# Policies & Procedures

## Health & Safety

## INTRODUCTION

## Health and Safety at Work Act 1974

1.1 The following represents a brief outline of the Act:

1.2 The Act sets out the general duties which employers have towards employees and members of the public, and employees have to themselves and each other. These duties are qualified by the principle of “so far as is reasonably practicable”.

1.3 The employer is responsible for undertaking a regular risk assessment exercise. The employee is accordingly required to take reasonable care for his or her own safety and that of others and to co-operate with employers to ensure the requirements of the Act are carried out. Furthermore the procedures and arrangements must be monitored to check they are being correctly followed and reviewed on a regular basis.

1.4 The Act is enforced by appointed inspectors of the Health and Safety Executive or from the Local Health Authority. They have powers to enter the premises at any reasonable time in order to inspect them and satisfy themselves that the requirements of the Act are being adhered to.

## ORGANISATIONAL RESPONSIBILITIES

2.1 Board members

Responsibility for adopting, implementing and developing this Policy rests with the Directors. The day to day responsibility for ensuring that appropriate procedures and working practices are in place is delegated to the Culture, Health & Wellbeing Alliance (CHWA) staff (Exec Director and Coordinator).

2.2 Staff

CHWA staff have direct responsibility to the Board for putting into place procedures and working practices that will contribute towards a safe and healthy working environment. The staff will:

* implement health and safety procedures
* ensure that arrangements are in place so that all fire and other necessary safety checks are carried out
* ensure Risk Assessments are prepared for each service and for any office space CHWA manages in the future (we have no office space at present), in tandem with the Landlord
* promote awareness of health and safety issues and safe working practices.

1. **ALL EMPLOYEES AND VOLUNTEERS MUST:**

3.1 Take reasonable care for their own health and safety.

3.2 Have regard for the health and safety of other employees in the office.

3.3 Have the same regard for members of the public and contractors.

3.4 Co-operate with Suffolk Artlink to enable it to discharge its responsibilities successfully.

3.5 Not interfere with safety devices as required by Health and Safety regulations (Health and Safety at Work Act 1974).

## HEALTH AND SAFETY GENERAL POLICY

4.1 It is CHWA’s policy, in compliance with the Health and Safety at Work Act 1974 and the regulations which ensue from it to ensure that every employee and volunteer is entitled to work under safe conditions. To this end CHWA will make every possible effort in the interest of accident prevention, fire protection and health preservation to comply with the Health and Safety at Work Act 1974 and its subsequent provisions.

4.2 It will as far as is reasonably practicable:

Ensure the health, safety and welfare at work of all its employees, volunteers, visitors, clients, contractors and any others who may be affected as a result of the conduct of its employees and volunteers (and contractors) and as a result of the charity’s activities by undertaking “risk assessments”.

4.3 Provide and maintain instruction, training and supervision as is necessary to ensure the health and safety at work of the employees and volunteers.

4.4 The Health and Safety at Work Act 1974 (Sections 7 & 8) requires all individuals, both managers and other members of staff (paid and voluntary), while at work to take reasonable care of the health and safety of themselves and that of other persons who may be affected by their work. To co-operate with their employer or voluntary co-ordinator in meeting statutory duties, staff must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

4.5 The policy will be reviewed annually and revised and amended as appropriate, particularly when there are changes in the size of the organisation and also changes in the arrangements made for implementation of the policy, and new legislation.

4.6 Any revised or amended health and safety policy will be signed and dated by the Board of Directors.

4.7 CHWA accepts that the concern for health, safety and welfare is an integral part of its organisation at all levels and will ensure that the policy statement is translated into effective action.

4.8 All staff and volunteers should feel free to express any concerns they have or comments on health and safety generally via staff meetings or directly to line managers.

## 5. ACCIDENTS AND DANGEROUS OCCURENCES

**5.1** If you sustain an injury at work or have an accident you should report it in the accident book, kept online at <https://docs.google.com/spreadsheets/d/1cia787q-aLJPujSNR9gNAb5zm1Y42_qTMIiefr0QTvs/edit?usp=sharing>

This is to enable you and your employer to meet duties under the Social Security Administration Act 1992.

**5.2** You must also report to your line manager as soon as possible any injury you sustain or “near miss” which takes place (no matter how trivial), so that the incident can be investigated, appropriate actions taken and if necessary reported by the charity under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). (See Appendix 1 Below).

**5.3** You should also report any injury or incident at or related to work that you witness, even if it affects a person not employed by CHWA.

