

HEALTH AND SAFETY POLICY

POLICY STATEMENT

It is our policy to provide and maintain safe and healthy working conditions, equipment, and systems of work for all staff, volunteers and clients, and to provide information, instruction, training and supervision as is needed for this purpose.

We also accept our responsibility for the health and safety of other people who may be affected by our activities.

Evolve actively seeks support from all staff, volunteers, and clients whatever their status, in achieving the objectives of this Health and Safety Policy.

The allocation of duties for safety matters and the arrangements for implementation of the policy are set out in the sessions one of the Policy. This Policy will be reviewed and updated following any major changes in procedures, personnel or every three years whichever occurs first.

The Policy is issued to all staff, trustees and volunteers.

Evolve recognises its responsibility under health and safety legislation, including the **Health and Safety at Work etc. Act 1974**, and similar legislation, to ensure that all reasonable precautions are taken to minimise health and safety risks for staff, service users, visitors, and contractors and to ensure, where reasonably practicable, their health and well-being at all times.

As part of this duty Evolve acknowledges that according to the law it must produce a general health and safety policy that outlines its commitment to, and procedures for, health and safety. This is in addition to a range of more specific in-depth policies covering each area.

According to guidance from the Health and Safety Executive, the policy must:

- state Evolve's general policy on health and safety
- describe the organisation and arrangements for carrying out the policy
- be brought to the notice of all employees
- be revised whenever appropriate with each revision being brought to the attention of staff

As well as its legal duties under the above legislation, this organisation also understands that the provision of safe and effective services, equipment and premises is an important part of compliance with the HSE.

This organisation is committed to fulfilling all its duties regarding the health and safety of its staff and all those affected by its services and activities, such as service users, volunteers, contractors, and the general public. The organisation acknowledges that the welfare, well-being and health and safety of employees and others should be a

key factor in the running of its services and will do everything practicable to ensure high standards of health and safety always and to create a positive, health-conscious culture and work environment.

Evolve recognises that to achieve such a culture and such high standards it needs to have in place effective health and safety policies, procedures and mechanisms that require the co-operation and compliance of all employees and their commitment to work in partnership in maintaining a safe workplace.

It is the intention of Evolve that this policy represents an overarching health and safety policy, setting out the broad arrangements and strategy for health and safety, but that the majority of detail is included in these separate policies.

In This organisation (Evolve)

- all areas of health and safety will be covered by this general policy and by specific in-depth policies developed in partnership between the management and the workforce
- policies will be based upon the process of risk assessment
- policies will be signed and dated by senior management
- Policies will be regularly reviewed and monitored to ensure that they are being implemented effectively and are fit for purpose; where necessary, they will be revised
- Policies and procedures will be communicated to all employees and other stakeholders such as service users and their families.

Evolve is also committed to an active programme of training and occupational health support for staff and to an effective audit and accident/incident reporting and monitoring system whereby all accidents, incidents and 'near misses' will be reported and reviewed by the management and staff representatives. Trends or patterns will be identified, and changes introduced as required where concerns or issues are identified. In this way the health and safety systems will be subject to a system of continuous quality improvement.

Evolve acknowledges that the arrangements outlined in this statement – and the various other safety provisions made by the organisation – cannot prevent accidents or ensure safe and healthy working conditions on their own. However, the management believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The management will therefore take all reasonable steps to identify and reduce hazards to a minimum but all staff must appreciate that their own safety and that of service users and others also depends on their individual conduct and vigilance while on the premises or while taking part in work activities.

In particular, the management of the organisation undertakes to provide:

- a safe place for staff and volunteers to work, including safe means of entry and exit
- plant, equipment and systems of work which are safe
- safe arrangements for the handling, storage and transport of articles and substances
- safe and healthy working conditions which take account of all appropriate statutory requirements, codes of practice and guidance – whether statutory or advisory
- supervision, training and instruction so that all staff can perform their work in a healthy and safe manner
- necessary safety and protective equipment and clothing, together with any necessary guidance, instruction and supervision adequate welfare facilities.

Day to day health and safety responsibilities

The CEO and Administration is responsible for all day-to-day health and safety matters relating to the premises and is responsible for carrying out workstation risk assessments, copies of which should be forwarded to the designated health and safety officer as soon as carried out.

