

# **Health & Safety Policy**

## **Compass Disability Services**

Units 11 – 12 Belvedere Trading Estate  
Taunton TA1 1BH

September 2015

Review Date: September 2018

### **Introduction**

Compass Disability Services believes that adequate provision for health and safety are essential to working life. The maintenance of healthy and safe working conditions and the prevention of injuries are not only of vital importance to the organisation's efficiency, but also in the best interests of all stakeholders and their families. It is essential that every employee and volunteer is aware of, understands and cooperates with the organisational health and safety policy and that good communication exists at all levels of the company. This statement is provided to ensure that all reasonably practicable steps are taken to secure the health, safety and welfare of all persons within Compass Disability Services and to encourage a positive attitude to health and safety.

A copy of this statement is displayed by the kitchen in, Unit 11 12 and is available to all employees and volunteers working for and with this organisation. A poster on Health and Safety Law is displayed in each building kitchen at Compass Disability Services and Shopmobility.

Compass Disability Services will comply with all aspects of health, safety and welfare legislation in all areas of its work. The organisation will audit, measure and review health & safety performance, implementing changes as necessary.

### **Responsibilities and Delegated Authority**

The Board of Trustees have ultimate responsibility for Health and Safety at Compass Disability Services, and for ensuring that the policy is reviewed on an annual basis or whenever any changes are made to the premises or operations of the organisation, to keep the policy in line with current legislation.

Compass Disability Services will:

- Maintain safe and healthy working conditions, equipment and machinery, e.g. through undertaking regular risk assessments to

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identify risks, ways of eliminating or reducing risk and establishing safe methods of working.

- Ensure the safe storage / use of substances in accordance with legislation and good practice.
- Engage and consult with employees and volunteers on matters affecting their health and safety through supervision, team meetings and the Annual Employee Satisfaction Survey.

The Chief Executive Officer (CEO) is responsible for overseeing the implementation of the Health and Safety Policy and ensuring that all managers are adhering to their responsibilities.

The Site Supervisor will support the CEO to maintain healthy and safe working practices and ensure that health and safety related tasks are assigned to relevant staff and completed as appropriate.

The Operations Manager will ensure that all employees and volunteers are provided with adequate and appropriate training on health and safety matters, including fire safety. The Operations Manager, as the appointed Senior Fire Officer, is responsible for ensuring that all checks relating to fire fighting, fire detection and fire safety equipment are completed and remedial action taken as necessary.

Senior Management and line managers are responsible for:

- Providing information, instruction and supervision for employees and volunteers in relation to health and safety matters through the induction, training and supervision process.
- Identifying Health and Safety training and development needs through the induction and supervision process and taking appropriate action.
- Taking action to eliminate or reduce any risk that might be reported to them by an employee or volunteer.

Employees have duties “to take reasonable 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” (under the Health & Safety at Work Act 1974).

Employees working from home have responsibilities in particular to ensure that this policy is adhered to and a safe working environment is maintained, as direct supervision from the office is not possible.

All staff and volunteers have a duty to cooperate with the completion of risk assessments and health & safety audits relating to their area of work.

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**In particular, employees and volunteers are instructed to:**

- Report accidents, dangerous occurrences or any 'near miss' to a manager as soon as possible
- Take effective action against any new or developing hazards to remove or minimise the risk. They must also notify all other employees likely to be affected, and report it to a manager
- On a quarterly basis, carry out checks and visual inspections of all electrical work equipment used and report any defects straight away. A guide to checking electrical equipment can be found at Appendix 1
- Ensure that they know exactly how to use a piece of equipment before using it and always follow the proper guidelines and safety instructions
- Make full use of workstation equipment and participate fully with work station assessments, making adjustments as necessary to get the best from the equipment provided and to avoid potential health problems. Points to be aware of when working with VDUs can be viewed at Appendix 2 (further advice and tips are available at <http://www.hse.gov.uk/pubns/indg36.pdf> - Working with VDUs). Anyone with a health problem connected to their work must discuss this with their manager as soon as possible.
- Report to their manager if they feel ill and incapable of performing their duties
- Assist in the completion of Accident Reports and Accident Investigations as required
- Exercise appropriate standards of tidiness and cleanliness
- Make sure that they are aware of any appropriate emergency procedures
- Report the presence of any un-notified visitor to their manager, and request confirmation that their presence is authorised, and if they observe either an unsafe act or an unsafe condition caused by any member of any outside agency they should report the circumstances to a manager immediately, who will then take effective action
- Co-operate with the Chief Executive and those with his delegated authority in promoting and maintaining the health, safety and welfare measures within the organisation.
- Ensure that the method of travelling used for the purpose of work is within legal guidelines i.e. ensuring that vehicles have a valid MOT certificate and has current road tax, and is appropriately insured as detailed in the Use of Private Vehicle for Company Business Policy.
- Not bring in to their workplace or consume alcohol or any unlawful drugs or so called legal highs during work time or during a period prior to work where the effects may carry over to the workplace. The exception being at a work related event, such as an away day, where consumption of alcoholic beverages has been agreed by a Senior Manager.

