codes of practice and to ensure the health and safety of any other person who may be affected by the operations of AF.

AF will endeavour to create and develop a working environment in which there is an awareness of the vital importance of health and safety and which encourages all employees and volunteers to participate in developing and practising safe working methods and to have regard for the welfare of themselves and others.

Details of Policy

Organisational Responsibilities

The Trustees of AF have the following responsibilities

- The provision and maintenance of a safe place of work with safe access to and egress from it
- A working environment that is free from hazard and risk to health
- Equipment and systems of work that are safe and free from risk to health
- Such information, instruction, training and supervision as is necessary to ensure the health and safety of employees and volunteers at work
- Formal systems for identifying hazards
- Adequate first aid facilities
- Adequate means of preventing and fighting fires
- The monitoring and review of the implementation of the health and safety policy

Health and Safety Representative (HS Representative)

Aspired Futures Ltd: a Company Limited by Guarantee (England). Registered office Aspired Futures Ltd. Kensington Foundation Resource Centre, 216 Whitegate Drive, Blackpool, FY3 9JL
Registration number 07381445 : Charity Registration number 1143507

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- The Trustees have delegated responsibility to Head of Services who will maintain safety records conduct accident investigations, assessments and inspections and ensure the health and safety policy is implemented and adhered to.
- The Head of Services will familiarise themselves with all relevant health and safety legislation in order to advise the Trustees.

HS Supervisors

The Head of Services and Service and volunteer manager are responsible for the health and safety of their staff and volunteers, and will:

- Ensure that on joining AF all new employees and volunteers receive an induction and are given training in health and safety matters appropriate to their duties, including accident reporting- Accident & Incident Form for both adults and children and where they are kept, emergency procedures, fire precautions, code of safe conduct and location of first aid box and signs of whom is the First Aider on duty at each session. This forms a compulsory part of the induction.
- Ensure that all employees and volunteers are provided with adequate information, instruction, training and supervision to ensure health and safety of employees and volunteers.
- Ensure that all employees and volunteers are familiar with the AF Health and Safety at Work policy.
- Co-operate with and participate in the investigation of all accidents and conduct of assessments and inspections.
- Within their area of authority, regularly inspect the workplace with regard to the suitability of equipment provided for health and safety of employees and volunteers, check work methods and practices to ensure safe systems of work.

Staff and Volunteers

The success of the health and safety policy and its implementation cannot be ensured unless there is active co-operation from all staff and volunteers. All staff and volunteers have a statutory duty to promote their health and safety and the health and safety of others who may be affected by their actions.

All staff and volunteers:

- Shall make themselves familiar with and conform to the health and safety policy and observe safety rules at all times
- Will work safely and efficiently and with due regard for the health, safety and welfare of others including the public
- Report accidents, incidents and breakages promptly that may lead to injuries
- Report all unsafe conditions that may arise
- Co-operate with management when accidents require investigation
- Comply with statutory obligations and requirements of the codes of practice
- Shall not interfere with or misuse anything provided in the interests of safety
- Shall use any equipment provided in accordance with the training and instruction that they have received

Administrative Arrangements

First Aid

During the induction staff and volunteers will be shown the first aid boxes available in the building. Names of first aiders and appointed persons will be on signs on the walls where the first aid boxes are held so they will know for

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each session who they attend. A nominated member of staff will ensure first aid boxes are replenished when necessary. There must always be at least 1 First aider on duty or accompanying outings.

Accident Reporting

- All accidents, however minor, must be reported to your line manager or a member of the senior management team who will complete an accident report form (near misses, potential hazards and any damage must also be reported immediately). All forms are held in main office at Kensington Resource Centre and held on the individual's personal electronic file.
- All accidents (near misses, potential hazards and damage) will be investigated by the manager who will take responsibility for ensuring that corrective action is taken where appropriate to prevent a recurrence.
- The HS Representative will notify the appropriate authorities where necessary.

Code of Safety Conduct

- Conform to the Health and Safety at Work policy, all health and safety rules and signs, fire precautions and emergency procedures
- Ensure that you understand and follow the safe operation of your duties; ask if you do not understand any aspect of these
- Report all accidents, near misses, potential hazards and damage immediately
- Do not interfere with or misuse anything provided for the health and safety of staff or volunteers
- Do not act in a way that could endanger yourself or others
- Do not run, especially on stairs or steps. Use handrails; never read while walking
- Keep your work area tidy and clear of obstructions
- Clean up any spilled liquids immediately and where possible put up a Wet Floor sign
- In the event of your being called upon to handle bulky or heavy objects, only lift or move what you can easily manage; always bend your knees and keep your back straight – take the stress in your legs, not your back. **GET ASSISTANCE** if in doubt. Do not overreach; do not climb on anything not meant for the purpose; use a ladder, ensuring that it is in good condition
- Electrical equipment is regularly PAT tested annually and is normally safe when properly used, **BUT**:
 - never touch electrical equipment with wet hands
 - always disconnect electrical equipment before moving it
 - never attempt electrical repairs unless authorised
 - always keep electrical supply cables and wires away from wet areas or from where they could be walked over, etc.
 - always switch off equipment if not in use; disconnect from the mains outside normal hours unless instructed otherwise
 - Information and training on any specific hazards and precautions will be issued as appropriate and is available from the HS Representative.

