



lifeworks

Learning disability champions

Lifeworks Charity Limited

Health and Safety Policy and Procedures V3.0

September 2024

Notice to staff using a paper copy of this guidance, the Intranet holds the most recent version of this guidance. Staff must ensure they are using the most recent guidance.

Owner: Health and Safety Lead

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1.0 Equality, Diversity, Inclusion and Belonging

- 1.1 Lifeworks is committed to encouraging equality, diversity, inclusion and belonging among our workforce and eliminating unlawful discrimination. The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best. The Charity, in providing services, is also committed against unlawful discrimination of service users or the public.

2.0 Introduction

- 2.1 The Health and Safety manual contains our Health and Safety Policy as required by the Health and Safety at Work etc. Act 1974 and it defines the way we manage the health and safety hazards and risks associated with our business, premises and activities.

3.0 Purpose

- 3.1 Lifeworks Charity Limited are committed to managing health and safety effectively to protect our employees and other persons with whom we interact.
- 3.2 Our Health and Safety Policy Statement (section 7.0) sets out our commitment and the objectives we aspire to in managing health and safety. It is signed by our CEO to demonstrate that our commitment is led from the top.
- 3.3 Our approach to managing health and safety is pragmatic and proportionate and is prioritised according to risk with the objective of maintaining continuous improvement. We accept that we cannot eliminate risk from everything we do but we can manage risk in such a way that exposure to hazards is controlled as far as is reasonably practical.
- 3.4 We recognise that improvement in health and safety will not happen by chance and that planning to manage using a systematic approach through risk assessment is a necessary first step and an ongoing process. In moving forwards, we will wherever possible eliminate risk through selection and design of buildings, facilities, equipment and processes. Where risks cannot be eliminated, they will be minimised by the use of physical controls or, as a last resort, through systems of work and personal protection.

4.0 Scope

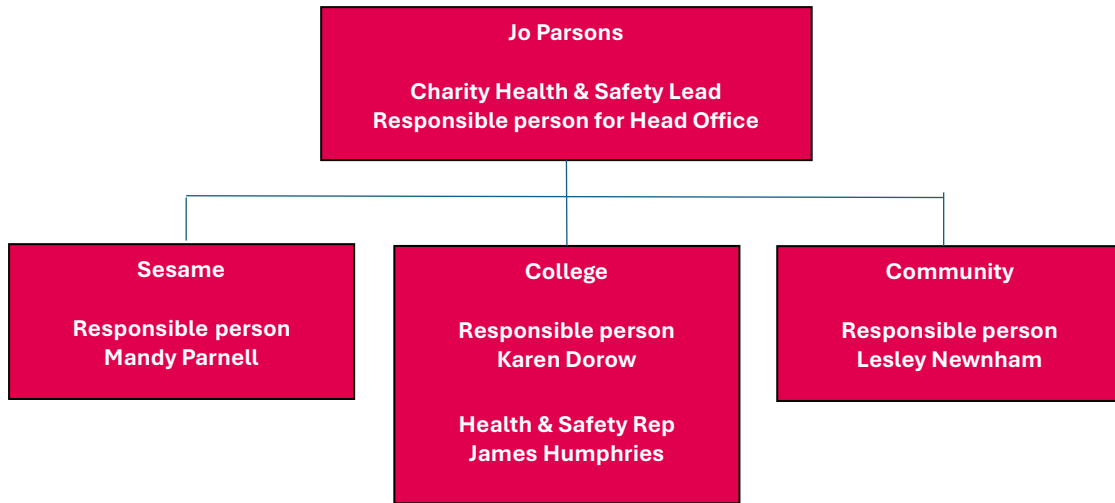
- 4.1 This is an overarching policy, relating to all service areas and staff.
- 4.2 Some areas of Health and Safety are covered in separate Lifeworks' policies. Staff should read this policy in conjunction with other relevant policies to ensure they know and understand the requirements in all areas. These policies are stored on the Lifeworks intranet.

5.0 Definitions

- 5.1 Risk Assessment involves identifying the hazards present in the workplace or arising out of any work activity and evaluating the extent of the risks involved to employees and others, considering existing precautions and their effectiveness.
- 5.2 A hazard is something with a potential to cause harm and can include articles, substances, plant or machines, methods of work and the work environment.

