

Health and Safety Policy

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HEALTH AND SAFETY POLICY - GREEN ROUTES STATEMENT OF INTENT

The Green Routes Board of Trustees is committed to the health and safety of its staff, service users and others, who may be affected by its operations. In particular, Green Routes will provide adequate resources to control and reduce risk to an acceptable level. Green Routes accepts its legal and moral duties of care as expressed in UK legislation and case law, and regards the management of Health and Safety at Work as being of primary importance.

In managing its approach to health and safety, Green Routes will seek as far as reasonably practicable to establish and maintain healthy and safe working conditions, competent staff, safe equipment, plant and machinery, adequate supervision and ensure safe working practices, safe handling and use of substances. Appropriate information, education, training and access to competent advice are essential elements in creating the culture to sustain our duty of care to each other, clients, colleagues and citizens alike is discharged.

Green Routes will provide the framework in which both the spirit and letter of the law will be observed, and will endeavour to set the highest standard of practice in the area of Health and Safety at Work. Green Routes will consult with our service users on matters affecting their health and safety. Members of the Board, staff, students, volunteers and service users must give due care and consideration in their sphere of operation to matters related to the health and safety of those who may be affected by their acts, omissions or operational decisions.

Our statement of general policy is:

- To provide adequate control of the health and safety rules arising from our work activities
- To consult with our employees / volunteers on matters affecting their health and safety
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances
- To provide information, instruction and supervision for employees
- To ensure all employees / volunteers are competent to do their tasks and to give them adequate training
- To prevent accidents and cases of work-related ill-health
- To maintain safe and healthy working conditions
- To review and revise this policy as necessary at regular intervals

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Part 2 ORGANISATIONAL ARRANGEMENTS

This section of the Health and Safety Policy contains the arrangements taken to seek to ensure the aims listed in the Green Routes Health and Safety Policy Statement are met.

Green Routes Board of Trustees will seek to ensure that health and safety is an integral part of the overall management and organisational culture.

All staff, volunteers and students will follow the safety procedures as explained to them in either their job description or health and safety induction as appropriate and report any areas of health and safety concern to the Development Manager.

Green Routes also ensures as far as possible:

- The practical application of this policy
- Areas of risk are defined and controlled as appropriate
- The acquisition and availability of codes of practice, instruction manuals, procedures, standards and specialist advice where they apply to support this Health and Safety Policy.

2.1 Safety Culture

- Setting a good example and visibly demonstrating a clear commitment to improving health and safety performance
- Including health and safety in the induction process, and on-going safety training.
- Implementing and maintaining systems which identify health and safety training needs arising from legislation, job requirements, changes in procedures, staff and equipment or systems of work or from risk assessments or incident investigations
- Ensuring the effective communication of relevant information throughout Green Routes
- Seeking to ensure the competence of employees / volunteers by including health and safety in recruitment procedures, e.g. experience, pre-employment medical assessment, etc

All Board members, employees and volunteers must:

- Co-operate with task organisers (i.e. designated persons in charge of groups working on specific tasks) and managers on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take responsible care of their own health and safety
- Report all health and safety concerns to an appropriate person
- Ask for advice from a competent person or assistance if in doubt about the safety of a task or operation

The Green Routes Development Manager has operational responsibility for Health and Safety and will:

- Ensure that the aims set out in this document and the Health and Safety Procedures set out in a separate document are implemented, adhered to, and developed as appropriate
- Provide advice and consultancy within his / her limit of expertise
- Maintain a contact list of health and safety specialists and consultants to be called upon as appropriate
- Ensure that external developments which may affect the health and safety of the organisation are monitored and taken into account
- Ensure that the organisation is kept informed about relevant changes in health and safety legislation.
- Report to external agencies as appropriate
- Procure relevant competent contractors for the statutory testing; e.g. fire safety and portable appliances etc.
- Carry out Risk Assessments
- Provide a regular report to the Board of Trustees, detailing any incidents, progress or risk

