

# **The Westway**

## **HEALTH AND SAFETY POLICY**

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## 1. Introduction

This document has been prepared in accordance with the provisions of the Health and Safety at Work Act 1974 and the regulations made under it. It applies to aspect of the work of The Westway. It applies to employees, trustees, volunteers and contractors.

## 2. General Statement of Policy

Our policy, as far as is reasonably practicable, is to provide and maintain a safe and healthy working environment, equipment, and systems of work for all employees, trustees and volunteers and to provide such information, training and supervision as they need for this purpose.

We will also endeavour to ensure, as far as is reasonably practicable, the health, safety and welfare of all visitors and others who may visit the The Westway.

The allocation of duties for safety matters which we will make to implement the policy are set out below.

This policy will be kept up to date, particularly in the light of any changes to our buildings or activities. To ensure this, the policy and the way in which it has operated will be reviewed regularly and the appropriate changes made.

To ensure that health and safety matters are kept constantly under review, an item on health and safety will be on the agenda for staff meetings and Board meetings and employees and voluntary workers will be consulted on a regular basis to seek their views on health and safety matters.

Signed: .....

XXXXXXXXXX, Chairman

Date: .....

### 3. Organisation and Responsibilities

The Chairman has overall responsibility for health and safety.

The Trustees have a general responsibility to ensure that the health and safety policy is observed.

The Manager is responsible for:

- Being familiar with health and safety regulations as far as they concern The Westway premises and activities
- Ensuring that this health and safety policy and arrangements are implemented
- Ensuring that this health and safety policy is kept up to date and reviewed regularly
- Co-ordinating risk assessments and the implementation and monitoring of any controls which are imposed as a result of the risk assessments
- Ensuring, as far as is reasonably practicable, that safe systems of work are in place
- Investigating all accidents and ensuring reportable accidents are notified to the enforcing authority
- Ensuring regular inspections of the offices are undertaken
- Communicating and consulting with the trustees, employees and voluntary workers in respect of health and safety matters

The health and safety representative in each office is responsible for:

- Ensuring that the office is a healthy and safe place in which to work and that adequate access and egress is maintained
- Ensuring that all The Westway owned equipment is properly maintained and in good condition and that users have received appropriate training in its use, where necessary
- Ensuring that the landlord has carried out the required inspections (e.g. gas, electrical) and that fire risk assessments, fire systems and fire-fighting equipment are available and maintained

All employees and voluntary helpers have a responsibility to co-operate in the implementation of this health and safety policy and to take reasonable care of themselves and others whilst on The Westway business or premises.

Employees and voluntary workers must therefore:

- Comply with safety rules, operating instructions and working procedures
- Report any fault or defect in equipment immediately to the appropriate person
- Report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible
- Not misuse anything provided in the interests of health and safety

## 4. Arrangements

This section sets out the arrangements to minimise, as far as is reasonably practicable, risks to the health and safety of employees, trustees, voluntary workers, visitors and contractors.

### 4.1 Accidents

All accidents and near misses are to be reported in the accident book.

The Manager is responsible for ensuring major accidents are reported to the Enforcing Authority quickly by phone or email. These and other specified injuries or incidents must also be reported by submitting a completed F2508 report form to the Authority within 10 days of the incident. (Full details of what constitutes a major accident and the detailed process can be found at the front of the Accident Book).

The Manager is also responsible for investigating any incidents and putting into place any measures to minimise the risk of an incident recurring.

An Accident book is located in The Westway.

### 4.2 First Aid

Each office will have an Appointed Person who is responsible for taking charge when someone is injured or falls ill which includes calling an ambulance if required. They are not required to provide first aid, unless they have been trained to do so.

First Aid Boxes are located at Reception.

The health and safety representative is responsible for ensuring the first aid boxes are kept fully stocked and equipped. Contents include:

- Suitable container (e.g. green background with white cross on front)
- Contents list
- Name of person responsible for the kit
- First aid guidance leaflet providing essential information
- Individually wrapped sterile adhesive dressings (assorted sizes)
- Sterile eye pads
- Individually wrapped triangular bandages
- Safety pins
- Medium sized sterile, individually wrapped, un-medicated wound dressings (12cm x 12cm)
- Large sterile individually wrapped, un-medicated wound dressings (18cm x 18cm)

Appointed persons shall keep records of any first aid administered as well as ensuring work-related injuries or work-related illnesses are reported in the accident book.

