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Health and Safety Policy

Health and Safety policy - statement of intent

- CANDI is fully committed to ensuring the health, safety and welfare of all our employees, volunteers and those other parties that may be affected by our activities.
- CANDI endeavours to always maintain a safe and healthy working environment on our premises and, as far as reasonably practicable any place where we carry out work activities away from our own premises.
- CANDI will ensure that the Health and Safety system is reviewed to ensure that it complies with legislation, is relevant and is suitable and sufficient for its needs. This policy will be reviewed annually or where there are changes to legislation.
- CANDI will also ensure that the objectives are clear and that all changes to legislation will be understood and implemented.
- CANDI will strive to provide information, instruction, training and supervision to all employees and volunteers and provide competent staff to carry out their duties within the organisation.
- CANDI requires all employees to ensure they carry out their duty under the Health and Safety at Work etc. Act 1974 and all other relevant legislation. All employees and volunteers must co-operate with the organisation to carry out their health and safety responsibilities. To neglect these responsibilities would be seen as a direct infringement of the Health and Safety policy and will be dealt with accordingly.
- As part of the induction process for new employees and volunteers, CANDI will obtain confirmation from the Inductee that they have read and understood the Health and Safety Policy

Responsibilities

- Strategic overview is the responsibility of the Board of Trustees. This includes:
 - Ensuring that suitable and sufficient resources are provided as required and agreed. These would include finance, training, supervision, information, instruction
 - Ensuring that the organisation strives to maintain a healthy and safe working environment.
 - Controlling the development and review of policy
- Ongoing day to day implementation and monitoring of this policy is delegated to the Management Team and Health and Safety Representative
- As outlined in the above Statement of Intent, all employees and volunteers have a responsibility to cooperate with the organisation in health and safety matters, in the interests of themselves and others whom their actions or omissions may affect. They must never intentionally or recklessly misuse or interfere with the Health, Safety provisions.

Risk assessments

- Risk assessment involves identifying all hazards, assessing the risks, and putting in place measures to reduce risk to an acceptable level and we constantly assess risks in our day-to-day life.
- As an employer with a duty of care, CANDI arranges the undertaking of risk assessments and conveys findings to those concerned before work commences. Risk assessments are a suitable and sufficient assessment of risk to employees, volunteers and others who could be affected by our activities and identification of control measures necessary to make the activity as safe as possible to undertake.
- A general Risk Management Scheme is maintained and reviewed by the Trustees at every meeting.
- Risk assessments will be carried out for all activities carried out away from our premises and for areas where a significant risk is identified by the Health and Safety Representative or Management Team.
- Risk assessments will be kept in the office and online,

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Control of Substances Hazardous to Health (COSHH)

- The use, transportation and storage of chemicals and other hazardous substances in the workplace is regulated by the Control of Substances Hazardous to Health Regulations 2002 (COSHH).
- Encountering Hazardous substances
 - Within the work of CANDI, hazardous substances might be encountered through substances used directly in work activities (e.g., adhesives, paints, cleaning agents, foodstuffs)
- Identification, assessment and communication
 - The Health and Safety Representative is responsible for:
 - identifying all substances requiring a COSHH Assessment and for undertaking such Assessments
 - informing all relevant employees about COSHH Assessments.
 - ensuring that any new substances will be assessed as required and all relevant employees made aware of the findings.
- COSHH data sheets and Assessments will be kept in the office and online
- Only competent persons may use chemicals in the work area. A competent person in this instance is someone who has been trained in the use of the specific substance.

Manual handling

- The Manual Handling Regulations 1992 (amended 2002) cover all aspects of load handling in the workplace.
- Manual handling Risk Assessments and control measures
 - Risk Assessments carried out will have identified those operations that include manual handling and those that require a full Manual Handling Assessment.
 - The risk assessment will include identification of control measures required.
 - Within the risk assessments, consideration will be given to avoiding manual handling where possible and appropriate. Where manual handling cannot be avoided, control measures in the risk assessment will include: (insert types of control measures)
 - Additional specific risk assessments will be undertaken as necessary for individual employees at risk e.g., pregnant women, those with injuries or medical conditions. The person responsible for carrying out such risk assessments for individuals is (insert title(s) e.g., line manager) and this will be done through (insert process- e.g. consultation with the individual by the line manager resulting in drawing up the risk assessment).
 - Completed risk assessments are in the office and online
 - The Health and Safety Representative is responsible for:
 - identifying all areas requiring a full manual handling operation and ensure manual handling risk assessments are undertaken
 - ensuring that all relevant employees (and volunteers) are informed about the risks associated with manual handling in the tasks undertaken
- Training and general manual handling awareness instruction will be provided for all staff.
- Manual handling instruction at an appropriate level will be given to all employees and volunteers at risk.