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For those employees that work from home, in addition to the above, they are expected to:

- Ensure their home working environment (which will include equipment supplied from head office) is subject to a risk assessment and remains in accordance with it.

## **Visitors**

All visitors to the premises are expected to report to a member of staff, and are required to obey the appropriate safety rules.

## **Accidents – First Aid**

Any injury requiring treatment should be dealt with by one of the company's trained first aiders. A first aid box is located in Unit 2, Unit 11 12 and Shopmobility; a nominated person is responsible for ensuring that stock levels are maintained as per the stock list, found inside the box and the use before dates are checked and items replenished in necessary. A log of the monthly stock checks is kept in the Health and Safety file.

## **Accident Reporting**

All accidents – including minor ones or a 'near miss' – causing injury and/or ill health need to be recorded to comply with regulations. The accident book is stored with the first aid box in Unit 2. Employees working from home must inform the office if an accident or 'near miss' has occurred and a telephone interview will then take place, to complete the accident book as required. Signatures will be completed on the next occasion the home worker visits the office.

Once an accident record has been completed the page needs to be removed from the book and stored securely in the appropriate file in the safe. These accident records and any empty accident book covers, need to be kept securely for a minimum of three years after the accident (if the person is under 18 years old, they must be kept for 3 years after their 18<sup>th</sup> birthday).

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 any work related death and other major injuries must be reported to the Health & Safety Executive.

More information regarding RIDDOR and how to report an accident can be found at Appendix 3 or in the accident book.

## **In Case of Fire**

Refer to Fire Safety Policy and Procedure documents.

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Fire evacuation procedures are posted on the wall along side the fire extinguishers throughout the Compass Disability Services building and listed on the Fire Officers board.

Employees working from home are responsible for ensuring that their office environments are designed to minimise the risks of fire and other hazards.

### **Lone Working**

Refer to Lone Working Policy.

### **Training**

Training regarding health and safety at work and related policies is incorporated into the induction programme for every new member of staff and volunteer, to provide information and enable the newcomer to recognise any known hazards. Refresher training is undertaken annually and further training will be provided as necessary, either in accordance with legislation or due to changes in organisational practices, policies or home working arrangements as appropriate.

### **Risk Assessments**

Risk assessments will be carried out by a competent person working with others where appropriate to establish both what the risks are, and how best to eliminate or control them.

Each risk assessment will look at a different area of the business or work function as well as different areas of the law.

The Operations Manager will audit, sign off and monitor the risk assessment process.

### **Policy Revisions**

This policy statement will be reviewed every three years and amended as necessary, or earlier in accordance with any forthcoming legislation or if changes to the operations or premises of Compass Disability Services occurs.

All employees and volunteers should pass suggestions or recommendations for the revision of any aspect of the Health and Safety Policy through normal channels to the Chief Executive.

### **Penalties**

Please Note: Safety legislation is criminal law; prosecutions are brought in Magistrates' and Crown Courts. Wilful disregard of reasonable instruction

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intended to ensure a healthy and safe working environment is classified as an offence which would normally be considered as gross misconduct and is likely to result in dismissal without warning and without notice.

