

Health & Safety Policy

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<i>Approving Body:</i>	<i>Chief Executive</i>
<i>Implementation Date:</i>	<i>October 2018</i>
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<i>Target Audience:</i>	<i>All staff</i>
<i>Review Date:</i>	<i>October 2019</i>
<i>Lead Executive</i>	<i>Neil Fray</i>
<i>Author/Lead Manager:</i>	<i>Darren Carr</i>

1.1 Policy history

Version	Author	Date	Change
1.0	Darren Carr	22.12.2016	Some minor wording changes. Changes have also been made to reflect that staff are now based across 2 sites.
2.0	David Oldham	31.07.2017	Annual review – some minor changes to reflect staff changes and clarification over Health and Safety training.
3.0	Darren Carr/Neil Fray	22.10.2018	Annual review – changes made to reflect recommendations as highlighted in the H & S audit 2017

Health & Safety Policy

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1. Policy Statement of Intent

The Motor Neurone Disease Association (the Association) recognises and accepts its moral and legal obligations and responsibilities with regard to health and safety.

The Association recognises its duties under the Health and Safety at Work Act 1974 to protect, so far as is reasonably practicable, the health and safety at work of all the Association's employees and volunteers and other people, such as visitors and contractors to our premises, with particular attention to the following areas:

- 1.1 The provision of a healthy and safe working environment and of adequate arrangements for the welfare at work of the Association's employees and volunteers
- 1.2 The adequate control of the health and safety risks arising from our work
- 1.3 Completion and implementation of robust risk assessments and risk reduction measures.
- 1.4 The provision and maintenance of machinery, equipment and systems of work that are safe and without risk to health
- 1.5 Arrangements for the safe use, handling, storage and transportation of articles and substances at work which may give rise to risks to health
- 1.6 To provide information, instruction, training and supervision necessary to ensure the health and safety at work of all its employees and volunteers
- 1.7 Due consideration will be given to consultation with employees and volunteers affected before any changes are made
- 1.8 To ensure all employees and volunteers are competent to do their tasks, and to give them adequate training
- 1.9 To review and revise this policy as and when it becomes necessary (annually or when there are significant changes)

2. Responsible Persons

As at 31st August 2018

- Senior Health & Safety Adviser: Phil Day
- Safety Reps – names displayed throughout our offices on all Health and Safety notice boards

Sally Highr

Signed _____
Position Chief Executive Officer
Date _____

3 Arrangements for Health and Safety

3.1 Risk Assessments

The Association will ensure that risk assessments are undertaken on all work activities. Where possible, identified hazards will be eliminated, otherwise the risks associated with the hazards will be reduced to as low as is reasonably practicable and those affected will be informed of the significant findings of the risk assessments.

Employees and volunteers are required to adhere to methods and procedures implemented to avoid risk of injury as identified in the assessments. Risk assessment and venue checklist templates are available to staff within the Facilities Team area of Sharepoint. Our volunteers also have access to sample templates accessible via the Volunteer Zone.

The Facilities Team will provide guidance and support to those staff and volunteers undertaking completion of risk assessments. Employees and volunteers should report any hazards that they discover to the Facilities Team in order that remedial steps can be taken to reduce any harm.

Risk assessments created by the Facilities team are reviewed annually or when any significant change is made or following an accident, incident, or near miss.

3.2 Representatives of Employee Safety (ROES)

The Association recognises its statutory obligation to consult with employees and volunteers in health, safety and welfare issues. The Staff Discussion Group is in place to deal with these issues. Health and Safety is on the standing agenda at each of the 3 planned meetings held annually and includes reporting on accidents, near misses, staff absences etc.

The group comprises of a cross-section of staff from different teams who make representation on matters concerning general health, safety and welfare or on potential hazards or dangerous situations that may arise in the workplace.

3.3 Work Equipment

The Association will ensure that suitable, safe work equipment is provided and is maintained, tested and inspected. Training and supervision will be provided to ensure that work equipment is used in a safe manner and without risks to health.

Employees and volunteers will exercise due vigilance with regards to the external condition of apparatus, plugs, sockets and cables and report any defect to the Facilities Manager.

