



# Health and Safety Policy

Brighter Futures

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# Section 1 - General Statement of Policy

## 1.1 Policy Statement

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and volunteers, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities including contractors, visitors, officials, customers, learners and the general public.

The allocation of duties for safety matters and the particular arrangements which we will make, to implement the policy are set out within section two of this document.

The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year. This organisation will comply with the law.

Every person is reminded that they have a responsibility to safeguard themselves, and that their own actions, either by instruction, example or behaviour, should not put other people or organisational property in jeopardy.

## 1.2 Objective of the Health and Safety Policy

The objective of this policy is to advise employees/volunteers at all levels on safe working methods, equipment and conditions and this will achieve:

- The provision and maintenance of plant and systems of work that is safe without risks to health;
- Arrangements for ensuring the safe use, handling, storage and transport of 'articles' and 'substances', which are inherently or potentially dangerous;
- The provision of comprehensive information, instruction, training and supervision - with the objective of ensuring, so far as is reasonably practicable, the health and safety at work of every employee/volunteer.
- The maintenance of the workplace in a safe and risk-free condition and of safe means of access to and egress from the workplace.

## 1.3 Commitment to Risk Assessment

The identification of hazards and the assessment of risks is a key part of the organisation's policy for safety. Risk assessment will be carried out on an ongoing basis, and to be effective it is essential that all employees/volunteers co-operate wherever they can in the risk assessment process. The purpose of risk assessment is to find out if the organisation is managing health and safety properly, and to see if any improvements can be made. The assessment will cover all tasks, procedures, work equipment, machinery and so forth.

## Section 2 - Responsibilities and Accountability

### 2.1 General

Every person regardless of position has a legal obligation placed upon them, which includes a duty of care to all other people.

This liability cannot be passed on to anyone else.

There is also a responsibility for all employees and volunteers to observe organisational requirements and safety regulations.

### 2.2 The Board of Trustees

The Board of Trustees are ultimately responsible for the application of the health and safety policy. The Board of Trustees delegates this authority to employees/volunteers listed on the following pages, defining the responsibility for which they will be held accountable.

### 2.3 All Employees and Volunteers

All employees and volunteers are held accountable at law not to commit acts in breach of legislation and they must not wilfully, and without reasonable cause, do anything likely to endanger themselves or others.

The organisation undertakes to provide full instruction, training, supervision and information to enable all employees/volunteers to fulfil the objectives expressed in this section.

All employees and volunteers must:

- Conform to rules, procedures and instructions regarding safe working in any workplace or on any job.
- Report to their immediate line manager any unsafe plant, tools, equipment, practices, methods of work or any other hazards, e.g. asbestos.
- Use safe systems and methods of work and not improvise by using methods, tools or equipment, which entail unnecessary risks.
- Assist in the maintenance of good housekeeping standards.
- Assist in the reporting and investigation of accidents, as appropriate.
- Co-operate with the Project Coordinator.
- Ensure that all areas or jobs requiring protective clothing or equipment are specified.
- Ensure that the protective clothing or equipment is worn/used.
- Comply with the health and safety site regulations of training providers, and all the components of the Health and Safety at Work etc. Act, (1974).

- Comply with this health and safety policy.

## 2.4 The Chief Officer

The Chief Officer is ultimately responsible for achieving the objectives of the Health and Safety Policy within this organisation. The Chief Officer must:

- Ensure that all employees and volunteers know and accept their responsibilities to carry out the requirements of the Health and Safety Policy.
- Ensure that health and safety is resourced sufficiently, (balancing time, cost and effort) in favour of a healthy and safe working environment.
- Establish a Health and Safety Committee, (as appropriate) to review and achieve the objectives of the Health and Safety Policy.
- Record and monitor information on accident statistics.
- Not misuse or interfere with anything provided for health and safety purposes.
- Obtain specialist advice when required.

The Chief Officer is responsible for the written procedures and auditing system, which examines the policies, organisation, arrangements, standards, premises and equipment.

He/she will:

- Ensure that all personnel under their control know and accept their responsibilities to carry out the health and safety policy, and that he/she is equipped and resourced to play their part.
- Monitor the accident statistics information.
- Implement and operate within all legislation and organisational criteria.
- Clearly define and ensure the use of safe systems of work.
- Ensure that employees/volunteers know and accept their responsibilities to carry out the health and safety policy.
- Ensure that safety receives full consideration in:
  - i) current work programmes
  - ii) planning new systems and methods of work
  - iii) installation of systems
- Ensure that all employees/volunteers are properly trained and in particular, receive adequate induction training and off/on-the-job training. In addition to this; the Chief Officer/project coordinator will provide specific on-the-job training to employees/volunteers, as appropriate.
- In the absence of the Chief Officer, the Board of Trustees will take charge in his/her absence.

- Ensure that all third parties will be appraised for competence and health and safety legislation compliance prior to works being carried out.
- Ensure that all third parties, i.e. sub-contractors receive a training session on this organisation's health and safety provision including risk assessments that are pertinent to the work activities that are to be carried out.
- Ensure that health and safety is resourced sufficiently, (balancing time, cost and effort) in favour of a healthy and safe working environment.
- Disseminate health and safety information to all relevant persons whom he/she has managerial responsibility for.
- Provide health surveillance where applicable, (see risk assessments).
- Actively promote health and safety in all activities undertaken by the business.
- Ensure that this organisation's business activities are compliant with legislative requirements.
- Ensure that the health and safety policy is fully implemented within their area of responsibility.
- Ensure that all members of staff under their supervision are aware of the contents of the health and safety and fire safety policy and the duties imposed upon them.
- Ensure that all subordinates receive adequate information, instruction, training and supervision to ensure that all work activities are conducted in a safe manner.
- Take and initiate action required ensuring health and safety risks arising from work activity or within the workplace are fully investigated and dealt with.
- Ensure that no subordinates are instructed to carry out any action or operate any machinery or equipment for which they have not been adequately trained, e.g. woodworking equipment.
- Ensure that any defect in machinery, equipment, work area or work activity that is reported to them is investigated and dealt with.
- Ensure that all workplaces within their designated area of responsibility are monitored to ensure that safe conditions are maintained.
- Ensure that all incidents causing injury or damage to property, machinery or equipment are investigated, reported and correctly documented.
- Ensure that visitors, contractors and all members of staff are aware of any risks in the area and of established safety procedures.
- Ensure that trainees and young persons under the age of 18 years receive sufficient instruction, training and suitable supervision, at all times.
- Ensure that all personnel under their control are aware of the actions to be taken in the event of an emergency and know how to evacuate the building(s).
- Ensure that any unsafe machinery or equipment is immobilised and made safe before use.

