

**HEALTH & SAFETY POLICY**

Active Essex Foundation recognises and accepts its responsibility as a charity, employer and provider of community activity for providing a safe and healthy work place and working environment for all of its employees, volunteers, partners and participants in accordance with the requirements of the [Health and Safety at Work Act 1974](https://www.legislation.gov.uk/ukpga/1974/37/contents).

Active Essex Foundation will take all reasonable steps within its power to meet this responsibility and will devise and develop a positive programme to encourage welfare, health and safety.

Each project developed and initiated by Active Essex Foundation will be subject to these requirements where applicable and project staff and partner organisations will be responsible for ensuring they understand and follow this policy and for designing project related Safety Documentation.

Active Essex Foundation expects each employee, volunteer and trainee to take reasonable care for the safety of themselves and of other persons who may be affected by acts or omissions at work and to co-operate with the charity and all its staff in the achievement of the following basic aims:

**TO ENSURE THAT**:

* Equipment and systems and method of work are safe and without risk to health
* There are suitable arrangements for the safe use, handling, storage and transport of all supplies and equipment
* In regard to any particular job, the employees concerned have sufficient information, instruction, training and supervision that will enable them to avoid hazards and to contribute in a positive way to their own safety and health at work
* A safe means of access is provided to all places of work
* There is a healthy working environment.
* Where required and appropriate personal protective equipment (PPE) is available and worn to reduce likelihood of injury or harm to any individual.

Active Essex Foundation requires a sense of safety awareness and a responsible attitude from Employees, Volunteers, Trainees and Trustee Board members. Our Board and management will ensure that any relevant Legislation, Regulations and Codes of Practice are observed, and that safety, health and welfare information and relevant circulars are notified to all employees affected by them. All employees or volunteers will be made aware of this policy and we will use this as part of the induction process.

**FUTURE POLICY**

This Policy is not to be regarded as exclusive or exhaustive. The Policy will be reviewed on an annual basis and this review will be undertaken by management in consultation with the Safety Representatives of the Board of Trustees. Amendment and revision will be made, where necessary. There will be a need for a regular assessment of the effectiveness of the Safety Policy and for all employees to be kept aware of their responsibilities.

**IMPLEMENTATION OF GENERAL WELFARE, HEALTH AND SAFETY POLICY**

**SCHEDULE ONE**

Without detracting from the primary responsibility of managers for ensuring safe conditions of work, Active Essex Foundation will seek to provide competent technical advice on safety and health matters where this is necessary to assist staff and volunteers in their tasks.

CONSULTATION

All staff members and volunteers are encouraged to co-operate in implementing measures to ensure the safety, health and welfare at work of all employees. All wilful breaches in relation to safety, health and welfare instructions will be dealt with as disciplinary matters.

INCIDENT REPORT

A serious incident report form is available from the safety representative and should be completed after every incident occurring to or by a staff member or volunteer. This form will be used to review our Safety Policy and will be referred to the Board of Trustees for action.

**SCHEDULE TWO**

FIRST AID

A First Aid Bag, of suitable size for the number of participants, will be available at every session or event that Active Essex Foundation is involved in. It will be the responsibility of the Lead worker and Lead partner to ensure this bag is in a suitable location and stocked to an appropriate level and that there are members of staff present who are qualified first aiders.

TRAINING

We will ensure that every lead worker from our partner organisations (who will be delivering community activities) will be first aid trained and we will make sure that this training is up to date and relevant. Where possible all staff working on a session (there should always be more than one) will have first aid training. Any accident occurring within Active Essex Foundation managed sessions to staff, volunteers or participants must be entered on to an Accident form, which are kept in the First Aid Bag and will be at every session (see schedule three)

**SCHEDULE THREE**

RECORDING OF ACCIDENTS AND INJURIES

An Accident sheet shall be provided to register all accidents and injuries at all Active Essex Foundation sessions. The Accident Form will need to be passed to the management of the lead delivery organisation as well as the manager at Active Essex Foundation, who will be responsible for the storage of accident records.