## 4.3 Fire

The health and safety representative in each office is responsible for:

- Ensuring a fire risk assessment has been carried out by a competent fire and safety consultant
- Ensuring fire detection and warning systems (as identified in the fire risk assessment) are maintained and serviced
- Ensuring fire-fighting equipment (as identified in the fire risk assessment) is maintained and serviced
- Ensuring a fire safety evacuation plan is in place
- Ensuring regular fire drills are carried out

The health and safety representative is responsible for ensuring that access and egress to escape routes are checked on an ongoing basis.

If a fire is discovered (no matter how small)

- Immediately raise the alarm
- Follow requirements of local emergency evacuation plan

Emergency evacuation plans are to be displayed in each of the offices.

Where an individual has special needs e.g. reduced mobility (permanent or temporary), impaired hearing etc. a Personal Emergency Evacuation Plan (PEEP) is to be recorded.

All visitors to the office are to be suitably briefed regarding emergency information (emergency evacuation, first aid etc.).

## 4.4 Electrical Safety CHECK

The landlord is responsible for:

- Inspecting and testing the fixed electrical system by a competent contractor at intervals of not more than five years

The health and safety representative in each office is responsible for:

- Ensuring portable appliance testing of appliances is carried out at intervals recommended by the Health and Safety Executive INDG 236

Users of electrical equipment are responsible for:

- Visually checking all electrical equipment before use
- Reporting all faults immediately to the health and safety representative
- Not attempting to use faulty equipment

- Switching off and disconnecting electrical equipment when not in use for long periods
- Positioning and protecting flexible cables so that they do not constitute a tripping hazard and are not subject to mechanical damage

## 4.5 Gas Safety - CHECK

The landlord is responsible for:

- Inspecting and testing gas boilers and other gas equipment by a competent contractor on an annual basis

## 4.6 Statutory Inspections

The health and safety representative in each office shall ensure (usually via the landlord) that any required statutory inspections have been conducted and are up to date. Examples include:

- Lift (elevator) inspections
- Fixed electrical installation inspection
- Hot and cold water systems
- Gas
- Pressure systems

## 4.7 Hazardous Substances

Where possible, the use of hazardous substances is to be eliminated. Where this cannot be avoided (e.g. cleaning fluids), the Data Sheet is to be reviewed and the product is to be stored, labelled and handled in accordance with the recommendations.

## 4.8 Working Environment

The health and safety representative in each office shall ensure the office is a healthy and safe place in which to work. To achieve this, the following needs to be considered:

- Indoor temperature
- Ventilation
- Noise levels
- Lighting, including emergency lighting
- Cleanliness and waste removal
- Room dimensions and space

- Workstations and seating
- Floor and traffic route condition
- Preventing falls and falling objects
- Windows
- Doors and walls
- Toilets and washing facilities
- Drinking water
- Facilities for changing / resting / eating
- Positioning of first aid kits, safety signs, fire extinguishers etc.

Pest control, as appropriate for the location, shall be considered to ensure the work environment is healthy and safe.

Offices are to be formally inspected twice per year using the checklist. The Manager is responsible for ensuring the inspection is carried out. The local health and safety representative will normally carry out the inspection, but the manager or any nominated person may also carry out these inspections.

Completed checklists are to be reviewed by the Manager who will monitor repeat findings and any delays in corrective action. Where shortcomings have been identified, the manager of the centre is responsible for ensuring that prompt and appropriate action is taken to correct the issue and prevent recurrence.

The health and safety representative shall ensure that health and safety related information is displayed in each office including:

- Local emergency procedures
- Health and Safety law poster

## 4.9 Safe Plant and Machinery

The health and safety representative in each office shall ensure that any work equipment procured and provided is suitable for the work being carried out and is safe to use.

Where specific training is required to operate the equipment per the “user and operator manuals” the health and safety representative of each office shall ensure this training is provided and records are maintained.

All equipment is to be used in accordance with “user and operator manuals” and should be routinely inspected before use.

