



lifeworks

Learning disability champions

Lifeworks Charity Limited

Health and Safety Policy and Procedures V4.0

December 2025

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 and Inclusion

- 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) set 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 using 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. Page 4 of 21 Health and Safety Policy and Procedures V3.0 – September 2024.
- 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 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 Health and Safety Policy Statement

- 6.1 The charity recognises that people are a key resource within the organisation and therefore fully accepts its responsibilities with regard to the health, safety and wellbeing of its staff, students, residents and service users within its care and where appropriate, visitors to its premises, and others who could be affected by its activities.
- 6.2 The Charity will provide and maintain, so far as is reasonably practicable, working and learning environments, on and offsite, and systems of work, which are safe, without risks to health, and as a minimum satisfy the Health and Safety at Work etc. Act 1974 and associated legislation.
- 6.3 The Board of Trustees also understands the need to work in partnership with its leaders and staff in the creation and promotion of the positive health and safety culture necessary to support the Charity in achieving its overall aim of providing an education of the highest quality and allowing all students, residents and service users to achieve their potential.
- 6.4 In recognising that staff have an important and beneficial contributory role to play in the management of health and safety arrangements, their participation in the consultation process will form an integral part in the planning and development of the safety management system. To assist in this process, effective arrangements for the communication of appropriate information will be formulated.
- 6.5 It is recognised that the control of health and safety is a management function with each level of management/supervision accountable to the one above and responsible for the one below.
- 6.6 Risks will be minimized by forward planning using competent staff trained and resourced to an appropriate extent whilst working to attainable standards.
- 6.7 The Charity recognises that the effective management of health and safety plays an important role in its overall performance as an educational establishment by;
- Reducing injuries and ill health.
 - Safeguarding students, residents and service users.
 - Protecting the environment and by the avoidance of unnecessary losses and liabilities.
- 6.8 Health and safety performance will be subject to regular and routine monitoring, the results of which will be reviewed at least annually in order to maintain and improve where necessary the required standards.

- 6.9 The Organisation section of this document defines the duties and responsibilities of the Board of Trustees, Principalship, Senior and Operational management and staff who will implement this Policy in the manner detailed in the Arrangements.
- 6.10 The Board of Trustees require each member of staff, as well as all students, residents and service users and visitors to the Charity to exercise their individual responsibility under health and safety legislation to ensure their acts or omissions do not adversely affect themselves or others; and to cooperate fully with the Charity and its management.
- 6.11 Without affecting the generality of the above statement, the Charity will pay particular attention to the implementation of the requirements of the Health and Safety at Work Etc Act 1974 and associated legislation in so far as;
- The provision and maintenance of plant and systems of work, which are safe, and without risks to health.
 - The production of arrangements in connection with the handling storage and use of any article or substance to ensure safety and an absence of risk to health.
 - The provision of suitable and sufficient information training and supervision necessary for health and safety purposes.
 - The provision and maintenance of workplaces which are safe and without risk to health.
 - The provision and maintenance of working environments and adequate arrangements for welfare at work.
- 6.12 This policy will be subject to review on at least an annual basis so as to ensure it continues to lead the development of standards of health and safety, which reflect the needs, and aspirations of the Charity.

7.0 Organisational Responsibilities

- 7.1 **Trustees** have overall responsibility for the Health and Safety Policy and practice. They have a responsibility to ensure that:
- The charity has a policy that is reviewed annually.
 - Has appropriate arrangements to address health and safety.
 - Is appropriately monitored and that the charity health and safety performance is regularly evaluated.
- 7.2 The **CEO and College Principal** has overall strategic responsibility for the charity, and in particular:
- The delegation of duties to ensure the implementation of the policy and that health and safety matters are dealt with appropriately.
 - To correspond with the Health and Safety Executive (HSE), Environmental Health, Ofsted, CQC, RIDDOR and other relevant external organisations regarding reportable H & S incidents.

- A health and safety plan of continuous improvement is created and that Responsible Persons monitor progress against agreed targets.
- Suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements.
- To ensure that external formal audits are carried out for each service area/ building.
- Audits to assess that statutory compliance is being met by inspection of records of, for example, but not exhaustively:
 - a. Electrical testing including PAT and fixed wire tests
 - b. Gas compliance and certification
 - c. Boilers, compressors, pressure vessels
 - d. Fire prevention systems
 - e. Water hygiene and legionellosis
 - f. Asbestos risk assessments, surveys and controls
 - g. Fire risk assessments, fire protection measures
- Ensuring suitable and sufficient arrangements are established with regard to any contracts entered into positive health and safety culture is promoted and that management develop a pro-active 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 into place.
- An annual report on the safety performance of the Charity is presented to the Board.