If a member of staff or volunteer has an accident, this should be recorded as soon as possible on an accident sheet. When the report has been completed it should be passed to the management and then representative of the Board. This will be kept in a confidential file in a locked cabinet. A copy should be kept by the individual that has had the accident. A written record must be kept of all accidents for at least 3 years.

**NOTE:** An accident is defined as an accident arising out of or in connection with work resulting in death or injury to any person or in the case of an employee resulting in their being incapacitated for more than 3 days.

The recording must include:

a) Date of accident.

b) Name, gender, Age, Occupation of person injured and nature of injury.

c) Place of accident occurred and brief description of circumstances.

d) Name of person recording accident.

e) Name of witnesses.

Active Essex Foundation and its partners will comply with the [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013](https://www.legislation.gov.uk/uksi/2013/1471/contents/made), and any subsequent legislation. This requires organisations to keep reports of:

* work-related accidents which cause deaths
* work-related accidents which cause certain serious injuries (reportable injuries)
* diagnosed cases of certain industrial diseases; and
* certain ‘dangerous occurrences’ (incidents with the potential to cause harm)

The local Environmental Health Department of the local Authorities must be notified in the event of certain injuries, diseases and dangerous occurrences. The safety representative must be notified in certain instances, check with Manager. Any accident that occurs outside the office, must be reported to the Health & Safety Officers, Line Manager and Board representative and entered in detail in the accident Book as soon as practicable after the event. The Safety representative may then need to assess whether any preventive action is necessary.

**SCHEDULE FOUR**

For any work delivered in an office environment we will take all necessary steps to ensure the Health and Welfare of its employees, trainers, volunteers and participants under the [offices, shops and railway premises Act 1963](https://www.legislation.gov.uk/ukpga/1963/41) regarding provisions of cleanliness, overcrowding, temperature, ventilation, lighting, sanitary conveniences and washing facilities, drinking water and accommodation for clothing.

CLEANLINESS

Premises and furniture and fittings should be kept clean. Rubbish bins should be emptied once a week. All office space is to be cleaned at least once every fortnight.

OVERCROWDING

No room should be so overcrowded as to cause risk of injury to the Health of people working there.

TEMPERATURE

There is a duty to ensure that all rooms are adequately heated and that a thermometer is provided which may be seen by all employees.

VENTILATION

There must be suitable and adequate ventilation for all rooms used for work purposes. Ventilation may be by natural or mechanical means.

LIGHTING

Effective provision must be made to ensure adequate natural or artificial lighting.

SANITARY CONVENIENCES AND WASHING FACILITIES

Organisations are obliged to make arrangements to provide suitable and sufficient sanitary conveniences at places conveniently accessible to employees. These must be kept clean, properly maintained and ventilated, and adequately lit. We are obliged to make arrangements to provide sufficient and suitable washing facilities, including a supply of clean, running hot and cold water, soap, clean towels or other means of drying hands. As with sanitary conveniences adequate lighting, ventilation and cleanliness are essential.

SITTING FACILITIES

Where staff spend most of their time seated, e.g., typists, it is essential that suitable seating, giving adequate back support is provided.

Where staff are likely to be standing for considerable periods of time, suitable facilities for sitting down will be made available.

GENERAL HOUSEKEEPING

It is the responsibility of each employee; volunteer and trainee to keep their desk/workspace clean and tidy. The office environment must be kept clean and tidy at all times.

**SCHEDULE FIVE**

MANUAL HANDLING

No member of staff should be involved in manual handling unless they have undertaken the relevant training. If any manual handling is required, please request help from a trained member of staff to carry out the work and arrange for it to be undertaken.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

Active Essex Foundation, in compliance with this regulation, will in the first instance eliminate the use of hazardous materials on the premises, by substitution with less hazardous materials and in the second instance, the use of hazardous materials will be controlled at source by limiting exposure and providing protective equipment.