Employees working from home are responsible for all day-to-day health and safety matters relating to their home office and their Line Managers are responsible for carrying out workstation risk assessments, copies of which should be forwarded to the CEO and Administrator as soon as carried out.

All staff working away from the office whilst travelling or working away from their designated office will follow this Policy.

It is the duty of all employees while at work:

- A) To take responsible care for the health and safety of him/ herself and of other persons who may be affected by his/ her acts or omissions at work, and
- B) To co-operate with managers to achieve a health and safe workplace and to report to the Administrator and CEO any health and safety problems which they are unable to resolve themselves, and
- C) Not to interfere with or misuse any equipment provided in the interests of health, safety and welfare.

Any abuse of health and safety responsibilities by an employee or volunteer may lead to disciplinary proceedings being taken against them.

Good Working Practices including safety precautions to be taken when working alone and the last person out procedure are set out in Appendix A.

Monitoring the Health and Safety Policy

The Director of Services and Line Managers are responsible for checking the Policy to ensure continued effectiveness, particular that:

- A) Health and safety responsibilities are being properly discharged
- B) Employees and volunteers are working to health and safety rules
- C) Employees and volunteers are safety conscious

Health and Safety Budget

Allocation will be made annually in the budget for the purpose of health and safety, I.e. safety training.

Annual Audit

It is the policy of the Organisation to require a thorough examination of health and safety performance against established standards, at least annually. The technique to be adopted for such examinations will be the 'Safety Audit'.

The information obtained by the audit will be used to form the basis of the plan for the organisation for the following year.

The responsibility for ensuring that audit activity is carried out as part of this policy rests with the Director of Services and will be carried out by the Administrator and CEO.

It is the management's responsibility to ensure that any deficiencies highlighted in the Audit are dealt with as speedily as possible.

Managers have a continual responsibility for the elimination of hazards in order to maintain a safe working environment and will also be expected to carry out regular risk assessments.

Training

All staff and volunteers are given induction training relating to evacuation procedures, accident procedures and availability of first aid.

Health and Safety training shall be incorporated within mandatory training programmes for staff, as part of the development of a systematic training plan. Health and Safety training needs will, therefore, be identified and planned for in the same manner as other training needs and as a minimum be undertaken every three years.

Accidents

If an accident occurs, it is the injured person's responsibility to notify a Qualified First Aider who will record the accident in the Accident Book. Should the accident be reported under the Reporting of Injuries, Diseases and Dangerous Regulations 1995 (RIDDOR), this will be done by the Director of Services.

First Aid

It is the policy of Evolve that all employees undertake basic first aid training. Line Managers are responsible for identifying training needs in the line with mandatory training programmes.

The First Aid box is situated in the Administrators Office, with appropriate signage to notify Staff and Visitors.

Fire

Fire procedures are displayed on each floor of the premises. Fire drills are carried out at least annually. Following evacuations all staff and volunteers should report to the assembly point, which is outside the Evolve Office. The Director of Services or in their absence the CEO or Administrator will co-ordinate the fire drill.

Emergency procedures — fire and evacuation

This organisation understands how dangerous a fire in a health or social care environment can be and will take all reasonable action to ensure that the necessary fire precautions are in place, including:

- appointing a responsible person to oversee fire safety
- a properly conducted and recorded fire risk assessment
- adequate fire prevention measures
- appropriate premises design in accordance with building regulations and fire safety legislation, including compartmentalisation of the premises, adequate numbers of fire escapes, call points and fire exits, and set assembly points
- suitable fire detection and warning mechanisms which are regularly tested and maintained

- suitable firefighting equipment
- a pre-worked fire evacuation plan, supported by adequate training and fire drills, such that, in the event of a fire, staff, volunteers and visitors can be safely evacuated.

In this regard, the organisation will comply fully with all relevant health and safety legislation including:

- **Regulatory Reform (Fire Safety) Order 2005.**

In this organisation the responsible person for fire safety is: Alison Hodgson

The above-named person is responsible for ensuring the fire risk assessment is undertaken and implemented and kept up to date, and that the emergency evacuation procedure is in place, kept up to date and appropriately communicated to all residents, staff and visitors.