Equipment

- All equipment used or purchased must be “fit for purpose” and comply with all relevant regulations relating to the area it is to be used. This affects all pieces of equipment for use at work and these are covered by the Provision and Use of Workplace Equipment Regulations 1998 (PUWER). There are several other regulations which also relate to equipment used at work, including electrical safety, CE marking, machine guarding and the Road Traffic Act.
- Purchasing equipment
 - All equipment purchased must conform to the relevant safety standards as dictated for that equipment at the time of use.
 - The person who carries the responsibility to ensure that the equipment conforms to the required standards is the Health and Safety Representative.

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- Existing equipment
 - All existing equipment must comply with PUWER (Provision and Use of Work Equipment Regulations) i.e. is fit for the purpose it is intended for and complies with the current relevant legislation related to that type of equipment. Old electrical equipment may not comply with current legislation and therefore it should not be used. Any guards identified must be fitted before use and protective equipment must be made available. The person responsible for ensuring that guards are available, in place and that any protective equipment is made available is the Health and Safety Representative.
 - Defective or unsafe equipment must be marked as such and removed from circulation until repaired by a competent person or destroyed.
 - The person to whom any failures and defects should be reported is the Health and Safety Representative.
 - Instruction in the safe use of all equipment will be given as identified by risk assessments. Any instructions will be presented in written form as a safe system of work or through demonstration)
- Testing electrical equipment
- Portable Appliance Testing (PAT) testing by a competent body (specialist PAT company or individual, or electrician) will carry out PAT inspections in accordance each year.
- Mains electricity testing will be done every 3 years by a competent person. Responsibility for arranging the mains testing rests with the Health and Safety Representative.

Lone working

- Refer to the Lone Working Policy

Young persons at work

- Young workers (under the age of 18) are seen as being particularly at risk because of their possible inexperience, lack of awareness of existing or potential risks, and immaturity.
- We recognise that children under 13 years old are generally prohibited from any form of employment. Children between 13 and the minimum school leaving age are prohibited from being employed except when on work experience schemes approved by the local education authority.
- As required in The Health and Safety (Young Persons) Regulations 1997, CANDI will protect young workers by ensuring that they are always accompanied by employees or volunteers with enhanced DBS.

Home working

- It is recognised that some employees and volunteers carry out work from home.
- CANDI is aware that under the Health and Safety at Work Act, employers have a duty to protect the health, safety and welfare of their employees including home workers. Most of the Regulations under the HSWA apply to home workers as well as to employees working at the workplace. These include;
 - General management of Health and Safety
 - Display Screen Equipment
 - General equipment
 - COSHH
- Activities carried out from home which may have Health and Safety implications include manual handling, use of laptops and PCs, use of other electrical equipment and use of substance such as paints, glues and foodstuffs.
- CANDI is not able to assess every individual home workplace. In accordance with all of the contained Health and Safety procedures, if any employee or volunteer has any concern they should contact the Health and Safety Representative immediately.

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Violence and aggression

- The Health and Safety at Work etc. Act 1974, and the Management of Health and Safety at Work Regulations 1999 impose duties on organisations, including assessing the risk of violence, such as assault or verbal abuse, and protecting employees and volunteers from those risks as far as reasonably practicable.
- CANDI will endeavour to eliminate or reduce the likelihood of violence at work, recognising its risk to the individuals concerned and the detrimental effect on staff morale and the reputation of the organisation.
- CANDI accepts that, in general, facing aggressive behaviour or excessive violence is not part of an employee's job or volunteer's role and the reporting of such incidents will not reflect badly on employees or volunteers.
- Employees and volunteers should report to their line manager or co-ordinator if they experience any incident that subjects them to:
 - Physical assault, whether injury results.
 - Verbal abuse, shouting or swearing.
 - Threatening behaviour, with or without any form of weapon.
 - Anything that they feel might damage their health through anxiety or stress.

Summary of Information, Instruction, Training & Supervision

- Consultation and communication
 - All employees and volunteers will be consulted regarding health and safety issues involving the activities they are taking part in and all issues should be dealt with at source and at the time. Consultation and communication will be through team meetings, one to one meetings and briefing sheets.
 - Display of Health and Safety information is by poster located in the café and contains details of employers' legal obligations, the local enforcing authority and the nominated competent person within the company.
 - This information should be read in conjunction with Section 2 of this Health and Safety policy, entitled Responsibilities.
- Instruction, training and supervision
 - Any required training will be identified the Health and Safety Representative and arrangements made as soon as practicable.
 - Where an employee identifies a safety training need then they should raise it for consideration with their line manager).
 - Training records will be kept in the personnel file
 - Supervision will be provided at the level deemed necessary for the employees and volunteers, (e.g. young and inexperienced employees and volunteers, will have a higher degree of supervision than those who are more experienced).

