



Health and Safety Policy

2020/2021

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Change History

First Published:	08/05/2006	Originally Created by:	Quality Lead	
Person Responsible for Policy:	Enable CEO			
Date of Review	Reviewed by	Policy changes	Approved by	Date of next review
16 Feb 2018	Standards Officer	Changes to job titles to reflect new organisational restructure. Small changes to wording and referencing	Operations Manager	23 July 2018
13 Sept 2018	CEO	No changes made	Board of Trustees	10 Sept 2019
10/09/2019	SMT	No changes	Board of Trustees	10/09/2020
21/04/2020	SMT	No changes	CEO	21/04/2021
21/09/2020	BDM	COVID-19	SMT	21/04/2021
27/10/2020	BDM	COVID-19	SMT	21/04/2021
03/11/2020	BDM	No changes made	SMT	21/04/2021
24/11/2020	BDM	No changes made	SMT	21/04/2021
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18/12/2020	BDM	No changes made	SMT	21/04/2021
05/01/2021	BDM	No changes made	SMT	21/04/2021

Strategic Commitment

Enable recognises and accepts its responsibility as an employer to provide a safe and healthy working environment for all its employees and others who come onto its premises, or who come into contact with its operations or services.

We consider Health and Safety to be an integral part of quality. Those we fund are expected to have in place an effective Health and Safety management system and demonstrate continuous improvement. We are also firmly committed to the promotion of the "Safe Learner Concept".

Enable will review this policy at least annually, ensuring that it reflects both intentions and the overall direction of the organisation and to also ensure it continues to be appropriate to the nature and scale of its health and safety risks and impacts.

Scope

This policy applies to all Enable offices, operations and activities.

Purpose

Statement of Intent

Health and Safety at Work etc Act 1974

Aims and Objectives

Enable will:

- Comply fully with the requirements of the health and safety at work act 1974, the management of health and safety at work regulations 1999 (2006) and all other relevant legislation, regulations, codes of practice and guidance pertaining health and safety in the workplace in all operational activities.

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- Health and safety hazards and aspects are identified; risk assessed on a regular basis and ensure that suitable management controls are put in place where necessary to prevent injury, ill health or other adverse impacts. ;
- Engage with employees, members, delivery partners, employers and visitors to further reduce health and safety risks associated with working for, with or on behalf of Enable;
- Involve all learners and promote sound health and safety knowledge in all learning activities;
- To ensure that a safe and healthy learning environment is provided, where learners feel safe from harm, risk or intimidation;
- To ensure that health and safety responsibilities are a condition of employment duties.
- Continue to commit to update, instruct and train all employees in all health and safety matters
- Ensure that all employers, delivery partners and tutors are aware of and conform to their statutory and contractual duties to safeguard their own health safety and welfare, and of others who may be affected by their acts or omissions.
- Expect all employees to cooperate with Enable in all matters related to health and safety.
- Provide when required necessary, sufficient resources and up to date information;
- Review health and safety at least annually.

Policy

Overall and final responsibility for Health and Safety is that of The Chief Executive.

The Chief Executive will:

- Have overall responsibility for ensuring that this Health and Safety policy is carried out.
- Provide strategic input and direction where the development of the safety management system is concerned. This includes Health & Safety policy revision.
- Ensure that appropriate materials, financial and human resources are provided to enable that the objectives of the policy are achieved.
- Ensure that duties are properly assigned and accepted by those concerned.
- Ensure that employees understand their duties and have appropriate training.
- Monitor Health and Safety performance and accident trends.
- Initiate remedial action where performance falls below an acceptable standard.
- Reprimand or instigate disciplinary action against any member of staff failing to discharge their responsibilities for Health and Safety.

Operations Manager

- Is responsible for implementing this policy, so far as this relates to those areas and matters within their control.
- Will ensure safe working conditions exist in each area of responsibility, and that employees are made fully aware of and comply with safe working procedures relating to their particular job.
- Will highlight potential hazards or issues affecting the safety of employees and inform the Health and Safety Group or Chief Executive as appropriate.

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- Will identify and report the Health and Safety training needs and solutions for staff under their responsibility.
- Will liaise with landlords to ensure that requirements as per leases are implemented by both parties attending meetings as necessary
- Will report outcomes of meetings and inspections to the CEO and Enable staff
- Will ensure procedures are in place and followed for visitors, staff and customer safety
- Will carry out regular office inspections

All Employees

- Are required to co-operate with Operations Manager on Health and Safety matters;
- Are not to interfere with anything provided to safeguard their Health and Safety;
- Are to take reasonable care of their own and others Health and Safety.
- Should report all Health and Safety concerns to an appropriate person (as detailed in this policy statement).
- Are expected to look after visitors who are placed in their charge.