- Not to misuse or interfere with anything provided for health and safety purposes.
- Comply with this policy.

## 2.5 Project Coordinators

Although the Project Coordinators and their associated employees and volunteers are not the direct responsibility of 'Brighter Futures', the arrangements within this health and safety policy have been detailed for these persons to follow. Therefore, the Project Coordinators should make a copy of this health and safety policy available to all persons that they employ and/or bring into our building(s).

## 2.6 Health and Safety Personnel (QTS UK Ltd)

The above are responsible and will be held accountable for assisting the Chief Officer and his/her management team to carry out the objectives of the Health and Safety Policy. This organisation will provide information to the above on legal requirements applying in their areas of supervision and instruction on any action to be taken to ensure that these requirements are met.

In their position to influence this organisation's health and safety management system, they have the following duties:

- To understand and operate within all legal and organisation's requirements applicable to the work of the organisation and by continual and regular checks, ensure that these are adhered to, (upon request).
- Implement the accident reporting and investigation procedure and conform to organisational procedures, (upon request).
- In certain emergency or unforeseen circumstances where close supervision is required, in the absence of someone more senior they will take all reasonable steps to minimise health and safety risks, (upon request).
- Ensure that all areas or jobs requiring protective clothing or equipment are specified, (upon request).
- At all times – set a positive example for others to follow.
- Not to misuse or interfere with anything provided for health and safety purposes.
- Comply with this policy.

## 2.7 Risk Assessment

This organisation will, as required under The Management of Health and Safety at Work Regulations (1992) as amended (1999), carry out general risk assessments to determine the risks associated within working operations. The purpose of these assessments is to identify the level of hazards and risks posed to participants, employees/volunteers, contractors, and to any other person who may be affected by the business activities of this organisation.

The purpose of each risk assessment is to enable this organisation to determine remedial actions necessary to comply with the relevant statutory provisions.



Additional assessments will be carried out as required under the following:

- A) Management of Health and Safety at Work Regulations (1999) as amended
- B) Control of Substances Hazardous to Health Regulations (2002) as amended
- C) The Regulatory Reform (Fire Safety) Order (2005)
- D) Manual Handling Operations Regulations (1992)
- E) Personal Protective Equipment Regulations (1992)
- F) Health and Safety (First Aid) Regulations (1981)
- G) Electricity at Work Regulations (1989)
- H) Provision and Use of Work Equipment Regulations (1998)
- I) Workplace (Health, Safety and Welfare) Regulations (1992)
- J) Display Screen Equipment Regulations (1992)
- K) Control of Asbestos Regulations (2012)
- L) Control of Vibration at Work Regulations, (2005)
- M) Control of Noise at Work Regulations (2005)
- N) Health and Safety (Safety Signs and Signals) Regulations (1996)
- O) Gas / Pressure Systems regulations as appropriate
- P) (As and when appropriate i.e. young persons, pregnant employees/new mothers, volunteers and any other 'significant' hazards/risks as they arise)
- Q) All other health and safety legislation, as appropriate This

organisation will record the following information:

- The significant sources of harm (hazards), to health and safety identified during the assessment.
- The existing control measures currently in place and their level of effectiveness in controlling those risks (likelihood that harm will occur); with reference and access to works manuals or other documentation if appropriate/possible.
- The people who may be affected by the risks identified, in particular any personnel who may be especially at risk.
- The decisions taken as a result of the assessment.
- Training in risk assessment techniques provided to employees/volunteers and third parties.

### 3.1 General Policy Statement

This organisation accepts that some of its operations may, unless properly controlled, create risks to members of staff, and others, and will take all reasonably practicable measures to reduce these risks to an acceptable level.

This organisation will take all reasonable steps to ensure that risk assessments are carried out, which detail the range of hazards associated with working operations together with any necessary remedial actions.

Any employee/volunteer who discovers a hazard during working operations must report the hazard to their 'line manager/project coordinator' so that the necessary remedial action can be taken.

### **3.2** Procedures for Dealing with Health and Safety Issues

The current system for managerial interface with employees/volunteers is via their line manager/project coordinator. The employee/volunteer safety representatives will provide an avenue through which any concerns raised by employees/volunteers, emanating from the risk assessments, can be brought to the attention of senior management for more formal discussion.

Whilst the normal information interchange will take place between the Chief Officer and the Project Coordinators, this organisation has detailed QTS UK Ltd to assist with the responsibilities enabling the implementation and operation of the risk assessment process.

All employees/volunteers will be provided with the necessary knowledge, information and resources to ensure the proper operation of the risk assessment process.

### **3.3** Planning and Organisation

This organisation will, in consultation with the employees/volunteers, make the necessary arrangements for a formalised approach to the assessment process. This will involve an initial discussion on a system for rating risks found during the assessments, so that they can be classified and thus, prioritised.

This organisation believes that a team approach to risk assessment would be the most effective management strategy. The assessment process will be part of normal working for the purposes of employee/volunteer conditions.

### **3.4** Control and Monitoring

The purpose of the risk assessment process will be to formulate a system for controlling hazards associated with the daily working environment and working practices. In order to achieve this, a proper system for the formulation of remedial actions to cater for the hazards identified has been developed. The Chief Officer and the Project Coordinators, with the input of the 'Health and Safety Committee' will discuss all items of concern arising from the completed risk assessment procedure. The Chief Officer will be charged with the responsibility, for assisting QTS UK Ltd with the implementation of any necessary changes that are considered appropriate. A specialist may need to be contracted to assess the efficiency of the controls, and make any additional recommendations.

### **3.5** Information and Training

All employees/volunteers will, where necessary be given:

- Training to improve their knowledge of the risk assessment processes/procedures.
- Any additional detailed knowledge about how to assess risks within the working environment that they will be assessing.

### **3.6** Liaison with Non-Employees

The 'Project Coordinators' have been charged with the responsibility for ensuring that all personnel, who would require information on the range of hazards identified, are appraised of the necessary detail prior to the commencement of work within this organisation. This will include:

- Learners/customers/clients.
- All direct and non-direct contractors.
- Personnel from the relevant statutory authorities who require access to this organisation's working environment.
- Any other person who may lawfully enter onto this organisation's premises

### 3.7 Safe System(s) of Work

A risk assessment must identify all hazards within this organisation's operations. These will occur in the following areas:

- Both direct and non-direct employees/volunteers, (e.g. contractors, agency and part- time operators).
- The current equipment and any equipment that is planned to be hired, borrowed or purchased in the future.
- The materials used within the working environment (COSHH will only have covered the use of chemical and biological aspects).
- The working environment for personnel and others.
- Current operations, (i.e. whether they create a problem that could affect the quality of products and services).
- Loss of process and any risks that could affect the process operations.