**5.4** If you believe that you have sustained an illness or have contracted a disease related to your work you must report it in the same manner so that your employer can take appropriate steps and if necessary report under RIDDOR. (See Appendix 1 below).

## 6. LIABILITIES

**6.1** CHWA is insured against its Legal Liability in the event of a member of staff (paid or voluntary) sustaining an accident, or losing or damaging any personal property whilst on the premises. However, negligence by CHWA or its employees would have to be proved for a claim to succeed.

6.2 [CHWA’s insurance liability certificates are available here](https://www.culturehealthandwellbeing.org.uk/sites/default/files/Certificate%20-%20C%26SO%20Select%20Policy%20from%20Zurich.pdf) or on request from Zurich Insurance, policy number XAO1220694913.

## 7. COSHH (Control of Substances Hazardous to Health)

7.1 Modern working methods involve the use of substances, principally chemicals, which may pose a risk to the health of people using them. No chemical is completely safe in all circumstances and any airborne dust, in

significant quantities, can damage health. Since the hazard to health posed by many substances is not known it is good practice to use working methods that minimise exposure. Where the hazards are known specific steps can be taken.

7.2 The seven most important steps are:

1. Identify the hazard
2. Assess the risk

(c) Eliminate, prevent or control the risk

1. Maintain and monitor the controls
2. Monitor the health of the workforce
3. Ensure assessments and controls are up to date
4. Inform and train the workforce

## 8. MANUAL HANDLING

8.1 The manual handling of loads is controlled by the Manual Handling Operations Regulations 1992. Where manual handling or loading and unloading forms a significant part of an employee’s job and it is not possible to reduce this by mechanical means, the company will ensure that such employees receive proper training in manual handling and kinetic lifting.

## 9. OFFICE SAFETY

NB CHWA does not currently have an office. 9.1–9.4 will come into force should we acquire office space in the future.

9.1 Filing cabinets should never be overloaded and the weight should be evenly distributed. Never leave filing cabinet drawers open, especially the bottom drawer. Neither should desk drawers be left open.

9.2 Do not use chairs or other unsuitable objects as stepladders. Always use proper stepladders or step stools to reach objects which might be otherwise out of reach.

9.3 Do not leave cables, either electrical or telephone cables trailing about the floor.

9.4 Assessment of VDU workstations will be maintained to aid compliance with the Health and Safety (Visual Display Equipment) Regulations 1992.

## 10. FIRST AID

NB CHWA does not currently have an office. 10.1–10.2 will come into force should we acquire office space in the future.

10.1 To comply with the Health and Safety (First Aid) Regulations, managers will undertake an assessment of the level of risk to staff of the organisation and make suitable first-aid arrangements.

* 1. A first-aid box is located at: [to be completed in the event of acquiring office space]

## 11. FIRST AIDERS

11.1 Your line manager will inform you as to which members of staff in your department hold a current first aid at work certificate.

## 12. FIRE

12.1 Fire presents specific hazards. All CHWA staff (paid and unpaid) are required to inform themselves of the correct procedures in the event of fire at the any premises where CHWA is working.

## 13. ELECTRICAL SAFETY

NB CHWA does not currently have an office. 13.1 will come into force should we acquire office space in the future.

13.1 Electrical Safety in the Workplace is governed by the Electricity at Work Regulations 1989, Electrical Equipment (Safety) Regulations 1994 and Plugs (Safety) Regulations 1994. CHWA will maintain all electrical wiring and equipment in a safe working condition in accordance with these regulations. Employees are required never to interfere with any electrical equipment nor attempt to use defective equipment, damaged equipment or equipment with defective wiring. Under no circumstances should employees bring unauthorised electrical equipment into the workplace. This is **important** because all electrical equipment is required to be checked on a regular basis. All employees have a duty under the Health and Safety at Work Act 1974 to report defects in all work equipment and this will include damaged or defective electrical appliances, plugs, sockets or wiring.

## YOUNG PERSONS (BELOW THE AGE OF 18 YEARS)

14.1 Young persons may be exposed to additional risks at work due to their lack of knowledge, experience and possible immaturity. The following procedures should be implemented to ensure their safety.

(a) Risk assessments undertaken on any process or procedure when performed by experienced adults should be reassessed in the light of the lack of experience of the young person.

(b) Additional training, instruction and supervision should be provided until the young person has demonstrated a satisfactory degree of competence

(c) Careful attention should be made by both the young person and supervision to any restrictions placed on the type of work which may be undertaken.

## PREGNANT WORKERS

15.1 CHWA is aware of the susceptibility of women to certain risks that may arise as a consequence of their employment and will assess and document those additional risks, and ensure measures are provided to protect the health and safety of any woman employed, so far as is reasonably practicable.

