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HEALTH AND SAFETY POLICY

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SIGNATURE:



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1 PURPOSE

The purpose of this policy is to set out the responsibilities of both the employer and the employee in relation to health and safety.

2 INFORMAL STAGE

Louise Campton is responsible for the health and safety in this organisation. However, everyone in the organisation has responsibilities in relation to health and safety, as set out in this policy.

3 RESPONSIBILITIES OF THE EMPLOYER

The employer is responsible for ensuring that the employee's health and safety is protected in all activities at work. The employer is responsible for the following.

- ✓ **Ensuring that there is a safe and adequate working environment and all equipment is fit and safe for purpose**
The employer will ensure that the working environment and equipment is regularly inspected and maintained, in accordance with a maintenance schedule. All repairs will be carried out at the earliest opportunity. If any equipment is judged to be damaged or unsuitable for use for any reason it will be put out of action, with clear signage.
- ✓ **Safe premises and place of work**
The employer will ensure that the premises are safe, and that all hazards are removed where possible. If it is not possible to remove a hazard clear signage will be displayed advising employees, and any other visitors to the premises, of the nature of the hazard and the precautions that should be taken.
- ✓ **Competent and safe fellow employees**
The employer will ensure that all employees receive the appropriate training so that they are competent in all their work duties. If any employee acts in a manner that is likely to put others in danger appropriate disciplinary action will be taken.
- ✓ **A safe system of work**
The employer will ensure that all processes of work are safe. If there are any hazards the employer will endeavour to remove them. If that is not possible appropriate signage will be displayed advising employees, and any other visitors to the premises, of the nature of the hazard and the precautions that should be taken.

4 RESPONSIBILITIES OF THE EMPLOYEE

The employee is responsible for ensuring that his/her actions do not cause danger to themselves or to anyone else. The primary responsibilities of the employee include the following.

- ✓ **Not to tamper with any equipment**
Employees should not carry out any alterations to equipment which might compromise health and safety. Employees who do tamper with equipment are likely to face disciplinary action, which could include summary dismissal.
- ✓ **Not to use any equipment without receiving appropriate training**
No employee should use any equipment without having the appropriate training. The employee is responsible for attending any training that is arranged, and completing any assessments that are required.

- ✓ **To take reasonable care of their own health and safety**
Employees are expected to act responsibly and to take care of their own health and safety. This includes wearing any necessary protective clothing and not acting in a dangerous manner. All employees must take care that their actions do not endanger any other employees or visitors to the company.

- ✓ **To use equipment appropriately**
Employees should use equipment for the purpose for which it is provided, and no other purpose. If any equipment is damaged or unfit for purpose in any way the employee is required to inform the employer immediately.

- ✓ **To follow appropriate systems of work**
All employees should follow the systems of work that have been specified by the employer. There should be no deviation from these systems without prior permission from the employer.

This is the statement of general policy and arrangements for:

Daily Response Alarm Systems

Overall and final responsibility for health and safety is that of:

Louise Campton

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Michele Andrews

STATEMENT OF GENERAL POLICY	RESPONSIBILITY OF: Name/Title	ACTION/ARRANGEMENTS
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	Louise Campton	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year, or earlier if working habits or conditions change.)
To provide adequate training to ensure employees are competent to do their work.	Michele Andrews	Staff and subcontractors given necessary health and safety induction and provided with appropriate training (including working at height, and electrical safety) and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	All Staff	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.
To implement emergency procedures – evacuation in case of fire or another significant incident.	Michele Andrews	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	Louise Campton	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.

Health and safety poster is displayed:	Main Office		
First-aid box and accident book are located:	Main Office		
Signed: (Employer)		Date:	01/03/19
Subject to review, monitoring and revision by every:		12	months or sooner if work activity changes

5 PERSONAL PROTECTIVE EQUIPMENT

The employer is responsible for supplying employees with any personal protective equipment (PPE) that is required.

If an employee does not have the appropriate PPE for a specific task then the employee should inform the employer immediately and not perform that task until the PPE is available.

The employee is responsible for taking care of the PPE that has been issued. If any PPE is damaged the employer should be informed immediately.

An employee is required to return all PPE that has been issued on leaving the organisation.