Once a hazard has been identified, its risk is assessed to determine how and whether it should be controlled. Systems and management standards will need to be produced and implemented, having induced input from all levels of management. Co-operation is vital within this area, if these standards are to be accepted by all that serve this organisation. Whilst trivial tasks may require no action, the assessment will need to indicate the criteria used to determine this.

### 3.8 Accident/Injury Reporting

All accidents and near misses will be reported to your line manager immediately and recorded into the accident book. A copy of the accident report form will be issued to the injured/ill party and a copy will be immediately forwarded to The Chief Officer in an envelope marked 'Confidential'.

Accidents that only cause minor injury or damage to property must still be reported to your line manager/project coordinator with immediate effect.

The Chief Officer will analyse the accident report forms once received and decide if the Health and Safety Executive requires information. Accidents that should be reported to the HSE include:-

- a. A fatality*
- b. A major (specified) injury e.g. Fractured/broken bones (but not digits)*
- c. An accident caused in work to one of this organisation's employees/volunteers which results in the employee/volunteer not being able to return back to work for at least seven consecutive days*
- d. An injury to a member of the public that requires them to be taken from the scene of the accident to hospital*
- e. An injury that results in unconsciousness*
- f. An injury that requires resuscitation*
- g. An injury that means one of this organisation's employees/volunteers is hospitalised for more than twenty-four hours, due to a work-related accident which occurs, in connection with this organisation's business*
- h. Dislocation of the hip, knee or spine*

- i. An acute illness requiring medical attention*
- j. An acute illness which requires medical attention where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material*
- k. The loss of sight of an eye, a penetrating injury to the eye or a chemical or metal burn to the eye*
- l. Violence that leads to one of the above reportable injuries (the aforementioned list is not exhaustive)*

Where a reportable accident or occurrence takes place, the enforcing authority must be informed by the quickest practicable means, i.e. telephone, E-mail.

If an employee/volunteer dies within one year of an accident at work, the HSE must be informed as soon as the employer becomes aware of the situation, whether or not the accident was initially reported.

Where the HSE require notification, the Chief Officer or his/her deputy should complete Form F2508/F2508a and forward this to the Health and Safety Executive with immediate effect.

Where serious accidents occur, the Chief Officer should immediately organise an accident investigation with a view to determining the cause(s) of the accident, and to identify any remedial action to prevent a recurrence.

### **3.9** First Aid Facilities

This organisation will comply with the requirements of The Health and Safety (First Aid) Regulations, (1981).

Sufficient personnel will be nominated as 'First Aiders' and will be suitably trained and certificated by attending an approved course in first aid. Copies of the certificates will be kept in a register.

First aiders (three day trained) will attend refresher training at least once every three years. Emergency first aiders (one day trained) will attend refresher training at least once annually.

Suitable and sufficient notices shall be posted at the site including the name, location and telephone number of the nearest First Aider. First aid boxes will be checked on a monthly basis and where necessary the contents replenished.

Where one of this organisation's employees/volunteers requires hospitalisation, and is deemed as vulnerable, i.e. under the age of eighteen; this person should be accompanied by two of this organisation's employees/volunteers. The employee/volunteer may leave the hospital when the injured/ill learner/employee/volunteer (if under the age of sixteen) has a parent/guardian present. This procedure will only apply if the injury/illness occurs in connection with this organisation's business activities.

### **3.10** Fire

All employees/volunteers will receive training on the action to be taken in the event of a fire or other emergency. Suitable records of such training will be maintained. Employees/volunteers are expected to familiarise themselves with the emergency procedure at the site.

All employees/volunteers are to be fully conversant with the procedures for fire prevention, detection, fire fighting and evacuation procedures.

Employees/volunteers are not to interfere with any equipment provided to detect or fight fires.

Employees/volunteers noticing any shortcomings regarding fire-fighting equipment are to report the matter immediately to their line manager/project coordinator.

### **3.11** Action Upon Discovering a Fire

At the Main Site: Follow established emergency procedures located by front/rear entrance.

At Another Location (e.g. Off Site): Follow established emergency procedure or if not possible phone your line manager/project coordinator for specific verbal instructions.

The Chief Officer will ensure that all fire fighting equipment is regularly maintained and that suitable records are kept at the site.

The fire assembly point(s) will be sign posted and all employees/volunteers should make themselves aware of the correct location to go to in the event of an emergency evacuation.

No flammable or combustible materials will be stored near heating appliances or other sources of direct heat/ignition. All emergency escape routes will be kept free from obstruction at all times.

All required tests of fire alarms, fire-fighting equipment, fire training and evacuation drills will be recorded after completion in a fire logbook which is to be kept by the fire alarm panel.

Prior to any new equipment, materials or processes being used the implications of an additional fire risk will be assessed and the necessary precautions taken.

### **3.12** Visitors and Contractors

Only approved contractors will be appointed/employed on this organisation's business premises.

All contractors will be required to provide a copy of their current health and safety policy and insurance documentation prior to commencing work on the premises.

All contractors will produce a valid form of identification.

The contractor should confirm in writing that all of his/her employees/volunteers have received suitable and sufficient health and safety training and that they are competent.

Contractors shall be provided with sufficient information to enable them to conduct their activities without risks arising from their activities.

Contractors shall be required to log in and out of the premises for accounting purposes in the event of an emergency.

Whilst working on this organisation's business premises, contractors/visitors will remain the responsibility of the project coordinator/line manager of the department where the work is being undertaken, until the contractor has left the premises.

All contractors will be made aware of this organisation's emergency procedures.

If the work to be undertaken by a contractor is hazardous, they shall be required to provide a work method statement of exactly how the work is to be undertaken which shall include the necessary risk prevention measures and emergency procedures.

### 3.13 Risk Assessments

It is this organisation's policy that formal written risk assessments will be undertaken prior to commencement of any work, which is potentially harmful to health. Risk assessments, once completed by a competent person, will be brought to the attention of any persons who may be affected by the work to which the risk assessment relates.

Risk assessments will be reviewed at least once annually or as required due to a change in the risk severity or a change in the working procedures. Any changes made, will be brought to the attention of all personnel who may be affected by the change.

Format of Risk Assessments shall include:

- The nature of the potential risk (Mechanical, Biological, Chemical, etc.)
- Who is at risk?
- The circumstances in which the risk is present
- The necessary control measures
- Emergency procedures / First aid / Evacuation

### 3.14 Control of Substances Hazardous to Health (COSHH)

No work will be undertaken which involves the use of a substance classified as hazardous to health, unless a formal COSHH assessment has been undertaken and documented by a competent person.