ELECTRICITY AT WORK REGULATION 1991

Active Essex Foundation, in compliance with this regulation will have all electric appliances checked on a two yearly basis by a qualified electrician and defective appliances will be removed from use.

HEALTH AND SAFETY (DISPLAY SCREEN AND EQUIPMENT) REGULATION 1993

Active Essex Foundation will carry out an assessment to identify where equipment does not comply with this regulation. All equipment will be assessed on a regular (annual) basis to ensure adequate maintenance is given. A User is anyone who uses display screen equipment for more than 6 hours per week. All employees defined as `users' under this regulation will be entitled to undergo an `eye test' at the expense of Active Essex Foundation on an annual basis. All users will be expected to take a 5-10 minute break after every hour of continued VDU work.

**SCHEDULE SIX**

Active Essex Foundation accepts a duty to take adequate precautions against fire and other emergencies.

Wherever we occupy office accommodation it will ensure that our staff and volunteers are aware of all information provided by the building managers about action to be taken in the event of fire and other emergencies. Procedures will be (when we acquire an office space) drawn up by Active Essex Foundation Board, concerning fire prevention and safety which relate to fire doors, escape routes, fire notices, fire drills, training exercises and maintenance of fire extinguishers. All members of staff should ensure that they are aware of the instructions and procedures, which relate to their employment and that these are complied with.

All staff, trainers and volunteers at Active Essex Foundation are given instruction as part of their induction in order to be familiar with:

* What to do in case of an emergency
* All emergency exits
* Location of firefighting equipment
* Uses of firefighting equipment (NOTE extinguishers should never be used on electrical fires)
* Meeting and fire assembly points

**SCHEDULE SEVEN**

INSTRUCTION AND/OR TRAINING

Instruction and/or training will be provided so far as is reasonable and practicable to meet identified needs. The aim of any programme of instruction will be to ensure that all members of staff, trainers and volunteers are aware of those health and safety procedures, which relate to their duties.

The training programme may consist of:

a) Either formal instruction or training sessions.

b) Or instruction on the job and appropriate instructional hand-outs.

c) Or both.

Training and/or instruction can only be effective if the employee concerned fully participates and takes advantage of the facilities provided. Attendance at such sessions must be regarded as compulsory.

OTHER HAZARDS

It is policy of Active Essex Foundation to provide adequate and suitable protective clothing for the purpose of hygiene and for health and safety purposes where necessary. Any member of staff who considers they need protective clothing, which has not been provided, should discuss this with Active Essex Foundation management or the Board representative. All members of staff and volunteers are required to use protective clothing when carrying out duties for which it is provided. All staff working on Active Essex projects must wear suitable clothing identifying them as a community worker / sports coach. (This may be partner organisation logo clothing)

**SCHEDULE EIGHT**

LONE WORKING/WORK OUTSIDE THE OFFICE ENVIRONMENT

As part of the development and delivery of Active Essex Foundation projects, staff may be expected to work outside the office environment. This may entail visits to other organisations i.e. premises or community locations. Staff will usually travel to and from such offices alone and will normally use their own or public transport. All staff, trainers and volunteers are offered any appropriate training to help them effectively and safely carry out their job. Training needs are assessed regularly through supervision and each year when a training plan is drawn up. Please see separate Lone Working policy for more information.

Health and Safety awareness and assertiveness and violence and aggression courses may be part of any training programme available to staff, as agreed during supervision and appraisal.

All staff working out of the office environment while delivering Active Essex Foundation projects and events must leave a contact name, address and telephone number in order that they can be contacted in any emergency.

Staff, trainers and volunteers must report all accidents, including near miss accidents, dangerous occurrences or assaults and violent acts, threatening behaviour to them (or by them) to Active Essex Foundation staff immediately or as soon as practicable, by using the Incident Report Form. Forms are to be forwarded to management and The Board of Trustees. An Incident file is kept by management which details incident, action required and taken, further recommendations and Safety representatives reply.