2.2 Powers of Green Routes Development Manager

To effectively implement the provisions of this policy, the Green Routes' Development Manager may require to take action as appropriate or necessary and therefore she / he has the following powers:

- In the event of an incident / accident, to require that plant and equipment is taken out of service or removed, if necessary, to enable measurements, statements, photographs and any other relevant information to be collected
- Where, in the opinion of the Development Manager there is an immediate risk of serious personal injury or ill-health, to require the immediate cessation of any work activity
- Where, in the opinion of the Development Manager, a building or structure presents a serious danger to employees or others, then she/he may instruct the temporary closure of Green Routes premises. In such cases, such actions should be reported immediately thereafter to the Board of Trustees.

Section 3: PLANNING AND GENERAL ARRANGEMENT

3.1 Accidents and Dangerous Occurrences (RIDDOR 1995)

All accidents involving injury will be recorded in the Accident Book kept in the office. Those accidents requiring to be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 will be reported to the local authority by the Green Routes Development Manager.

3.2 Control of Substances Hazardous to Health

Regulations require all employees to assess and control the risks to health of all substances hazardous to health. Those in charge of work areas should review the substances used in their areas, and, after seeking professional advice if necessary, identify those to which COSHH applies. An assessment will be carried out to identify hazards and to decide upon control measures. Each COSHH assessment will indicate the correct use of the materials and any personal protection required by the user. Those in charge of work areas are responsible for providing information, instruction and training for users of hazardous substances.

3.3 Consultation

Health and Safety problems are tackled as close to the work place as possible. They will be dealt with immediately by the person in charge, in consultation with other workers / volunteers and / or specialist advisers where necessary.

3.4 Contractors

Contractors are informed of relevant safety procedures relating to Green Routes and any special hazards brought to their attention before they commence work.

3.5 Display Screen Equipment (DSE)

Users of DSE are provided with information of the relevant hazards and the necessary precautions to be taken to reduce ill health when working with DSE.

3.6 Electricity

All fixed installations are designed, installed, operated and maintained to prevent electrical danger. Electrical appliances inspection and testing is carried out by a professional contractor.

3.7 First Aid

Appropriate first-aid facilities and trained first-aiders are available.

3.8 Manual handling

Potentially hazardous manual handling operations are avoided as far as reasonably practicable. Where necessary, an assessment is made to identify the hazards and the precautionary measures implemented.

3.9 Personal Protective Equipment

Suitable protective equipment, suitable for the specific task being carried out, is provided. It is the responsibility of the person in charge to select the personal protective equipment, as per the risk assessments and to ensure that all students comply with the guidelines.

4.0 Risk Assessments

Risk Assessments, including those carried out under COSHH and in respect of Manual Handling Operations, are carried out. These assessments identify potential hazard, any risk-reduction actions already being carried out and any further actions required to control or eliminate risk. Where necessary, professional advice is sought with undertaking suitable risk assessments.

4.1 Risk Taking

It is acknowledged that risks must always be within acceptable bounds, and these will vary between individuals of different ability and vulnerability. On the basis of their personal risk-assessments, each individual student is supported in the management of appropriate levels of risk-taking in ways which are as safe and controlled as possible.

4.2 Work Equipment

Green Routes will take all reasonably practical steps to ensure that all “work equipment” issued will be safe when first provided and thereafter maintained in a safe condition.

4.3 Training

The manager is responsible for ensuring that all who work in Green Routes are, as far as possible, trained in the principles and procedures necessary for their health and safety. Updated or refresher training is provided periodically. Any new person joining Green Routes receives induction training, as appropriate, on health and safety matters and procedures.

4.4 Emergency Procedures

Appropriate procedures have been drawn up to deal with situations presenting serious and imminent danger. Individual roles and responsibilities have been identified and where appropriate they will contain special actions required for disabled persons. The manager is responsible for ensuring that fire risk-assessment is undertaken and implemented.

4.5 Smoking in the Workplace

There is a No-Smoking policy throughout Green Routes. This is communicated through induction and enforced by the staff.