Any protective measures required, as a result of the COSHH assessment, will be adhered to. The Manager(s) is/are to ensure that the COSHH assessment requirements are in force at all times.

No new substances or chemicals will be used on this organisation's premises that have not been the subject of a formal risk assessment.

Prior to using any materials or substances on this organisation's business premises, a Manufacturer's Product Safety Data Sheet will be obtained.

The COSHH assessment sheet shall include the following information:

- Material/Substance identification and purpose
- Potential hazard
- Persons at risk
- Exposure limits (where applicable)
- Precautions and protective equipment required
- Storage and disposal requirements
- Emergency and first aid requirements

A copy of the COSHH assessment sheet shall be issued to all locations where the substance is to be used and brought to the attention of all personnel involved.

COSHH assessments will be periodically reviewed to ensure that they are still valid.

### 3.15 Manual Handling and Lifting

Managers/project coordinators will endeavor to eliminate manual handling and lifting wherever possible. Lifting aids should be used whenever possible, e.g. trolleys, sack trucks, wheelbarrows, etc.

Employees/volunteers shall not attempt to lift any object that is beyond their physical capability.

The correct lifting technique shall always be adopted, i.e. lift by bending at the knees and keeping the back as straight as possible.

Where required, assistance should be sought to lift or move heavy or awkward items.

Prior to lifting assess the load and the work environment to ensure there are no hazards due to excessive weights, uneven floor surfaces etc.

The Managers shall ensure that sufficient training is provided for personnel who are required to undertake manual handling activities, in connection with this organisation's business.

All manual-handling injuries shall be reported promptly, in accordance with the accident reporting procedures.

### **3.16** Health and Hygiene/Infectious Diseases

Suitable and sufficient lighting shall be provided for all tasks undertaken. A supply of hot and cold water will be made available, at all times.

Provision shall be made for sufficient sanitary and welfare facilities within the workplace.

Employees/volunteers must disclose any medical condition from which they suffer (allergies, illnesses, etc.) to their line manager/project coordinator. All information will be treated as strictly confidential.

Employees/volunteers must inform their line manager/project coordinator if they have contracted or been in contact with an infectious or contagious disease. If required, the employee may at the Chief Officer's discretion, be sent home with pay for a specific time-period.

Personnel must maintain good standards of personal hygiene, at all times whilst on this organisation's business premises. Where an employee/volunteer is unsure of reporting a particular disease, he/she should contact their line manager for advice. All information will be treated in the strictest of confidence.

### **3.17** Training

All new employees/volunteers will receive health and safety induction training. A record of this training will be maintained.

All employees/volunteers shall receive training/guidance relating to the Health and Safety Policy and their responsibilities under current Health and Safety Legislation.

Where a statutory requirement exists in respect of training e.g. using abrasive wheels, etc. such training shall be mandatory for personnel undertaking those tasks. Records of such training shall be maintained.

Periodically, refresher training will be provided, records of such training will also be maintained.

The Chief Officer/project coordinator(s) shall ensure that all personnel under their direct supervision have received suitable and sufficient training for the tasks that they will be expected to undertake. Where new processes/procedures are introduced, training will be provided as required.



Training in respect of fire and emergency evacuation procedures will be mandatory for all employees/volunteers and will be practiced at all sites on a regular basis.

### **3.18** Asbestos

This organisation has a legal duty to presume that asbestos exists within its own buildings unless there is significant evidence to suggest that it does not; i.e. evidence via an asbestos survey - carried out by a competent specialist.

If an employee/volunteer suspects that they have been exposed to asbestos, then he/she must report the incident to their line manager immediately - by the quickest practicable means, i.e. mobile phone. He/she must egress the suspected work area with immediate effect and not return to the 'area' until written permission has been provided by the Chief Officer.

Employees/volunteers are strictly forbidden to 'tamper' with asbestos whilst they conduct their duties within the hours of this organisation's business.

Any asbestos found at this organisation's business premises will be marked as 'Asbestos', sealed with the correct coating (e.g. a pliolite resin paint) and access to it will be restricted as appropriate.

Contractors will not be permitted to tamper with asbestos whilst carrying out work on this organisation's business premises.

In the event of asbestos being removed by a contractor at the site, the relevant business premises will be closed to all employees/volunteers/learners/clients until the work has been satisfactorily completed.

Only licensed 'asbestos' companies will be contracted to carry out such works.

### **3.19** Electrical Safety

In line with HSE guidance for commercial premises, a competent person will inspect all portable electrical appliances at least once annually for electrical safety.

Having passed the test, appliances shall be marked to indicate whether they are safe to use. A visual inspection of all portable appliances will be conducted on a regular basis.

The fixed electrical installation will be examined by a competent person at least once every 5 years and records maintained. This will be carried out to a suitable standard, e.g. BS 7671: 2018 - 'Requirements for Electrical Installations'.

Only essential work on live electrical equipment will be permitted, and qualified and competent personnel will undertake such work. A permit to work will be issued to ensure the safety of the operator and other persons.

Where electrical items have been isolated to allow for work to be undertaken, suitable measures will be adopted to ensure that the item will not become live during the operation.

Residual Current Devices shall be used on all electrical equipment whereby it is exposed to wet surroundings, whether internally or externally to this organisation's business premises. This policy will also apply to equipment operating in excess of 230 volts, as appropriate.

Electrical equipment that is 'defective' shall be marked as such and taken out of use and kept secure until repaired by qualified and competent personnel.

Where possible, tools and power socket-outlets are switched off before plugging in or unplugging.

Ensure that electrical equipment is switched off and/or unplugged before cleaning or making adjustments.

Employees/volunteers shall not attempt to repair or modify any electrical item. Where faults occur, they shall be reported to the line manager/project coordinator for action to be taken.

This organisation's employees/volunteers are prohibited from working at height or carrying out any digging work whilst conducting their duties – unless a suitable and sufficient risk assessment has been completed and appropriate control measures have been employed. This organisation's employees/volunteers are also prohibited from carrying items that could touch overhead power cables/lines.

### **3.20** Environmental

The organisation is committed to providing a safe and healthy workplace, and in carrying out our normal work to enhance the wider environment and minimise any harmful impact as far as we are able.

All employees/volunteers are reminded that minimising waste is good for the organisation and good for the environment, and should both co-operate with environmental initiatives and also make positive suggestions as to how we may improve what we do.

Records shall be kept of the actions taken to ensure and maintain environmental good practice, e.g. waste transfer notes – disposal of computers, hazardous chemicals, bio-hazardous waste, strip lights, etc.

