



Salford CVS - Health & Safety Policy

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Health & Safety Policy

**Salford Community & Voluntary Services
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1. POLICY STATEMENT

1.1 Health and Safety Policy Statement

As a responsible employer, Salford Community & Voluntary Services (**SCVS**) seeks through this document to carry out all statutory duties under the Health and Safety at Work etc. Act 1974, to prepare and keep revised a written statement of Health & Safety Policy, and bring this to the notice of all our employees. This general policy statement of health and safety is the commitment of SCVS to comply with current UK legislation.

It is the responsibility of the Board of Trustees, together with the Senior Management Team, to ensure that the working environment is safe and without significant risks to health & safety, and meets the appropriate statutory requirements. It is recognised that all levels of employees have a vital role to play in the implementation and maintenance of the health & safety programme, for the premises and any other locations where employees might be required to work.

Our Statement Of General Policy Is To:

- maintain safe and healthy working conditions;
- prevent accidents and cases of work-related ill health;
- ensure all employees are competent to undertake their tasks and to give them adequate training;
- provide sufficient information, instruction, training and supervision for all employees and trainees;
- ensure the safe handling, use and control of hazardous substances;
- provide and maintain safe work equipment;
- consult employees on matters affecting their health and safety;
- provide adequate control of the health and safety risks arising from our work activities.

This policy will be reviewed and revised annually and those changes will be brought to the notice of all our employees.

Signed by: _____

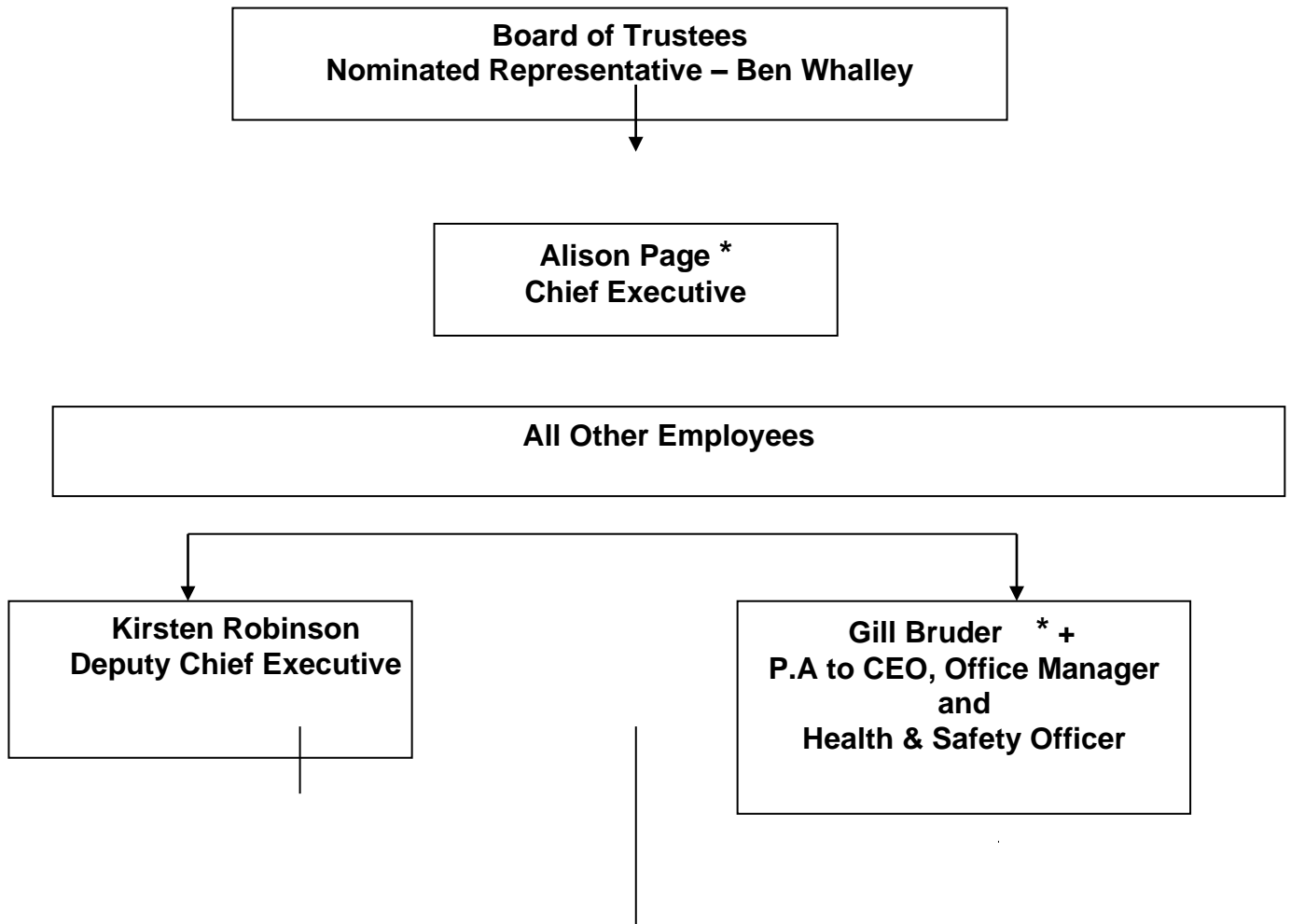
THE CHIEF EXECUTIVE

Date _____ 2023

For and on behalf of:
Salford Community & Voluntary Services

2. ORGANISATION

2.1 Chain of Command for Health and Safety Management



***Primary Health & Safety contacts / + H&S Liaison Officers**

2.2 Responsibilities of the Board of Trustees ('The Board')

Action Points

The Board recognises that it needs to accept formally and publicly its collective role for providing health & safety leadership in this organisation.

Each member of the Board also accepts their individual role in providing health & safety leadership for this organisation.

The Board shall ensure that all decisions reflect its health & safety intentions, as articulated in this Health & Safety Policy statement.

The Board recognises its role in engaging the active participation of employees in improving health & safety in the workplace.

The Board shall ensure that it is kept informed of, and alert to, relevant health & safety risk management issues.

The Board shall:

- formally review health & safety performance at Trustee Board meetings
- ensure that the Health & Safety Policy statement reflects current Board priorities annually;
- ensure that our management systems provide for effective monitoring and reporting of health & safety performance;
- be kept informed about any significant health and safety failures, and of the outcome of the investigations into the causes;
- ensure that the Board address the health & safety implications of all its decisions; and
- ensure that health & safety risk management systems are in place and remain effective.

2.3 Responsibilities of Senior Management, Managers and Employees

Overall and final responsibility for health and safety at work in SCVS is that of the Board. However, in practice, the performance of certain strategic duties has to be jointly held and / or delegated. Therefore, day-to-day duties for ensuring that the Health & Safety Policy / safe working practices / safe systems of work, are implemented in the workplace premises, is that of / commonly held with the Chief Executive.