5.3 Risk is the likelihood of harm from that hazard being realised. Risk increases with the number of people exposed to the hazard and also with the potential severity of the harm i.e. the resultant injury or ill health effect. If there are no hazards there are no risks.

6.0 Responsibilities



6.1 The diagram above show the Health and Safety management structure and key personnel of Lifeworks. Relevant roles such as fire wardens and first aiders are listed in each service area's 'Key H&S Information' document, which is stored in the SharePoint H&S folder.

The overall responsibility for health and safety rests at the highest management level. However, it is the responsibility of every employee to co-operate in providing and maintaining a safe place of work.

6.2 Responsibilities of the Board of Trustees

The Trustees have the ultimate responsibility for the health and safety of Lifeworks Charity Limited but discharge this responsibility through the Lead for Health & Safety down to individual managers, supervisors and employees.

The Board has nominated the Jo Parsons – Lead for Health & Safety to have special responsibility for health and safety. The Board will ensure that:

- They provide a lead in developing a positive health and safety culture throughout the organisation;
- All its decisions reflect its health and safety intentions;
- Adequate resources are made available for the implementation of health and safety;
- They will promote the active participation of employees in improving health and safety performance;
- They will review the health and safety performance of the Charity on an annual basis.

6.3 Responsibilities of the Lead for Health & Safety

The Lead for Health & Safety has overall responsibility for ensuring compliance with Health and Safety legislation but delegates the responsibility of implementation. The Lead for Health & Safety ensures that:

- Our Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required;
- A health and safety plan of continuous improvement is created and that Responsible Persons monitor progress against agreed targets;
- Reportable incidents are reported to RIDDOR;
- Suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements;
- Management designated with health and safety responsibilities are provided with support to enable health and safety objectives to be met;
- A positive health and safety culture is promoted and that management develop a proactive safety culture which will permeate into all activities undertaken and reach all personnel;
- A system of communication and consultation with employees is established;
- Effective training programmes have been put in to place;
- An annual report on the safety performance of the Charity is presented to the Board.

6.4 Responsibilities of the Responsible Persons

Within their area of responsibility, Responsible Persons ensure that:

- They actively lead the implementation of the Health and Safety Policy;
- They supervise their staff to ensure that they work safely, providing increased supervision and induction for new workers;
- Safe systems of work are developed and implemented;
- Risk assessments are completed, recorded and regularly reviewed;
- Accidents, ill health and 'near miss' incidents at work are investigated, recorded and reported to the Health and Safety Lead;
- Audits and statutory checks are carried out, as outlined in the service area's audit tracker;
- Actions identified in checks and audits are immediately completed or added to the service area's H&S action plan and delegated to appropriate parties;
- Actions on the service area's H&S action plan are completed within reasonable deadlines;
- They communicate and consult with staff on health and safety issues and encourage them to report hazards and raise health and safety concerns;
- Safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner;
- Issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented;
- Premises, plant and work equipment are maintained in a safe condition;
- Statutory examinations are planned, completed and recorded;
- Personal protective equipment is provided, staff instructed in its use and that records are kept;
- Adequate arrangements for fire and first aid are established;
- Welfare facilities provided are maintained in a satisfactory state;
- Hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures;
- Contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures;
- Health and safety notices are displayed;
- Agreed safety standards are maintained, particularly those relating to housekeeping;
- Health and safety rules are followed by all.

- To ensure that all work carried out is done so safely and that any item that could present a risk is removed after work has finished;
- To ensure that any works can be carried out safely and that risks to individuals and other personnel is minimised;
- To ensure all incidents / accidents / occurrences pertaining to works carried out are recorded and reported immediately;
- To ensure that any reportable incident under RIDDOR is reported to the H&S lead immediately;
- To complete any tasks delegated to them on each service area's H&S action plan;
- To undertake health and safety audits as delegated on each service area's audit tracker.