Our current activities do not create emissions to the environment covered by environmental protection legislation. However, we are not complacent and remain committed to a high level of environmental protection and, where possible, enhancement. All employees/volunteers are strongly encouraged to participate and offer suggestions as to how we may improve our performance in this area.

### **3.21** Materials Handling

All materials and substances will be handled in a safe manner. Any safety instructions will be adhered to. Accumulating waste materials will be removed from the work area on a regular basis, and waste liquids will be disposed of correctly and not poured down the drain.

Spillages of liquids will be quickly cleared away. During cleaning, suitable warning notices will be erected to warn people regarding the danger of slipping.

Hazardous materials shall not be permitted to enter the drainage system.

### **3.22** Protective Clothing and Equipment

Suitable protective clothing, e.g. footwear, high visibility garments, thermal garments, hard hats,

non-permeable gloves, dust masks, proban material (fire resistant-kitchen) garments, shall be provided to all employees/volunteers as appropriate, (see PPE risk assessment).

Where protective footwear or equipment is provided, employees/volunteers shall ensure that it is used for the task specified in the correct manner.

Employees/volunteers shall undertake a visual inspection prior to using their protective equipment to ensure its serviceability.

The Chief Officer(s) shall ensure that there are suitable storage facilities for protective equipment when not in use, as appropriate.

Employees/volunteers shall report any defects identified with their personal protective equipment to their line manager/project coordinator immediately. Failure to wear the designated personal protective equipment provided is a disciplinary offence.

All employees/volunteers shall abide by this organisation's dress code, which is suitable for their work environment.

### **3.23** Step Ladders and Extension Ladders

All stepladders and extension ladders used by this organisation shall be numbered and entered onto a ladder register. The Chief Officer will ensure that ladders are inspected prior to use to ensure serviceability and the results entered onto the register.

The Chief Officer shall ensure that ladders are secured before climbing and tying the ladder or requesting another person to foot the ladder during use may achieve this.

Stepladders may only be used on flat, firm surfaces and placing ladders onto pallets or bricks etc. is forbidden.

### **3.24** Health and Safety Auditing

The Health and Safety Policy shall be reviewed annually and revised as necessary. Risk assessments and COSHH assessments shall be reviewed periodically or when the assessments are considered to be no longer valid.

The caretaker shall undertake an inspection of the workplace on a regular basis and inform the Chief Officer of his/her findings.

A Health and Safety Audit will be undertaken by the Chief Officer, at least once every twelve months in order to appraise the current safety status and to recommend improvements.

### **3.25** Transport Safety

No employee/volunteer under the age of 21 shall be permitted to drive any vehicle owned by or hired to this organisation. Written permission must be obtained from the Chief Officer prior to driving any vehicle, either owned, borrowed or hired to this organisation, (separate licensing, training and insurance requirements may apply).

Passengers may only be carried on vehicles that have been designed for the carriage of passengers.

All of this organisation's vehicles will be parked in a designated parking area/car park when not in use, as appropriate.

Site speed limits must be obeyed at all times.

The loading and unloading of vehicles will only be undertaken by authorised employees/volunteers. The reversing of vehicles will only be undertaken when a third party (Bank's Person) is directing the driver, whilst operating a vehicle on this organisation's business premises.

The driver of the vehicle shall remain responsible for his/her load and vehicle at all times. Employees/volunteers of this organisation are prohibited from operating a mobile phone whilst driving a vehicle in connection with this organisation's business, whether they be hand-held or hands-free sets.

Any employee/volunteer whom drives a motor vehicle onto this organisation's business premises or uses a motor vehicle in connection with this organisation's business must have a current and valid UK driving license for the vehicle, which he/she intends to drive. All vehicles used by this organisation's employees/volunteers will have a current MOT certificate, as appropriate and be regularly serviced, e.g. at least once annually or in line with the manufacturer's/risk assessment instructions. During this organisation's business hours, private and business vehicles used for business purposes must be maintained in a road-worthy condition at all times.

All of this organisation's employees/volunteers who use a motor vehicle for any business purpose on behalf of this organisation must have 'Class One Personal Business Use' included within their motor insurance policy.

During this organisation's business hours, both private and business vehicles used for the purposes of this business must be in a road-worthy condition at all times. Public transport should be used for long journeys where practicable.

Where possible, employees/volunteers are encouraged to share the use of motor vehicles for travelling purposes, in connection with this organisation's business activities. Employees/volunteers of this organisation are permitted to drive a motor vehicle for up to a maximum of six hours, (work related) in any given twenty-four-hour time period.

Whilst driving vehicles on roads, the Highway Code and any other relevant driving legislation will apply.

### **3.26** Personal Safety

Rings and jewellery e.g. necklaces, chains and watches, may only be worn whereby they do not present a risk to the safety of the employee/volunteer.

Personnel who are required to operate moving machinery or work within the kitchen shall not be permitted to wear watches, rings and jewellery. Rings that cannot be removed may be covered using a suitable tape.

Personnel should not wear any loose clothing that may become trapped in moving parts of machinery. In particular, ties, scarves and open sleeves, etc.

This organisation prohibits any person from smoking within any internal/substantially enclosed area of its workplace. The same policy will also apply to any vehicle; either owned, borrowed or hired to this organisation.

### **3.27** Confined Spaces

No employee, volunteer or contractor shall be permitted to enter a confined space e.g. the cellar, any chamber, tank, vat, silo, pipe, well, etc. unless the required work cannot be undertaken without entry into the confined space. Where entry into a confined space is considered necessary, a risk assessment shall be undertaken by a competent person prior to entry which ensures the absolute safety of the persons in the space and makes provision for emergency extraction as required.

Additional information and guidance are available in HSE L101 — Approved Code of Practice on the Confined Spaces Regulations, (1997).

### **3.28** Noise

Ear protection will be provided should it be deemed necessary. Any employee/volunteer who requests hearing protection within areas of the workplace shall have them provided.

All personnel who are issued with hearing protection shall receive adequate information and instruction to allow the protection to be worn correctly.

Periodic inspections of hearing protection shall be undertaken by the work supervisor and replacements issued as necessary.

A competent specialist will carry out assessments of noise, as appropriate.

### **3.29** Maintenance

Maintenance work shall only be undertaken by competent, trained personnel. Electrical maintenance shall be contracted to a qualified electrician only.

Any electrical or work equipment that has been deemed as 'defective' shall not be used by any individual.

No maintenance work shall be conducted on live electrical systems or moving machinery unless a safe system of work has been developed and is being adhered to. Work carried out on 'Gas' systems, e.g. boilers, central heating, ovens, etc. will be carried out by competent Gas Safe Registered engineers only.