Manual Handling

Evolve follows the Health and Safety Executive guidelines for lifting e.g. no employee, or volunteer is expected to lift over 25kg (for men) or 16kg (for women) without assistance. All staff and volunteers who may be involved who may be involved in physical handling will be trained in the correct procedures to adopt (Appendix B).

Smoking

Smoking is not allowed in any Evolve work area, other than employee's home, but smoking is allowed outside of the premises.

Display Screen Equipment

All staff and volunteers have been informed of the various ill health conditions associated with the use of the display screen equipment. They have also been trained in the correct use of computers, the positioning of desk, chair monitor etc, to enable them to avoid the various ill health problems. All staff and volunteers are aware that their employer will provide an eye test should it be requested.

Electrical Safety

All portable electrical appliances are checked annually by qualified electrical contractors. The installation is checked every five years in accordance with the Electricity at Work Regulations 1989 and the Institute of Electrical Engineers Wiring Regulations 16th Edition.

Vehicle Safety

Employees are responsible for ensuring that they are fully insured, including business insurance and have a valid MOT. Proof to be provided to the Line Manager annually.

Employees of Childbearing Age

Should any employee notify Evolve of pregnancy, a risk assessment will be carried out on her work according to the requirements of the management of Health and Safety at Work Regulations 1999.

Visitors

Evolve wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of visitors to the organisation will be of the highest standard. Health and Safety guidance for visitors is displayed on the ground floor.

All visitors entering the building will be required to sign into the visiting book by the person letting them in. Visitors will be requested to inform a worker when they leave the building so they can sign them out.

APPENDIX A

Good Working Practices

1. All staff and volunteers will record their arrival and departure in the daily log maintained in the office, and all visitors must be asked to record their arrival and departure in the Visitors Book, so that at all times the persons on the premises can be ascertained in the event of an emergency.
2. Keep all passageways clear from obstructions.
3. Do not obstruct any Fire Exit
4. Keep all electrical leads tidy and ensure that they do not form an obstruction.
5. When alone in the office ensure that the entrance door is closed and secure, i.e. that it cannot be opened from outside except by the means of the key.
6. When alone in the office do not admit any visitor who is not known to you or who does not have a prior appointment.
7. Staff and volunteers travelling to other premises during normal working day should have an itinerary in the premises and ensure that others are informed of their whereabouts.

8. When visiting other premises staff and volunteers should where ever possible ensure that all reasonable precautions are taken to avoid risk to their personal safety e.g. they should park in a public area and, if after dark, in a well-lighted area as close as possible to the premises visited.
9. When meetings are held at the premises, the senior member of staff present, or the Chairman of the meeting, must ensure that all visitors are informed of fire escape exits.
10. Staff and volunteers should take all reasonable precautions when meeting with unknown persons outside a normal office environment including advising the premises of the circumstances and arranging for a colleague to be in attendance if in any doubt as to her/ his safety.
11. Employees responsible for booking venues for events must take all reasonable steps to ensure that the premises satisfy the Management of Health and Safety Regulations 1992.
12. The last person out of the office at any time should observe Last Person Out the instructions, a copy of which is appended here to;

Last Person Out Procedure

Check;

- That all lights are off
- That all appliances are switched off except;
 - The fridge
 - The fax
 - The telephone
 - The server
 - The heating
- Any other equipment where there is a need

That all windows are shut and are locked.

That the answer phone is switched on.

Ensure that the front door and internal office door are both locked

Set alarm

Ensure that the door to the premises is securely shut as you exit the building and lock upon exit.

Appendix B

Manual Handling

Items should be lifted correctly with the back straight, and using the legs to raise yourself if the load is low. Use good grip with the feet hip-width apart, and one foot slightly in front of the other.

1. Avoid twisting, stooping or reaching to lift or deposit the load.
2. Wear gloves and safety footwear.
3. Protect sharp edges
4. Avoid long lifts and, if necessary, change grip when the load is at waist height.
5. Keep the load close to your body.
6. For long distances, arrange supports to allow the load to be placed for brief breaks.
7. Secure items which are loose, to prevent the load shifting when being carried.
8. Avoid carrying up or down steps if possible.

Signed 

Signature of Chief Executive

Dated 1st December 2022

Evolve

Date of Review - December 2024