SCVS is responsible for consideration of health, safety and welfare issues in relation to the following workplaces premises / locations / areas of activity:

- The provision of voluntary, community and social enterprise (VCSE) support and development services.
- First Floor (rear extension) and Training Room at the Old Town Hall, 5 Irwell Place, Eccles, M30 0FN
- Ground Floor rental space (rear extension) – offices and courtroom

Other various external venues where we hold meetings, events and training

SCVS is the VCSE sector's local infrastructure organisation, providing specialist information, advice, guidance and development support for voluntary groups across Salford. We are located on the ground and 1st floors of the Old Town Hall in Eccles; the entrance is at the rear of this building, opposite Wm. Morrison's petrol station.

All employees of SCVS have a legal responsibility to co-operate with the Company's managers to achieve a safe workplace without risks to health.

The indicated person(s) / organisations hold specific duties in relation to the following matters: Health & safety training:

- The Health & Safety Officer and various external providers.

Twice yearly Health & Safety meetings are held with the whole staff team

Those potentially involved with the carrying out health & safety examinations and inspections are:

- Officers from the Environmental Health Department of the local authority, Salford City Council
- The Landlord, Salford City Council
- Funders / Quality Assessors
- The Local Fire Officer
- The Employers' Liability Insurance Engineer Surveyor
- Advisors from the Employment Medical Advisory Service (part of the HSE)

The employee responsible for investigating any accidents to employees is the Health & Safety Officer, with the support of the Deputy CEO.

The employee who takes care of technical information relating to work equipment is the Health & Safety Officer. There might be other employees involved with equipment which they are familiar with and use on a regular basis.

The person responsible for the safe keeping of health, safety and fire safety documentation is the Health & Safety Officer. The Landlord and / or his agents also maintain a premises file.

All employees must also take reasonable care of themselves and others who might be affected by their activities.

Whenever an employee observes a health and safety issue , or other defect which they are unable / not authorised to correct, then they must immediately inform the Health & Safety Officer, or in her absence the Deputy CEO.

2.4 Duties of Employees

All employees have responsibilities and duties under health and safety laws. Section 7 of the Health and Safety at Work etc. Act 1974 states:
'It shall be the duty of every employee while at work-

- (a) Take reasonable care for the health and safety of themselves and of other persons who may be affected by his/her acts or omissions at work; and:
- (b) as regards any duty or requirement imposed on their employer or any other person by or under any of the relevant statutory provisions to Co-operate with them so far as necessary to enable that duty or requirement to be performed or complied with.

Section 8 states:

'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any the relevant statutory provisions'.

Duties of Employees, continued

Regulation 14 (1) of the Management of Health and Safety at Work Regulations states:

'Every employee shall use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device ... in accordance both with any training in the use of the equipment ... and the instructions ... which have been provided to him'

Regulation 14 (2) states:

14.—(1) Every employee shall use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device provided to them by their employer in accordance both with any training in the use of the equipment concerned which has been received by them and the instructions respecting that use which have been provided to them by the said employer in compliance with the requirements and prohibitions imposed upon that employer by or under the relevant statutory provisions.

(2) Every employee shall inform his employer or any other employee of that employer with specific responsibility for the health and safety of their fellow employees —

Of any work situation which a person with the first-mentioned employee's training and instruction would reasonably consider represented a serious and immediate danger to health and safety; and

- (a) Of any matter which a person with the first-mentioned employee's training and instruction would reasonably consider represented a shortcoming in the employer's protection arrangements for health and safety,
- (b) In so far as that situation or matter either affects the health and safety of that first mentioned employee or arises out of or in connection with his own activities at work, and has not previously been reported to his employer or to any other employee of that employer in accordance with this paragraph.

2.5 Unsatisfactory Health & Safety Conduct and Gross Misconduct

Failure to comply with health and safety duties, legal requirements, safe systems of work and work rules, on the part of any employee, and an attitude of non-co-operation with their employer, can lead to disciplinary action. Health and safety breaches, which endanger the life of any person, or which create a risk of major injury will be classified as gross misconduct making the employee liable to dismissal.

Gross Misconduct

Note. An employee will be liable to summary dismissal if they are found to have acted in one of the following ways:

- unauthorised removal, misuse of, or interference with any guards or other protective / preventative device;
- wilful damage to, misuse of, or interference with, any item provided in the interests of health and safety or welfare at work;
- unauthorised and intentional removal of any sign, label or warning notice provided by the employer in the interest of health and safety at work;
- the misuse of chemicals, inflammables or toxic substances;
- the misuse of any item of work equipment, fitting, fixture or component provided in the interests of health and safety.

This list is not exhaustive

2.6 Health and Safety Rules: All Employees

Accidents and Occupational

Health All employees must:

- Notify their immediate Line Manager **and** the Health & Safety Officer of any accident, near miss incident, or case of illness, which caused or could have led to personal injury or ill health, or property damage
- Report any dangerous occurrences or near miss incidents to your Line Manager and the Health & Safety Officer without delay and to be available as a witness.
- Seek medical treatment from one of the organisation's trained first aiders, for any injury sustained and ensure this is recorded in the Accident Book, B.L. 510.
- Report to the Health & Safety Officer or the Deputy Chief Executive any medical condition that could affect their wellbeing as well as the health of other persons and add to Breathe HR.
- Co-operate with their employer to enable implementation of occupational health and medical programmes.

Controls for Hazardous Substances

Note. Technical information concerning the health risks and controls for potentially hazardous substances employees may have to use, will be made available for all employees. This information can be found in the office Health & Safety file which is on the cupboard next to the admin desks in the blue file.

Electrical Safety

All employees must:

- You must report electrical equipment, plugs and leads that are not in a good state of repair to the Health & Safety Officer immediately.
- Report all faults without delay to the Health & Safety Officer, Deputy Chief Executive, or in their absence the Chief Executive.
- **Do not attempt** to carry out any repairs on electrical equipment or move faulty equipment.

Fire Precautions and Emergency

Situations All employees must:

- Store flammable liquids in the COSHH cupboard after approval by the Health & Safety Officer.
- Do not obstruct any fire doors, fire exits, fire route ways, aisles, stairways, corridors or extinguishing equipment.
- Obey smoking restrictions at work.
- Report to the Health & Safety Officer any defect associated with equipment or if it has been necessary to discharge extinguishing equipment.
- Follow the laid down emergency procedures including fire safety arrangements.
- Stop work and proceed to a place of safety in the event of being exposed to serious and imminent danger.
- Never leave stock or other equipment about the premises in any way, which might cause a hazard.
- Make themselves aware of the position of fire exits, water points and extinguishers, and understand the wording of the operating instructions.
- In the event of a fire, assemble in the external area away from the building and any potential hazards. Do not attempt to re-enter the building until instructed it is safe to do so.
- Anyone not able to exit the building using the stairs must wait at the Refuge Point at the top of the stairs (glass extension)
- Report to the evacuation roll call undertaken by the nominated fire officer or his / her deputy officer (signified by the wearing of a yellow Hi-Viz vest).