Any signs of gas or water leakage must be reported to your line manager/project coordinator immediately.

Daily/weekly inspection records appertaining to powered equipment and machinery, chemicals, vehicles, floorings, etc. will be monitored by your line manager/project coordinator.

Any defective work equipment, items, chemicals, etc. will be reported by you to your line manager/project coordinator with immediate effect.

### **3.30** Safe Use of Work Equipment

All work equipment will be accompanied by a set of manufacturer's instructions upon delivery to any area of this organisation's business premises.

Ensure control switches are clearly marked to show what they do;

Hammers - Avoid split, broken or loose shafts and worn or chipped heads. Make sure that the heads are properly secured to the shafts;

Files - These should have a proper handle and never use them as levers;

Chisels - The cutting edge should be sharpened to the correct angle. Do not allow the head of cold chisels to spread to a mushroom shape - grind off the sides regularly

Screwdrivers - Never use them as chisels and never use hammers on them. Split handles are dangerous and should be disposed of immediately, in the appropriate manner;

Spanners- Avoid splayed jaws. Scrap any, which show signs of slipping and have enough spanners of the right size. Do not improvise by using pipes, etc, as extension handles.

Where possible, carry out maintenance with the power to the equipment off and ideally disconnected or with the fuses or keys removed.

Isolate equipment and pipelines containing pressurized fluid, gas, steam or hazardous materials. Isolating valves should be locked off and the system depressurized where possible, particularly if access to dangerous parts will be needed.

Drilling - Always provide adjustable guards (adjusted to give maximum protection) for the chuck and spindle, or trip devices.

Allow moving equipment to stop.

Allow components, which operate at high temperatures time to cool.

### **3.31** Violence

This organisation has a 'zero' tolerance policy towards violence, whilst conducting its business. Violence is described by the Health and Safety Executive as being *'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'*.

Any 'violent' occurrence must be reported on one of the approved accident/incident forms, which must be forwarded to your line manager/project coordinator for further investigation.

Violent occurrences will be reported as required by RIDDOR (2013), via the Health and Safety Executive as appropriate. If violence is anticipated or occurs, then the employee/volunteer should remove him/herself from the environment immediately. The matter must then be reported to your line manager/project coordinator in the first instance. The employee/volunteer will not be allowed to access the aforementioned location until the matter has been dealt with by their line manager/project coordinator.

This organisation will also ensure that the minimal amount of cash is held at any of its premises. The organisation will achieve this by banking frequently and using cheque/BACS/electronic payments where practicable.

Banking activities must be undertaken at differing times, with the route being varied in order to reduce the risk of robbery.

### **3.32** Working with Display Screen Equipment

Adjust your chair and VDU to find the most comfortable position for your work. As a broad guide,

your forearms should be approximately horizontal and your eyes the same height as the top of your VDU.

Make sure you have enough workspace to take whatever documents or other equipment that you need.

Try different arrangements of keyboard, screen, mouse and documents to find the best arrangement for you. A document holder may help you avoid awkward neck and eye movements.

Arrange your desk and VDU to avoid glare, or bright reflections on the screen. This will be easiest if neither you nor the screen is directly facing windows or bright lights. Adjust curtains or blinds to prevent unwanted light.

Make sure there is space under your desk to move your legs freely. Move any obstacles such as boxes or equipment.

Avoid excess pressure from the edge of your seat on the backs of your legs and knees. A footrest may be helpful, particularly for smaller users. Adjust your keyboard to get a good keying position. A space in front of the keyboard is sometimes helpful for resting the hands and wrists when not keying. Try to keep your wrists straight when keying. Keep a soft touch on the keys and don't over stretch your fingers. Good keyboard technique is important.

Position the mouse within easy reach, so it can be used with the wrist straight. Sit upright and close to the desk, so you don't have to work with your mouse arm stretched. Move the keyboard out of the way if it is not being used.

Support your forearm on the desk, and don't grip the mouse too tightly. Rest your

fingers lightly on the buttons and do not press them hard.

Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room. Make sure the screen surface is clean.

In setting up software, choose options giving text that is large enough to read easily on your screen, when you are sitting in a normal, comfortable position. Select colours that are easy on the eye. (avoid red text on a blue background, or vice-versa).

Individual characters on the screen should be sharply focused and should not flicker or move. If they do, the VDU may need servicing or adjustment.

Don't sit in the same position for long periods. Make sure you change your posture as often as practicable. Some movement is desirable but avoid repeated stretching to reach things you need (if this happens a lot, rearrange your workstation).

Most jobs provide opportunities to take a break from the screen, e.g. to do filing or photocopying. Make use of them. If there are no such natural breaks in your job, this organisation will plan for you to have a rest break. If an employee/volunteer experiences pain whilst operating a computer system, then they should stop working immediately and report the incident to their line manager/project coordinator.

### **3.33** Home Working

'Home Workers' are defined by the Health and Safety Executive as being *'people employed to work*

*at home for an employer'* which includes part and full-time workers/volunteers.

This organisation will ensure that all work equipment supplied for home working is suitably maintained and that instruction and training will be provided to ensure its correct and safe use.

This organisation will only supply office equipment for home working. Chemicals, power tools, and any other hazardous articles or substances will not be supplied for home working purposes.

This organisation is only responsible for the equipment, which it supplies. Electrical sockets and other parts of the home workers' domestic electrical system are the responsibility of the employee/volunteer.

Clients are prohibited from entering any area of an employee's/volunteer's household, during the hours of this organisation's business undertaking.

### **3.34** Lone Workers

Lone working shall not be permitted unless the work is essential and authorised by your line manager/project coordinator. Where lone working is required a risk assessment and a safe system of work shall be developed and adhered to. Whilst lone working is undertaken there shall always be a means of raising the alarm in the event of an emergency.

### **3.35** Drugs and Alcohol

The use of substances, not withstanding those permitted for medical conditions are banned on this organisation's site. Alcohol may not be consumed on site or outside of this organisation's premises during any worked shift.

Personnel who have been prescribed drugs that may affect their ability to work safely must inform their line manager/project coordinator, with immediate effect. Any person found to be under the influence of non-prescribed drugs or alcohol prior to or during working hours shall be removed from the premises and may face disciplinary action.

### **3.36** Occupiers Liability and Trespassers

This organisation's business activities or premises shall not endanger trespassers, especially children. The external parts of this companies building(s) shall be maintained in good repair.

No hazardous materials or machinery shall be stored within external yards that may prove to be an attraction to trespassers. All materials stored outdoors shall be suitably secured.

### **3.37** Young Persons, Pregnant Workers & New Mothers

Any employee who becomes pregnant shall report the matter to their line manager at the earliest opportunity.