7.3 The **Responsible Person** has responsibility for ensuring that:

- They actively lead the implementation of the Health and Safety Policy, ensuring staff within their services have a safe environment, working practices, risk assessments and procedures provided.
- Equipment within their service is safe, risk assessed, appropriate training provided and protective equipment is available and used.
- Activities falling within the remit of their role are risk assessed and that these are periodically reviewed and complied with.
- All accident, hazards or 'near misses' are report using the appropriate documentation in a timely way.
- Monitoring and conducting required audits to ensure compliance with this policy, with any actioned identified to be immediately completed or added to the service area's H & S action plan and completed within a reasonable time frame.
- All hazards are identified and the risks created are fully assessed and controlled in accordance with the charity procedures.

- All staff have completed the Health and Safety training as mandatory as part of their induction training, along with Fire Safety, COSHH and First Aid where appropriate; and their mandatory refreshers.
- Hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures.
- Issues concerned safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented.
- Adequate arrangements arrangement for fire and first aid are established.
- Ensure any reportable incident under RIDDOR is reported.

7.4 **All staff** are responsible for:

- Familiarising themselves with, and adhering to, the Health and Safety Policy and relevant Risk Assessments, fire evacuation procedures and the position of all fire equipment and fire exit routes
- Ensuring that safe working practices are followed at all times, and using any supplied protective equipment properly
- Ensuring that house/classrooms/common spaces/ and equipment are safe before and after use
- Reporting any 'near miss' incidents, accidents or hazards in a timely and appropriate way
- Service First Aid Leads will be responsible for responding to any health and medical needs of service users and staff where appropriate, as well as ensuring that sufficient first aid equipment and resources are available for first aid, emergency injuries and ill health at their specific service site
- Assist in the provision of medical, medicine, and other health related support of service users
- Additional responsibilities of fire wardens and first aiders are listed in the 'Fire Safety Policy' and 'First Aid, Accidents and Incidents Policy'

7.5 **Visitors** are all required to sign in at the Reception for the relevant service they are visiting. Any attending college and day services will be issued with a visitor's badge which must be worn at all times whilst they are on site.

7.5.1 Staff are expected to escort their visitors whilst they are on site, explain the evacuation procedures in the event of a fire or emergency and ensure that they out (and return their badges) on leaving.

7.6 **Contractors** 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. 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.

8.0 Health and Safety Arrangements

8.1 Planning is an essential of the implementation of the charity's Health and Safety Policy to ensure its overall aim and objectives with regard to the health, safety and wellbeing of staff, services users and visitors.

8.2 The Responsible Person for each service should ensure safe systems of work are implemented, with consideration given to:

- The layout of the work and the use of the working areas to allow safe access and exit.
- Analysis of the tasks involved including safety and the provision of clear instructions.
- Identification of safe procedures, both routine and emergency.
- Written procedures for the operation of potentially hazardous machinery or for the use of potentially hazardous materials.

8.3 The purpose of the plan is to ensure that:

- Suitable and sufficient management arrangements, risk control measures, and workplace precautions are designed, developed and installed.
- To ensure that the generic organisational hazards affecting the Charity, along with service specific, are properly managed, risk assessments will be carried out and policies, procedures and guidelines produced for implementation by the appropriate leaders.
- The areas covered within the health and safety management include:
 - a. Risk Assessments.
 - b. Display Screen Equipment.
 - c. Legionella.
 - d. Manual Handling.
 - e. Personal Protective Equipment.
 - f. Asbestos.
 - g. COSHH.
 - h. Offsite Working.
 - i. Working at Height.
 - j. Provision and use of minibuses.

- k. Waste Management.
- l. Personal Emergency Evacuation Plan.
- m. Lone Working.
- n. Electrical Safety.

