



Policies and Procedures

Health, Safety & Environmental Policy

Version 3.0

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Section 1.0 Statement of Intent

Health & Safety Policy Statement of Intent

The objective of this policy is to attain and maintain high standards of health and safety performance throughout Volunteering in Health.

All persons conducting activities under the name of Volunteering in Health will adhere to this Health & Safety Policy.

Volunteering in Health will comply with the Health and Safety at Work etc. Act 1974 and Regulations subsequently laid under it and meet the standards required therein.

Hazards will be identified and the risk of injury, disease or dangerous occurrence will be minimised by the achievement and maintenance of high standards of health and safety. These standards will be achieved, so far as is reasonably practicable, by:

- Demonstrating a visible management commitment to high standards of health and safety performance and the promotion of a positive health and safety culture throughout the Charity;
- Providing and maintaining a safe working environment that is without risk to health, together with adequate facilities and arrangements for the welfare of employees;
- Providing and maintaining plant, equipment and systems of work that are safe and without risk to health;
- Providing and maintaining means of access to and egress from the workplace that are safe and without risk;
- Having in place adequate arrangements for the regular assessment of work activities in order to identify related hazards and to control associated risk;
- Having in place effective systems to protect employees and other persons affected by Charity activities;
- Having in place adequate arrangements to ensure safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- Providing such information, instruction, training and supervision as is necessary to ensure the health and safety of employees of the Charity; and
- Obtaining the co-operation of employees in enabling statutory obligations under health and safety legislation to be met.
- Committing to a process of continual improvement with respect to health and safety management in all areas of the Charity, with the active engagement and participation of employees and contractors.

Signed



Manuela Grossmann
Person Responsible for
Health, Safety & Environment

Date 6/12/22

Review Date 6/12/24

Environmental Policy & Statement of Intent

Volunteering in Health considers environmental management to be of prime importance and is fully committed to fulfilling all environmental responsibilities as well as continuous improvement of environmental performance. As such Volunteering in Health will work with clients, contractors, suppliers and the workforce towards achieving this goal.

The objective of this policy is to attain and maintain high standards of environmental performance throughout Volunteering in Health.

All persons conducting activities under the name of Volunteering in Health will adhere to this Environmental Policy.

It is the Policy of the Charity to:

- Understand and comply with all legal requirements, codes of practice and regulations;
- Organise operations in order to minimise pollution and disturbance to neighbours and the general public;
- Provide assistance, training and information that may be necessary to personnel at all levels;
- Use materials and resources with regard to long-term sustainability;
- Employ a consistent framework for the management of environmental issues across all its operations;
- Audit environmental performance.

The successful management of environmental issues will be achieved by:

- Identification and management of environmental risks and aspects;
- Prevention of pollution;
- Minimisation of waste;
- Provision of prompt response to incidents and emergencies;
- Promotion of environmental issues and good practice; and
- Reviewing and reporting on the content and implementation of this policy.