6.5 Responsibilities of All Staff

All employees must:

- Take reasonable care of their own safety;
- Take reasonable care of the safety of others affected by their actions;
- Observe the safety rules;
- Comply with the Health and Safety Policies;
- Conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others;
- Dress sensibly and safely for their particular working environment or occupation;
- Conduct themselves in an orderly manner in the work place and refrain from any antics or pranks;
- Use all safety equipment and/or protective clothing as directed;
- Avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others;
- Maintain all equipment in good condition and report defects to their responsible person;
- Report any safety hazard or malfunction of any item of plant or equipment to their responsible person;
- Report all accidents to their responsible person whether an injury is sustained or not;
- Complete as requested any health and safety training course;
- Observe all laid down procedures for processes, materials and substances used;
- Observe the fire evacuation procedure and the position of all fire equipment and fire exit routes.

6.6 Responsibilities of Contractors

6.6.1 All contractors who work on the Charity premises are required to identify and control any risks arising from their activities and inform the Responsible of any risks that may affect the staff, service users or visitors. All contractors must be made aware of this policy and the associated emergency procedures. They should always comply to these requirements. In instances where the contractor creates hazardous conditions and fails to implement remedial measures, the Property and Maintenance Supervisor or Responsible Person will take such actions as are necessary to prevent staff, service users or visitors being put at risk from injury.

6.6.2 All contractors must:

- Take reasonable care of their own safety;
- Take reasonable care of the safety of others affected by their actions;
- Observe the safety rules;

- Submit their health and safety policy and relevant risk assessments to us for approval;
- Comply with and accept our health and safety policy;
- Conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others.
- Additional responsibilities of fire wardens and first aiders are listed in the 'Fire Safety Policy' and 'First Aid, Accidents and Incidents Policy'

7.0 Risk Assessment

- 7.1 The regulations require that risk assessments are 'suitable and sufficient' in that they should identify all the significant hazards present within the business and its activities and that they should be proportionate to the risk. The assessment should cover all risks that are reasonably foreseeable.

The risk assessment must identify all those people who may be affected by the hazard, whether they are workers or others, such as members of the public.

We may be controlling risks in various ways, determining the effectiveness of those controls is part of the risk assessment process.

Health and safety law does not demand absolute safety when considering what safety controls are required but measures taken should go as far as is 'reasonably practicable'; a balance between risk and costs, the greater the risk the greater the need to commit resources in terms of time and money to remove or control the risk.

It is a legal requirement that the significant findings of our risk assessments are brought to the attention of our employees.

7.2 Carrying out risk assessments

Those who are involved in risk assessments should:

- Be competent;
- Have knowledge and experience of working procedures in practice, potential dangers and strengths and weaknesses of existing precautions;
- Have knowledge and experience of how to solve problems identified by the assessment;
- Be in a position to give the commitment, co-operation and resources required to implement the assessment results.

It is important that the person carrying out the risk assessment is competent. This means that the person must have the necessary skills and knowledge gained through experience and training and may have qualifications that enable them to make sound judgments.

Risk Assessments should be completed using the Lifeworks' Risk Assessment template (stored in the SharePoint H&S library) in the majority of cases. There are a small number of specific risk assessments which require a different format, including COSHH, fire and first aid needs.

8.0 Health and Safety Rules

- 8.1 This section of our Health and Safety Policy specifies the rules laid down for the attention of all employees. These rules are prepared in accordance with legal requirements and acknowledge safe working practices. In addition to the legal duty imposed upon

employees to comply with these rules, failure to observe them will be considered to be a breach of the contract of employment and will result in disciplinary action being taken.

8.2 Employees are reminded that a breach of health and safety legislation by an employee is a criminal offence and action taken by an Enforcing Officer against an individual may result in heavy penalties.

8.3 Safety rules may vary depending upon the nature of work and the circumstances, therefore the overriding requirement is that employees are expected to act in a sensible manner and adhere to verbal instructions given by Management.

8.4 **General**

- It is the duty of all employees to co-operate with management in fulfilling our legal obligations in relation to health and safety.
- Employees must not intentionally or recklessly interfere with anything provided in the interests of health, safety or welfare.
- Employees are required to notify management of any unsafe activity, item or situation.

8.5 **Working Practices**

- Employees must not operate any item of plant or equipment unless they have been trained and authorised.
- Employees must make full and proper use of all equipment guarding.
- Employees must not clean any moving item of plant or equipment.
- Employees under the age of 18 years must not operate any item of plant or equipment unless they have received sufficient training or are under adequate supervision.
- Employees must not make any repairs or carry out maintenance work of any description unless authorised to do so.
- Employees must use all substances, chemicals, liquids etc, in accordance with all written instructions.
- Employees must not smoke except in prescribed areas.