Manual Handling

All employees must:

- Always adopt and carry out the best possible means of lifting and handling, following the good practice guidelines laid out in the provided HSE Manual Handling booklet which is on the H&S board in the upstairs kitchen.
- Ask for help from a colleague if they have doubt as to whether they are able to move the article or substance safely.
- Take extra care when moving objects up and down stairs or through doorways and ONLY after undertaking manual handling training.
- Make sure they have clear vision when carrying bulky / large objects.
- Make safe use of any mechanical lifting aids and devices provided.
- Report any defective handling equipment to the Health & Safety Officer and

ensure equipment is not used until repaired.

Signs and Notices

Employees must

Observe and act upon any signs or notices displayed within the working environment.

Employees will need to be aware of the following types of signs and notices:

- Prohibition signs, e.g. 'No Entry' – (**red**)
- Mandatory signs, e.g. 'Wear Eye Protection' – (**blue**)
- Warning and hazard signs, e.g. 'Danger- Work in Progress' – (**yellow**)
- Safe condition signs, e.g. 'Fire Exit' - (**green**)
- Signs relating to fire and emergency actions and notices informing of first aid arrangements
- The HSE placard 'Health and Safety Law - What you should know' (Located on the H&S notice-board in the kitchen on the top floor).

Systems of Safe Working

Employees must:

- Report to their immediate Line Manager and the Health & Safety Officer any defect, fault, damage or malfunction associated with the work equipment provided.
- Make proper use of any guarding arrangement designed to protect a danger zone.
- Observe all laid down systems for safe working or other safe operating procedures.
- Return any hazardous substances and any cleaning agents to the designated storage area at the end of the shift or working day.
- Use chemicals and substances in accordance with their initial training and information contained in the Product Data Sheets.

Employees must not:

- Operate work equipment provided for use without having received the necessary training and instructions, as well as the authorisation to do so.
- When less than 18 years of age (a 'young person' for the purpose of health and safety law), should have received the necessary training, following a suitable and sufficient assessment of risk.
- Carry out repairs, adjustments, modifications etc. unless they are competent to do so and have been so authorised.

Note. Technical information concerning the machinery you might have to use is kept with the Health & Safety Officer.

Stock

Employees must:

- Stack goods and stationary evenly with heavier items at the bottom and lighter goods on top.

Working Practices

Access

- Clear access ways must be maintained at all times.

- No designated fire exit door or fire pathway is to be blocked or otherwise obstructed.

Storage

- Stock should not be stacked in such a manner that it will necessitate persons to over - stretch.
- Always use the step up stool if you cannot reach

Waste Disposal

- Waste materials etc. must not be left in such a position where it will cause an obstruction or a fire hazard.
- Bins should not be over-filled.
- Bins should be emptied into the external bins provided.
- Any waste must be placed in the appropriate container for disposal from the premises.
- Waste materials e.g. paper / rag wipes, contaminated with flammable liquid or similar solution must be deposited immediately after use within the designated fire resistant waste bin which, in turn, must be effectively lidded or otherwise suitably enclosed.

Work Environment

Employees must:

- Take all necessary protective measures to prevent pollution to the environment, e.g. by preventing chemicals entering sewers and watercourses.
- Maintain high standards of housekeeping throughout the premises.
- Clean up any spillages without delay, following the correct procedure.
- Keep their working environment, associated stairways, landings and passageways, clear of obstructions and in a clean and tidy condition.
- Make full and proper use of all work equipment selected and provided for their use, in accordance with their training and instructions, to control risks in the workplace.
- Notify their immediate Line Manager and the Health & Safety Officer of any hazardous situation, without delay.

2.7 Site Working and Visits to Customer Premises

As part of their work activities on behalf of SCVS our employees may have to either visit or carry out work activities at client / customer premises / site locations.

Clearly, therefore, there are health & safety implications relating to our employees on workplace premises controlled by another employer/s.

Employees on Sites: The Management of Health and Safety at Work Regulations 1999. The Conduct of Employees of SCVS on premises controlled by another employer

Note. All employees of SCVS are expected to comply with the following, i.e. to:

- follow all health & safety / site rules (including fire safety arrangements) laid down by the occupier of the premises;
- follow all laid down safe systems of work and safe methods of working;
- use potentially hazardous substances in accordance with health & safety data sheets and the recognised control measures;
- use suitable work equipment for the tasks in hand that have no obvious fault or other defect;
- report any defective work equipment provided by the host employer and not to use any item of defective equipment;
- take extra care and adequate precautions when access is required in the vicinity of moving machinery;
- be careful and vigilant when within a factory environment and when in relatively close proximity to hazardous machinery and work equipment;
- act upon all reasonable instructions issued and information provided by the host employer;
- provide the host employer with information / risk assessments concerning the health and safety implications of the work tasks being undertaken on site;
- co-operate with the host employer and his employees at all times when on the premises on all matters relating to H&S;
- behave in a responsible manner at all times;
- report all accidents, dangerous occurrences, near misses on site, or any case of ill health.

For Lone Working please refer to the Salford CVS Lone Working Policy, which you can find on the Breathe HR system

3. GENERAL ARRANGEMENTS

3.1 Accidents, First Aid Arrangements and Work-Related Ill Health

SCVS recognises the importance of having suitable and sufficient first aid arrangements within the workplace. First aid treatment can play a vital part when someone has been injured and may mean the difference between life and death.

The first aid box is kept next to the refrigerator in the kitchen on the top floor and on the window ledge in the kitchen on the ground floor.

All accidents and cases of work-related ill health must be recorded in the accident book. The accident book (BL 510 / accident records) are kept with the first aid kit.

All trained first aiders are listed on the H&S notice board in the kitchen on the first floor (adjacent to first aid box) and in the kitchen on the ground floor.

3.2 RIDDOR Reporting Procedures: Notification

Statutory reporting to the Health and Safety Executive (HSE) of work-related injuries and incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 ('RIDDOR'), has transferred to a predominantly online system, via www.hse.gov.uk/riddor.

Employers no longer report incidents by email, post or fax. All incidents can be reported online but a telephone service remains for fatal and 'major injuries', which can still be reported to the Incident Contact Centre, if preferred, on **0345 300 99 23. Opening hours Monday – Friday 8.30am - 5pm**

‘. When do I need to report?