9.0 Risk Assessments

- 9.1 Risk Assessment guidance documentation is held on SharePoint and is accessible to all staff.
- 9.2 The regulations require that risk assessments are 'suitable and sufficient' in that they should identify all the significant hazards present with the business and its activities, and that they should be proportionate to the risk. The assessment should cover all risks that are reasonably foreseeable.
 - 9.2.1 Risk assessments should consider as required by the needs of the respective service: moving and handling, first aid, lone working, slips and trips, concerning behaviour (i.e. aggression, violence or challenging), specific medical conditions of the individuals we support, fire, food preparation, environmental, impact, any other specific activities to the location.
 - 9.2.2 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.
 - 9.2.3 Determining the effectiveness of those controls forms part of the risk assessment process.
 - 9.2.4 Health and safety legislation 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.
- 9.3 Carrying out risk assessments
 - 9.3.1 Those involved in the completion of 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.
 - 9.3.2 Risk Assessments should be completed using the Lifeworks' Risk Assessment template (stored in the SharePoint H&S library. There are a small number of specific risk assessments which require a different format, including COSHH, fire and first aid needs, and may be stored in the relevant service specific library.

- 9.4 Business Continuity Plans are in place for each service. The purpose of these plans are to provide guidance and support to enable services to tackle the impact of severe disruptions that may occur. This may include loss of premises (through fire, flood, etc), loss of utilities (electricity, gas, water), failure of IT or cyberattacks, lockdown of the college, unexplained death through injury or trauma.

10.0 Incident Reporting and Investigations

- 10.1 All accident which occur to our students/service users, staff, visitors, contractors, must be reported to the relevant Health and Safety Lead and/or responsible person for the services. In all cases, the relevant accident reporting documentation must be completed, including any required investigation documentation.
- 10.2 The Responsible Person for the respective services is responsible for the completion of any RIDDOR (Reporting of Injuries, Diseases, Dangerous Occurrence Regulations).

11.0 Monitoring

- 11.1 To ensure the effectiveness of the Health and Safety Policy in providing and maintaining environments and systems of work which are safe and without risk to health and where appropriate to the environment, the following procedures for monitoring have been established.
- 11.2 The Board of Trustees will be presented with an annual Health and Safety report detailing the levels of compliance achieved on the standards set by their Policies.
- 11.3 Annually (or more frequently as required) College management and its activities will be audited to confirm that the overall organisation and its systems are effective with regard to the planning and implementation of its Safety Management System.
- 11.4 Annually (or more frequently as required) College premises and its activities will be inspected to confirm that Leaders and Staff are satisfying their operational responsibilities and duties.
- 11.5 All leaders are required to routinely and regularly carry out safety tours and inspect the areas within their control and where appropriate carry out operational risk assessments on the hazards identified, the results of which will be recorded and retained for the purpose of review.
- 11.6 All staff are required to routinely and regularly inspect the areas in which they are working and report any health and safety concern to their line manager.
- 11.7 Records of incidents and accidents are routinely assessed to assist in the risk assessment process and in the setting of priorities, where appropriate the manager responsible will carry out suitable and sufficient investigations to determine the cause/s and any remedial measures necessary.
- 11.8 The Head of Estates and Facilities or College Health and Safety Advisor will analyse the accident/incident data and prepare statistical information to assist the annual review.

12.0 Health and Safety Rules

12.1 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.

12.2 Legal responsibility: 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.

12.3 General duty:

- 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.
- Managers and supervisors are responsible for ensuring this policy is implemented and following within their areas of responsibility.

12.4 General obligations:

- 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.

12.5 Working Practices

- Employees must not operate any item of plant or equipment unless they have been trained and authorised.
- Employees must use all equipment guards correctly.
- 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.
- Smoking, including e-cigarettes and vapes, is strictly prohibited in all indoor areas, including company vehicles and other charity premises. Employees must comply with local signage and guidance regarding smoking and vaping. There are no designated smoking areas across the charity sites.

12.6 Hazard Warning Signs and Notices

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

12.7 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.

12.8 Protective Clothing and Equipment

- Employees must use all items of protective clothing/equipment provided as instructed. Refer to Lifeworks First, Aid, Accident and Incident Policy for full procedures.
- All staff should be aware of who the appointed First Aiders are at each site.
- 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.

12.9 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.

12.10 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/line manager.
- 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.
- All staff should be aware of the appointed First Aiders at each site.
- Serious injuries, occupational diseases, or dangerous occurrences, must be reported through RIDDOR.

12.11 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.
- The Charity recognises that employee health includes mental as well as physical wellbeing. Support and guidance are available, employees have access to the Mindful Employer support on offer, and encouraged to raise any concerns.

12.12 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.

12.13 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.

13.0 Health and Safety Procedures

13.1 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:
 - a. Individual conversations.
 - b. Notice boards.
 - c. Internal publications.
 - d. Staff meetings.
 - e. 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.