The Facilities Manager is responsible for ensuring that inspection of plugs, sockets and cables is carried out as required by current legislation to ensure that equipment is safe to use. Checks to be carried out by a competent and authorised person. The Facilities Manager maintains the log so that equipment which is due for inspection can be identified.

3.4 Information, Instruction and Supervision

Health and Safety information is clearly displayed in prominent positions throughout our offices and can also be found within the Staff Handbook on SharePoint. The Facilities Team carry out Health and Safety inductions for all employees.

Health and Safety advice can also be obtained from the Facilities Manager and from the Representatives of Employee Safety.

The Health and Safety Executive identifies young workers as those under the age of eighteen. The supervision of young workers, trainees etc. will be undertaken and monitored by the appropriate line manager.

The Facilities Manager is responsible for ensuring that staff working at locations under the control of other employers are given relevant health and safety inductions pertaining to that location from the specific employer.

3.5 Training

The Association provides appropriate instruction and training for all employees and volunteers who have responsibilities for any operation which may affect health and safety. Training will be provided for all permanent, temporary and contracted employees. Further training needs may be identified through:

- Health and Safety induction
- Declaration of need for adaptations on job applications
- Health and Safety Risk Assessments
- Staff Discussion Group
- Performance Appraisal.

When a Health and Safety training need is identified, the Facilities Team work with the Learning and Development Team to arrange or deliver the training.

It is now mandatory for all staff and Association Volunteers (AV's) to undertake the e-Learning Health and Safety modules including Lone Working. This process is monitored by the Learning and Development Team.

3.6 Workplace Inspections

The Facilities Manager will, at regular intervals, ensure that a formal safety inspection is carried out of all parts of the premises under the control of the Association (including regional and home offices).

The Facilities Manager will make the necessary arrangements for these inspections and take any remedial action as deemed necessary.

All employees will, on a day to day basis, exercise due vigilance with regard to workplace health and safety aspects to include general housekeeping, stacking and storing of materials, clearance of walkways, fire point and emergency exit clearance.

3.7 Accident/Incident Reporting and Investigation

Any employee or volunteer who sustains an accident at work or at an Association organised event is required to report it to an appointed first-aider. Any appointed first-aider is responsible for completing an accident report and for notifying the Facilities Manager, who records them in the Accident Book. Any employee or volunteer involved in such an accident or near miss must notify their representative of employee safety who will, with the Facilities Manager, investigate and decide what action should be taken to prevent recurrence.

The Facilities Manager is responsible for investigating all accidents to determine their underlying cause, for the purpose of ensuring there is no recurrence.

Injuries of a certain severity, cases of acute ill health and certain defined dangerous occurrences must be reported by the Facilities Manager to the enforcing RIDDOR authority.

3.8 First Aid

Under its statutory obligations the Association will provide first aid personnel with sufficient training, information and support to undertake their responsibilities. The Facilities Manager will ensure that an appropriate number of first aiders are appointed and that they receive the appropriate refresher training at a centre providing first aid courses approved by the HSE.

The appointed first aiders will give first aid treatment in the event of injury or sudden illness and decide on subsequent action e.g. ambulance, other transport to hospital or home.

Appointed first aiders will ensure that proper records are made of the person(s) involved, the nature of the injury or illness, the treatment given and for informing the Facilities Manager. The Facilities Manager will ensure that a record is made in the Accident Book.

The Facilities Team will ensure that first aid boxes are replenished as required.

The Association owns its defibrillator, which is stored on the main reception at David Niven House.

3.9 Emergency Planning

The Facilities Manager is responsible for ensuring that fire risk assessments are undertaken in order to comply with the Regulatory Reform (Fire Safety) Order 2005. Based on the findings of the fire risk assessments an emergency action plan is maintained. The plan will provide explicit guidance to staff and visitors to ensure that in the event of a fire all premises are to be able to be quickly and safely evacuated.

All persons using the premises will take sensible precautions to avoid the outbreak of fire, e.g. avoiding accumulations of flammable materials in circumstances which may lead to a risk of fire, not overloading electrical socket outlets, etc.