Accidents (including Reporting of Disease and Dangerous Occurrences Regulations RIDDOR)

- First aid
 - CANDI has nominated staff trained in the use of first aid. These people are listed in the café.
 - First aid equipment is in the café.
 - The person with responsibility for replenishing first aid kits is the Health and Safety Representative)
- Reporting accidents
 - All accidents and first aid treatments, plus near misses, no matter how minor, will be reported in the accident log book which is held in the café and this is also to be reported to the Health and Safety Representative. They should be reported within five working days.
 - Any accidents requiring the use of the emergency services must be dealt with prior to recording in the log book.
 - Serious injury involving emergency services or absence from work for more than 3 days should be reviewed and reported to the HSE under RIDDOR (Reporting of Incidents, Diseases and Dangerous

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Occurrences Regulations). Informing the HSE for reportable incidents will be undertaken by the Health and Safety Representative. Accidents or near misses can be reported in the following ways:

- Telephone 0845 3009923
 - Fax. 0845 3009924
 - E-mail riddor@natbrit.com
 - Web site www.hse.gov.uk/riddor/
 - Categories of accidents covered by this reporting procedure are as specified on the HSE RIDDOR website <http://www.hse.gov.uk/riddor/guidance.htm>
 - The responsibility for ensuring that accidents are reported, investigated and that counter measures are taken to prevent a reoccurrence lies with the Health and Safety Representative
- **Near Miss Incidents**
- A near miss incident represents an event that does not cause injury or damage to property but has the potential to cause significant injury or property damage. The person responsible for carrying out investigations of near miss incidents is the Health and Safety Representative. Who will ensure other parties are informed and will monitor the progress of any actions to be taken to prevent a recurrence.
- **Dangerous Occurrences**
- A dangerous occurrence represents an event that normally involves damage to property and has the potential to cause serious injury. Dangerous occurrences are clearly defined within the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995, Schedule 2. Employees and volunteers should report dangerous occurrences to the Health and Safety Representative as soon as practicable. They will report the occurrence RIDDOR.
- **Potentially Disabling or Disabling Accidents**
- Potentially disabling injuries represent any injury
 - suffered whilst at work, which requires the injured party to seek treatment from a qualified medical practitioner.
 - A disabling injury represents an injury where the injured person is unfit for work on the day following that on which the injury occurred.
 - Potentially disabling or disabling accidents will be reported to the Health and Safety Representative as soon as is practicable and will be the subject of an immediate investigation. They are responsible for ensuring that the Health and Safety Executive is informed as deemed necessary.
- **Major Accidents.**
- A major injury represents an injury resulting in broken bones (other than toes and digits) and any injury that results in a person being detained in hospital for a period greater than 24 hours. In the event of a major accident, all appropriate personnel will be informed as soon as is practicable. The person responsible for ensuring that the Health and Safety Executive is promptly informed is the Health and Safety Representative. Initial investigations at the site of the accident will be carried out ensuring that there is no disturbance of evidence or items that could have contributed to the cause of the accident. This investigation would be, where practicable, carried out by the Health and Safety Representative.
 - The initial investigation would be followed up by a detailed investigation. On completion of this investigation, a report of findings, including details of short and long term actions, together with time scales required to prevent recurrence, will be drawn up.
- **Fatal Accident**
- In the event of a fatal accident, the area of the accident will be isolated and nothing will be moved or interfered with, except by the emergency services or where action is required to protect others who may be at imminent risk.
 - The person responsible for informing the Health & Safety authorities by telephone as soon as possible is the Health and Safety Representative. Full co-operation will be given by personnel throughout all levels of CANDI to the Health and Safety Executive representatives conducting any investigations.
- **All ACCIDENTS MUST BE RECORDED IN THE ACCIDENT BOOK NO MATTER HOW MINOR THEY SEEM AT THE TIME.**

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Emergency Procedures, Fire and Evacuation

- Emergency arrangements
 - Adequate arrangements exist for providing police, fire and medical services in the event of any emergency. Action must be initiated by any person requiring the service by dialling the national '999' service.
- Fire risk assessment
 - It is the responsibility the Health and Safety Representative to ensure that fire risk assessment for the building has been completed on an annual basis
- Regular checks
 - Escape routes will be checked monthly by the Health and Safety Representative or by a nominated competent person.
 - Fire extinguishers are serviced and maintained annually by a competent person. The person in the organisation responsible for organising the checks is the Health and Safety Representative
 - Fire drills will be carried out regularly to ensure that evacuation procedures are effective. Records will be kept showing date, time, people present and notes. The records will be kept in office and online.
 - Fire alarms will be tested monthly to ensure that they are functional and can be heard in all areas. Records of tests will be in the office and online. Responsibility for checking fire alarms and keeping records of testing lies with the Health and Safety Representative.
- Training and instruction
 - Training will be provided regarding use of fire-fighting equipment and fire awareness
 - The Fire Alarm procedure will be displayed in the café and upstairs.

Smoking

- Refer to the Smoking and Vaping Policy

Drugs and alcohol

- Refer to the Drugs and Alcohol Policy

Monitoring and reporting

- The Health and Safety representative will report to the Management Team at every meeting on any relevant Health and Safety issues.

Document control

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