



## Llangattock Green Valleys Community Interest Company (CIC)

### Health & Safety Policy

Llangattock Green Valleys (The Organisation) takes all possible and practical steps to ensure that staff, volunteers, customers and clients have a safe working environment.

The organisation also actively looks for any unlawful Health & Safety breaches.

#### **The policy's purpose is to:**

- Provide a safe and healthy discussion platform and ethos for all in our clients or those in our employment or volunteering whether temporary, part-time or full-time.
- The Organisation also looks at preventative methods of ensuring that personal injury to a person or property, including the general public when at one of our activities or events, from any foreseeable hazards. A Risk Assessment form is used for this purpose, where a traffic light system identifies the level of risk as Red= High Risk, Amber = Medium Risk and Green = Low Risk (see appendix A).

The Organisation recognise the duty to:

1. provide and maintain safe and healthy working conditions, taking into account statutory requirements.
2. Provide appropriate instruction and training to enable employees and Consultants to perform their work tasks safely and efficiently.
3. Make available any necessary safety devices or protective equipment giving reasonable instructions for their use.
4. Consulting with those involved in the delivery of services or activities to be assured of a safe working environment.
5. Make reasonable adjustments, so far as reasonably practical and safe to reduce the risks within facilities and welfare at work.

The Organisation further recognise that employees, volunteers and Consultants have an equal responsibility and duty in law under the **Health & Safety at Work Act 1974** to protect themselves and others from potential hazards or harm by:

1. Working safely and efficiently.
2. Using the appropriate protective equipment provided.
3. Reporting immediately, any incidents that have led to or may lead to injury of persons or damage to property.
4. Adhering strictly to The Organisation's Policies and Procedures, directions and safety instructions.
5. Assisting in the investigations of any accidents with the objective of improving or upgrading the existing measures to prevent a reoccurrence, using the Risk Assessment Form.
6. Refrain from any wilful misuse or interference with any protective equipment provided by The Organisation and take reasonable care in any action which might endanger themselves or others.

## HEALTH AND SAFETY POLICY -DUTY OF CARE

### **DUTIES OF EMPLOYER**

As outlined in the Health and Safety at Work Act etc. 1974, it shall be the duty of The Organisation to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees. This duty requires:

- (a) the appointment of a person to take overall responsibility for Health & Safety within The Organisation. The Customer Service Director has overall responsibility for Health & Safety and delegates operational day-to-day responsibility to the Consultants at each site location.
- (b) the provision and maintenance of plants and systems at work that are safe and without risk to employees health;
- (c) arrangements for ensuring the safety and absence of risks to health, in connection with the use, handling, storage and transport of articles and substances;
- (d) the provision of such information, instruction, training and supervision as is necessary to ensure the health and safety at work of the employees;
- (e) the maintenance of any place of work to minimise risks to health, and the provision of safe means of access to and egress from the place of work;
- (f) the provision and maintenance of a working environment for employees that is safe, without risk to health, and is adequate as regards facilities and arrangements for their at work.

### **DUTIES OF EMPLOYEES**

It shall be the duty of every employee whilst at work to:

- (a) take reasonable care for the health and safety of themselves;
- (b) take reasonable care for the health and safety of other persons who may be affected by their acts or omissions at work;
- (c) cooperate with their employer, or any other person, or any of the relevant statutory provisions so far as is necessary, to enable that duty or requirement to be performed or complied with.

### **DUTIES OF OTHER PERSONS**

It is the duty of persons designing, manufacturing, importing or supplying articles or substances for use at work to:-

- (a) ensure they are safe without risk to health when properly used;
- (b) carry out tests or examinations as may be necessary to ensure they are safe and without risk to health when properly used;
- (c) provide any information necessary to ensure they are safe without risk to health when properly used;
- (d) enable anyone erecting or installing articles for use at work to ensure they are safe and without risk to health when properly used.