All acts of physical violence must be reported to Active Essex Foundation management and Board of Trustees.

The safety of the employee, volunteer or trainee is of the utmost importance at all times and we will try to ensure the safety of their staff whenever possible when a staff member is representing them on business.

**SMOKING POLICY**

In order to enable all staff and visitors to be in a smoke-free environment, Active Essex Foundation sessions and any business premises are designated “no smoking”. Our prohibition on smoking applies not only to employees but also to visitors to the workplace, including clients and customers. If staff or visitors wish to smoke they must do so well away from the session or building. There is no legal requirement for staff to have smoke breaks and whenever possible staff should smoke in their own time.

Failure to comply with the above rules is a disciplinary offence and will be dealt with in accordance with our Disciplinary Procedure. Where smoking creates a clear health and safety hazard, then such behaviour constitutes potential Gross Misconduct and could render the employee liable to summary dismissal.

**LIAISON**

Health and Safety and that of Active Essex Foundation staff, Board, volunteers, partners and participants will remain if upmost importance and therefore a Health and Safety item will appear on the agenda of every meeting to enable issues to be raised for general discussion. Any unresolved issues can then be fed through to the Board of Trustees for a decision. Health and safety matters will be covered at the following meetings;

* Staff and team meetings
* Partnership and project meetings
* Health & safety meetings
* Managers’ meetings
* Trustee board meetings

**RESPONSIBILITIES OF SAFETY REPRESENTATIVES**

The appointed Safety Representative (from Management and Board of Trustees) will promote the Health and Safety of employees at work.

This work will include:

a) Carrying out assessments required under Health and Safety regulations.

b) Monitoring the effectiveness of the Active Essex Foundation Health and Safety Policy.

c) Investigating potential hazards and dangerous occurrences at the work place, in conjunction with the Board of Trustees.

d) Investigating complaints by any employee relating to Health and Safety or welfare at work.

e) Making representation to the employers in relation to matters arising out of c & d.

f) Carrying out inspections of the work place and related documents.

g) Making information available to management and Trustees to enable the organisation to carry out its responsibilities.

h) Advising employees on job safety and accident prevention.

**INSPECTIONS**

Active Essex Foundation Management and Board of Trustees will take responsibility for organising and maintaining Health and Safety inspections and acting upon the results promptly and effectively.

**TRAINING**

Those responsible for Health and Safety will undergo suitable training in the field of safety management and advise employees on Job Safety and Accident Prevention. Recommending any safety training, which may be required, and advise management of any health and safety training employees may require.

NOTE: This list is not exhaustive and will be reviewed on a regular basis**.**

**OUTSIDE VISITS**

A mobile phone must be taken to each session and used in case of emergency. If there is an emergency, this needs to be recorded on a serious incident form.

**MEETING participants outside of sessions**

Should it be deemed necessary to meet with participants outside of Active Essex Foundation managed project / sessions due to mentoring, then the following procedures should take place.

* Meetings to take place in a designated location.
* Meetings to take place with one other member of staff present in building, or room, if felt to be appropriate.
* Other Staff member to agree to not leave premises whilst the meeting is being held.
Staff member to be aware of need for emergency response to alarm being raised as follows;
* Check on interviewer/interviewee
* Assist interviewer where practical
* Call 999 if applicable
* Escort interviewee off premises
* It is recommended that when staff / partners are meeting participants in other organisations premises staff should be aware of emergency procedures and how to contact another member of staff if assistance is required.
* Always leave details of where you are and who you are interviewing with Active Essex Foundation / Partnership management and advise staff of appropriate agency.

Appropriate training is available for all staff on how to deal with aggression.