6 CHEMICALS AND OTHER SUBSTANCES

All chemicals and other substances that are hazardous to health must be stored and used in accordance with the manufacturers' instructions. Such materials will have a COSHH (Control of Substances Hazardous to Health Regulations 2002) label on them, and the guidance on this label must be followed in full.

7 RISK ASSESSMENT

All line managers are required to carry out regular risk assessments of the area and activities under their management. These risk assessments should be carried out annually at least, and some risk assessments will require more regular completion.

The risk assessments should be recorded in writing, with an agreed target date for any actions that have been identified.

If there are any risks that cannot be eliminated all employees working in that area must be made aware.

8 MANUAL HANDLING

All employees who are involved in any lifting or carrying must attend training from Primary Goal in relation to manual handling. This training must be renewed every two years. The line manager is responsible for ensuring that all employees requiring this training attend the training course at the appropriate time. All employees who are involved in manual handling must complete the Manual Handling Form.

Moving loads using physical force is called manual handling. It causes nearly a third of all reportable accidents. Manual handling activities should be avoided where possible and risk assessments done wherever they have to be carried out. Any manual handling should be made safer by adopting suitable controls.

8.1 WHAT IS MANUAL HANDLING?

Manual handling is the use of the body to lift, carry, push or pull a load.

List any significant manual handling tasks here:

You should complete the manual handling assessment form on the following pages for each identified task.

8.2 WHAT INJURIES ARE CAUSED BY MANUAL HANDLING?

Manual handling can cause injury in the short term through accidents, or longer-term damage from bad handling techniques.

Short term injuries include bruises, cuts, hernias, sprained and inflamed tendons, sprained ligaments, ruptured discs, trapped nerves, and crushed fingers and feet and broken bones.

Longer term damage often leads to persistent back injuries.

8.3 HOW DO I PLAN EFFECTIVE MANUAL HANDLING PROCEDURES?

You need to consider four factors:

- ✓ The nature of the task itself;
- ✓ The weight and type of load being moved;
- ✓ The ability of the individual person carrying out the task;
- ✓ The environment in which the activity is being carried out

8.4 HOW CAN WE PREVENT INJURIES FROM OCCURRING?

- ✓ **AVOID** – The most effective way of preventing injuries is to remove the hazard— i.e. remove the need to carry out any manual handling. For example, you may be able to use an automated aid such as a trolley or lift. Any alternative means of moving objects must also be assessed and controlled to ensure that they do not cause any new significant hazards.
- ✓ **ASSESS** – Any manual handling tasks that cannot be avoided must be properly assessed to ensure that remaining risk factors are all reduced by using adequate controls. You can photocopy the Activity assessment sheets for each task identified.
- ✓ **REDUCE** – Can loads be made smaller, can lifting distances or heights be reduced, should come tasks be done by two people, what action can you take to lessen manual handling tasks?

9 MANUAL HANDLING ASSESSMENT FORM

Activity Assessment

Describe the manual handling activity here:

9.1 TASK

DOES IT INVOLVE:

	Yes	No
Holding away from the body	<input type="checkbox"/>	<input type="checkbox"/>
Twisting, stopping or reaching	<input type="checkbox"/>	<input type="checkbox"/>
Large Vertical Movement	<input type="checkbox"/>	<input type="checkbox"/>
Long Distance	<input type="checkbox"/>	<input type="checkbox"/>
Strenuous Effort	<input type="checkbox"/>	<input type="checkbox"/>
Repetition	<input type="checkbox"/>	<input type="checkbox"/>
Are there rest breaks?	<input type="checkbox"/>	<input type="checkbox"/>

CAN YOU:

	Yes	No
Use a lifting aid	<input type="checkbox"/>	<input type="checkbox"/>
Improve the workplace layout	<input type="checkbox"/>	<input type="checkbox"/>
Reduce the amount of twisting etc.	<input type="checkbox"/>	<input type="checkbox"/>
Avoid lifting from the floor	<input type="checkbox"/>	<input type="checkbox"/>
Reduce carrying distance	<input type="checkbox"/>	<input type="checkbox"/>
Avoid repetition	<input type="checkbox"/>	<input type="checkbox"/>
Vary the work	<input type="checkbox"/>	<input type="checkbox"/>
Push rather than pull	<input type="checkbox"/>	<input type="checkbox"/>
Provide rest periods	<input type="checkbox"/>	<input type="checkbox"/>

9.2 LOAD

The size, weight and stability of the load and the frequency of handling are key risk factors.