Signed



Manuela Grossmann
Person Responsible for
Health, Safety & Environment

Date 6/12/22

Review Date 6/12/24

Section 2.0 Roles & Responsibilities

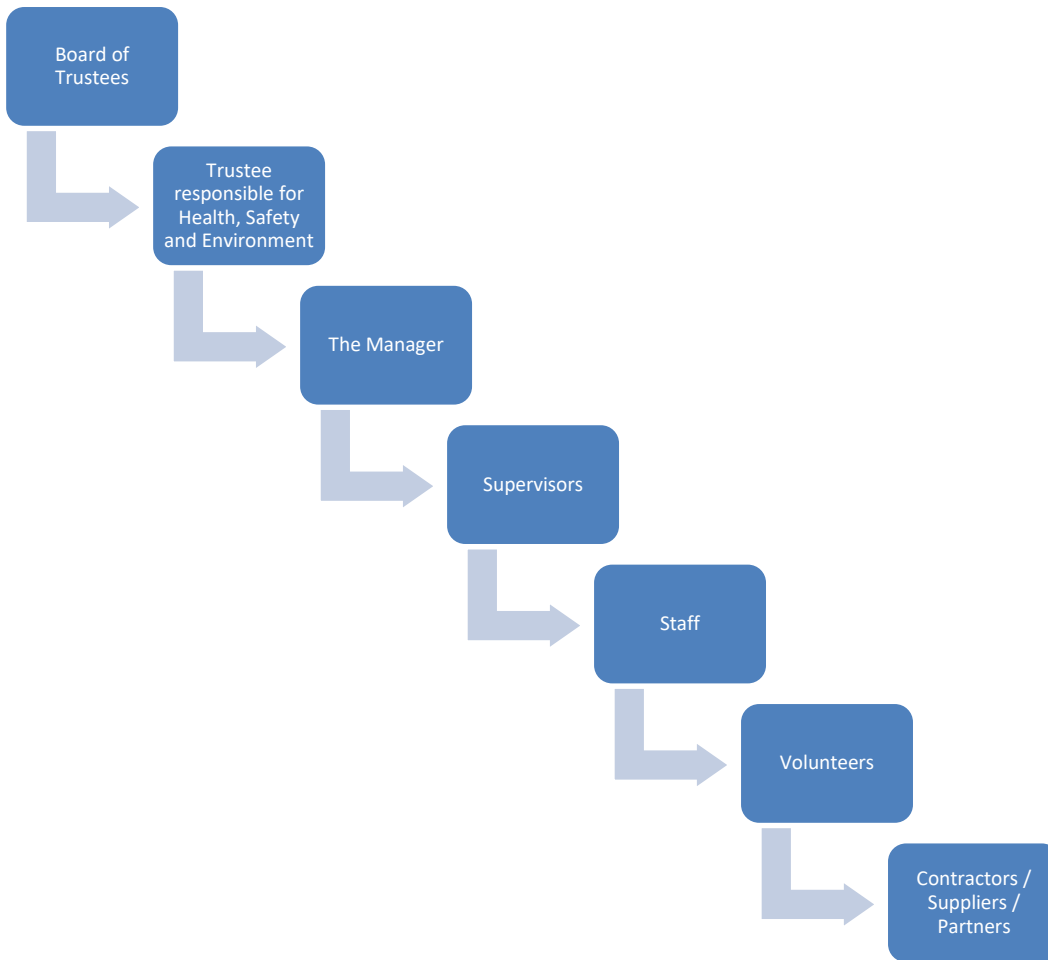
ROLES & RESPONSIBILITIES

2.1 Introduction

Health, safety and environmental (HSE) management is the responsibility of all personnel of Volunteering in Health and is a joint responsibility with contractors. It is the responsibility of the Manager to ensure that all personnel and contractors are properly equipped, trained and motivated in order to ensure high HSE standards at work.

- Employees are deemed to be those persons directly employed, either on a full-time or part-time basis, by Volunteering in Health and those self-employed persons who undertake work on behalf of Volunteering in Health.
- Personnel are all Employees and unpaid Volunteers, regularly engaged in Volunteering in Health's activities
- Contractors are deemed to be those persons who work for Volunteering in Health but who are not direct employees. The term 'contractor' is understood to include all associated sub-contractors.
- Suppliers are deemed to be those persons who supply goods and/or services.

2.2 Charity HSE Organisation Chart



2.3 The Board of Trustees

The Board of Trustees have overall responsibility for the health, safety and welfare of all Charity employees, for the environmental impact of Charity activities and fulfilment of all legal duties imposed on them, as the Employer, by relevant legislation.

In recognition of the legal duties imposed upon them, the Trustees will:

- Understand the main requirements of the Health and Safety at Work, etc. Act 1974.
- Ensure that every aspect of health, safety and the environment and its implications is given due consideration in all executive decisions.
- Set, monitor and review the effectiveness of the Charity HSE Policy, ensuring that it meets current legislative requirements and accurately reflects Charity activities.
- Ensure adequate resources are available to implement the Charity HSE Policy and to enable legal and moral obligations to be met.
- Seek advice, as and when appropriate, on HSE issues.
- Ensure that all new personnel receive adequate induction training as soon as is reasonably practicable after joining the Charity and on starting at a new site.
- Ensure all personnel and contractors receive suitable information, instruction, training and where appropriate, supervision to assure their competence for the work they are to undertake.
- Ensure that all plant, equipment and materials are safe and suitable for the work for which they are to be used.
- Ensure that suitable and sufficient risk assessments of Charity activities are undertaken to identify and implement effective control measures required to eliminate, reduce or control the risk of harm occurring to employees or others who may be affected by the activity.
- Ensure that the results of the risk assessments are effectively communicated throughout the Charity and to others who may be affected by the activity.
- Ensure personnel are provided with PPE as identified by risk assessment.
- Ensure personnel are trained in the use and maintenance of PPE.
- In respect of hazardous substances, ensure that appropriate information is available to enable suitable assessment of the process to be conducted.
- Ensure that accidents and near misses are recorded.
- Ensure that all injuries, diseases, dangerous occurrences and significant near misses involving Charity personnel are investigated and, where appropriate, reported as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- Maintain effective communication routes throughout the Charity and ensure employees are aware of the Charity HSE Policy and other HSE matters as they arise.
- Take immediate action in respect of:
 - Prohibition and improvement notices;
 - Matters of complaint by Health and Safety Executive Inspectors;
 - Concerns by personnel or others, of HSE standards; and
 - Accidents, incidents and near misses involving Charity personnel.
- Ensure maintenance of registers and records as required by current legislation.
- Ensure that HSE management within the Charity is periodically audited to ensure that high standards of HSE performance are being maintained and to identify areas where improvements are to be made.
- Ensure that HSE performance is regularly reviewed.