- Accidents resulting in the death of any person
- Accidents resulting in specific injuries to workers (Regulation 4)
Injuries to non-workers which result in them being taken directly to hospital for treatment or specific injuries which occur on hospital premises
- Certain Dangerous Occurrences – near-miss incidents
- Injuries to workers which result in their being incapacitated for more than 7 days

Type of reportable incidents

The death of any person

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

Specified injuries to workers

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

Over-seven-day incapacitation of a worker

Accidents must be reported where they result in 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 their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

Over-three-day incapacitation

Accidents must be recorded, but not reported where they result in a worker being 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.

Non-fatal accidents to non-workers (eg members of the public)

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

Incident Reporting

The Incident Contact Centre still take reports of all fatal and major incidents by telephone (see above), but people reporting all other incidents must submit an online form, available on HSE's website <http://www.hse.gov.uk/riddor/reportable-incidents.htm>

You must keep a record of:

- any **accident, occupational disease or dangerous occurrence** which requires reporting under RIDDOR; and
- any other occupational accident causing injuries that result in a worker being away from work or **incapacitated for more than three consecutive days** (not counting the day of the accident but including any weekends or other rest days). You do not have to report over-three-day injuries, unless the incapacitation period goes on to exceed seven days.

If you are an employer who has to keep an accident book, the record you make in this will be enough.

A person is incapacitated if they are unable to carry out the activities they would reasonably be expected to do as part of their normal work. The period of time for an over-three-day injury or an over-seven-day injury does not include the day of the accident, but it does include any weekends or rest days.

Online Forms

The online forms are:

- F2508 Report of an injury
- F2508 Report of a Dangerous Occurrence
- F2508A Report of a Case of Disease
- F2508G1 Report of a Flammable Gas Incident
- F2508G2 Report of a Dangerous Gas Fitting

Although an employer does not have to report over-three-day injuries, there must still be a record of the event. A record in the accident book will be sufficient.

The '*Responsible Person*' (under 'RIDDOR'), for incident reporting of 'major injury' accidents, fatalities, cases of incapacity, occupationally based diseases and specific 'dangerous occurrences' is the Chief Executive.

3.3 Contacts with External Services

- Local Fire Brigade: Eccles Fire Station
- Local Police Division: Eccles Police Station
- Accident & Emergency Department: Salford Royal Hospital, Eccles
- First-Aid Training Providers: St. John Ambulance Service and British Red Cross

3.4 Health Surveillance

As an employer, employees will be provided with such health surveillance, if this is assessed as being appropriate, to safeguard their health and safety whilst at work.

Arrangements

Health surveillance will be arranged by SCVS where appropriate. At the moment there are no arrangements in place.

3.5 Asbestos-Containing Materials (ACM's) / Contact with Asbestos

The risks to health from exposure to asbestos are well documented. Asbestos is the largest single cause of work-related fatal disease and ill health in Great Britain.

As an employer, we have a clear duty to prevent the exposure of our employees to asbestos, or if this is not possible to reduce it to the lowest possible level.

There is a duty of which we are aware, i.e. the duty to manage asbestos in the workplace.

Employees Who Might Come In to Contact with ACMs

Our employees are not involved with the controlled removal of ACMs. However, it is possible that asbestos, or suspected asbestos might pose a threat to some employees in their work activities.

Note. Employees potentially at risk have been instructed that if asbestos is seen or suspected then they must not proceed any further with the job task. Employees are required to report the situation immediately to their direct Line Manager, H&S Officer or the Chief Executive. An asbestos survey has been carried out and there is a policy and procedures for visiting contractors.

3.6 Consultation with Employees

SCVS is aware of the requirements of the Health and Safety (Consultation with Employees) Regulations 1996. SCVS shall implement all of the requirements in the most effective, sensible and practical manner, in relation to all employees and their places of work.

The Duty of an Employer to Consult

In accordance with the demands of this legislation, employees who are not represented by safety representatives shall be consulted in good time on matters relating to their health and safety at work. Such matters shall cover:

- the introduction of measures which may substantially affect the health and safety of employees;
- arrangements for nominating / appointing competent persons;
- health and safety information to be provided;
- the planning and organisation of any health and safety training required to be provided, and
- the health and safety consequences concerning the introduction of new technologies into the workplace.

Persons to be consulted

SCVS shall consult with its employees by direct means with documentation.

It is, however, for SCVS to determine the most effective and appropriate manner of consulting employees on health, safety and welfare matters.

The Provision of Information

SCVS is aware of its obligations to provide sufficient information to those employees who are consulted by direct means.

Health and Safety Concerns

Any employee can raise matters of concern with regard to health and safety at work. In the first instance they should liaise with their Line Manager and the Health & Safety Officer.

3.7 Contractors and Visitors

All visitors are required to wait in the reception area, complete the signing-in register and be accompanied by a SCVS member of staff whilst on the premises, When they leave, the staff member they are visiting should accompany them to the front door, ensuring they have signed out on route.

3.7.1 Visitors

- All visitors are required to report to the reception area upon their arrival to the premises.
- Visitors are expected to comply with SCVS's Health and Safety Policy and with good safety practices at all times.

3.7.2 Use of Contractors

When appointing contractors SCVS will identify all aspects of the work that SCVS wants the contractor to do and consider all health and safety implications of the job they want done. This will involve:

- Assessing the risks
- Deciding what information, instruction and training is required
- How co-operation and co-ordination will be achieved
- How all parties will be consulted
- The level of supervision and monitoring required.

Selection of contractors is fundamental and SCVS will ensure that all contractors appointed will be competent to do the job safely and without risks to health and safety. The following factors will be included within SCVS's selection policy:

- What experience they have
- Evidence of health and safety policies and procedures
- Information about their health and safety performance
- The qualifications and skills that they have
- Evidence of their safety method statement
- What health and safety training they provide
- Their arrangements for consulting
- Any membership of relevant trade or professional body
- Evidence of any references
-

A record of decision-making will be kept in the Contractors log book.

All contractors visits to SCVS and work undertaken will be recorded in the Contractors file, which is kept on the shelf below the signing-in book (in upstairs reception area).

3.7.3 Co-operation and co-ordination

SCVS will make arrangements to ensure co-operation and co-ordination between all parties to ensure the health and safety of all the workplace and anyone else likely to be affected. This may take the form of regular meetings / briefings or a liaison person may be appointed by SCVS.

3.7.4 House Rules

SCVS shall attempt to ensure that visitors and contractors abide by any internal rules and any other safety procedures in force. In this respect, SCVS will inform such persons

of the rules for visitors upon their arrival and alert visiting contractors about the nature of hazards associated with their work tasks. SCVS will make suitable arrangements for the effective management and monitoring of contractors depending on the scope of the work to be undertaken.