4.6 Drugs and Alcohol

a) The production, possession and consumption of illegal drugs and substances are a criminal offence. Incapacity, while participating in Green Routes activities, due to the misuse of non-prescribed drugs or other substances will constitute a serious disciplinary matter. Students **knowingly** found in possession of or taking drugs other than prescribed medicines will be liable to termination of placement.

b) Green Routes is committed to creating an environment where alcohol is not consumed in the work environment. No alcohol should be consumed during the normal working activities at Green Routes. Green Routes also does everything it can to provide information to its employees, volunteers, students and service users on the possible risks and consequences of drinking, to enable them to make an informed decision on whether or not they wish to drink alcohol.

4.7 Medicines

Green Routes will encourage all persons to keep any prescribed medication brought to Green Routes secure. Lockable cabinets will be provided where it is deemed necessary.

4.8 Noise at Work

Green Routes will take all reasonable steps necessary to ensure that the risk of hearing damage to the employees, volunteers, students and service users who work with noisy equipment or in a noisy environment, is reduced to a minimum. The requirements for ear protection will be assessed and defined in the activity risk assessments.

4.9 Temporary and Casual Staff

Green Routes will seek to ensure that all temporary employees, trainees and volunteer staff receive the same health and safety procedures as full-time employees.

5.0 Protection of Young Persons

Green Routes will seek to ensure that any young employees (any person who has not attained the age of eighteen) are protected from any risks to their health and safety which are a consequence of their lack of experience, or absence of awareness of existing or potential risk, or the fact that young persons have not fully matured (as required by Regulation 19 of the Management of Health and Safety at Work Regulations 1999). Supervision by competent individuals will be an important part of the control measures.

5.1 Protection of New or Expectant Mothers

Green Routes will seek to ensure that any new or expectant mother employed by the organisation is adequately protected from risk of their health and safety which are a consequence of their condition (as required by Regulation 18 of the Management of Health and Safety at Work Regulations 1999). On becoming aware of a new or expectant mother, Green Routes, will undertake an individual risk assessment.

5.2 Children and Young People on Site

To children and some young people, work areas have the appeal of adventure playgrounds. They may enter them to play being unaware of the potentially hazardous situations which could cause their death or serious injury. Actions must be taken by all Green Routes employees to reduce the hazards to children. This will be identified within suitable and sufficient risk assessments.

5.3 Sun Care / Protection

Green Routes will ensure that everyone is made aware of the dangers of being exposed to the sun and will offer protection in the form of advice and sun-creams.

5.4 Personal Health and Hygiene

Personal health and hygiene is important to all employees, volunteers, students and service users to help prevent illness and disease. To ensure everyone attending Green Routes is aware of personal health and hygiene issues, Green Routes will provide advice and adequate facilities to maintain good personal hygiene.

5.5 Skin Care at Work

People occasionally suffer from skin conditions and irritations which can be classed under the general heading of dermatitis but which have nothing to do with their working environment. It is easier to prevent dermatitis than to cure it, with the basic aim of prevention eliminating contact between an irritant and the skin. Whenever a material of known risk is in use, Green Routes will make every effort to eliminate it and provide a safe alternative. Hand wash and after care products will be provided and maintained.

Part 4 – MEASURING AND REVIEWING

The effectiveness of Green Routes' Health and Safety Policy will be monitored in the following ways:

- Checking compliance by way of regular and systematic inspections, audits and compliance with risk assessments and health and safety procedures;
- Accident analysis with a view to determining and eliminating any immediate or underlying cause;

Green Routes seeks specialist advice as appropriate. The policy is reviewed regularly and any revisions brought to the attention of those affected. The full support and commitment of all Green Routes Board members, staff, volunteers and students are sought to achieve high standards of health and safety.

Adopted : 10th June 2010

Reviewed : 25th July 2019

Policy Acknowledgement- completed by the Board of Trustees.

Name	Signature	Date
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