15.2 CHWA is aware of the statutory requirements imposed on, and relating to, work undertaken by women and will comply with these requirements. Women will be given all the information, instruction and training necessary to enable them to work safely and without risks to their health.

15.3 When female members of staff or volunteers become pregnant they must inform their line manager so that appropriate Health and Safety measures can be taken.

15.4 Nursing mothers should also inform their line manager for the same reasons.

## DISABILITIES

16.1 In accord with the Disability Discrimination Act, 1995 CHWA will make reasonable efforts to assist disabled people who may seek employment with the company. If a member of staff or volunteer becomes disabled during their employment, CHWA will make any reasonable change to the work place to accommodate that employee’s disability. See also our Equality, Representation & Diversity Policy: https://www.culturehealthandwellbeing.org.uk/policies-procedures

## INFORMATION, TRAINING AND INSTRUCTION

17.1 CHWA has delegated responsibility to its staff for organising and arranging training for employees to enable it to meet its responsibilities in the field of health and safety.

17.2 CHWA commits itself to providing appropriate technical advice to employees in relation to the work that each of them does and, in particular, in relation to all new equipment purchased by the charity.

17.3 When CHWA agrees the necessity, CHWA will provide time, and will pay for, employees` attendance at training courses designed to assist them to carry out their work or operate equipment in a safe and healthy manner.

## REVIEW

* 1. Safety factors will be kept constantly under review and employees are encouraged to bring to the notice of those responsible for health and safety any potential hazard, unsafe machinery or practice so that they can take steps to prevent the chance of injury. CHWA Directors, employees and volunteers have a constant duty to show every vigilance in this respect.
  2. CHWA undertakes to review this policy, its implementation and effectiveness annually. The views of all employees and volunteers shall be sought where necessary and reflected in the review process.

Any new legislation or developments in existing legislation will be considered as and when required and the policy will be updated to reflect these developments.

This policy was approved and agreed by the Board of Directors on the date shown below.

Signed: 

Name (please print): Esme Ward

Position: Chair of Board of Directors

Date: 27/10/2020

Review dates: November 2021 | November 2022 | annually thereafter

Organisation name: Culture, Health & Wellbeing Alliance CIC

Company Number: 12359172

# Health and Safety Policy Appendix I

## In the event of a death or major injury a member of staff should be informed immediately:

Victoria Hume (07511 972 172)

Hayley Youell (07885 900 257)

## REPORTING INJURIES, DISEASES AND DANGEROUS

## OCCURANCES (RIDDOR) REGULATIONS 1995

[What must I report?](http://www.hse.gov.uk/riddor/what-must-i-report.htm)

Deaths and injuries

If someone has died or has been injured because of a work-related accident this may have to be reported.

**Work-related accidents**

The accident that caused the death or injury must be connected to the work activity. The hyperlink [“Do I need to](http://www.hse.gov.uk/riddor/do-i-need-to-report.htm) [report...?”](http://www.hse.gov.uk/riddor/do-i-need-to-report.htm) provides further advice.

**Types of reportable injury**

* Deaths
* Major injuries
* Over-seven-day injuries

**People not at work**

* Where a member of the public or person who is not at work has died, or
* Injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital for treatment.

**Reportable major injuries are:**

* fracture, other than to fingers, thumbs and toes;
* amputation;
* dislocation of the shoulder, hip, knee or spine;
* loss of sight (temporary or permanent);
* chemical or hot metal burn to the eye or any penetrating injury to the eye;
* injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
* any other injury leading to hypothermia, heat-induced illness or unconsciousness, or requiring resuscitation, or requiring admittance to hospital for more than 24 hours;
* unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent;
* acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
* acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

**Over-seven-day injuries**

As of 6 April 2012, the over-three-day reporting requirement for people injured at work changed to more than seven days.

Now you only have to report injuries that lead to an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of an occupational accident or injury (not counting the day of the accident but including weekends and rest days). The report must be made within 15 days of the accident.

**Over-three-day injuries**

**You must still keep a record** of the accident if the worker has been incapacitated **for more than three consecutive days**.

If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

Occupational diseases

Employers and the self-employed must [report listed occupational diseases](http://www.legislation.gov.uk/uksi/1995/3163/schedule/3/made)  when they receive a written diagnosis from a doctor that they or their employee is suffering from these conditions **and** the sufferer has been doing the work activities listed.