3.8 Control of Substances Hazardous to Health ('COSHH')

The Health and Safety at Work Act 1974 (HASWA) states that every employer shall make:

'... arrangements for ensuring, so far as is reasonable practicable, safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances ...'.

The Control of Substances Hazardous to Health Regulations 2002 {'COSHH'} (as amended in 2004), amplify and extend this general duty to all substances hazardous to health, except in few special cases such as lead and asbestos.

Both the COSHH Regulations and the Management of Health and Safety at Work Regulations 1999 set out principles of control which demand a hierarchical approach, as follows:

- eliminate the hazard
- use physical or engineering controls which reduce the risk at the source and provide protection generally rather than individually
- control the person by job design, management or (as a 'last resort'), personal protective equipment.

Adequate control of exposure to a substance hazardous to health means:

- applying the eight principles of good practice set out in within the schedule to the Regulations;
- not exceeding the workplace exposure limit (WEL) for the substances (if there is one); and
- reducing exposure for substances that can cause cancer, heritable genetic damage, or asthma, to as low as is reasonable practicable

No hazardous substance is to be used without an assessment being carried out.

All hazardous substances must be checked to ensure that they can be used safely. This is the responsibility of external contractor, sub-contracted by Salford City Council, to City Wide Cleaning in respect of our contracted cleaning services and associated cleaning materials.

In respect of all other hazardous substances this is the responsibility of SCVS's Health & Safety Officer.

Assessments will be reviewed every two years, or when the work activity changes in a significant manner, whichever is the soonest by the SCVS Health & Safety Officer.

The following collection of substances are used by SCVS being substances which can be classified as falling within the scope of current COSHH Regulations:

Basic and low risk cleaning products 'Tippex' or other corrective fluid Spray wall mount Paint (internal emulsion and gloss)

3.9 Display Screen Equipment (DSE) Workstations

SCVS does have 'users' of Display Screen Equipment (DSE) workstations.

Arrangements are in place for workers to:

- Have adequate rest breaks
- Have a change of activity, moving away from the screen
- Access to relevant eye tests - Salford CVS will pay for an annual eye test for all staff

Arrangements are also in hand for suitable and sufficient DSE risk assessments to be undertaken on an annual basis and reviewed by the Health & Safety officer and actioned as required.

DSE: Review of Assessment

The DSE assessment or relevant parts of it should be reviewed in the light of changes to the display screen worker population, or changes in individual capability and where there has been some significant change to the workstation, such as:

- major changes are made to the equipment, furniture, work environment or software;
- users change workstations;
- the nature of work tasks change considerably;
- it is thought that the controls in place may be causing other problems.

Assessments would also need to be reviewed if research findings indicated a significant new risk, or showed that a recognised hazard should be re-evaluated.

Additionally, arrangements are in place for DSE 'users' to have access to annual eye and eyesight tests.

3.10 Electrical Equipment / Systems: Inspections, Maintenance & Testing

Arrangements are in place for the on-going visual inspections of electrical equipment and electrical testing by a qualified and competent engineer.

In this way, SCVS believes it is fulfilling its legal obligation to 'maintain' electrical equipment / systems as required by law.

Routine Inspections of Plugs, Cables, Leads and Portable Electrical Equipment

This is a defined responsibility of **all** employees.

All employees are required to be vigilant with regard to portable electrical equipment and report any defects observed to the Health & Safety Officer. The objective of this exercise is to look for any loose connections and related faults.

Note. Any defects / faults or electrical uncertainties, must be brought to the immediate attention to the H&S Officer, Deputy Chief Executive or the Chief Executive without delay. All repairs shall be attended to by a competent person.

Any electrical defects detected, shall lead to the item of equipment being immediately withdrawn from work activities, until it has been examined and verified as being safe to use by a competent person.

3.11 Fire Policy and Workplace Safety

SCVS will strive to achieve a fire safe working environment for the protection of employees, visitors, and any other persons who may be affected, through the implementation of the relevant fire Regulations, i.e. the **Regulatory Reform (Fire Safety) Order 2005**, which came into force on 01 October 2005.

SCVS shall aim to:

- identify through proper assessment the risk to persons from fire and also dangerous substances;
- evaluate the level of risk to persons on the premises and then to reduce the risk to as low a level as is reasonably practicable;
- record any significant findings and inform employees and all other relevant persons of any risks identified;
- strive to ensure a safe place of work with effective and maintained means of escape in the event of a fire;
- inform, instruct and train relevant people as to the actions they must take in the event of a fire occurring

Periodically, the risk from fire will be re-assessed to ensure that the findings are still effective and appropriate in the prevailing circumstances, (minimum annual review)

Employees:

Employees are required under Article 23 of the Order to take reasonable care of their own, and the safety of other persons, who may be affected by their actions. Employees are required to co-operate with their employer, or other manager appointed, in order for SCVS to fulfil its legal duties under this legislation.

The Health & Safety Officer has designated responsibility for fire safety planning / risk assessments, and for fire precautions in the event of a fire emergency.

Responsibilities

The Chief Executive has overall responsibility for fire safety standards and safe arrangements.

The fire assembly point has been established as being on King Street, by the entrance to the small car park at the rear of the Old Town Hall, Eccles, M30 0FN.

Working areas must be kept tidy and all escape routes / fire exits un-obstructed. This is the responsibility of all employees.

A competent person examines fire-fighting equipment on an annual basis. This is carried out by a qualified engineer.

There is an installed fire alarm system for the Eccles Town Hall premises, with emergency lighting units and smoke detectors. The fire control panel is located in the resource area and the main panel is at the front entrance of the town hall by the front door.

Fire risk assessments shall be carried out and implemented by the Health & Safety Officer on an annual basis.

All fire related documentation is kept with the organisational Health & Safety file. Highly flammable / flammable liquids and substances stored in the COSHH cupboard.

Note. Fire hazards must be reported without any delay. In the first instance, an employee should report to their direct Line Manager and the Health & Safety Officer.

3.12 'Health and Safety Law: What Employees Should Know'

This part of the Health & Safety Policy is a brief guide to health and safety law. It does not describe the law in detail, but it does list the key points.

Law protects health, safety and welfare at work. As an employer, SCVS has a duty to protect employees and to keep them informed about health and safety in the workplace. We have a clear duty under the law to ensure, so far as reasonably practicable, the health, safety and welfare at work of our employees. We are also clear about our obligations to provide employees with all relevant information concerning these important matters.

Employees have a responsibility to look after themselves and others. If there is a problem, an employee must discuss the matter with their immediate Line Manager in the first instance, or the Health & Safety Officer.