The health and safety representative in each office shall:

- Identify all work equipment which is required to be maintained and serviced in accordance with the “user and operator manuals”
- Arrange for the servicing and maintenance

- Ensure competent persons carry out the maintenance and servicing programme
- Maintain appropriate documentation and supporting maintenance and servicing logs

Equipment without the necessary test certification, servicing or calibration records is not to be used.

Any equipment which is defective is to be reported and segregated to prevent use until it is safe to do so.

## 4.10 Contractors

Anyone entering The Westway premises for the purposes of carrying out work, other than an employee or voluntary worker, will be regarded as a contractor. All contractors, including the self-employed, must abide by the following:

- Have their own health and safety policy (where required by law) and be able to provide a copy of the same
- Produce evidence that they have appropriate public and employer's liability insurance in place. A record of this evidence will be maintained
- Comply with all the requirements of this health and safety policy and co-operate with the The Westway centre manager in providing a safe place of work and a safe system of operation
- Where plant and machinery are brought onto The Westway premises by contractors, they must be able to show where necessary that the equipment has been inspected and tested to ensure its safe operation
- Contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the The Westway centre manager. However, responsibility will remain with the contractors

## 4.11 Working with Display Screen Equipment

All employees required to work with display screen equipment (DSE) will receive awareness training. A DSE workplace assessment will be carried out for each user and, if necessary, the workstation will be adjusted in line with the findings.

## 4.12 Manual Handling

Where possible, the need for manual handling will be eliminated. Where it is not possible to avoid the need to move loads, use shall be made of lifting aids, including trolleys, lifts and hoists as far as possible.

The necessary training will be given to those employees and voluntary workers who are required to undertake manual handling.

## 4.13 Lone Working

Where possible, lone working is to be avoided. It is, however, recognised that lone working occurs from time to time in each of the The Westway offices.

Where practical, the lone worker should call in to another colleague or someone outside the workplace and let them know the circumstances. A further call should be placed when the lone worker has returned home or is no longer in a situation where they are alone.

A mobile phone is to be kept switched on at all times and kept with the lone worker.

## 4.14 Preparation of Food

The appropriate regulations governing the preparation and storage of foodstuffs shall be followed.

## 4.15 Smoking on The Westway Premises

All offices in The Westway are “no smoking” areas. Smoking may only take place in designated smoking areas with appropriate extraction ventilation. Cigarettes smoked in the designated areas must be disposed of responsibly ensuring they are extinguished effectively.

Smoking of E-cigarettes may also only take place in designated smoking areas with appropriate extraction ventilation.

## 5. Risk Assessment and Risk Register

### Rating of severity of hazard

A	Insignificant	Does not result in injury / illness or damage
B	Minor (>£1,000)	May cause injury / illness or damage (local first aid treatment)
C	Moderate (>£10,000)	May result in injury / illness or damage (hospital visit / up to three days lost time)
D	Serious (>£100,000)	May result in major injury / illness or damage (over three days lost time)
E	Catastrophic (>£1m)	Will result in major injury / illness or damage and / or fatality

### Rating of likelihood of harm

1	Very unlikely	Extremely rare occurrence
2	Unlikely	Unlikely to occur
3	Likely	Likely to occur
4	Very likely	Very likely to occur
5	Certain	Will definitely occur

### The risk matrix

	<b>5</b>	<b>5A</b>	<b>5B</b>	<b>5C</b>	<b>5D</b>	<b>5E</b>
	<b>4</b>	<b>4A</b>	<b>4B</b>	<b>4C</b>	<b>4D</b>	<b>4E</b>
	<b>3</b>	<b>3A</b>	<b>3B</b>	<b>3C</b>	<b>3D</b>	<b>3E</b>
	<b>2</b>	<b>2A</b>	<b>2B</b>	<b>2C</b>	<b>2D</b>	<b>2E</b>
Likelihood of occurrence	<b>1</b>	<b>1A</b>	<b>1B</b>	<b>1C</b>	<b>1D</b>	<b>1E</b>
		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
		Severity				

The table below shows the actions to be taken once the risk has been evaluated.