2.4 Personnel

All personnel of Volunteering in Health have legal duties under health, safety and welfare legislation while at work to ensure their personal safety and that of others who may be affected by their acts or omissions.

In recognition of the legal duties imposed upon them, all employees will:

- Co-operate with the Management to enable legal duties to be met.
- Comply with ALL requirements of the Volunteering in Health HSE Policy and associated procedures.
- Not intentionally or recklessly interfere with, or misuse anything, provided by the Charity in the interests of HSE.
- Actively promote a positive health and safety culture throughout the Charity.
- Only undertake work for which they have been trained and are authorised, qualified and competent to undertake.
- Not undertake an activity until a suitable and sufficient assessment has been conducted by a competent person and the results communicated to them and others who may be affected by the activity.
- Use and maintain in a serviceable condition all plant, machinery and equipment in accordance with the training provided.
- Use and maintain in accordance with instructions and training given, and report the loss or defect of all personal protective equipment provided by the Charity.
- Make themselves aware of all workplace first aid, fire and emergency procedures.
- Raise all matters of concern relating to HSE as they arise to the appropriate responsible person.
- Ensure all accidents are entered in the Charity Accident Book
- Ensure all accidents and incidents, including near misses, are reported to the appropriate responsible person to ensure appropriate investigation can be undertaken.

All personnel are to ensure that the Charity as their employer is made aware of any form of health condition or disablement that is likely to affect their ability to undertake the work they are assigned. Line managers must be made aware at the earliest opportunity of any health condition or physical impediment to an employee so that a risk assessment can be carried out and measures taken to ensure that the employee is able to continue to work safely.

2.5 Contractors

All contractors who undertake work on behalf of Volunteering in Health have legal duties under health, safety and welfare legislation while at work to ensure the health and safety of themselves and others that may be affected by their acts or omissions.

In recognition of the legal duties imposed upon them, all contractors who undertake work on behalf of Volunteering in Health will:

- Co-operate with the Management and their own Employer to enable them to comply with their legal duties.
- Comply with ALL requirements of the Volunteering in Health HSE Policy and other rules and procedures in place and notified to them.
- Not intentionally or recklessly interfere with or misuse anything provided by the Charity in the interests of HSE.
- Actively promote a positive health and safety culture.
- Only undertake work for which they have been trained and are qualified and competent to undertake.
- Ensure that risk assessments and method statements relating to their work are presented to the Management prior to commencement of work, if they are not following the Safe System of Work provided by Volunteering in Health.
- Not undertake an activity until a suitable and sufficient assessment has been conducted by a competent person and the results communicated to them and others who may be affected by the activity.
- Follow all site safety rules and procedures.
- Use and maintain in a serviceable condition all plant and equipment, in accordance with the training provided.
- Use and maintain in accordance with instructions and training given, and report the loss or defect of all personal protective equipment provided by Volunteering in Health and their own Employer.
- Make themselves aware of all first aid, fire and emergency procedures.
- Raise all matters of concern relating to HSE as they arise to the appropriate responsible person.
- Ensure all accidents are entered in the Accident Book held on site and in their Employers Accident Book.
- Ensure all accidents and incidents, including near misses, are reported to the appropriate responsible person on site to ensure appropriate investigation can be undertaken.