In General, these Duties Include:

- providing adequate welfare facilities
- providing sufficient information, instruction, training and supervision necessary for health and safety
- making the workplace safe and without risks to health
- ensuring that articles and substances are moved, stored and used safely
- ensuring that plant / machinery are safe and that safe systems are set and followed

In Particular, as an Employer, SCVS must also:

- assess the risks to their employees' health and safety;
- make arrangements for implementing the health and safety measures identified as being necessary by the assessment;
- record the significant findings of the risk assessment and also the arrangements for health and safety measures;
- draw up a health & safety policy statement, including the health and safety organisation and arrangements in force, and bring it to the attention of all employees;
- appoint someone competent to assist with health and safety responsibilities, and consult employees, or their safety representative about this appointment;
- co-operate on health and safety with other employers sharing the same workplace;
- set up emergency procedures;
- provide adequate first- aid facilities;
- make sure that the workplace satisfies health, safety and welfare requirements, e.g. for ventilation, temperature, lighting, sanitary, washing and rest facilities;
- make sure that work equipment is suitable for its intended use, so far as health and safety is concerned, and that it is properly maintained and used;
- prevent or adequately control exposure to substance hazardous to health;
- take precautions against danger from flammable or explosive hazards, electrical equipment, noise and radiation;
- avoid hazardous manual handling operations, and where they cannot be avoided, reduce the risk of injury;
- provide health surveillance, as appropriate;
- provide free protective clothing / equipment, where risks are not controlled by others ensure that the appropriate safety signs are provided and maintained;
- report certain injuries, diseases and dangerous occurrences to the appropriate

health and safety enforcing authority (see box in column 3 of the 'Health and Safety Law' poster)

- consult employees about matters affecting their health and safety

As an Employer SCVS has duties to:

- take precautions against fire.
- provide adequate means of escape and
- suitable means for fighting fire

All Employees have Legal Duties. These include:

Taking reasonable care for their own health and safety and that of others who may be affected by what they do or do not do;

- co-operating with their employer on health and safety;
- correctly using work items provided by their employer, including personal protective equipment, in accordance with training or instructions; and
- not interfering with or misusing anything provided for their health, safety or welfare

If an employee thinks there is a health and safety problem in their workplace, they should first discuss it with the H&S Officer or the Chief Executive.

If a problem appears to persist and there is a risk of injury and an employee still has doubts or questions about health, safety and welfare matters, then they should not hesitate to contact the DCEO.

The 'Health and Safety Law What You Should Know' poster is displayed upon the staff notice- board in the upstairs kitchen and on

Health and Safety advice is available from:

- The SCVS Health and Safety Officer
- The Health and Safety Executive (HSE)
- The local authority Environmental Health Officer
- The local Fire Officer

The effective training and supervision of young workers / school children / trainees will be arranged, undertaken and monitored by the Health & Safety Officer.

3.13 Health & Safety: Professional Services

Why Health and Safety at work is important to SCVS

No one wants to suffer injury or ill health, or be responsible for causing it. As an employer and controller of workplace premises, SCVS has to comply with the law and there are sound reasons for paying thorough attention to workplace health / safety, and for making sure that there is the appropriate expertise.

Workplace injury and ill-health are expensive, for these reasons:

- employees - our most valuable resource - are incapacitated or work below par;

- accidents can cause damage and disrupt workplace equipment;
- management time is used unproductively in investigation and remedy;
- work schedules are disrupted and valuable time is lost;
- conviction for a criminal offence results in fines and bad publicity;
- civil liabilities can be substantial and the trend is towards larger settlements - even if awards are covered by insurance, premiums go up and up

3.14 Health and Safety risks arising from work activities

Risk Assessments

SCVS is aware that risk assessments are required by the Management of Health and Safety at Work Regulations 1999 and that there must be a record of the significant findings of those assessments. The significant findings following workplaces inspections / assessments will be recorded in the H&S blue file and saved electronically in the H&S file under completed risk assessments. The information based on those findings will be made available to employees. Assessments will be reviewed over time as appropriate.

We accept, therefore, that some of our operations may, unless properly controlled, create risks to members of staff and others. We will, therefore, take all reasonably practicable measures to eliminate or reduce such risks to an acceptable level.

Any employee who discovers a hazardous / defective condition relating to their workplace / a work activity, should report to the Health & Safety Officer (or in her absence their line manager), so that the appropriate action can be taken.

Information and Training

Where necessary, employees at any level will be provided with:

- 3.14.1 specific and / or general health and safety training;
- 3.14.2 training in the risk assessment procedure;
- 3.14.3 training in any new work activity controls

Inspections of Workplaces, the Identification of Hazards and the Control of Workplace Risks

The objectives of our workplace inspections are to identify hazardous conditions and start the corrective process and thus to make improvements and reduce risks.

Risk assessments will be undertaken by the H&S Officer.

The findings of the risk assessments will be reported in writing to the Chief Executive.

Action required to remove / control risks will be approved by the Chief Executive.

The person responsible for ensuring that the required action is implemented will be the H&S Officer.

The person responsible for checking that the implemented actions have removed / reduced the risks will be the Chief Executive.

Assessments will be reviewed every year, or when the work activity changes in a significant manner, whichever is the soonest.

Note. Risk Assessments. The risk assessments referred to above detail the workplace precautions / control measures that are required to reduce the level of risk. However, it is imperative that these control measures are implemented and maintained at all times. Therefore, all employees must ensure that the required control measures are in place and that safe systems of work are followed at all times.

3.15 Workplace Risks: The General Principles

SCVS is mindful of the principles of risk assessment, namely:

Principles of Prevention to be applied

A) *Avoiding Risks:*

- if possible avoid a risk altogether, e.g. do the work in a different way, taking care not to introduce new hazards.

B) *Evaluating the Risks which cannot be avoided:*

- by carrying out a suitable and sufficient risk assessment.

C) *Combating the Risk at Source:*

- rather than taking palliative measures. e.g. the steps are slippery - treat or replace - rather than displaying a warning sign.

D) *Adapting the Work to the Individual:*

- Adapt work to the requirements of the individual, (i.e. when designing workplaces; selecting work and personal protective equipment; when drawing up working and safety procedures and methods of production).
- Aim to alleviate monotonous work and paced working at a predetermined rate, and increase the controls individuals have over the work they are responsible for.

E) *Adapting to Technical Progress:*

- take advantage of technological and technical progress, which often offers opportunities for improving working methods and making them safer.

F) *Replacing the Dangerous by the Non - Dangerous, or the Less Dangerous.*

G) *Develop a Coherent Overall Prevention Policy:*

- implement risk prevention measures to form part of a coherent policy and approach. This will progressively reduce those risks that cannot be prevented or avoided altogether, and will take account of the:
 - way work is organised
 - working conditions
 - environment
 - and any relevant social factors

H) *Giving Collective Protective Measures Priority over Individual Protective Measures:*

- give priority to those measures that protect the whole workplace and everyone who works there, and so give the greatest benefit.