The Facilities Manager is responsible for checking the operation of the fire alarm systems on Association owned sites on a weekly basis and will ensure the alarm systems are checked by specialist contractors at intervals not exceeding 6 months.

The Facilities Manager will also ensure that the emergency lighting together with the fire extinguishers are checked by specialist contractors at intervals not exceeding 12 months.

The Facilities Manager will organise and monitor a minimum of one fire drill per year per site and, if necessary, ascertain where improvements in the evacuation procedures are required and arrange for their implementation. The Facilities Manager will also ensure that suitable records of all fire drills are maintained.

Following an evacuation, a meeting of the Fire Warden group will be arranged to discuss learnings from the event.

3.10 Driving for Work

The Association recognises that use of motor vehicles on company business requires additional health and safety measures to protect both employees and third parties.

The Facilities Manager will ensure that employees who drive their own vehicle on Association business are insured to do so, have a valid UK driving license together with a current MOT if the vehicle is over 3 years old.

Employees who are provided with a company vehicle have enhanced level of licence checks carried out by our fleet provider.

All employees who drive on business are required to adhere to the Association Fleet Policy and not to put themselves and others at risk. Drivers should cooperate with the Association to ensure their own and others safety.

3.11 Home working

Where employees are contracted to work from home, the Association is responsible for ensuring that the home working arrangements are suitable. The Facilities Manager will carry out a home place assessment. Where possible, identified hazards will be eliminated, otherwise the risks associated with the hazards will be reduced to as low as is reasonably practicable and those affected will be informed of the significant findings of the risk assessments.

Following the assessment and before any staff member is authorised to work from home, they must sign a Working from Home Agreement supplied by the HR Team, which will be kept on their personnel file.

Where an employee works from home on a casual or occasional basis, it is their own responsibility to assess the potential risks and take all reasonable steps to minimise them.

3.12 Lone and Remote Working

The Association will ensure that suitable and sufficient risk assessments are conducted for remote and lone working. Where possible, identified hazards will be eliminated, otherwise the risks associated with the hazards will be reduced to as low as is reasonably practicable and those affected will be informed of the significant findings of the risk assessments.

The Association's Lone Working Guidance document is available within the staff handbook. It is mandatory for all employees and AV's to undertake the e-learning Health and Safety training programme, including lone working.

3.13 Stress

The Association recognises that work-related stress can damage the mental and physical health of its employees and volunteers.

The Association has identified within our risk assessments various tools at its disposal to support employees and volunteers in dealing with stress. The Association also has the 'Mindful Employer' accreditation.

The HR Team will identify, and ensure provision of, the safety training needs of management so that it is able to manage work-related stress in the same way as other issues.

3.14 Display Screen Equipment

All computer users (display screen users) will be assessed by a trained assessor upon commencement of employment or upon significant change to their workstation. Where the assessment identifies problems, it is the responsibility of the assessor to ensure that these are rectified. Employees are advised that they are required to report any discomfort or pain experienced whilst at their workstation to their line manager or a member of the Facilities Team.

The Facilities Manager will ensure that an appropriate number of DSE assessors are appointed and that they receive the appropriate initial and up-date training to carry out their role.

Any employee designated as a DSE user has the right to request an eye test, this will be arranged by the employee at an optician of their choice, the cost of which will be met by the Association health scheme.

3.15 Manual Handling

The Association will ensure that suitable and sufficient risk assessments are conducted for all work activities which involve manual handling and that any risks identified are eliminated, otherwise the risks associated with the hazards will be reduced to as low as is reasonably practicable and those affected will be informed of the significant findings of the risk assessments.

The Association will provide equipment to assist in the movement of loads where necessary and will ensure that equipment is maintained in a safe condition. The Association will provide manual handling training where appropriate.

3.16 Working at Height

Where there is a need to reach a height, which cannot be reached from floor level, kick steps must be used.

3.17 New & Expectant Mothers and Young Persons

The Facilities Manager is responsible for ensuring that expectant mothers are assessed at their workstation upon notification of pregnancy and at regular intervals throughout their pregnancy. New mothers are assessed again upon their return to the work place.

Young Persons are given additional suitable training and supervision. The Facilities Manager will ensure any additional safety measures are implemented and will provide guidance on specific control measures to protect them in the workplace.