A copy of the 'Medical Statement (MATB1) / or other written notification must be given to your line manager, who will contact the Chief Officer to arrange for a risk assessment to be completed for yourself.

For any risks to which the pregnant or new mother is potentially exposed, and which represent an



additional risk because of the pregnancy, recent birth or breast-feeding, efforts shall be made to reduce the risks. Particular note shall be made of any representations made by the woman's medical advisors (GP or ante-natal/post-natal team), (e.g. returning rest facilities for pregnant and breastfeeding mothers will be provided as appropriate). This will be addressed within the individual's personal risk assessment, to be undertaken by this organisation.

Rest facilities for pregnant and breastfeeding mothers will be provided as appropriate.

Pregnant women shall not be expected to undertake any tasks that may pose a risk to the mother or the unborn child, (e.g. manual handling, lone working, night working). Young Persons (under the age of eighteen) shall be supervised at all times whilst employed within this organisation. Specific risk assessments shall be undertaken for pregnant employees, new mothers and young persons prior to any work activities being undertaken.

### **3.38** Stress

This organisation recognises 'stress' as a significant occupational/organisational factor that inhibits employee/volunteer and organisational efficiency and effectiveness. Therefore, if an employee/volunteer feels 'stressed' they are urged to report the matter in writing to their line manager/project coordinator immediately.

Your line manager/project coordinator will then arrange/schedule a meeting with yourself to discuss your issues. Your issues will be dealt with in a structured manner and control measures will be put in place as appropriate. These measures will essentially be designed to reduce your stress levels and your individual risk assessment will be reviewed on a monthly basis thereafter. The reviews will be carried out until both parties feel that the control measures that have been put in place are effective.

### **3.39** Communication of the Health and Safety Policy

The general policy statement and relevant information will be brought to the attention of all employees/volunteers upon commencement of employment/volunteering. The minutes of all Health and Safety Committee meetings will be available for all staff to peruse.

Where contractors are required to work on this organisation's business premises, they will be made aware of any relevant safety information pertaining to their intended work area.

Employees and volunteers who have any suggestions relating to ways of improving Health and Safety performance within this organisation should liaise with their line manager/project coordinator.

### **3.40** Public and Employer's Liability Insurance

A copy of this organisation's public and employer's liability insurance certificate will be made available to all of this organisation's employees/volunteers upon request to their line manager/project coordinator, *(please note – there is no longer a legal requirement to put the certificate on public display, although all of this organisation's employees/volunteers must be made aware of where they can view a copy of it).*

### **3.41** Records to be Maintained

The following records will be maintained (as appropriate) and stored within the Health and Safety File at this organisation's business premises:

- Safety Guidance & Policies (A-Z)
- Risk assessment documentation
- Training records appertaining to this organisation's business activities
- Health and safety committee – minutes of all meetings, (as appropriate)
- Fire alarm, emergency lighting tests and fire drills
- Maintenance of fixed and portable fire-fighting equipment
- Accident/incident book (and completed reporting forms)
- Portable appliance register
- Work equipment inspection and testing records
- Third party/contractor training pertaining to this organisation's business activities
- Routine workplace inspections and audit reports
- Register of visitors and contractors on site
- Register of hired/borrowed work equipment (including inspection and maintenance records)
- Gas appliance testing records
- Electrical appliance testing records
- Waste transfer notes
- *Accident Claim – Management Checklist*
- *Accident Report Form – Employees*
- *Accident Report Form – Non-employees*
- *Accident Witness Statement*
- *Agency Worker Checklist*
- *Asbestos Alert (Permit to Work)*
- *Asbestos Present (Permit to Work)*
- *Breaking Lines (Permit to Work)*
- *Confined Space (Permit to Work)*
- *Contractor Appraisal Form*
- *Driver Safety Checklist*
- *Electrical Visual Inspection Checklist*
- *Electrical Work (Permit to Work)*
- *Excavation (Permit to Work)*
- *Fire Drill Record*
- *Fire Safety Checklist*
- *First Aid Checklist*
- *First Aid Kit Contents*
- *Hazardous Substances (Permit to Work)*
- *Health – Post Employment/Work Experience Medical Questionnaire*
- *Health and Safety Induction Checklist*
- *Hot Work (Permit to Work)*
- *Housekeeping Checklist*
- *Kitchen Checklist (Food Hygiene Check)*
- *Kitchen Checklist (H&S Check)*
- *Ladder Checklist*
- *Legionella Checklist*
- *Letter To Employee (Health Questionnaire)*
- *Letter To GP (Manual Handling)*
- *Letter To GP (Stress)*
- *Lifting Equipment (Permit to Work)*
- *Machinery Purchasing Safety Checklist*
- *Medical Consent Form For GP & Occupational Health Advisor*
- *Overhead Cranes (Permit to Work)*
- *Personal Protective Equipment Checklist*
- *Personal Protective Equipment Issue Record*
- *Pregnancy Checklist*
- *Pressure Testing (Permit to Work)*
- *Record of Hazard (Report)*
- *Site Rules For Contractors*
- *Slips and Trips Checklist*