I) *Giving Appropriate Instructions to Employees:*

- ensure that workers, whether employees or self - employed, understand what they must do.

3.16 Occupational Health: Work – Related Stress

1. About this policy

1.1 We are committed to identifying, tackling and preventing the causes of work-related stress and to providing appropriate support and consideration to staff suffering from stress, on a confidential basis where appropriate. In particular, we will:

Promote a culture of open communication, participation and encouragement. Through training, effective planning and allocation of workloads and ensuring feedback is provided on performance, we want staff to develop their skills and confidence and to feel able to raise any concerns they have about their work or working environment.

Use staff development, staff support systems, including line management and appraisals, and policies reflecting current good practice to help staff understand and recognise the causes of stress and to address work-related stress and the impact of external stressors at work.

Provide a workplace free from harassment, bullying and victimisation.

Address violence, aggression and other forms of inappropriate behaviour through disciplinary action.

Facilitate requests for flexible working where reasonably practicable in accordance with our Flexible Working Policy.

Follow comprehensive change management procedures.

Provide support services such as occupational health and confidential counselling for staff affected by or absent by reason of stress.

1.2 This policy covers all employees, trustees, volunteers, and placement workers.

2. Personnel responsible for the policy

2.1 The Chair of the Board of Trustees has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. We will monitor the development and dissemination of good practice, the recognition of the symptoms of stress, awareness of and effectiveness of this policy to ensure it is achieving its stated objectives.

2.2 All Managers have a responsibility and are encouraged to seek advice on how to recognise stress in the staff they manage.

2.3 You must ensure that you familiarise yourself with the policy and act in accordance with its aims and objectives. You must speak to your Line Manager if you experience or are aware of a situation that may lead to a stress problem. You must plan and organise your work to meet personal and organisational objectives and co-operate with support, advice and guidance you may be offered by your line manager and/or the Deputy Chief Executive.

3 What is stress?

3.1 Stress is the adverse reaction people have to excessive pressures or other types of demands placed on them. Stress is not an illness but a state, sustained over a period of time, it can lead to mental and / or physical illness. However if stress becomes too excessive or prolonged mental or physical illness may develop. Stress is a natural reaction to too much pressure.

3.2 There is an important distinction between working under pressure and experiencing stress. Certain levels of pressure are acceptable and normal in every job. They can improve performance, enable individuals to meet their full potential and provide a sense of achievement and job satisfaction. However, when pressure becomes excessive it produces stress.

3.3 Pressures outside the workplace, whether the result of unexpected or traumatic events such as accidents, illness, bereavement, family breakdown or financial worries, can result in stress. They can also compound normal workplace pressures.

3.4 We recognise that what triggers stress and the capacity to deal with stress varies from person to person. Individuals react to similar situations in different ways.

3.5 There are 6 main areas which affect stress levels:

1. Demands
2. Control
3. Support
4. Relationships
5. Role
6. Change

4. Legal obligations

4.1 We have a legal duty to take reasonable care to ensure that your health is not put at risk by excessive pressures or demands arising from the way work is organised.

4.2 This policy takes account of our obligations under the Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999, Employment Rights Act 1996, and Protection from Harassment Act 1997, Working Time Regulations 1998 and Equality Act 2010.

5. Support

5.1 Managers should work with the Deputy Chief Executive (SCVS' HR lead) to provide support to staff suffering from stress. They should:

- (a) Promote a culture of open communication and encouragement.
- (b) Effectively plan and provide feedback on performance.
- (c) Ensure that staff receive necessary training.
- (d) Monitor workloads and reallocate work where necessary to avoid harmful levels of stress.

(e) Ensure that staff understand the standards of behaviour expected of them and others, and act on behaviour that falls below those standards.

6. Resolving stress

6.1 If you believe you are suffering from stress you should discuss this with your Line Manager in the first instance. If you feel unable to do so you should contact the Deputy Chief Executive.

6.2 Once an issue affecting your health comes to the attention of your Line Manager, steps will be taken to address that issue. Those steps may include any of the following:

- A workload review, reallocation of work, monitoring of future workload or possible redeployment.
- Where appropriate, investigation under our Disciplinary and /or Grievance Procedures.
- Referral for medical advice, treatment and/or a medical report to be provided by our medical advisers or any specialist or GP who has been treating you.
- If you are on sickness absence, discussion of an appropriate return to work programme. Our Sickness Absence Policy may be applied.

6.3 Occupational Health will continue to be used appropriately to help staff overcome problems associated with work-related stress as well as other stress and the impact that has on their ability to do their duties.

7. Absence due to stress

7.1 If you are absent due to stress you should follow the sickness absence reporting procedure contained in SCVS' Staff Handbook.

8. Confidentiality

8.1 Confidentiality is an important part of this policy. Every member of staff is responsible for observing the high level of confidentiality that is required, whether they are suffering from stress, supporting a colleague who is suffering from stress or because they are otherwise involved in the operation of a policy or procedure dealing with stress.

8.2 Breach of confidentiality may give rise to disciplinary action.

8.3 However, there are occasions when matters reported by a member of staff suffering from stress may have to be put to third parties. For example, where duties need to be reallocated within a team or where, as the result of reported bullying or misconduct, a disciplinary investigation and / or proceedings take place. If this is the case, matters will be discussed with the member of staff concerned before any action is taken.

9. Protection for those reporting stress or assisting with an investigation

9.1 Staff who report that they are suffering from stress, who support a colleague in making such a report or who participate in any investigation connected with this policy in good faith will be protected from any form of intimidation or victimisation.

9.2 If you feel you have been subjected to any such intimidation or victimisation, you should seek support from your Line Manager and the Deputy Chief Executive. You may also raise a complaint in accordance with our Grievance Procedure.

9.3 If, after investigation, you are found to have provided false information in bad faith, you will be subject to action under our Disciplinary Procedure.

3.17 Violence and Aggression at Work

As a responsible employer, SCVS recognises its legal duty under the Health and Safety at Work etc Act 1974 to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all their employees.

The Health and Safety Executive (HSE) has defined work related violence as:

‘any incident in which a person is abused, threatened or assaulted in circumstances relating to their work’. This can include verbal abuse or threats as well as physical attacks.

SCVS intends to establish a working environment in which all employees and service users can feel safe and secure. This clearly means not being subjected to any form of threat, verbal or physical abuse. However, the nature of people’s previous experiences may result in such behaviour and our employees are trained in a range of techniques to diffuse potential aggression and safely manage this form of behaviour.