Section 3.0 General Arrangements for Health, Safety & the Environment

GENERAL ARRANGEMENTS FOR HEALTH, SAFETY & THE ENVIRONMENT

The attainment and maintenance of high standards of HSE within Volunteering in Health will be achieved by the identification of hazards associated with the activities undertaken by the Charity. Effective precautions and control measures to eliminate, reduce or control the risk of harm to ALL persons exposed to the hazards will be identified and implemented.

3.1 Advice and Guidance

The internal HSE Advisor to Volunteering in Health is The Trustee Responsible for H&S and Environment. It is the responsibility of the Board of Trustees to authorise appropriate training and education for staff responsible for H&S on a daily basis.

3.2 Review and Update

- The Charity's HSE Policy and performance will be reviewed annually and any necessary updates will be made.
- No alterations will be made to Charity's HSE Policy, including the organisational structure and associated arrangements, without the prior consent of the Board of Trustees.

3.3 Communication and Consultation

- HSE information, where it relates to Charity activities will be communicated throughout the Charity as it becomes available by the quickest possible means.
- Meetings and briefing sessions will be held at all levels in the organisation. At a minimum these will comprise:
 - Charity induction
 - Safety briefings or Toolbox talks
 - Training
- Concerns over the standards of HSE within the Charity or issues relating to HSE are to be brought immediately to the attention of management
- The Charity consults with its employees on HSE matters in accordance with the Health and Safety (Consultation with Employees) Regulations 1996.
- In the absence of elected health and safety representatives, the Charity will consult staff individually or in groups on matters of health and safety.

3.4 Contractor Management

- Contractors are formally assessed to ensure that they are competent to conduct required work and to determine whether their systems for managing HSE meet Charity standards and requirements, including where appropriate, sub-contractor management.
- Contractor performance is assessed on completion of work and approved status is reviewed / updated accordingly.

Management will ensure that:

- Only contractors who are competent to perform the work are sub-contracted to undertake work on behalf of the Charity.
- Contractors receive suitable information, instruction and training to assure their competence for the work they are to undertake.
- An appropriate level of supervision is provided to contractors engaged in Charity activities.
- Charity risk assessments include measures to protect contractors.

- Contractors provide risk assessments and method statements for approval prior to commencing work, making certain that their risk assessments have taken into account how their activities may affect Charity employees and other persons.
- Electrical appliances to be used by contractors have been tested and are safe to use.
- The quality of contractor's work is monitored to ensure that it is being conducted safely.
- All contractors on premises under the control of the Charity are accounted for.

3.5 Training and Competence

- All new Charity personnel will receive induction training as soon as reasonably practicable.
- A record of the induction process will be maintained.
- Individual training needs are initially identified on induction and are reviewed annually.
- Personnel will be provided with a suitable level of supervision until deemed competent to undertake tasks unsupervised.
- All induction and training records and, where issued, certificates of training, qualifications and competence will be held in the Charity office.
- Training standards will be kept under review to ensure that the requirements of current legislation and risk assessments are met.

3.6 Risk Assessments, Method Statements and Safe Working Procedures

- Risk Assessments will follow a standard format.
- Risk Assessments will be reviewed at least annually or:
 - When Charity operations change;
 - Following an incident / near miss;
 - Following a change in legislation or industry best practice.
- The Charity will generate Method Statements and Safe Working Procedures as and when required.

Management will ensure:

- Where significant hazards are evident and there is a risk of harm or injury from a work activity, an appropriate Risk Assessment will be undertaken and communicated to all those at risk, in accordance with the Management of Health and Safety at Work Regulations 1999;
- Method Statements or Safe Working Procedures are produced based on the findings of Risk Assessments;
- That all Risk Assessments, Method Statements and Safe Working Procedures are communicated to all who may be affected by the activity;
- That all personnel who may be affected by the activity are made aware, that if any aspect of the activity or the environment in which it is conducted alters then a review of the Risk Assessments must be undertaken and appropriate changes to Method Statements and Safe Working Procedures effected before the work is continued;
- That master copies of all Risk Assessments, Method Statements and Safe Working Procedures are held in the Charity office, with working copies of relevant documentation maintained on site.
- Risk Assessments, Method Statements and Safe Working Procedures are presented to the Principal Contractor prior to work commencing on site.
- Charity management will also ensure that Risk Assessments, Method Statements and Safe Working Procedures of contractors are approved prior to work commencing on sites where the Charity is the Principal Contractor.