Dangerous occurrences

Dangerous occurrences are certain listed near-miss events. Not every near-miss event must be reported. Here is a list of those that are reportable:

* collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
* explosion, collapse or bursting of any closed vessel or associated pipe work;
* failure of any freight container in any of its load-bearing parts;
* plant or equipment coming into contact with overhead power lines;
* electrical short circuit or overload causing fire or explosion;
* any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion;
* accidental release of a biological agent likely to cause severe human illness;
* failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period;
* malfunction of breathing apparatus while in use or during testing immediately before use;
* failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent;
* collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall;
* unintended collision of a train with any vehicle;
* dangerous occurrence at a well (other than a water well);
* dangerous occurrence at a pipeline;
* failure of any load-bearing fairground equipment, or derailment or unintended collision of cars or trains;
* a road tanker carrying a dangerous substance overturns, suffers serious damage, catches fire or the substance is released;
* a dangerous substance being conveyed by road is involved in a fire or released.
* The following dangerous occurrences are reportable except in relation to offshore workplaces:
* unintended collapse of:
* any building or structure under construction, alteration or demolition where over five tonnes of material falls;
* a wall or floor in a place of work;
* any false work;
* explosion or fire causing suspension of normal work for over 24 hours;
* sudden, uncontrolled release in a building of:
* 100 kg or more of flammable liquid;
* 10 kg of flammable liquid above its boiling point;
* 10 kg or more of flammable gas; or
* of 500 kg of these substances if the release is in the open air;
* accidental release of any substance which may damage health.

Additional categories of dangerous occurrences apply to mines, quarries, relevant transport systems [(railways](http://www.rail-reg.gov.uk/)  etc ) and offshore workplaces. Detailed information is provided in the relevant [schedules to the regulations](http://www.legislation.gov.uk/uksi/1995/3163/contents/made)  and the [Guide to](http://www.hse.gov.uk/pubns/books/l73.htm) [RIDDOR.](http://www.hse.gov.uk/pubns/books/l73.htm)



When do I need to make a report?

In cases of death or major injuries, you must notify the enforcing authority without delay, most easily [online.](http://www.hse.gov.uk/riddor/report.htm)

Alternatively, you can telephone 0845 300 9923.

Cases of over-seven day injuries must be notified within fifteen days of the incident, using the appropriate online form. Cases of disease should be reported as soon as a doctor notifies you that your employee suffers from a reportable work-related disease using the online form [Report of a case of disease.](https://extranet.hse.gov.uk/lfserver/external/F2508AE)

April 2012 change

As of **6 April 2012,** RIDDOR’s over-three-day injury reporting requirement has changed. The trigger point has increased from over three days’ to over seven days’ incapacitation (not counting the day on which the accident happened).

Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work.

However, under EU law, employers and others with responsibilities under RIDDOR must still keep a record of all over three day injuries – if the employer keeps an accident book, then this record will be enough.

The deadline by which the over-seven-day injury must be reported has also increased to fifteen days from the day of the accident.

A new leaflet [Reporting accidents and incidents at work](http://www.hse.gov.uk/pubns/indg453.htm) explains the change.

Ways to report an incident at work

Online

Complete the appropriate online report form listed below. The form will then be submitted directly to the RIDDOR database. You

will receive a copy for your records.

* [Report of an injury](https://extranet.hse.gov.uk/lfserver/external/F2508IE)
* [Report of a dangerous occurrence](https://extranet.hse.gov.uk/lfserver/external/F2508DOE)
* [Report of an injury offshore](https://extranet.hse.gov.uk/lfserver/external/OIR9BIE)
* [Report of a dangerous occurrence offshore](https://extranet.hse.gov.uk/lfserver/external/OIR9BDOE)
* [Report of a case of disease](https://extranet.hse.gov.uk/lfserver/external/F2508AE)
* [Report of flammable gas incident](https://extranet.hse.gov.uk/lfserver/external/F2508G1E)
* [Report of a dangerous gas fitting](https://extranet.hse.gov.uk/lfserver/external/F2508G2E)

If you have problems accessing a form, this may be due to the (Internet) security settings on the PC that you are using. A series of [frequently asked questions](http://www.hse.gov.uk/riddor/faqs.htm) is available to help you complete your online form.

Telephone

All incidents can be reported online but a telephone service remains for reporting fatal and major injuries **only** - call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Reporting out of hours

The HSE and local authority enforcement officers **are not an emergency service**.

More information on when, and how, to report very serious or dangerous incidents, can be found by visiting the HSE [out of hours webpage.](http://www.hse.gov.uk/contact/outofhours.htm) If you want to report less serious incidents out of normal working hours, you can always complete an online form.