Procedural Arrangements

Following an incident of violence, the Chief Executive is responsible for deciding whether there is a requirement to report the incident under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

All incidents are fully recorded by staff and reviewed by the Chief Executive.

General and specific risk assessments are undertaken and reviewed regularly within staff meetings and supervision.

All employees have a responsibility to report any concerns they may have relating to possible violence and aggression to their manager, so that preventive action can be taken where possible.

3.18 Health & Safety Training Policy

It is our policy to provide training to employees, not only to comply with statutory requirements but also to secure a safe and healthy working environment for employees and any others who may be affected by work activities. SCVS will continuously assess

the health and safety training needs of employees and record the training provided.

Section 2 of the Health and Safety at Work etc. Act 1974, imposes a general duty on an employer, to provide such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of employees.

Induction Training

Induction training will be provided for all employees by the supervising Line Manager or another appropriate member of staff.

Job Specific Training

Job specific training will be provided by the supervising Line Manager.

Special Training

Specific jobs / activities that require special training are not currently in operation on site. Training will be identified and arranged by the supervising Line Manager.

3.19 Manual Handling

Definition

“The transporting or supporting of a load, including the lifting, lowering, putting down, pushing or carrying by hand”

Duties of an Employer

SCVS are aware of the duties an employer has by virtue of the Manual Handling Operations Regulations 2002.

The key duties placed upon an employer are to:

- avoid the need for hazardous manual handling, as far as reasonably practicable;
- assess the risk of injury from any hazardous manual handling that cannot be avoided; and
- reduce the risk of injury from hazardous manual handling, as far as reasonable practicable

Duties of our Employees

We are aware that our employees have duties too. Essentially these are to:

- follow the appropriate systems of work laid down for their safety;
- make proper use of the equipment provided for their safety;
- co-operate with their employer on health and safety matters;
- inform their employer if they identify hazardous manual handling activities;
- take care to ensure that their activities do not put others at risk of injury

Avoiding Manual Handling

- checks will be made to determine if manual handling needs to be carried out at all.
- we shall also consider automation, particularly for new processes;
- think about mechanisation;
- beware of new hazards arising from automation or mechanisation

Making the Assessment

- The assessment is the employer's responsibility.
- Selected employees can help to carry out these assessments.

Reducing the Risk of Injury

It is our aim to reduce the risk of injury, i.e. to the lowest level 'reasonably practicable'. This means, therefore, reducing the risk until the cost of any further precautions – in time, trouble or costs – would be far too great in proportion to the benefits.

- Comply with the regulations and guidance
- Review Risk Assessments when necessary
- Encourage early reporting of symptoms
- Ensure any cases of manual handling injury are managed effectively

- Consult and involve the workforce and their representatives so they know the risks and offer solutions to control them

Training Requirements

We recognise the importance of training in relation to manual handling operations at work.

Training will need to cover:

- how to recognise harmful manual handling;
- appropriate systems of work;
- the use of mechanical aids;
- good handling technique (see below)

Good Handling Technique

Listed below are some important points that persons involved with manual handling should be aware of:

- to stop and think to plan the lift;
- Think about the size, shape or weight of the load
- the correct position of the feet;
- to adopt a good posture;
- getting a firm grip;
- keeping close to the load;
- to lift the load smoothly;
- moving the feet so as not to twist the trunk;
- putting down the load and then adjusting its position
- Space constraints
- Uneven floor

3.20 Monitoring Health and Safety

To be confident that safe working practices are being followed and to check the working conditions within the business premises, we will undertake an analysis of relevant matters listed below.

Annual office and fire risk assessments are completed. The results of the assessments are filed in the blue H&S file in the office and electronically in the H&S folder.

Risk assessments for meetings and events are stored electronically and in the H&S file.

Matters for Consideration are:

Line managers

- Safe working practices
- Supervision
- Training and competence
- Year plan / Priorities.
- Work related illness

Deputy CEO

- Insurances
- Work related illness
- Purchasing policy

H&S officer

- Safe working practices
- Lighting
- Ventilation
- Overcrowding
- Cleanliness
- Work related illness
- Safety rules
- Welfare
- Temperature
- Work related illness
- Access and egress
- Accident intervention and reporting
- First Aid
- Fire Safety
- General equipment maintenance
- Statutory inspections
- Documentation
- Training and competence
- Storage arrangements and housekeeping
- Controls for Hazardous ('COSHH')
- External assistance
- Co-operation with other employers
- Contracts / Contractors
- Transport safety
- Asbestos-containing materials
- Electrical systems / Portable electrical equipment
- Manual handling operations
- Display Screen Equipment (DSE)
- Specific risk assessments
- General equipment maintenance
- Policy and responsibilities
- Policy, resources and communications

- Monitoring arrangements
- Meetings / Committees

The person responsible for carrying out health & safety monitoring is the H&S Officer or in their absence the Deputy CEO.

Monitoring reports will be drafted quarterly by the H&S Officer and submitted to the Chief Executive for consideration.

3.21 Safe Work Equipment

When intending to purchase new or second-hand work equipment, we will ensure that it meets health and safety standards prior to buying it.

The Health & Safety Officer within SCVS is responsible for identifying all work equipment that requires maintenance.

The Health & Safety Officer is responsible for checking that new work equipment meets current health & safety standards prior to purchase.

Any problems / defects found in relation to work equipment should be reported to the Health & Safety Officer.

3.22 Vehicles Policy - Driving

- An employee must not drive any vehicle unless he / she has the relevant licence and insurance for that vehicle.
- Driving offences must be immediately reported to DCEO or the Health & Safety Officer.
- A visual check must be made daily prior to use.
- Speed limitations must be adhered to.
- Due care and attention must be taken at all times to prevent damage to employees and the public.
- Seatbelts must be worn when the vehicle is in motion.
- A copy of staff drivers' licenses is kept on personnel files. It is the driver's responsibility to inform the DCEO or the Health & Safety Officer of any changes to their licence details.
- Drivers must not use their mobile phone whilst in transit unless the vehicle is equipped with hands-free technology.
- When the vehicle is left unattended care must be taken to ensure no valuables are left on view.

3.23 Construction (Design & Management) Regulations 2015 (CDM)

SCVS will ensure, when commissioning construction / building works for which it will take the role of client, that we will be aware of duties under these Regulations. This will include the provision of information to all parties, specification of a mobilisation period and ensuring welfare facilities are provided before the works commence.

SCVS will ensure that its designers will discharge their duties in a manner that reflects the general standard of skill and care exhibited by designers as a whole, and that its designers give adequate regard to the need to avoid foreseeable risks to the health and safety of any person acting out the construction work.

SCVS will co-operate with CDM Co-ordinators and Principal Contractors to provide such information, assessments etc. that they may reasonably request in accordance with these Regulations.