8.6 **Hazard Warning Signs and Notices**

- Employees must comply with all hazard/warning signs and notices displayed on the premises.

8.7 **Working Conditions and Environment**

- Employees must make proper use of all equipment and facilities provided to control working conditions/ environment.
- Employees must keep stairways, passageways and work areas clear and in a clean and tidy condition.
- Employees must dispose of all rubbish, scrap and waste materials within the working area, using the facilities provided.
- Employees must clear up any spillage or liquids within the work area in the prescribed manner.
- Employees must deposit all waste materials and substances at the correct disposal points and in the prescribed manner.

8.8 **Protective Clothing and Equipment**

- Employees must use all items of protective clothing/equipment provided as instructed.

- Employees must store and maintain protective clothing/equipment in the approved manner.
- Employees must report any damage, loss, fault or unsuitability of protective clothing/equipment to their supervisor.

8.9 **Fire Precautions**

- Employees must comply with all laid down emergency procedures.
- Employees must not obstruct any fire escape route, fire equipment or fire doors.
- Employees must not misuse any firefighting equipment provided.
- Employees must report any use of firefighting equipment to their supervisor.

For full policy and procedure on fire precautions, please refer to Lifeworks' 'Fire Safety' policy.

8.10 **Accidents**

- Employees must seek medical treatment for work related injuries they receive by contacting a designated first aider or appointed person. Upon returning from treatment they must report the incident to their supervisor.
- Employees must ensure that any accident or injury treatment is properly recorded in the Accident Book.
- Employees must notify management of any incident in which damage is caused to property.
- For full policy and procedure on accidents, please refer to Lifeworks' 'First Aid, Accidents and Incidents' policy.

8.11 **Health**

- Employees must report to management any medical condition or medication which could affect the safety of themselves or others.
- Employees must co-operate with the management on the implementation of the medical and occupational health provisions.

8.12 **Transport**

- Employees must carry out prescribed checks of Charity vehicles prior to use and in conjunction with the laid down checking procedure.
- Employees must not drive or operate any vehicles for which they do not hold the appropriate driving licence or permit.
- Employees must not carry unauthorised passengers or unauthorised loads.
- Employees must not use vehicles for unauthorised purposes.
- Employees must not load vehicles above the stated capacity.
- Employees must not drive or operate vehicles whilst suffering from a medical condition or illness that may affect their driving or operating ability.

For full policy and procedure on employees' transport, please refer to Lifeworks' 'Use of Vehicles' policy.

8.13 **Rules Covering Gross Misconduct**

An employee will be liable to summary dismissal if they are found to have acted in any of the following ways:

- A serious or wilful breach of Safety Rules.
- Unauthorised removal or interference with any guard or protective device.
- Unauthorised operation of any item of plant or equipment.
- Unauthorised removal of any item of first aid equipment.
- Wilful damage to, misuse of or interference with any item provided in the interests of Health and Safety or welfare at work.
- Unauthorised removal or defacing of any label, sign or warning device.
- Horseplay or practical jokes which could cause accidents.
- Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence.
- Misuse of any item of equipment, utensil, fitting/ fixture, vehicle or electrical equipment.
- Deliberately disobeying an authorised instruction.

9.0 Health and Safety Procedures

9.1 Communication and Consultation

It is a legal requirement for the Charity to establish arrangements to communicate and consult with employees on issues affecting their health and safety and to take account of their views.

To achieve this objective, we will:

- Establish effective lines of communication;
- Display the 'Health and Safety Law – What You Need To Know' poster;
- Consult with employees when changes to processes, equipment, work methods etc. are to be introduced that may affect their health and safety;
- Involve and consult with employees through:
 - Individual conversations;
 - Notice boards;
 - Internal publications;
 - Staff meetings;
 - Health and safety meetings.

Where it is not practical to consult with all employees directly and it would be more appropriate to communicate and consult through employee representatives, we will arrange for representatives of employee safety to be elected.

The Charity will allow all representatives an appropriate amount of time away from their normal duties in order to complete their duties as representatives. We will not hinder representatives in the execution of their normal functions as defined by law.