3.7 Personal Protective Equipment

Charity management will ensure that:

- Personal Protective Equipment (PPE) is provided and used at work wherever risks to health and safety cannot be adequately controlled in other ways, in accordance with the Personal Protective Equipment Regulations 2002.
- PPE provided is fit for purpose and appropriate to the risk involved.
- Contractors provide and wear PPE to required standards.
- Information, instruction and training will be given to all personnel and contractors on the safe use and maintenance of PPE.
- Personnel and contractors will, in accordance with instructions given, make full use of all PPE provided and maintain it in a serviceable condition and report its loss or defect immediately.

3.8 Engagement of Young Persons

- Risk assessments will be carried out, or reviewed, to identify and address the risks to young persons (i.e. those under the age of 18), when employed by the Charity.
- Protection will be provided from any risks to the health and safety of young persons associated with their lack of experience, lack of awareness of existing risks or immaturity, in accordance with the Management of Health and Safety at Work Regulations 1999.
- Unless as part of their training, or where the work is carried out under the supervision of a competent person and where the risk has been reduced to the lowest reasonably practicable level, young persons will *not* be employed where the work:
 - Is beyond their physical or psychological capability;
 - Involves an accident risk which they may not reasonably recognise due to their insufficient attention to safety or lack of experience or training; and/or
- Young persons will be supervised at all times when performing any task which may put them at risk.

3.9 Employment of New and Expectant Mothers

- Risk assessments of the activities undertaken by Volunteering in Health will take into account the needs of pregnant employees and new mothers, in accordance with the Management of Health and Safety at Work Regulations 1999. The assessment will identify and address the risks to the unborn child, a child of a woman who is still breastfeeding and to the mother and will determine which tasks the employee can perform.

3.10 Employment of Persons with Disabilities

- Charity risk assessments take into account the needs of employees with disabilities, in accordance with the Equality Act 2010.
- Employees are to ensure that the Charity, as their employer, is made aware of any form of disablement that is likely to affect their ability to undertake the work they are assigned.

3.11 Occupational Health and Wellbeing

- Charity personnel are to declare any aspect relating to their health that may put them at risk while undertaking the work for which they are employed or that may be affected by the environment in which it is to be undertaken.
- The Charity is committed to the promotion of wellbeing in the organisation and preventing personnel from being subject to undue stress whilst at work.
- To the extent that is reasonably practicable, the Charity will endeavour to balance job demands and pressures with individual capabilities, and to support individuals suffering from stress or common mental health problems (CMHPs) such as anxiety and depression.

3.12 First Aid Provision

- The Charity will provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work, in accordance with the Health and Safety (First-Aid) Regulations 1981.
- Suitably trained persons will be nominated as qualified First Aiders or Emergency First Aiders to ensure adequate provision of first aid. These details will be prominently displayed in all Charity workplaces, and will be communicated through induction training.
- Charity employees will familiarise themselves with workplace / site first aid arrangements and facilities.
- First Aid kits shall be held in all Charity vehicles with the contents checked on a regular basis, and restocked if necessary.

3.13 Incident Recording, Reporting & Investigation - Injuries, Diseases and Dangerous Occurrences, Near Misses

3.13.1 Accident Book Records

- A Data Protection Act 1998 compliant Accident Book is kept in the office. Accident report forms are removed from Accident Books and are held securely in personnel files located in the main office.

3.13.2 Incident Reporting

- All recordable incidents and near misses are notified to Charity management.
- All reportable accidents and dangerous occurrences occurring on Charity premises are to be reported to the Trustee Responsible for HSE so that an investigation can be conducted.
- The Charity notifies their insurers of any RIDDOR reportable incident.
- In the event of a written diagnosis of an occupational disease, a specified injury or fatality occurring to a Charity employee statutory reporting requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 will be met.
- Accidents involving a member of the public / third party resulting in direct transport from the scene of the accident to hospital for treatment will be reported in accordance with RIDDOR 2013.
- All accidents, dangerous occurrences and near misses occurring on site are to be reported to site management, in the first instance, so that an investigation can be initiated.
- Reports of accidents involving contractors will be forwarded to their Employer to enable statutory reporting requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 to be met.
- While working as a contractor on the site of a Principal Contractor, reports of incidents involving Charity employees are to be forwarded to the Principal Contractor.