**CHECKLIST FOR STAFF/VOLUNTEERS WHEN CARRYING PASSENGERS IN OWN CARS**

Active Essex Foundation staff, volunteers and partners may be required to transport users in their own vehicles as part of project work. The following is a checklist which should be used when undertaking the transport of users in connection with project work:

1. Confirm user has been accepted onto scheme and fits any criteria

2. Obtain information on user to enable you to assess safety implications of transporting that user.

Information should include:

* Knowledge of any violent and/or aggressive tendencies or past behaviour including offences if appropriate
* Any drug/alcohol problems which may cause user to act irrationally
* Any other relevant problems the referrer may be aware of.

Upon obtaining such information you should then be in a position to make a decision on whether you wish to transport the user.

3. Ensure that you have your phone with you and turned on and Active Essex Foundation or Partner staff know that you are transporting the user and leave the following details with the team:

* Name of user
* Transportation details (i.e. to, from etc.)
* Timescale (including expected time of return)
* Contact point
* Referrer

If you are working out of normal hours you must advise Management / fellow colleague so that if there is a need, Management has information on how to contact you in an emergency. This also applies if your usual office base is closed. Finally, Active Essex Foundation stresses that staff are encouraged to make an informed decision in relation to this matter. The matter may also be discussed with line managers. If after going through the assessment stage staff feel unhappy or unwilling to transport any user then they do not have to. They should however inform the Line Manager of their decision.

**DRIVING & MOBILE PHONES**

Active Essex Foundation staff, volunteers and partners may be required to drive on business as part of their job duties. Operating a mobile phone whilst driving reduces concentration and increases the likelihood of an accident. It is also a criminal offence. This section sets out our requirements in relation to Staff / volunteers using mobile phones whilst driving on business. It applies irrespective of whether the staff member uses an Active Essex Foundation provided mobile phone or their own personal mobile phone. Staff, trainers and volunteers are completely prohibited from using a hand-held mobile phone or similar hand-held electronic device whilst driving as part of their job duties, whether this is to make or receive telephone calls, send or read text or image/picture messages, access emails or internet. If any staff, trainer or volunteer is discovered contravening this rule, they will face serious action under our disciplinary procedure. In view of the potential health and safety implications, it may also constitute gross misconduct and could render the staff member liable to summary dismissal. If a staff member / volunteer does wish to use a hand-held mobile phone when driving, he or she must stop the car and completely turn off the car’s engine before using the mobile phone. A person is regarded as “driving” for the purposes of the law if the engine is running, even if their vehicle is stationary. This means Staff / volunteers must not use a hand-held phone at traffic lights, during traffic jams or at other times when the engine is running.

A hands-free phone is one that does not require the user to hold it at any point during the course of its operation. A mobile phone that is attached to fixed speakers and does not require the used to hold it whilst in use (for example, because it is stored in a cradle) would be covered, as would a hands-free mobile phone with voice activation. If the phone needs to be held in the user’s hand at some point during the operation, for example to dial the number or to end the call, it is not hands-free. If Staff are required to drive as part of their jobs duties and they wish to use a mobile phone, they must ensure they have appropriate hands-free equipment for the phone. However, even with hands-free equipment, driving and conducting a telephone conversation are both demanding tasks and the staff member should take all responsible steps to ensure they do not carry out these tasks at the same time. The staff member should therefore make use of any voicemail or call divert facility available, rather than make or receive “live” calls. The staff member should then stop regularly in safe places to check for voicemail messages and make and return calls. (In most incidences this would be before and after the next appointment).

**Responsibility and authority levels**

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| --- | --- |
| Person responsible for this policy: | Rob Hayne – Board of Trustees |
| Person with authority to amend or update: | Rob Hayne – Board of Trustees |
| Authority and Responsibility to Review and Approve Policy: | Board of Trustees |

**Review**

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| --- | --- | --- |
|  | Date: | Review date: |
| Version 2 | April 2023 | April 2024 |