### **DUTIES OF THE HEALTH & SAFETY OFFICER**

The duties of the Health & Safety officer include:

- (a) advising staff, volunteers and the directors in order to assist the fulfillment of the responsibilities for health and safety;
- (b) advising on safety aspects in the design and use of plant and equipment and where necessary, the checking of new equipment before commissioning;

- (c) carrying out periodic inspections to identify unsafe plant, unsafe working conditions and unsafe working practices, to report the results of such inspections and make recommendations for any remedial action;
- (d) promoting and, where appropriate, participating in safety education programmes to raise the level of safety awareness within the organisation;
- (e) investigating accidents, assessing possible causes of injury and circumstances likely to produce accidents, and the tendering of reports and advice to prevent recurrence;
- (f) developing, revising and, when necessary, updating the organisation's policies and procedures to ensure compliance with all relevant health, safety and environmental legislation.

### **STATUTORY PROVISIONS**

Under the Health and Safety at Work etc. Act 1974 there is a common duty on all persons at work to operate in a safe manner, and this duty is enforceable at law. The breach of the relevant statutory provisions is a criminal offence. Employees may be liable to prosecution as may other persons (e.g. manufacturers) who are in breach of any duty imposed upon them by such statutory provisions.

The Organisation and any employee or volunteer who endangers the health and safety of any other person is liable to prosecution, irrespective of whether their conduct is a breach of any specific rule or not.

### **COLLECTIVE RESPONSIBILITIES**

The effective implementation of the The Organisation Health and Safety Policy requires a participation of all employees although the overall responsibility lies with The Organisation's Board of Directors. The Board of Directors accepts that this accountability forms an integral and essential part of their executive responsibilities, ranking equally with all other The Organisation commitments and objectives.

### **IMPLEMENTATION**

#### **N Directors**

The Board of Directors of The Organisation are responsible for the effective implementation of the Health and Safety Policy by:

- (a) keeping themselves informed of all the incidents of accidents occurring on The Organisation operational sites, both to Impactful Governance -Community Interest Company's employees and to other persons; recording them in the Accident Log Book (Held in Registered Office and an Accident Log Book at all other external sites).
- (b) keeping under review all safety measures, instructions, training and to ensure the health and safety and welfare of all employees and other persons whilst on Impactful Governance - Community Interest Company premises or on or about its vehicle(s);
- (c) being available to receive safety delegates and to attend safety meetings as required; (d) making available such resources as are required in order that Impactful Governance -Community Interest Company may execute its statutory duties under all health and safety legislation.

The Organisation Customer Service Director is responsible for the effective implementation of The Organisation's Health and Safety Policy within his/her area of control by:

- (a) keeping himself/herself informed of all incidents and accidents within premises under his/her control and any other situation which involves staff on duty anywhere else;

- (b) inspecting the premises under his/her control to check that the safety measures are being maintained and that safe systems of work are being followed in the method of work and in the work place generally, as determined in The Organisation's Policies and Procedures;
- (c) instructing those under his/her control and within premises under his/her control, precisely and clearly as to their duties with regard to the safety of themselves and all other within their areas of control;
- (d) informing employees of any hazards to health and safety encountered in the course of their work, the precautions to be taken and their duties to safeguard their health and general well-being;
- (e) making himself/herself readily available to receive and discuss health and safety queries raised by employees under his/her control;
- (f) maintaining an up to date knowledge of legislative and statutory requirements relevant to his/her area of responsibility and ensure they are complied with;
- (g) ensuring that all new plant and equipment meets the acceptable safety standards prior to final purchase and commission;
- (h) ensuring that any Contractors employed are conversant with Impactful Governance - Community Interest Company's Safety Policies and Procedures and adopt safe methods of work, and see that all written commissions are correctly completed and signed.

## **EMPLOYEES**

All The Organisation employees have a duty of care to themselves and to all other persons in the workplace and therefore must

- (a) observe all health and safety rules at all times;
- (b) familiarise themselves with all safety operating procedures and instructions applying in any work place and in any job to which they may be allocated;
- (c) use appropriate safety devices and equipment to ensure compliance with statutory regulations and appropriate The Organisation Policies and Procedures;
- (d) immediately upon detection report any defects or health hazard to their immediate manager or the Managing Director;
- (e) assist in the maintenance of good housekeeping standards at all times;
- (f) report any accidents or plant damage immediately to their immediate manager or the Managing Director, whether injuries are caused or not, and assist in the investigation of the accident;
- (g) co-operate in the work of the Board of Trustees and in the inspections of the work place as required.