9.2 Contractors

When working on our premises it is considered that contractors are joint occupiers for that period and therefore we have both joint liabilities in "common areas". In order to meet our legal obligations with regard to contractors we will ensure, prior to engaging any contractor, that they are competent and ensure during their period of employment that any works are carried out safely.

The following factors will be considered as part of our procedures for vetting contractors:

- Sight of the contractor's own safety policy, risk assessments, method statements, permits to work, etc as applicable;
- Clarification of the responsibility for provision of first aid and fire extinguishing equipment;
- Details of articles and hazardous substances intended to be brought to site, including any arrangements for safe transportation, handling, use, storage and disposal;
- Details of plant and equipment to be brought onto site, including arrangements for storage, use, maintenance and inspection;
- Clarification for supervision and regular communication during work including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury;
- Confirmation that all workers are suitably qualified and competent for the work (including a requirement for sight of evidence where relevant);
- Evidence showing that appropriate Employers and Public Liability Insurance is in place.

Similarly, we have a parallel duty to the contractor and must ensure that the contractor is not put at risk by our own activities for the duration of the contract.

We will stop contractors working immediately if their work appears unsafe. Staff should report any concerns to a manager immediately.

9.2.1 **Construction work and the Construction (Design and Management) Regulations 2015**

Where any construction work is carried out, to fulfil our legal duties as a "client" under the Construction (Design and Management) Regulations 2015, we will:

- Make suitable arrangements for the management of the project and review those arrangements throughout the project to ensure that they are still relevant;
- Ensure that all duty holders that we appoint have the necessary skills, knowledge and experience to carry out their roles safely;
- Appoint in writing the Principal Designer and Principal Contractor sufficiently early in the project to allow them to carry out their duties properly;
- Notify the HSE in writing for projects that require it;
- Ensure that relevant pre-construction information is passed to all designers and contractors;
- Ensure that the Principal Designer and Principal Contractor carry out their duties;
- Ensure that adequate welfare facilities are provided for the contractors;
- Ensure that no construction commences until an adequate health and safety plan and construction phase plan covering the work has been prepared;
- Ensure that any health and safety file passed to us is kept securely and readily available for inspection by anyone who requires it to fulfil their legal duties and, if we choose to dispose of the building, to pass the file to any person or Charity who acquires the building;
- Cooperate fully with all other duty holders and provide all relevant information and instruction promptly and clearly.

9.3 **Disabled Persons**

The Charity will give full and proper consideration to the needs of disabled employees and visitors. To achieve this, the Charity will:

- Treat all disabled employees and visitors with respect and dignity, both in the provision of a safe working environment and in equal access to the organisation's facilities;
- Ensure that risk assessments are undertaken of the special needs of the disabled and carryout reasonable adjustments to the premises and/or employment arrangements;
- Encourage employees with special needs to suggest any premises or task improvements to their line managers;
- Discipline any employees found treating their disabled colleagues with less than the expected standards of respect and dignity;
- Ensure suitable plans are in place which will assist disabled people to leave the premises swiftly during an emergency evacuation.

9.4 Electricity

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment.

To ensure this objective the Charity will:

- Ensure electrical installations and equipment are installed in accordance with the Wiring Regulations (BS 7671, 18th edition) using the most current edition published by the Institution of Engineering and Technology (IET);
- Maintain the fixed installation in a safe condition by carrying out routine safety tests;
- Inspect and test portable and transportable equipment as often as required to ensure safety;
- Promote and implement a safe system of work for maintenance, inspection and testing;
- Forbid live working unless absolutely necessary, in which case a permit to work system must be used;
- Ensure employees who carry out electrical work are competent to do so;
- Maintain detailed records.

Employees must:

- Visually check electrical equipment for damage before use;
- Report any defects found to their Responsible Person;
- Not use defective electrical equipment;
- Not carry out any repair to any electrical item unless qualified to do so;
- Switch off non-essential equipment from the mains when left unattended for long periods;
- Not bring any electrical item onto the Charity premises until it has been tested and a record of such a test has been included in the appropriate record;
- Not leave electric cables in such a position that they will cause a tripping hazard or be subject to mechanical damage.