Arrangements

Risk Assessments

This is a careful and systematic analysis of the hazards and risks associated with our work. Appropriate control measures are implemented in order to reduce these risks as far as is reasonably practicable.

Risk assessments are undertaken by a competent person and relevant members of staff. The findings of the risk assessments are reported to Chief Executive and/or Operations Manager and the landlord if required.

Action required to remove/control risks must be approved by The Chief Executive.

The Chief Executive checks that the implemented actions have removed/reduced the risks. Assessments are reviewed every year or when the work activity changes, whichever is soonest.

Consultation with Employees

Consultation with employees is provided by The Chief Executive (via staff meetings, notices, memo, e-mails and open door policy). Findings are reported to the CEO and findings built into the Health and Safety action plan

Safe Equipment

A nominated person in each premise is responsible for identifying all equipment needing maintenance. Primarily this is centred on the testing of electric equipment and the inspection of office furniture used. All portable electrical equipment is PAT tested every two years with a visual inspection annually. Inspection will be more frequent if needed by lease or risk assessment.

They report outcomes to the person responsible for Health and Safety, who records this, producing an annual report. The CEO is responsible for ensuring that all identified maintenance is implemented.

The CEO and/or Operations Manager in each premise checks that new equipment meets Health and Safety standards

Information, Instruction and Supervision

The Health and Safety Law poster is displayed in relevant places in each premise. Staff are shown where this is and told about how this impacts them, at induction.

Health and Safety advice is available from the external Health and Safety consultant.

Supervision and safeguarding of young people and vulnerable adults is arranged/undertaken/monitored by the Enable Safeguarding Lead.

Employees working at locations under the control of other employers are responsible for ensuring they are given relevant Health and Safety information, covering at a minimum fire and emergency procedures.

Training and Induction

All staff are given a Health and Safety induction when they start work with Enable. This includes a tour of the relevant building(s) and key Health and Safety arrangements, this is carried out by either Operations Manager or staff member delivering induction and/or building managers/landlords

Health and Safety Induction training is provided for all employees and job specific training is organised by the Operations Manager and authorised by the CEO.

When staff work temporarily in other premises they are given an appropriate Health and Safety induction for that building

CPD training certificates are kept in each personnel file.

First aid and accident reporting

A first aid box is kept in each office. There are at least two first aiders at all sites. Actual numbers and qualifications taken is determined as an outcome of the risk assessments.

All accidents and cases of work-related ill health are recorded. Staff through induction are made aware of where the forms are kept

The Operations Manager is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

The external Health and Safety consultant and the appropriate line manager supported by the Health and safety group are responsible for investigating accidents. Line managers are responsible for investigating work-related causes of sickness absences. Line Managers are responsible for acting on investigation findings to prevent a recurrence

Inspection and Auditing

To check our working conditions, and ensure our safe working practices are being followed, carry out regular office inspections and operate a defect reporting system. Every year a complete audit of Enable's Health and Safety management system is undertaken. The complete audit is completed by the Chief Executive and the Operations Manager with the expertise of the external Health and Safety consultant if needed.

Emergency Procedures – Fire and Evacuation

The external Health and Safety consultant is responsible for ensuring the fire risk assessment is undertaken and implemented. Each building has its own fire plan. This is explained in full during the induction phase. Emergency evacuation procedures are tested twice a year. Fire extinguishers are annually maintained and checked by an external provider.

All employees are responsible for maintaining fire safety by maintaining a high standard of housekeeping. Fire exits must be kept clear and, in the event of an alarm, staff are required to make an orderly exit and assemble at the appointed assembly area. Staff need to know the evacuation procedure for the building(s) they work and be aware of the alarm call points, exit routes and assembly area. It is their responsibility to ensure they know such.

Staff are responsible for ensuring that any visitors in their charge exit the building following an alarm.

Display Screen Equipment (DSE)

Each member of staff uses DSE on a regular basis. Daily in most cases. Enable recognise the need to comply with the Health and Safety (Display Screen Equipment) Regulations 1992.

Appropriate hardware is provided. Staff are trained in assessing workstations to ensure their safety, and more detailed DSE assessments are carried out where necessary. Other forms of support are available (e.g. eye tests & breaks). Please see Enable staff handbook for more details.