Very low	Acceptable - proceed
Low	Monitor to ensure controls are being implemented and maintained
Moderate	Monitor to ensure controls are being implemented and maintained; consider additional controls to reduce the risk further
High	Implement additional controls which should include a Permit to Work or similar
Very high	Unacceptable - stop work / work cannot proceed until risk reduced

## Risk Register

E- employee

C – contractor

V – volunteer

O – other (including visitors)

No	Hazard	People at risk	Risk level <b>before</b> The Westway controls	The Westway risk control methods	Risk level <b>after</b> The Westway controls
1	Fire and explosion <ul style="list-style-type: none"> <li>• Burns</li> <li>• Hit by flying objects</li> <li>• Smoke inhalation</li> </ul>	E C V O		<ul style="list-style-type: none"> <li>• Fire detection, warning and fighting equipment</li> <li>• Emergency evacuation arrangements</li> <li>• Office inspections</li> <li>• Good housekeeping</li> <li>• No smoking policy</li> <li>• Statutory inspections</li> <li>• Portable appliance testing</li> </ul>	
2	Contact with electricity <ul style="list-style-type: none"> <li>• Electric shocks or burns</li> <li>• Exposure to static charge</li> <li>• Electrical fires and explosions</li> <li>• Poorly maintained portable electrical equipment</li> </ul>	E C V O		<ul style="list-style-type: none"> <li>• Inspection of fixed installation</li> <li>• Portable appliance testing</li> <li>• Cable and equipment management</li> </ul>	
3	Hazardous substances <ul style="list-style-type: none"> <li>• Inhalation, absorption, ingestion, injection and other forms of contact resulting in acute or chronic illness</li> </ul>	ECVO		<ul style="list-style-type: none"> <li>• Use of domestic (not industrial strength) cleaning products</li> <li>• Review of labels</li> <li>• Correct storage</li> </ul>	
4	Inadequate illumination <ul style="list-style-type: none"> <li>• Slips, trips and falls</li> </ul>	E C V O		<ul style="list-style-type: none"> <li>• Adequate illumination</li> <li>• Office inspections</li> </ul>	

No	Hazard	People at risk	Risk level before The Westway controls	The Westway risk control methods	Risk level after The Westway controls
	<ul style="list-style-type: none"> <li>Contact with fixed objects</li> </ul>				
5	Excessive temperatures (hot or cold) <ul style="list-style-type: none"> <li>Heat related injury</li> </ul>	E C V O		<ul style="list-style-type: none"> <li>Maintenance of heating systems</li> <li>Adequate ventilation</li> </ul>	
6	Excessive noise <ul style="list-style-type: none"> <li>Hearing damage</li> <li>Deafness</li> </ul>	E C V O		<ul style="list-style-type: none"> <li>Maintenance of equipment</li> <li>Office inspections</li> </ul>	
7	Contact with moving machinery <ul style="list-style-type: none"> <li>Trapping, impact etc.</li> </ul>	E V		<ul style="list-style-type: none"> <li>Maintenance of equipment</li> <li>Office inspections</li> <li>Removal of loose clothes, jewellery, hair tied back</li> </ul>	
8	Slips, trips and falls on the same level or on the stairs	E C V O		<ul style="list-style-type: none"> <li>Use of handrails</li> <li>Office inspections</li> <li>Good housekeeping</li> </ul>	
9	Personal security <ul style="list-style-type: none"> <li>Personal attack or assault</li> </ul>	E V		<ul style="list-style-type: none"> <li>Varying times money is taken to bank</li> <li>Minimising exposure to lone working</li> <li>Maintaining adequate security levels within offices</li> </ul>	
10	Workplace transport (excludes commuting) road, train, bus, taxi, hire cars <ul style="list-style-type: none"> <li>Vehicle condition</li> <li>Drivers</li> <li>Fatigue</li> </ul>	E V O		<ul style="list-style-type: none"> <li>Journey planning</li> <li>Driving defensively and within the law</li> <li>Standard of vehicles and maintenance</li> <li>Use of seatbelts</li> <li>Not effected by alcohol, drugs or medication</li> <li>Regular breaks while driving</li> <li>Reputable car hire and taxi companies</li> <li>Medical fitness</li> </ul>	