9.5 Manual Handling

- 9.5.1 To prevent injuries and long-term ill-health from manual handling the Charity will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable. Where it is not practical the Charity will carry out an assessment to determine what control measures are required to reduce the risk to an acceptable level.

To implement this policy the organisation will ensure that:

- Manual handling assessments are carried out where relevant and records are kept;
- Employees are properly supervised;
- Adequate information and training is provided to persons carrying out manual handling activities including details of the approximate weights of loads to be handled and objects with an uneven weight distribution;
- Any injuries or incidents relating to manual handling are investigated, with remedial action taken;
- Employees adhere to safe systems of work;
- Safety arrangements for manual handling operations are monitored and reviewed;
- Where relevant, employees undertaking manual handling activities are suitably screened for reasons of health and safety, before doing the work;
- Special arrangements are made for individuals with health conditions which could be adversely affected by manual handling operations.

9.5.2 Reducing the risk of injury

In considering the most appropriate controls, an ergonomic approach to designing the manual handling operation will optimise the health, safety and productivity associated with the task.

Techniques of risk reduction will include:

- Mechanical assistance;
- Redesigning the task;
- Reducing risk factors arising from the load;
- Improvements in the work environment;
- Employee selection.

No employee will be required to lift any item that they do not feel confident of doing without risking personal injury.

9.6 New and Expectant Mothers (NEM)

The Charity recognises that the general precautions taken to protect the health and safety of the workforce as a whole may not in all cases protect new and expectant mothers and there may be occasions when, due to their being a NEM, different and/or additional measures will be necessary.

To implement effective measures for new and expectant mothers the Charity will ensure that:

- Employees are instructed at induction to inform their relevant manager of their being a NEM at the earliest possible opportunity and that the highest level of confidentiality is maintained at all times;
- Risk assessments are carried out for all work activities undertaken by new and expectant mothers and associated records and documentation maintained;
- Necessary control measures identified by the risk assessment are implemented, followed, monitored, reviewed and, if necessary, revised;
- New and expectant mothers are informed of any risks to them and/or their child and the control measures taken to protect them;
- Any adverse incidents are immediately reported and investigated;
- Appropriate training etc is provided where suitable alternative work is offered and accepted;

- Provision is made to support new and expectant mothers who need to take time off work for medical reasons associated with their being a NEM;
- Where relevant a suitable rest area is provided to enable the new or expectant mother to rest in a degree of privacy and calm;
- Where risks cannot be eliminated or reduced to an acceptable level then consideration will be given to adjusting working conditions and/or hours or if necessary providing suitable alternative work or suspension with pay.

9.7 Training

9.7.1 Training in health and safety is a legal requirement and also helps create competent employees at all levels within the Charity to enable them make a far more effective contribution to health and safety, whether as individuals, teams or groups.

Competence of individuals through training helps individuals acquire the necessary skills, knowledge and attitude which will be promoted by managers and supervisors throughout the organisation.

Our training objectives will cover three areas, that of the organisation, the job and individuals. All employees will need to know about:

- The health and safety policy;
- The structure and system for delivering this policy.

Employees will need to know which parts of the system are relevant to them, to understand the major risks in our activities and how they are controlled.

9.7.2 The H&S Lead and Responsible Persons complete IOSH Managing Safely qualifications.

9.7.3 All employees will receive induction training. Such training will cover fire procedures, warning systems, actions to be taken on receiving warning, locations of exits/escape routes, evacuation and assembly procedures, first aid/injury reporting procedures, names of first aiders/appointed persons, instruction on any prohibition areas (i.e. no smoking), issue of protective clothing/equipment and its use, instruction under COSHH, mandatory protection areas, Manual Handling, thorough instruction applicable to their particular duties at work etc.

All employees will receive annual service area specific health and safety training. Such training will cover any updates or changes from previous training, refreshers of fire and first aid procedures, any other health and safety procedures relevant to their role, communication lines to enable continuous improvement and correct reporting.

Training needs will be reviewed as a result of job changes, promotion, new activities or new technology, following an accident/incident and performance appraisal.

Records of training will be kept for all employees.

9.7.4 Employees must:

- Participate in the induction training activities they have been required to attend or carry out;
- Work according to the contents of any training they receive;
- Ask for clarification of any points they do not fully understand;

- Not operate hazardous plant or equipment, use hazardous chemicals or carry out any hazardous activity unless they have been appropriately trained and instructed.