Risk Assessments

- Regular and systematic inspections and risk assessments of all potential hazardous substances and work activities will be made by, or under the authority of, the nominated Trustee and will take into account all the relevant regulations and codes of practice. Specialist advice will be obtained if necessary and the risk assessment will be reviewed periodically. The significant findings will be recorded, and appropriate preventative and/or protective measures taken as necessary.

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Infectious Diseases

- Job applicants and existing staff or volunteers who have an infectious condition will be treated in the same way as any other person except in so far as it puts the health and safety of themselves or others at risk or otherwise adversely affects their ability to perform their duties. All infectious conditions will be reported to appropriate authorities as per Public Health Regulations and will also be reported to OFSTED and the Board of Trustees as soon as possible.

Fire Procedures

- On discovering a fire you should follow the procedures set out in the Kensington Resource Centre Emergency Fire Safety Policy

Fire Precautions

- Potential fire risks need not be dangerous provided that some simple but important precautions are required to be observed by all staff and volunteers.
 - Memorise the evacuation procedure, your emergency exit and assembly point in case of fire
 - Familiarise yourself with the position of firefighting equipment and the correct method of operation of extinguishers and never interfere with or misuse the fire equipment
 - Keep fire exits, routes and access to firefighting equipment clear from any obstructions; do not wedge fire doors open
 - Keep your working area free of waste as far as possible and in particular those areas which are not easily accessible, e.g. under desks, behind radiators, etc. Keep all combustible materials a safe distance from heating appliances and do not place anything on heaters
 - There is to be **NO SMOKING** on the premises
 - If you do see anything which may be a fire hazard, correct it yourself if easy and safe to do so, or report it immediately

Visual Display Unit (VDU) Equipment

It is the policy of AF to optimise use and application of DSE whilst safeguarding the health, welfare and job satisfaction of those involved in operating such equipment. The following should be observed:

- Short, frequent breaks are more satisfactory than occasional, longer breaks, eg, a 5-10-minute break after 50-60 minutes continuous screen and/or keyboard work is likely to be better than a 15 minute break every 2 hours.
- Where the workload includes the operation of a VDU as well as other duties, they should organise their working time so that VDU work is interspersed with other activities whilst maintaining an acceptable level of efficiency and productivity.
- Upon recruitment to jobs involving a significant amount of VDU work staff will be advised to have an eye test, the cost of which will be reimbursed. Where it is advised that glasses are needed, these must be obtained and worn. This procedure will also apply to current staff.
- All VDU users are reminded that regular check-ups are advisable and should not be neglected.
- In certain circumstances, it may be necessary for staff to obtain spectacles for use in VDU work that differ from those worn at other times. Where this is the case, AF may, at its discretion, meet part or all of the cost of the spectacles obtained for use at work.
- Adapt the furniture to fit your body. The lower back needs support; adjust the backrest if necessary. Place feet flat on the floor or use a footrest and use a document holder if necessary.
- Adjust the VDU to increase your comfort. The top should be just below eye level. Contrast and brightness may be adjusted for your individual preference. Position the VDU at a 90° angle to windows if possible.

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- Dim the lights or adjust blinds/curtains if necessary but do not make the room too dark.
- Avoid wearing light coloured clothing which can reflect light on to the screen.
- Look into the distance periodically – at something at least 20 feet away.
- Do some stretching exercises during the day (neck, shoulder, back, wrists, hands and fingers).

Mobile Phones

- When travelling, staff should not use their mobile phone and they should therefore be switched off whilst driving a car as it is against the law. Use of the mobile phone with hands free facility is also not recommended as it can cause distraction and lack of concentration.
- Phones can be set up to take messages which can then be checked at the start or end of a journey when the car is parked.
- Please re-read the safety notes from the phone guide as a reminder.

Manual Handling

Lifting and handling loads incorrectly can cause serious injury including twisted and torn muscles, dislocation and bone fractures, slipped discs and hernias in addition to general fatigue.