No	Hazard	People at risk	Risk level <b>before</b> The Westway controls	The Westway risk control methods	Risk level <b>after</b> The Westway controls
	<ul style="list-style-type: none"> <li>Under the influence of alcohol and drugs</li> <li>Unfamiliarity with roads</li> </ul>				
11	Office and building related hazards <ul style="list-style-type: none"> <li>Poor working environment</li> <li>Collapse of structure</li> <li>Flooding</li> <li>Lack of security</li> <li>Poor ventilation</li> <li>Lack of space</li> <li>Poor housekeeping</li> </ul>	E C V O		<ul style="list-style-type: none"> <li>Office inspections</li> <li>Statutory inspections</li> </ul>	
12	Managing works on The Westway premises <ul style="list-style-type: none"> <li>Incompetent contractors</li> <li>Exposure to contractor hazards</li> <li>Failure to manage safety performance</li> </ul>	E C V O		<ul style="list-style-type: none"> <li>Procurement, monitoring and review of contractors</li> <li>Emergency plan</li> <li>Communications plan</li> <li>Safety planning and risk assessment</li> <li>Safe systems of work</li> </ul>	
13	Working with display screen equipment (including desktops and laptops) <ul style="list-style-type: none"> <li>Repetitive strain injury</li> <li>Eye fatigue, headaches, back strain</li> </ul>	E V		<ul style="list-style-type: none"> <li>Risk assessment</li> <li>Provision of appropriate and safe equipment</li> <li>Office inspections</li> <li>Training</li> </ul>	

No	Hazard	People at risk	Risk level <b>before</b> The Westway controls	The Westway risk control methods	Risk level <b>after</b> The Westway controls
14	Manual handling <ul style="list-style-type: none"> <li>• Muscle strains and sprains</li> <li>• Back injuries</li> <li>• Cuts and bruises</li> </ul>	E V O		<ul style="list-style-type: none"> <li>• Eliminate if possible</li> <li>• Dynamic risk assessment</li> <li>• Engineering controls – lifting equipment</li> <li>• Medical fitness</li> </ul>	
15	Stress <ul style="list-style-type: none"> <li>• Adverse health effects</li> <li>• Absence from work</li> </ul>	E V		<ul style="list-style-type: none"> <li>• Awareness</li> <li>• Communication</li> </ul>	
16	Working under the influence of alcohol or drugs <ul style="list-style-type: none"> <li>• Loss of attention, concentration, co-ordination</li> <li>• Increased likelihood of accidents occurring</li> </ul>	E V		<ul style="list-style-type: none"> <li>• Not undertaking work when impaired by alcohol, drugs, legal or illegal, prescribed or otherwise</li> <li>• Awareness</li> </ul>	
17	Lone working <ul style="list-style-type: none"> <li>• Inability to raise alarm</li> <li>• Not having contact with another person</li> </ul>	E C V O		<ul style="list-style-type: none"> <li>• Reducing frequency and length of time</li> <li>• Scheduling work</li> <li>• Communications plan</li> <li>• Emergency arrangements</li> <li>• The Westway Safeguarding Policy</li> </ul>	
18	Young people <ul style="list-style-type: none"> <li>• Inexperienced</li> </ul>	E C V		<ul style="list-style-type: none"> <li>• Young person's risk assessment</li> <li>• Suitable surveillance, mentoring and training</li> </ul>	
19	New or expectant mothers <ul style="list-style-type: none"> <li>• Unborn child and / or mother exposed to hazard</li> </ul>	E C V		<ul style="list-style-type: none"> <li>• New / expectant mother's risk assessment</li> <li>• Appropriate amendments to working arrangements to protect mother and unborn child</li> </ul>	

No	Hazard	People at risk	Risk level <b>before</b> The Westway controls	The Westway risk control methods	Risk level <b>after</b> The Westway controls
20	Older people <ul style="list-style-type: none"> <li>• Age related health and fitness changes</li> <li>• Decreased mobility</li> <li>• Reduced sensory abilities</li> </ul>	E C V O		<ul style="list-style-type: none"> <li>• Appropriate amendments to working arrangements if required</li> <li>• Medical fitness</li> <li>• Monitoring of working hours</li> </ul>	