3.18 Safe Handling and Use of Substances

The Association will ensure that risks associated with hazardous substances are assessed and that exposure to substances hazardous to health is prevented or where this is not reasonably practicable, adequately controlled.

The Association will ensure that COSHH Assessments are carried out, and that those who undertake assessments in accordance with the Control of Substances Hazardous to Health Regulations (2002) are competent to do so.

The Facilities Manager will ensure that suitable and sufficient information, instruction, training and supervision is given to employees regarding the control of substances hazardous to health and the associated hazards. Employees will make proper use of any equipment and systems of work provided for their safety.

Records of COSHH assessments will be made and kept by the Facilities Manager.

3.19 Smoking

Smoking and the use of electronic cigarettes is prohibited in all Association premises and Association vehicles. Appropriate no-smoking signs are clearly displayed at all premises and in all fleet vehicles.

3.20 Visitors

All visitors to the Association's premises are required to sign in and out, observe the fire notices clearly displayed and to wear a visitor badge provided whilst on the premises.

The host of any visitor to Association premises is responsible for taking all reasonably practicable steps to secure their safety whilst on the premises and to ensure they are aware of emergency procedures.

3.21 Work Environment

The Association will ensure that:

- All reasonable steps are taken to ensure a reasonable temperature is maintained (minimum 16°C)
- Ventilation by a source of fresh or purified air must be effective and suitable
- Relative humidity of between 40%-60% is maintained
- An adequate supply of drinking water is provided
- Adequate lighting levels are maintained
- The workplace is kept clean and waste is collected regularly
- Each person has adequate space to carry out their job and move around
- Adequate toilets, washing facilities, rest and eating facilities are provided

3.22 Working Time Directive

The Association will comply with Working Time Regulation 1998 (amended 2003). The Regulations state that all staff are entitled to all basic rights and protections, as follows:

- limit of an average of 48 hours a week which a worker can be required to work (though workers can choose to work more if they want to);
- right to 11 hours rest a day;
- right to a day off each week or 2 consecutive days off in a fortnight;
- right to a 20-minute rest break if the working day is longer than 6 hours;
- right to paid annual leave of 5.6 weeks per year from April 2009.

3.23 Asbestos

Independent asbestos surveys have been carried out on both David Niven House (DNH) and 6 Notre Dame Mews. These surveys are made available to all contractors before intrusive works are authorised by the Facilities Team.

Asbestos has been identified both at DNH and no.6 as per the report's findings.

The landlord at CAN Mezzanine has confirmed that no asbestos is present in their Old Street offices.

Staff are made aware of the existence of asbestos in our buildings through their new starter inductions with the Facilities Team. All asbestos is also labelled.

3.24 Disabled persons

The Association recognises its obligations to provide suitable and sufficient facilities, equipment and means of access.

Our fire wardens are responsible for ensuring the safe passage of all staff and volunteers from our buildings in the event of an emergency evacuation.

3.25 Electrical safety

The statutory 5-year electrical testing is carried out by an approved contractor on both buildings. Portable Appliance Testing (PAT) is undertaken internally by trained staff in line with HSE best practice to ensure that all equipment supplied is maintained correctly and is safe to use.

3.26 Legionnaire's Disease

An independent legionnaire's risk assessment is carried out on a bi-annual basis and recommendations actioned upon by our specialist contractor. Regular water temperature checks are also carried out and monitored as required by the COSHH regulations. The contractor is monitored by the Facilities Team to ensure that the treatment is carried out to the required standards.

3.27 Lifting equipment

The passenger lift insurance inspection at David Niven House is carried out 6 monthly intervals by an independent insurance assessor. Servicing is carried out at quarterly intervals by an approved contractor who also responds to lift breakdowns. The chair lift at no.6 is also maintained by an approved contractor.

3.28 Slips, trips and falls

All areas including the staircases are inspected regularly by the Facilities Team to ensure fire exits are free from obstruction and well lit. Cleaning of the building takes place out of normal operational hours. Staff are advised to report any hazards.