DESCRIPTION

WEIGHT

- ✓ Reduce the size and weight of the loads to make handling easier. Ask your suppliers if they can provide items in smaller quantities.
- ✓ Make loads easier to grasp by providing straps under the load, or handles. Increase the stability of the loads which may move suddenly and unpredictably by using baffles in container of liquids, or additional packing / stiffening around awkwardly shaped items in packing boxes.
- ✓ Wear suitable personal protective equipment such as non-slip gloves, safety footwear or overalls.
- ✓ Make sure that any carrying equipment is designed to the maximum working load's weight.

How do you make sure the staff are aware of the weight of the load carried for this particular activity?

How do you ensure the load is stable?

What measures do you use to make the load easier to carry?

- ✓ Handles
- ✓ Smaller Loads
- ✓ Personal Protective Clothing

9.3 ENVIRONMENT

This is the area where the manual handling task is carried out, including the space available, the floor condition, lighting, changes in levels and weather conditions.

Before you lift any load:

- ✓ Check the surrounding area. Ensure the flooring is level and free from slip/ trip hazards, there is adequate lighting and the temperature/ humidity is suitable.
- ✓ Remove any obstructions and ensure that there is enough space.

Describe the immediate area that the activity takes place in:

List the checks on the immediate environment that staff make prior to undertaking this manual handling activity:

Safety Point	Why?	What do you do?
<p>The ability to carry out manual handling safely varies between individuals.</p> <ul style="list-style-type: none"> ✓ Do not allow staff to carry out manual handling tasks unless they have been adequate trained. ✓ Ensure employees know they must inform you of their capabilities. For example, if they have a health problem or are pregnant they will be at higher risk of injury 	<p>Employees who are unfit are more likely to suffer from a back injury when carrying out manual handling tasks. Some staff may have medical conditions such as long standing back ache, arthritic knees and hips etc., or be unfit making them unable to perform manual handling techniques correctly.</p>	<p>How do you make sure that individuals are able to carry out the manual handling activities required by their role?</p> <div data-bbox="783 365 1331 714" style="border: 1px solid black; height: 156px; margin-bottom: 10px;"></div> <p>How do staff report health or capability issues to you?</p> <div data-bbox="783 813 1331 1055" style="border: 1px solid black; height: 108px;"></div>
<p>You must train staff on the safe systems you have developed for carrying out all significant manual handling activities in your workplace.</p>	<p>The instruction and training should be related to the specific tasks in the employees' job and should include supervised practice in the workplace.</p>	<p>What training on manual handling tasks do you provide?</p> <div data-bbox="783 1216 1331 1350" style="border: 1px solid black; height: 60px;"></div>
<p>All staff including Senior Managers should attend practical manual handling training even if they do not do 'hands on' work themselves.</p>	<p>This is because they are responsible for the manual handling systems and proper supervision of staff practice.</p>	<p>What training do senior and supervising staff receive?</p> <div data-bbox="783 1514 1331 1702" style="border: 1px solid black; height: 84px; margin-bottom: 10px;"></div> <p>Where do you keep records of manual handling training?</p> <div data-bbox="783 1807 1331 1942" style="border: 1px solid black; height: 60px;"></div>

10 ACCIDENTS

Although every effort will be made to ensure a safe environment it is accepted that accidents can occur.

If an accident does occur this must be reported immediately to Michele Andrews. It must also be recorded in the accident book.

If any of the following occur they must be reported to the Health and Safety Executive under the RIDDOR procedures (see www.riddor.gov.uk):

- ✓ Fatal accidents
- ✓ Major injuries
- ✓ Accidents resulting in a period of absence of more than seven days
- ✓ Injuries to the public where they must be taken to hospital.

In addition, some work-related diseases and dangerous occurrences must be reported to the Health and Safety Executive.

Following any accident, the situation will be investigated to determine whether changes need to be made to equipment, training or systems to work so that a similar situation can be prevented in the future.