3.13.3 Incident Investigation

- All accidents, near misses and dangerous occurrences involving Charity personnel or third parties will be investigated to an appropriate degree in accordance with the actual / potential severity of outcome, in order to determine root causes and identify remedial actions to prevent recurrence.
- Learning outcomes and remedial actions taken are disseminated throughout the Charity following an incident investigation in order to reduce the potential for recurrence.

3.14 Enforcement Authority Visits

- HSE Inspectors, Environmental Health Officers and Fire Officers all have statutory authority to visit Charity premises and work sites to enforce legislation under their control.
- Management will ensure the fullest co-operation with all visiting enforcement officers and the Charity will always be responsive to recommendations and advice received. The Director Responsible for HSE and Charity

management will liaise with visiting Enforcement Officers and ensure that they are accompanied, as required, during their visits.

3.15 Fire Safety

- Charity management will coordinate and co-operate with the landlord and other Responsible Persons within the building to ensure that fire safety regulations are met.
- Fire precautions and prevention measures will be taken appropriate to the level of risk throughout premises and property under the control of Volunteering in Health.
- Emergency procedures and evacuation routes will be communicated to all employees as part of their induction training.
- Stores or materials shall not be left along access or egress routes where they may hinder escape in an emergency.
- Whilst working on Charity premises, contractors are to familiarise themselves with emergency procedures and evacuation routes.

3.16 Smoking Policy

- In compliance with the Smoke-free Regulations 2006, Charity premises and workplaces are smoke-free. Disciplinary action will be exercised if personnel or contractors smoke whilst on Charity sites, premises or in Charity vehicles.
- Smoking is only permitted in those external areas designated by management. Designated areas will be advised to employees on induction.
- Smoking is strictly prohibited in areas where flammable liquids are stored or used, in client homes or on client premises, in charity vehicles and in personal vehicles while transporting clients or charity personnel.

3.17 Alcohol and Controlled Substances

- Disciplinary action will be exercised if, while under the influence of alcohol or controlled substances (drugs), personnel or contractors enter Charity premises, a site under the control of the Charity or drive Charity vehicles.
- Charity personnel and contractors shall not have alcohol or controlled substances in their possession whilst working on Charity premises, on sites under the control of the Charity or driving Charity vehicles.
- Any person known or strongly suspected of being under the influence of alcohol or controlled substances will be removed from the workplace immediately.
- The Charity reserves the right to carry out random testing of employees in accordance with its Alcohol and Drugs Testing Policy.

3.17.1 Prescribed Drugs & Over the Counter Medicines

- All personnel must notify their Manager if using prescribed drugs or over the counter medicines to ensure that their work is not adversely affected by the use of such drugs (e.g. some antihistamines can cause drowsiness, a particular risk while driving or using machinery).

3.18 Violence towards Personnel

- Incidents of violence, threatening and/or abusive behaviour by employees whilst at work will result in disciplinary action.
- In the event that Charity employees are faced with aggression or threat of violence, a non-confrontational position is to be adopted.

3.19 Visitors

- Visitors to Charity premises are to be accompanied at all times and remain the responsibility of their host during fire, evacuation or other unusual, or unplanned, circumstances.

3.20 Lone Workers

- Lone working is not permitted where there is a reasonably foreseeable risk that the work may result in an accident, violence or harm.
- Where it is unavoidable, the lone worker will ensure that management is aware of their whereabouts and the nature of the work being undertaken. The lone worker will make contact with nominated personnel at pre-arranged times throughout, and on completion of, the activity. Such arrangements will be documented in a specific risk assessment or Charity procedure which will be communicated to all persons potentially involved.
- Lone workers are included in the Charity Liability insurance cover, in accordance with the Employer's' Liability (Compulsory Insurance) Act 1969.

3.21 Mobile Phones

- It is an offence under the Road Vehicles (Construction and Use) Regulations 2003 (as amended) to use a hand-held phone or similar device when driving.
- No calls are to be made or received by the driver of a moving vehicle unless the vehicle is fitted with a working 'hands free' kit and it is considered that it is safe to do so.