13.2 Contractors

13.2.1 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” and share legal liabilities.

13.2.2 Before engaging contractors, we will ensure:

- They are competent and authorised.
- They provide safety policies, risk assessments, method statements, permits, and insurance.

- Responsibilities for first aid, fire equipment, and hazardous substances are clarified.
- Supervision and reporting arrangements are established. Work will stop immediately if contractors work unsafely.

13.2.3 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.

13.2.4 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.

13.3 Disabled Persons

13.3.1 The Charity ensures:

- Respect and dignity for disabled employees and visitors.
- Risk assessments for special needs and reasonable adjustments.
- Staff are encouraged to suggest improvements.
- Disciplinary action for disrespectful behaviour.
- Emergency evacuation plans for disabled individuals.

13.4 Electricity

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

13.4.2 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.

13.4.3 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.

13.5 Manual Handling

13.5.1 Manual handling operations will be eliminated, where reasonably practicable.

- Risk assessments will determine control measures.
- Employees receive information, supervision, and training.
- Mechanical aids, task redesign, and environment improvements will be applied.
- Employees should not lift items they are not confident handling safely.
- 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.
- Special arrangements are made for individuals with health conditions which could be adversely affected by manual handling operations.

13.6 New and Expectant Mothers (NEM)

- Employees must inform their manager confidentially at the earliest opportunity.
- Risk assessments will cover all tasks, and control measures implemented.
- Alternative work or adjustments provided where risks cannot be mitigated.
- Suitable rest areas will be provided.
- Time off for medical reasons related to pregnancy will be supported.
- Medical information will be treated confidentially and handled in accordance with data protection legislation.

13.7 Training

- Health and safety training is mandatory for all employees.
- Additional training will be provided for those as the Responsible Person if applicable.
- Objectives cover organisational knowledge, job-specific requirements, and individual competence.
- Induction training includes fire, first aid, protective equipment, COSHH, manual handling, and role-specific hazards.
- Annual refresher training is provided, and training needs reviewed after job changes or incidents.

- Training records will be maintained.
- Employees must apply training in their duties and seek clarification where needed.

13.8 Visitors

- Visitors must be authorised or accompanied.
- They must follow health and safety rules and wear protective equipment if required.
- Accidents involving visitors must be reported.
- During emergencies, visitors must be escorted to the assembly point.

13.9 Working at Height

- Work at height is assessed and eliminated where possible.
- Secure platforms, guardrails, and scaffolds are provided.
- Ladders are used only for short-duration tasks.
- Fall arrest equipment used where necessary.
- Regular inspections and competent supervision are required.

13.10 Work Equipment

- Equipment will comply with PUWER 1998 regulations.
- Manufacturer instructions are retained.
- Risk assessments are conducted before use.
- Inspections, maintenance, and records are maintained.
- Employees receive training and refresher instruction.

13.11 COSHH

- Hazardous substances are registered, assessed, and controlled.
- Risk assessments are maintained on SharePoint and in the COSHH storage area.
- Assessments are reviewed annually or when circumstances change.

13.12 Young Persons

- Defined as under 18 years.
- Risk assessments will cover their activities.
- Additional supervision, information, instruction, and training provided.

14.0 Monitoring Compliance

14.1 This policy will be reviewed annually as a minimum, and sooner if legislations changes or following a significant incident.

- Compliance is monitored via the H&S audit tracker.

- Quarterly reviews by Site Responsible Person; shared with H&S Lead.
- Annual reviews include trends, training audits, and policy updates.
- H&S incidents and outcomes are reported quarterly to the Board of Trustees.
- In-depth reporting of developments and trends is provided annually.

14.2 Explicit Reference to Relevant Legislation:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health (COSHH) Regulations 2002 (latest revision)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Provision and Use of Work Equipment Regulations (PUWER) 1998
- Workplace (Health, Safety and Welfare) Regulations 1992
- Smoke-free (Premises and Vehicles) Regulations 2007

14.3 Accessibility

All employees can access the policy digitally and in print, and in formats suitable for those with disabilities.

Appendix A
Policy Information Chart

Title	Health and Safety Policy and Procedures
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	CMT
Ratified by	CMT
Target audience	All Lifeworks Staff
Circulation	Electronic: Breathe 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.
Supersedes document	Supersedes document Health and Safety Policy V3.0

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	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.
4.0	Major	Dec 2025	Health and Safety Lead	Reviewed.