## **RESPONSIBILITIES OF CONTRACTORS**

All the tender documents and contracts for service that are agreed between The Organisation and contractors will set out the contractors' responsibilities to The Organisation for the safety of its employees, those for whom The Organisation provides a service, and the public. The responsibility of the contractors when working on The Organisation premises will be to provide adequate supervision and monitoring by:

- (a) ensuring reasonable care for the protection of their own employees;
- (b) ensuring that all reasonable care is taken for the protection of Impactful Governance -Community Interest Company's employees and those for whom Impactful Governance -Community Interest Company provides a service;
- (c) ensuring that their employees abide by any health and safety arrangements for the premises where the work is being undertaken;
- (d) ensuring safe access and egress;

- (e) providing that any such equipment, articles or substances provided for use at The Organisation premises is safe and maintained as such;
- (f) ensuring that prior arrangements are made with The Organisation relevant to create a safe place of work.

## **HEALTH AND SAFETY ARRANGEMENTS**

The following arrangements are in place for The Organisation to ensure that all systems, procedures and policies in respect of health and safety are designed to ensure the provision of a safe working environment and to prevent any personal injury and damage to property, and to protect all persons, including employees and members of the general public, who may be present on The Organisation premises.

### **12.1 Safety Inspections**

12.2 These will be undertaken at regular intervals by the Safety Officer. A Building Fault List will be produced and Risk Assessment folder maintained.

### **12.3 Electrical Safety (PAT Testing)**

This will be undertaken in accordance with the requirements of the Electricity at Work Regulations 1989. Flex must not trail along the floor or be coiled. The last person in the building ensures lights are turned off.

Any non PAT tested equipment must not be introduced to the buildings unless they are a) New or b) authorised by the Managing Director.

### **12.4 Health and Safety Training**

The Organisation will provide adequate and appropriate Health and Safety Training for all employees including induction training and skills training and maintain the appropriate training records. All staff will receive basic Health & Safety Training online, senior Managers will also receive face to face tuition on Health & Safety.

### **12.5 Accident Statistics and Reporting Procedures**

The Organisation will maintain all necessary accident statistics and monitor incidents in the Accident Log Books and, where appropriate, improve existing reporting procedures.

### **12.6 Waste Policy**

The Organisation will ensure that its waste is dealt with according to the requirements of the Environmental Protection Act 1990.

Offices are to be kept tidy and free from potential trip hazards, replace chairs under desks, put away or cover equipment after use, report any structural damage to the Health & Safety Officer immediately. Clear up any spillage immediately.

### **12.7 First Aid Arrangements**

The Organisation will ensure that all the requirements of the Health and Safety (First Aid) Regulations 1981 are complied with.

The Accident Log Book is kept in the Registered Office. All accidents, however small, must be recorded in the accident book. To comply with Data Protection, all personal details will be removed from the book and stored separately in a locked cabinet or data protected information in the Manager network folder. All accidents must be notified to one of the Health & Safety Officers, named on the H&S poster, immediately. Where necessary appropriate advice should be given i.e. visit to the casualty department of the local hospital or GP Practice. Any serious

accident resulting in more than three days off work are to be reported to the Directors who will refer the matter to the Environmental Health Department as appropriate.

In the case of illness, staff members and volunteers are to be encouraged to act responsibly, seek medical advice from the First Aider or arrange professional medical attention.

#### 12.8 Fire

A notice giving fire instructions is on display within each building. Practice alarm calls should be made at regular intervals and recorded in the Fire Log Book for Riverwood. It is the responsibility of each delivery site to maintain regular testing of fire equipment and procedures. We will conduct our own Fire Safety checks that are recorded in the Fire Procedures and Policy, General Personal Emergency Evacuation Plan (GEEP) & Personal Emergency Evacuation Plan (PEEP).