9.8 Visitors

- 9.8.1 In the interest of safety and security, the Charity will take the necessary measures to protect staff and visitors from any accidents or incidents that may occur during visiting.

Employees hosting visitors must ensure that:

- They are authorised to enter the premises or are accompanied
- They adhere to applicable health and safety instructions and rules during their visit;
- Adequate information is passed to ensure their safety including emergency information;
- Any protective clothing required is provided and worn;
- Any accidents / incidents involving visitors are reported through the accident reporting arrangements.

Employees aware of people on the premises who may be unauthorised should report these to their manager for action.

9.8.2 Emergency Procedures

In the event of the fire alarm sounding, all visitors should be escorted to the assembly point by their host. Visitors should not leave the area before notifying the senior person present.

9.9 Working at Height

The Charity will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities.

The Charity will ensure that:

- All work activities that involve work at height are identified and assessed;
- The need to undertake work at height will be eliminated whenever it is reasonably practicable to do so;
- Adequate and secure working platforms with guard rails and toe boards will be used in preference to ladders which will be used for light, short duration work only and secured to prevent displacement;
- When necessary, only scaffolds and scaffold towers that have been erected by a competent person will be used;
- Roof lights and other fragile surfaces will be protected to prevent falls;
- Fall arrest equipment will be used if other means of prevention (safety nets, harnesses with running lines, etc.) are not practical or justified;
- Risks associated with those activities where work at height cannot be eliminated are evaluated and steps are taken to control them;
- All the necessary equipment to allow safe access to and egress from the place of work is provided;
- All the necessary equipment to ensure adequate lighting and protection from adverse weather conditions is provided;
- Suitable plant is provided to enable the materials used or created in the course of the work are safely lifted to and from the workplace and stored there if necessary;

- Any working platform and its supporting structures are selected and/or designed in accordance with current standards;
- Regular inspections of all equipment required for working at height are undertaken;
- Competent persons are appointed to be responsible for the supervision of all work at height and associated activities;
- Any contractors from whom they procure services comply with this policy.

The Charity shall provide any information, instruction and training required to work in a safe manner when working at height.

A ladder register and schedule of checks of ladders will be kept for each site.

9.10 **Work Equipment**

The Charity will provide a safe working environment in relation to work equipment safety and ensure all employees receive appropriate safety information and training in their work equipment.

To achieve this objective the Charity will:

- Provide work equipment that is suitable for the purpose and compliant with the requirements of the Provision and Use of Work Equipment Regulations;
- Retain and make available the manufacturer's instruction manual for each item of equipment, where relevant;
- Before using any item of work equipment, ensure that a risk assessment is carried out and brought to the attention of relevant employees;
- Inspect all equipment at installation and prior to first use;
- Regularly inspect work equipment in accordance with the manufacturer's recommendations
- Maintain work equipment in accordance with the manufacturer's recommendations;
- Keep records of all inspections and maintenance;
- Provide adequate instruction, information and training to employees to enable the work equipment to be used and maintained safely;
- Provide refresher training as appropriate and as determined necessary by workplace inspections.

9.11 **COSHH Assessment of Hazardous Substances**

This section of the policy defines the precautions to be taken, and the arrangements in place, to ensure that substances used at Lifeworks that are potentially hazardous to health are controlled within limits established by the C.O.S.H.H. Regulations, latest revision.

9.11.1 A Register is kept of all hazardous substances used on each site. This register is kept in the shared H&S library on SharePoint. For each substance this Register will identify the following:

- Description of the substance.
- Location where the substance is normally used.
- Location where the substance is normally stored.
- Whether the substance has an associated Risk Assessment

For each substance on the register there will be a copy of the Hazard Data Sheet kept on file. Master copies of these Data Sheets are kept on SharePoint and copies are made available for staff reference in the COSHH storage facility.

For each substance identified as hazardous on the Register an assessment is made of the likely hazards presented by the substance to the human body. This assessment will be made by a Competent Person using the COSHH Risk Assessment template which is stored in the SharePoint H&S library.

These Risk Assessments are stored digitally in the H&S library on SharePoint and copies kept in the COSHH storage area. The contents of the Risk Assessment are shared with relevant staff and reviewed as part of the annual H&S review or earlier if there is a change in evidence.