3.29 Violence and Aggression

The Association recognises that given the nature of our work the risk of violence and aggression towards our staff and volunteers is very low.

It is mandatory for all staff and AV's to undertake our e-learning Health and Safety course which incorporates a lone working module. This training provides staff and volunteers with advice on how to avoid situations where they might find themselves alone and might put themselves at risk e.g. home visits, cash handling, meetings etc.

For the security of all staff and visitors both the Northampton offices are accessed by a card entry system. CCTV cameras and external security lighting is present on both buildings and the reception is manned full time during operational hours. Out of hours response to alarm activations is carried out by a contractor in the 1st instance, who will contact a member of the Facilities Team for them to attend site if required.

The offices at CAN Mezzanine are also accessed by a card entry system. The reception area is manned at all times during normal operational hours by a security officer.

4 Contractors

4.1 Approved Contractors

The Association will only use contractors who have proved able to discharge their primary responsibility to safeguard their employees and other persons who may be affected by their undertakings. Contractors are requested to provide evidence of suitable insurance, method statements and risk assessments.

The Facilities Manager will ensure the inclusion of health and safety considerations in contracts for construction, maintenance, refurbishment, cleaning and similar work and services undertaken by outside contractors.

4.2 Safety Procedures for Contractors

Contractors engaged by the Association to carry out work on its premises will be required to undertake an induction with a member of the Facilities Team (recorded) to:

- Familiarise themselves with so much of the Association's Safety Policy as affects them and will ensure that appropriate parts of the Policy are communicated to their employees, and any sub-contractors who will do work on the premises. This should also include checking of the Asbestos risk register.
- Cooperate with the Association in its fulfilment of its health and safety duties to contractors and take the necessary steps to ensure the cooperation of their employees
- Comply with their legal and moral health and safety duties
- Ensure the carrying out of their work on the Association's premises in such a manner as not to put either themselves or any other persons on or about the premises at risk
- Where applicable and when requested by the Association, supply a copy of its Statement of Policy, organisation and arrangements for health and safety written for the purposes of compliance with Section 2(3) of the Health and Safety at Work Act 1974 etc.
- Abide by all relevant provisions of the Association's Safety Policy including compliance with health and safety rules
- Ensure that on arrival at the premises, they and any other persons who are to do work under the contract, report to Reception

4.3 Safety Rules for Contractors

Without prejudice to the requirements stated above, contractors, sub-contractors and employees and volunteers of contractors and sub-contractors will, to the extent that such matters are within their control, ensure:

- That they adhere to the Association risk assessments (where applicable)
- That suitable method statements are produced on request (where applicable)
- The safe handling, storage and disposal of materials brought onto the premises
- That the Association is informed of any hazardous substances brought onto the premises and that the relevant parts of the Control of Substances Hazardous to Health Regulations 1999 in relation thereto are complied with
- Fire prevention and fire precaution measures are taken in the use of equipment which could cause fires
- Steps are taken to minimise noise and vibration produced by their equipment and activities
- Scaffolds, ladders and other such means of access where required are erected and used in accordance with statutory requirements and good working practise
- Any welding or burning equipment brought onto the premises is in safe operating condition and used in accordance with all safety requirements
- Any lifting equipment brought onto the premises is adequate for the task and has been properly tested/certified
- Any plant and equipment brought onto the premises is in a safe condition and used/operated by competent persons
- For vehicles brought onto the premises, any condition or parking restrictions are observed
- Compliance with the relevant requirements of the Electricity at Work Regulations 1989
- Connection(s) to the Association's electricity supply is from a point specified by its management and is by proper connectors and cables

- They are familiar with emergency procedures existing on the premises
- Welfare facilities provided by the Association are treated with care and respect
- Access to restricted parts of the premises is observed
- Any accident or dangerous occurrence on the Association's premises is reported as soon as possible to the Facilities Manager
- Where any doubt exists regarding health and safety requirements, advice is sought from the Facilities Manager

4.4 Statutory duties

The foregoing requirements do not exempt contractors from the statutory duties in relation to health and safety but are intended to assist them in attaining a high standard of compliance with those duties.