3.22 Environmental Management

- Any complaints in connection with environmental issues shall be investigated and action taken accordingly.
- Current UK environmental legislation will be regarded as the minimum standard of acceptable environmental performance for the Charity.
- The Charity will implement measures to ensure that the Charity makes the most economic use of transport.
- The Charity will attempt to reduce energy and water consumption and to minimise carbon dioxide emissions. The Charity will also promote the use of energy efficient products and source its energy from safe and sustainable sources.
- The Charity will ensure that its operations do not cause a nuisance to the community through the generation of dust, fumes, noise or odour.
- Paper will be used sensibly with increased use of electronic communication to reduce the need for paper consumption.
- Sub-contractors will be selected on the basis that they comply with these environmental commitments and agree to be bound by the Charity Environmental Policy

3.23 Waste Management

- Waste shall be managed in accordance with the Environmental Protection Act 1990, Part 2 and the Waste (England and Wales) Regulations 2011.
- The Charity shall comply with the Waste Duty of Care Code of Practice 2016 at all times.
- Staff are given information, instruction and training to ensure waste materials are managed in a compliant manner.
- Products and processes are carefully designed to eliminate the production of waste materials wherever possible.
- Waste materials are segregated wherever possible and stored securely in appropriate facilities to prevent their release.

3.24 Welfare Provision

- The Charity is committed to providing a safe and healthy work environment that takes into account the welfare needs of all its personnel, including those with disabilities.
- Ventilation will be adequate to ensure the comfort of personnel. Where mechanical ventilation or air conditioning is provided, regular cleaning, maintenance and inspection will be conducted.

- In offices, temperature will be maintained not less than 16°C but whenever practicable will be maintained in the range 19.4° C – 22.8° C. Windows will not allow excessive temperatures to be reached in the offices during hot weather.
- Lighting will be suitable and sufficient and, so far as is reasonably practicable be from natural light to enable people to work, use facilities and move from place to place safely and without experiencing eye strain.
- Eating and rest facilities with adequate access to boiling water and a means to heat food will be provided.
- Welfare facilities will be adequate with sufficient toilets, hand washing and drying facilities. A wholesome supply of drinking water will be available.
- Workstations will be comfortable, with safe and suitable chairs and sufficient space.

3.25 Safety Signage

- Appropriate safety signs and notices will be posted throughout Charity premises and on Charity managed sites, as identified via risk assessment and in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996.

3.26 Access and Egress

- All workplace access and egress routes are kept clear at all times.
- Emergency escape routes are unobstructed. Stores or materials shall not be left in access or egress routes where they may hinder escape in an emergency.

3.27 Security

- Access to Charity premises is restricted to authorised persons only and all reasonably practicable security measures are taken to prevent unauthorised access. All unauthorised persons are immediately escorted off the premises.

Section 4.0 Workplace Arrangements for Health, Safety & the Environment

WORKPLACE ARRANGEMENTS FOR HEALTH, SAFETY & THE ENVIRONMENT

The following topics have been identified as significant in terms of workplace hazards and detail the Charity's policy on how the risk to personnel exposed to them will be reduced or controlled.

4.1 Chemicals / Hazardous Substances

All hazardous substances / chemicals used or generated by the Charity will be subject to a CoSHH assessment to identify the measures required to reduce the risk of harm occurring to employees as a result of exposure, in accordance with the Control of Substances Hazardous to Health (CoSHH) Regulations 2002 (as amended).

Charity management will ensure that:

- All hazardous substances / chemicals used by the Charity are identified and inventoried.
- REACH Safety Data Sheets for all hazardous substances used by the Charity will be obtained from suppliers
- Appropriate control measures are put into place to prevent, reduce or control the exposure of all personnel to the harmful effects of hazardous substances and by products of processes.
- Suitable and sufficient PPE / RPE is provided to employees exposed to hazardous substances and materials. Employees are adequately trained in the use of any specialist PPE / RPE.
- Appropriate information, instruction and training will be given to personnel exposed to hazardous substances and materials.

4.2 Confined Spaces

- A confined space is defined as a place that is substantially, though not necessarily entirely, enclosed and where there is a foreseeable risk of serious injury from hazardous substances or conditions within the space or from nearby.
- Where work in a confined space is unavoidable it is conducted in accordance with a Safe System of Work as required under the Confined Spaces Regulations 1997.
- Activities conducted within the confined space are the subject of a risk assessment to ensure adequate control measures are in place to protect personnel involved or affected by the activity. Where a significant risk is identified a formal Permit to Work system will be in operation.
- No person shall work alone when working in a confined space. All persons will be trained for confined space work and a trained competent 'Topman' will always be in attendance when confined space work is being undertaken.