All staff and volunteers should observe the following:

- **Examine the object** – for size, shape and weight. Decide how and where to hold. Check for grease, oil and sharp edges.
 - **Clear your path** – of obstructions and tripping hazards.
 - **Know** – where and how you will let the object down.
 - **Get help** – if you have any doubts about lifting objects.
- Staff and volunteers should be aware of their own limitations. Lifting or moving an object should not be attempted unless the employee or volunteer is absolutely sure that it is within his/her capabilities.
 - Lift smoothly, avoid jerky motions and look for alternatives for lifting, pushing or pulling. Wherever necessary use a mechanical aid. Stop work if you feel strain and report to your supervisor immediately.
 - Wherever possible try to break down a heavy load, which can be handled more easily. However, it should be noted that several lighter loads may increase the risk if awkward movements have to be repeated.
 - Where the centre of gravity is not in the middle of the load it must be handled more carefully to avoid injury. Before you attempt to handle an unfamiliar load try to get an idea of its weight distribution so that it can be handled more safely. The best way to test the load is by lifting up a corner or rocking it.
 - Where a load is bulky or unwieldy, for example where it is too large to fit between your knees when you crouch to pick it up from the floor, then it will probably be necessary to get help. Generally, if a load exceeds 75cm in diameter assistance should be sought, as there is an increased risk of injury. It may be possible to break down the load into smaller loads. It must be remembered that both repetitive handling and team handling have their own risks.

Lifting and Handling Techniques

- Place the feet: Stand close to the object – feet should be a little way apart and the leading leg as far forward as is comfortable. This should give a stable and balanced base for lifting.
- Adopt a good posture: Stand with shoulders facing the same direction as hips. The back should be straight, knees bent and the load grasped with both hands as near to waist level as possible. Lean forwards a little over the load if necessary to get a good grip.

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- Get a good grip: Grasp the object firmly, always try to hook fingers under the load to make sure your grip won't slip as this is less fatiguing than keeping fingers straight.
- Lift with the legs: Stand up slowly and slowly straighten legs. After they are straight, bring the back to a vertical position. Lift smoothly and avoid jerky motions.
- Hold the object close: Keep the heaviest part of the load as close to the body as possible. When changing direction, move the feet rather than twisting the body.
- Put down before adjusting: Place load and then move into the desired position.
- Lifting Overhead - Avoid lifting objects above shoulder height. Where it is necessary to lift objects overhead, a platform or sturdy ladder should be used. Never use a chair or a box. If in doubt, always get help.
- Lifting Heavy Objects - If an object is too heavy, large or hard to handle, get help. Ensure that one person is the leader that moving the object is done one step at a time and the load is distributed evenly. On a stairway, the carrier of the lower end of the load should take most of the weight. This is especially hazardous if he/she is also walking backwards.

Storage and Stacking

- Heavier items should be placed on lower shelves and lighter items on higher shelves and heavier items under lighter ones.
- Materials should be stacked securely, not too high and cross stacked making sure they will not topple or overhang and that no sharp edges stick out.
- Articles should not be stacked or stored causing an obstruction to fire exit routes.
- Staff and volunteers should never stand on balanced boxes or chairs to reach stored items.
- When removing items from a stack the top items should always be removed first and safety steps used as necessary.

All staff and volunteers must adhere to the principles and procedures set out in the following AF policies in order to maintain personal and organisational health and safety;

- Drug and Alcohol Abuse
- Smoking
- Personal Safety
- Stress

All policies are available in the AF Staff Handbook and will be covered as part of the mandatory induction to AF.

General Office Safety

Office accommodation within Kensington Resource Centre is generally considered "low risk" in health and safety terms. However, hazards are still present in the office environment. In order to reduce or eliminate accidents in the workplace the following guidelines should be observed:

- Electrical leads should not be allowed to trail where someone may trip over them. Power outlets should be switched off overnight.
- Drawers in desks and filing cabinets should not be left open. Filing cabinets can become top heavy if more than one drawer is open. Heavy materials should be kept in bottom drawers of filing cabinets. If this is inconvenient, take care to open only one drawer at a time.
- Gangways and passages should be clear.
- Staff and volunteers should report to their supervisor any defect they are aware of in floors.
- Shelves should not be overloaded

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- Where it is necessary to move heavy office equipment such as computers, etc. care must be taken to avoid personal injury and if necessary assistance should be sought.
- The greatest cause of absence from work is back trouble. Staff and volunteers must take special care to control their posture especially when sitting down. An upright position should be maintained if possible and the chair should support the small of the back.

Further advice in regard to Health and Safety for small businesses is sought from the Health and Safety Executive
<http://www.hse.gov.uk/pubns/indg449.pdf>