4.5 Construction Design and Management Regulations

Under the Construction (Design and Management) regulations 2015 (CDM 2015) certain works are reportable to the Health and Safety Executive (HSE) by way of a Construction Phase Plan. The principal contractor will be required to produce this documentation to the Facilities Team prior to commencement of the works.

Construction work is notifiable to the HSE if the construction work is expected to:

- last more than 30 days and have more than 20 workers working at the same time at any point on the project or
- exceed 500 person days of construction work

5. Organisation of Health and Safety

5.1 Organisation & Responsibilities

The Association has a corporate duty to comply with a wide range of legal health and safety requirements applying to employees and volunteers and others. These are laid down in legislation, notably the Health and Safety at Work Act 1974 etc. and in specific regulations made under the Act, which set the minimum standards. For the purposes of this policy any persons working under short term professional contracts or as volunteers of the Association, will be regarded as 'employees' of the Association and will be expected to follow its requirements.

Chief Executive

The Chief Executive has overall responsibility for health and safety and is responsible for ensuring that objectives in relation to workplace safety are set and that the necessary financial resources, consistent with the risks, are allocated to achieve the highest standards of safety that are reasonably practicable. The Chief Executive has the delegated responsibility on behalf of the Association to ensure that responsibilities for the various health and safety aspects are delegated to appropriate employees and that the necessary arrangements and procedures are in place for the effective management of health and safety.

Director of Finance

The Director of Finance is responsible for, and accountable to The Chief Executive, in assisting in formulating and recommending corporate safety policies and for monitoring the implementation and coordination of the Association's Health and Safety Policy and Procedures.

Facilities Manager

The Facilities Manager is responsible for the implementation, monitoring and fulfilment of the procedures identified in the arrangements section of this policy, including receiving reports of accidents and near misses and maintaining the Health and Safety records required by law. This role is also responsible at an operational level for fire safety, control of asbestos and legionella and will ensure that appropriate liaison is maintained with persons in control of other premises where Association's employees and volunteers may be required to work.

Representatives of Employee Safety

The representatives of employee safety make representation on behalf of staff to the Facilities Manager on matters concerning general health, safety and welfare or on potential hazards or dangerous situations that may arise in the workplace.

Employees' and Volunteers' Responsibility

Employees and volunteers at all levels are responsible to the Association via the normal management chain for the safety of operations under their control.

Each employee and volunteer are responsible for following safe working practices, for taking a personal interest in promoting health and safety at work and for making a personal contribution to the achievement of high safety standards.

Employees and volunteers must comply with safety instructions applicable to their work and ask for advice from their immediate supervisor/manager if in doubt on any safety matter.

Employees and volunteers have legal responsibilities and duties under the Health and Safety at Work Act 1974 and associated regulations including:

- i. To take reasonable care for their own health and safety and that of any others who may be affected by their actions or omissions at work and to co-operate with the employer in meeting statutory requirements
- ii. Not intentionally or recklessly to interfere with or misuse anything provided in the interests of health and safety at work
- iii. To use equipment in a safe manner and in accordance with instructions and to report any defect in equipment which might compromise its safe use
- iv. To adhere to site rules when working on other employers' premises and not knowingly to place themselves at risk by reporting hazards and deficiencies

Fire Marshals

The Fire Marshals are responsible for ensuring the safe evacuation of the buildings in the event of an emergency.

First Aiders

The First Aiders are responsible for administering first aid to injured persons and for contacting the emergency services when applicable. They are also required to ensure that all accidents are reported to the Facilities team and recorded in the Accident Book.

5.2 Governance

The Facilities Team reports quarterly to the Directors Team (DT) on Health and Safety matters. The report covers

- Accidents
- Near misses
- Health and Safety activity (e.g. risk assessments performed and outcomes)
- Developments in Health and Safety law and practice.

DT reviews the report and requests adjustments to Health and Safety practice where appropriate. Where an incident occurs, which the Facilities Manager considers to be of a sufficiently serious nature (e.g. an incident which must be reported to RIDDOR), this is reported to DT at the earliest opportunity.

Health and Safety risks and controls are reported to the Board of Trustees as part of the general Risk Review, and controls and mitigations are approved by the Board.

Organisation & Responsibilities Flowchart