9.12 Young Persons

Whilst precautions taken to protect the health and safety of the workforce as a whole will, in many cases, also protect young persons, there are occasions when different and/or additional measures will be necessary due to their lack of experience, knowledge or absence of awareness of potential risks.

A 'young person' is defined as one who is below the age of 18 years. To ensure the safety of young persons the organisation will:

- Carry out risk assessments to cover the activities of young persons;
- Implement the actions determined by the risk assessment process;
- Inform the young persons of any risks associated with their work and the control measures taken to protect them;
- Provide additional appropriate information, instruction, supervision and training, etc as determined by the risk assessment.

10.0 Monitoring Compliance

- 10.1 Layers of monitoring are in place for this policy and its procedures. These are outlined in the H&S audit tracker.
- 10.2 A quarterly H&S Review is completed by the Site Responsible Person and shared with the Health and Safety Lead. This includes spot checking audit paperwork, actions from audits and risk assessments.
- 10.3 An annual H&S review is completed by the Health and Safety Lead, and the H&S Lead Trustee. This includes the areas covered in the quarterly review and aims to identify any patterns and or themes from the quarterly reviews. It also covers a staff training audit and policy reviews.
- 10.4 H&S incidents and key outcomes are reported to the Board of Trustees every quarter.
- 10.5 In-depth reporting of H&S developments, trends and actions are reported to the Board annually, after the annual review has taken place.

Further links to legislation

Legislation (click on each underlined link to open)

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties' employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to assess the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

Health and Safety Policy Statement

The management of Lifeworks Charity Limited recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by the Charity's activities, and that managing health and safety is a business-critical function.

In order to discharge its responsibilities, the management will:

- Bring this Policy Statement to the attention of all employees;
- Carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk;
- Communicate and consult with our employees on matters affecting their health and safety;
- Comply fully with all relevant legal requirements, codes of practice and regulations at international, national and local levels;
- Eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes;
- Encourage staff to identify and report hazards so that we can all contribute towards improving safety;
- Ensure that emergency procedures are in place at all locations for dealing with health and safety issues;
- Maintain our premises, provide and maintain safe plant and equipment;
- Only engage contractors who are able to demonstrate due regard to health & safety matters;
- Provide adequate resources to control the health and safety risks arising from our work activities;
- Provide adequate training and ensure that all employees are competent to do their tasks;
- Provide an organisational structure that defines the responsibilities for health and safety;
- Provide information, instruction and supervision for employees;
- Regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement.

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

Signed: Dated:

Name: Position:

Policy Information Chart

Title	Health and Safety Policy and Procedures V3.0
Document purpose/summary	To define the responsibilities, procedures and rules that Lifeworks manages the health and safety hazards and risks associated with our business, premises and activities.
Owner	Health and Safety Lead
Policy Department	Health and Safety
Ratification date	September 2024
Review date and frequency	Annually, or earlier if there is a change in evidence
Consultation process	SLT Responsible Persons
Ratified by	Board of Trustees
Target audience	All Lifeworks Staff
Circulation	Electronic: Intranet Written: Upon request to the Policies Administrator Please contact the Policy Administrator if you require this document in an alternative format.
Equality analysis checklist completed	Yes
References/sources of information	Health and Safety at Work Act 1974 HSE
Associated documentation/cross referenced policies	Health and Safety Policies Fire Safety First Aid/Accidents and Incidents Display Screen Equipment Buildings and Maintenance Additional HR and service specific policies cover specific related subjects and can be found on Breathe.
Supersedes document	Health and Safety Policy V2.0

Executive approval is subject to the understanding that the policy Owner has followed the organisation process for policy ratification.

Document Review History

Version no.	Type of Change: Major, minor, none or taken out of use	Date	Author of change	Description of change
1.0	New document	Sept 2022	Health and Safety Lead	Amalgamation of Health and Safety Policy and Procedures
2.0	Major	Sept 2023	Health and Safety Lead	New EDIB statement New organization chart Audit and action plan processes introduced Specific training added COSHH incorporated Monitoring compliance changed Risk Assessment template added
3.0	Minor	Sept 2024	Health and Safety Lead	Changes to structure. Removed section on lifts and lifting loads.