***Additional Information:***

- Fire Safety Policy and Evacuation Procedures
- Lone Working Policy and Procedures
- Use of Private Vehicle for Company Business Policy
- Procedure for Completing Risk Assessments
- Cleaning Materials and Cleaning Cloths Procedure

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## APPENDIX 1

### Guide to Visually Inspecting Portable Electrical Equipment

Portable equipment is defined as any item of electrical equipment that is, or may be, connected to the mains electricity supply using a flexible lead and plug.

The following simple visual checks are considered to be within the competence of users and providers of equipment. The Chief Executive, or a member of staff designated by him, must ensure that they are carried out quarterly.

<b>Item</b>	<b>Pass Condition</b>
All	<ul style="list-style-type: none"><li>▪ Always ensure electrical items are switched off and unplugged from the socket before they are checked</li></ul>
Flexible Leads	<ul style="list-style-type: none"><li>▪ No joints, cracks or fraying</li><li>▪ Lead is firmly gripped where it enters the plug and the electrical item</li></ul>
Plugs	<ul style="list-style-type: none"><li>▪ No obvious damage – cracks or holes</li><li>▪ Correctly wired</li><li>▪ Pins secure</li></ul>
Equipment Generally	<ul style="list-style-type: none"><li>▪ On/off switch operates correctly and is undamaged</li><li>▪ Mains cable connection is secure, with outer cable sheath clamped or protected by grommet etc</li><li>▪ Casing/Outer cover of equipment is not damaged, for example look for loose parts or screws</li><li>▪ Check for burn marks or staining which would suggest over heating</li><li>▪ Cables and wires are not trailing in walkways, for example always tuck away under or behind table</li></ul>

Most electrical faults that can cause harm can be prevented by looking for damage as set out above.

Any equipment, flexible lead or plug which does not meet the pass condition should be taken out of use immediately and repaired, or a replacement arranged using a competent approved electrical contractor.

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### Points to be aware of when working with VDUs

- Is the screen clear and readable, and without flicker?
- Is the screen free from glare and reflections?
- Are the 'brightness' and 'contrast' controls properly adjusted?
- Is there suitable lighting so that the fine detail on the screen can be seen and read?
- Is the keyboard placed in the right position to allow comfortable working
- Is the screen and computer clean, free from dust and dirt?
- Can the chair be adjusted to the right height so that work can be done comfortably?
- Is the VDU placed at the right angle on the desk to allow work to be done comfortably, for example without having to make awkward movements?
- Is there enough space under the desk to allow free movement?
- Is there enough space in general so that the employee can move freely between the work on the desk and the VDU?

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## Accident Reporting Procedure

- a. The injured employee (or someone acting on his/her behalf) must record any accident in the accident book as soon as they can. The completed form should then be detached from the book and passed to the Operations Manager. It is the responsibility of the Operations Manager to ensure the completed forms and empty book covers are stored in a fire proof container for a minimum of three years.
- b. RIDDOR requires that any work related deaths, major injuries, accidents resulting in incapacitation for over seven days (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. Cases of disease, or near-misses involving employees wherever they are working, or self-employed persons or visitors on these premises, be reported to the Health & Safety Executive. Therefore any specified major injuries and dangerous occurrences to staff or the public must be reported to the Chief Executive

Specified major injuries include:

- Death
- Fractures other than to fingers, thumbs or toes
- Amputation
- Dislocation of shoulder, hip, knee or spine
- Loss of sight or reduction in sight
- Injuries leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- Acute illnesses requiring medical treatment that arise from absorption of any substance by inhalation, ingestion or through the skin or from exposure to a biological agent or its toxins or infected material
- *A member of the public requiring hospital treatment of any degree must also be reported*

The Chief Executive, or other member of staff as delegated by him, will report the accident immediately or as quickly as possible. This can be done by:

- Visiting <http://www.hse.gov.uk/riddor/report.htm>

If the incident is fatal or major, reporting can be done by:

- Telephoning the Incident Contact Centre (ICC) 0345 300 9923

The accident book makes clear what accidents and diseases need to be reported to the HSE regarding RIDDOR

- c. The Chief Executive Officer, or member of staff designated by him, must investigate the circumstances of the accident and take any appropriate action to avoid similar accidents or to reduce the risk

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d. The Chief Executive Officer, or member of staff designated by him, must inform Compass Disability Services' insurance company as appropriate.

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