4.3 Display Screen Equipment

- All Charity workstations consisting of Display Screen Equipment (DSE) will be the subject of an ergonomic assessment to identify the measures required to reduce the risk of harm occurring to the operators/users of such workstations, in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.
- Employees whose work requires them to operate their DSE workstation daily for a significant part of the day will be entitled to a free vision screening or eye test on request. Where such examinations identify the requirement, the Charity will provide, free of charge, corrective appliances required specifically for DSE work.
- Employees whose work requires them to be at their DSE workstation for a significant part of their working day are to vary their work routine such that they perform other work activities away from their display screen equipment. Where practicable, discretion will be exercised as to when employees are allowed to take breaks. It is recognised that short, frequent breaks are more satisfactory than occasional, longer breaks: e.g. a 5-10 minute break after 50-60 minutes continuous screen and/ or keyboard work is likely to be more effective than a 15-20 minute break every 2 hours.

4.4 Driving for the Charity

- All staff driving for the Charity must be qualified and medically fit to drive the vehicle and hold adequate insurance. Employees must inform the Charity of any disqualifications or other reasons such as medical conditions that may affect their ability to drive or operate vehicles or plant.
- All staff who drive for the Charity possess a valid driving licence. Drivers are required to report any endorsements or penalty points incurred to their Line Manager.
- The Charity monitors the number of points on individual licences and conducts annual checks via the DVLA under authorisation from staff.
- Drivers are required to have eye tests in accordance with DVLA requirements.
- The Charity will provide vehicles for use that are in roadworthy condition, meet all current legislative requirements and are fit for their intended use. Vehicles will be insured, taxed, serviced and maintained in a roadworthy condition at no expense to the individual user.
- Personal vehicles used must be adequately maintained, serviced and taxed and fit for purpose.
- Personnel provided with a Charity vehicle will ensure the vehicle remains in a safe and roadworthy condition and servicing schedules, as recommended by the manufacturer, are adhered to. Defects are to be immediately reported to the Charity office and remedial action taken at the earliest opportunity.
- All those driving for the Charity will at all times meet the requirements of the Road Traffic Act and follow the guidance detailed in the Highway Code.
- All those driving for the Charity will drive courteously and in a non-aggressive manner.
- All those driving for the Charity will plan their journeys to ensure that sufficient time is allowed for the journey taking into account prevailing weather and road conditions.
- Penalties incurred for breaches of the Road Traffic Act and other relevant legislation will be met by the individual.

4.5 Electricity and Portable Electrical Appliances

The Charity recognises the need to ensure that all fixed electrical installations shall be safe at all times. This will be achieved by:

- Conducting a documented inspection of the fixed electrical installation at intervals not exceeding five years, or at a frequency specified on the Electrical Installation Condition Report.
- All portable equipment will be PAT tested annually.
- Ensuring access to electrical distribution panels is unobstructed.
- Following the landlord's rules on signage and access and not temper with any safeguards installed by the landlord.

4.6 Housekeeping

- In order to promote a safe working environment and good hygiene standards, high standards of housekeeping will be maintained at all times throughout Charity premises.
- Combustible materials will not be stored adjacent to heat / ignition sources.
- Rubbish will not be allowed to accumulate and will be safely disposed of on a regular basis.
- All spillages will be cleared up immediately.
- Vehicular and pedestrian access and egress routes shall be maintained at all times, both internally and external to buildings. Routes are to be kept clear for emergency purposes.

4.7 Manual Handling Operations

The Charity recognises the need to ensure that all manual handling operations shall be as safe as reasonably practicable at all times, in accordance with the Manual Handling Operations Regulations 1992 (as amended). This will be achieved by:

- An assessment of manual handling operations will be conducted to identify control measures required to protect those at risk from the manual handling operation.
- The results of the manual handling operations risk assessment will be communicated to all personnel.
- Personnel will be adequately trained in correct manual handling techniques.

4.8 Slips, Trips and Falls

- Trailing leads are laid to minimise the risk of trips. Cable protection is fitted when possible to reduce the risk of tripping.
- Floor coverings will be sound and in good state of repair. All spillages will be cleared away immediately.
- All corridors, accesses, egresses and stairwells will be adequately lit and kept clear of obstacles and rubbish.
- Offices and working areas will be kept tidy at all times and all rubbish will be removed at the end of each day.

Review

This policy will be reviewed every two years.

In case of any queries or questions in relation to this policy please contact General Manager or Board of Trustees

Signed on behalf of the Board of Trustees by

Name: Manuela Grossmann



Date: 06th February 2023