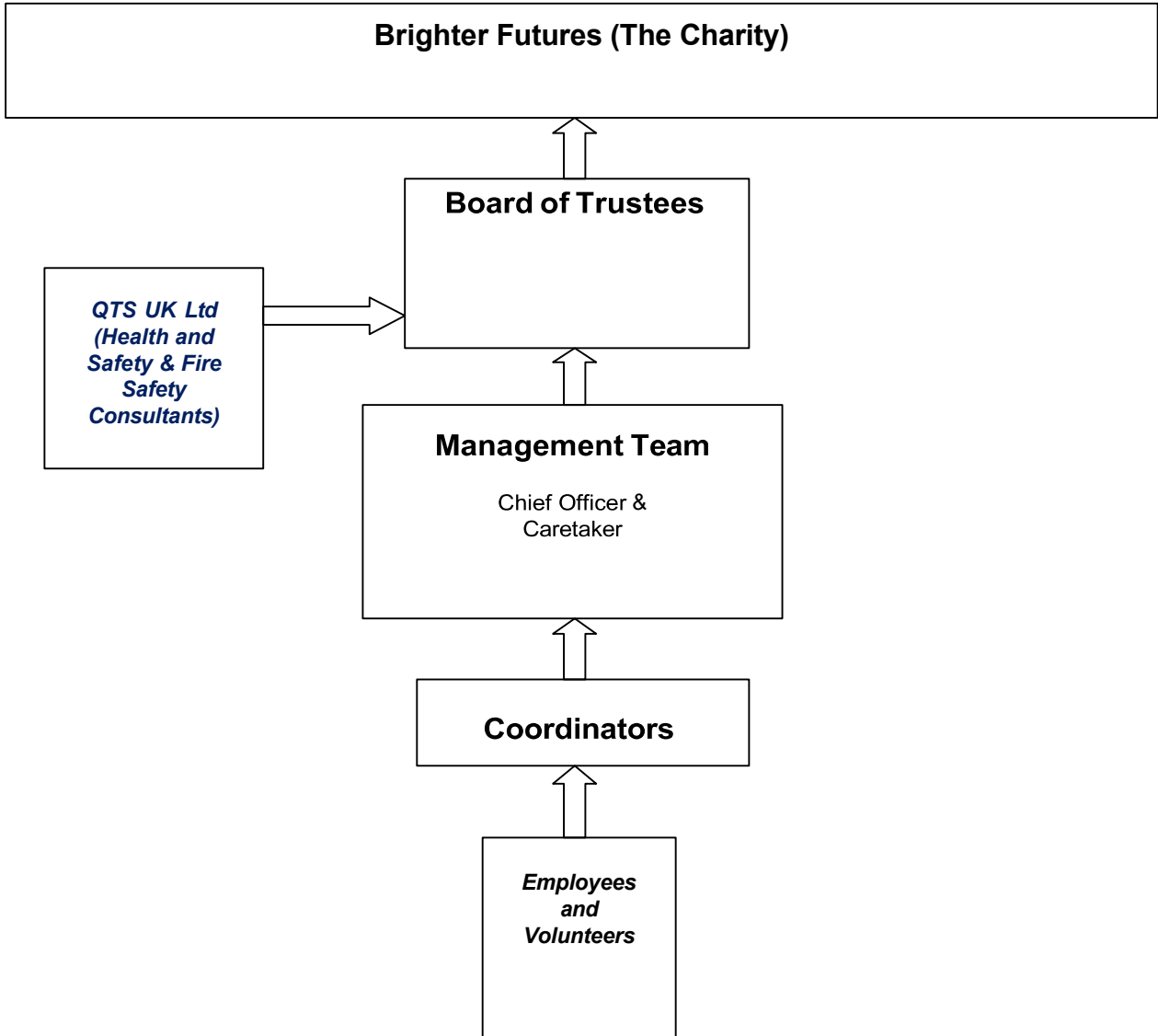
- *Training Record*
- *VDU Workstation Checklist*
- *VDU (DSE) Eye Test Form*
- *Weekly Vehicle Checklist (Car/Van)*
- *Window Cleaning (Permit to Work)*
- *Window Safety Checklist*
- *Work Equipment Checklist*
- *Work Experience Checklist*
- *Working At Height (Permit to Work)*

### **3.42** Summary Policy Statement

The most important considerations for risk assessment are that:

- Anything with the potential to cause harm (hazard) is identified
- The likelihood that harm will occur (risk) is identified
- Appropriate control measures are defined
- The risk assessment process is well documented to enable managerial control
- Risk assessment and controls must be reviewed regularly if they are to be an effective management tool

## Appendix 1 - Safety Responsibility Chart



*(1) Please Note – although the Project Coordinators and their associated employees and volunteers are not the direct responsibility of 'Brighter Futures', the arrangements within this health and safety policy have been detailed for these persons to follow. Therefore, the Project Coordinators should make a copy of this health and safety policy available to all persons that they employ and/or bring into our building.*

*(2) The 'Safety Guidance & Policies' devised by QTS UK Ltd in March 2023, also form part of this health and safety policy. For further details, please contact the Chief Officer at Brighter Futures or QTS UK Ltd.*

NOTE: ALL EMPLOYEES

## SECTION 7, Health and Safety at Work Act (1974)

It shall be the duty of every employee whilst at work:

- A)** to take reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her acts or omissions at work; and
- B)** as regards any duty or requirements imposed on his/her employer or any other person by, or under any of the relevant statutory provisions, to co-operate with him/her so far as necessary to enable that duty or requirement to be performed or complied with.
- C)** Not misuse or interfere with anything provided for health and safety.

## Appendix 2 - General Arrangements

Brighter Futures  
34 Wellington Road  
Rhyl Denbighshire  
LL18 1BN

Management Team See page twenty-seven of this document

### ACCIDENTS

First Aid Boxes are located in Main Room, Kitchen, Workshop, Office & Each Fleet Vehicle

Appointed Persons are:- Highlighted on all First Aid Posters (all Coordinators)

Appointed Person Responsible for First Aid Boxes:- Stephen Johnson

### EMERGENCIES

Emergency Services:- DIAL (9) 999

Accident records are kept at:- The Office

Completed accident records must be forwarded to:- Shane Owen or Tim Jones

### GENERAL FIRE SAFETY

Responsible for Checking:- Chief Officer/Caretaker

Escape Routes:- Chief Officer/Caretaker

Fire Extinguishers:- Chief Officer/Caretaker

Fire Alarm(s):- Chief Officer/Caretaker

Emergency Lighting:- Chief Officer/Caretaker

Nominated Fire Fighters:- Competent / Appointed Persons Only

## Appendix 3 - Policy Review

This policy was reviewed in March 2024 and will be reviewed at least once annually thereafter by:-

The Chief Officer and the Board of Trustees.  
The policy will also be reviewed externally by (QTS UK Ltd) every 2 years.

The review shall consider:-

- a) effectiveness
- b) efficiency
- c) employee participation
- d) Statutory legislation

I, the undersigned agree to implement and manage this health and safety policy in line with the relevant legislation that demands this organisation to do so.

Chief Officer:

Mr Shane Owen:-

SA Owen  
(Signature)

Date:- 01 - 02 - 2024

Brighter Futures

Health and Safety Policy

EMPLOYEE/VOLUNTEER HEALTH AND SAFETY INDUCTION TRAINING RECORD

Name: \_\_\_\_\_

Position: \_\_\_\_\_

I have received my Health and Safety Induction Training, and I understand my general responsibilities under the organisation's Health and Safety Policy.

I understand the following aspects of Health and Safety set out within the health and safety policy:

Summary of The Organisation's Health and Safety Policy:

- Fire Safety Arrangements, Evacuation Procedures and First Aid
- Risk Assessment Location(s)
- Asbestos Arrangements
- Accident Reporting Requirements
- Manual Handling of Loads and Equipment
- The Correct Use of Protective Clothing and Equipment
- The Safe Use of Work Equipment
- Electricity & Gas Procedures
- Display Screen Equipment
- Stress Policy
- Safe Handling, Storage & Use of Hazardous Substances

Employee's/Volunteer's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_