Doors may only be held open with the Fire approved door stops. All passageways and stairways must not be obstructed.

Smoking is not permitted.

Electric Plug sockets have been checked to ensure nothing over 13amps feeds from one socket outlet.

Signing-in & Out charts are on display to account for staff.

Visitors books are completed as signed in or out for visitors. Fire Officers are identified on each signing in & out form.

In the case of fire – everyone's duties

Staff and volunteers (in the event of a fire or fire drill) are expected to follow the instructions given in the Fire Procedures. Fire Procedures are checked by Consultants for each delivery site before commencing work there. For The Organisation's purposes, the Consultant becomes the Fire Officer in the event of a fire or alarm.

Alert the Fire Service if there is time (telephone 999).

Fire Warden or Officers to check that all rooms are vacated and check off at the designated meeting place outside the buildings.

Vacating the buildings.

All staff and volunteers are to vacate the building upon hearing the fire alarm, taking with them any visitors, the signing in charts and visitor book is collected by the Fire Warden or Officer on duty at the site.

Assembly is outside in the designated meeting place to check registers.

The building must not be re-entered under any circumstances until the building Fire Warden has authorised a return.

#### 12.9 Manual Handling

The Organisation employees and volunteers should avoid lifting heavy items alone and should seek assistance. Employees or volunteers may be required to manually lift and handle loads. Correct Manual Lifting and Handling reduced the effort required and prevents strain and risk of injury. Do not carry too many items at one time. Always lift with knees bent and back straight. Employees should not put themselves at risk by lifting heavy or awkward loads which could be divided into smaller quantities. When lifting in a team, take instruction from one person only. Any person feeling any strain should stop immediately and record the incident in the Accident Book, to continue may cause a more serious injury.

#### 12.10 Care of Substances Hazardous to Health (COSHH)

Cleaning the building is the responsibility of the appointed staff who need to be aware of the danger of certain hazardous substances e.g. toner, bleach etc. Do not use specialised cleaning materials without consulting a Health & Safety Officer. Do not mix cleaning materials. All cleaning equipment including flammable liquids are to be stored in a locked cupboard. Proper storage of any flammable liquids must be maintained and container lids screwed on tightly after use.

#### 12.11 Hygiene & Welfare

Cleaning and maintenance of the toilets are the responsibility of the venue. Sanitary and Hygiene disposal is routinely collected by external contractors. Soap and hot water should be made available to reduce the spread of infections, if not contact the Centre Managers at each site. Always wash hands after toilet visits.

#### 12.12 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

Employers, the Self Employed and those in control of premises must report specified workplace incidents. Report online. Report by phone 0845 3009923 Report by email. Report by post. Reporting Out of Hours.

#### 12.13 Health and Safety Annual Review

The Organisation will authorise the Health & Safety Officer to undertake an annual review of all work currently undertaken in the workplace and to report findings and recommendations to the Board of Directors.

12.14 Staff are invited to comment on this policy and suggest ways in which it might be improved by contacting the Managing Director.

All new staff and volunteers should receive a copy of this document. For information on Health & Safety Risks, see Risk Assessment Folder kept in the Registered Office.

#### **Review**

This policy will be reviewed from time to time and updated as required.

Date: 20/09/2023

Signature (Chair) ...



Signature (Secretary) ...



**Appendix A**  
**General Risk Assessment Form AREA/PROCEDURE/  
EQUIPMENT WHERE RISK ASSESSMENT IS TO BE CARRIED OUT:**

\_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

What and where are the identified Hazards (slips, trips, fall, COSHH or other)?

Who might be at risk of harm and how might they be harmed?

What is the current level of risk?    Green    Amber    Red

What safety precautions/measures are in place already?

What additional precautions/measures can reduce this risk?

Who will do this?: \_\_\_\_\_ By when: \_\_\_\_\_

Signed as completed: \_\_\_\_\_ Date: \_\_\_\_\_

Have the risks been eliminated or significantly reduced    yes    no

What level of risk remains? Green    Amber    Red