Electricity

All electrical office equipment which has a three pinned plug is tested for electrical safety (PAT – Portable appliance testing) as per an agreed schedule. This is, normally, once every two years unless items are identified as needing it more frequently. Employees are trained in how to visually inspect items for safety. Employees must report any defects to their immediate supervisor without delay. Suspected faulty electrical item(s) are removed immediately from use until a competent person has carried out a repair.

In addition each landlord organises testing of fixed appliances.

In some cases landlords organise PAT testing for all electrical equipment in their building

Asbestos

Asbestos fibres are a danger when airborne as they can be breathed in and lodge in lungs leading to tumours, cancers, and difficulties breathing.

Staff must report any concerns about asbestos to the CEO and/or Operations Manager who will take immediate action reporting it to the landlord/building manager.

Asbestos management is the responsibility of the landlord/building managers

Manual Handling

A manual handling operation is defined as any transporting or supporting of a load (including lifting, putting down, pushing, pulling, carrying, throwing and supporting). Enable employees often need to move storage boxes, archive materials and transport documentation to providers.

Poor manual handling is the second largest cause of days off work in the UK.

Manual handling assessments have been carried out for all Enable activities. Staff are trained in how to avoid the risks and how, when engaging in a new manual handling activity, to self assess the risk and take action to reduce it

In unusual handling circumstances specific Manual Handling assessments will be undertaken, control measures put in place and training given.

Stress

More sickness absence is attributed to stress than to any other activity.

A specific policy is in place for managing work related stress. All employees in particular line managers are trained in the application of the policy.

Working Alone / Personal Safety

Risk assessments have identified the hazards associated with lone working. From this a separate policy has been written.

Staff are trained in the procedures based in this policy. Line managers are in particular trained to support staff in lone working situations and carry out situational risk assessments

A form has been devised to report violence/abuse (including verbal) to staff. This should be completed by staff following an incident and forwarded to The Chief Executive and the Operations Manager.

Alcohol and Drugs

All employees have a duty under Section 7 of the Health and Safety at Work Act 1974 to:

- take reasonable care of their own Health and Safety
- take reasonable care of the Health and Safety of others who may be affected by their acts or omissions

Any misuse of alcohol or drugs may impact on that duty and lead to disciplinary action. Please refer to section 11.2.2 of Enable Staff Handbook for more detail.

Employees with a drug or alcohol problem have the same rights to confidentiality and support as they would if they had any other medical or psychological condition.

Good Housekeeping

Basic good housekeeping helps to reduce accidents in the workplace, particularly slips trips and falls. Hazards can be reduced by keeping floors, passageways and stairs clear of equipment, materials, obstructions, etc.

Employees have a responsibility to report any hazardous situation to their line manager without delay; do not assume that someone else is dealing with it.

Welfare

The Workplace (Health, Safety and welfare) Regulations 1992 outline the legal requirements for the provision of welfare facilities within a workplace. Enable is committed to providing a safe and healthy workplace including the provision of adequate welfare facilities. Adequate toilet and washing facilities are maintained in a clean state and good working order. Desk based staff are able to take their rest breaks at their workstation. Clean drinking water is available

Smoking

Enable has a no smoking policy covering its activities. Smoke breaks must be taken off the premises. Staff are required to bring this policy to the attention of visitors and contractors. Support to stop smoking is available to staff on request. Where smoking is identified as impacting upon the work of an individual a smoking cessation plan is put in place.

Employees with a smoking problem have the same rights to confidentiality and support as they would if they had any other medical or psychological condition.

New & Expectant Mothers

All female staff are required to inform the Operations Manager, in writing, should they become pregnant or a "new" mother (i.e. given birth during the last 6 months), as soon as is practicable.

On receipt of a formal notification of pregnancy/recent birth, the Operations Manager notifies the CEO and together they review the risk assessment relevant to that person's work.

Young People

All work undertaken by the organisation is subject to risk assessment. As young people (under 18 years of age) are acknowledged as being at particular risk, an additional and specific effort is required to ensure their work is subject to adequate risk assessment. Additional steps are taken when a young person or child works at Enable

Where work has already been subject to a formal risk assessment for adult employees, risk assessments are reviewed to ensure that the specific vulnerability of young people is taken into account.

Young people are provided with induction training, be carefully supervised in their work and their progress towards an understanding of safe working practices.

Where children (under the age of 16 years) work within the organisation as part of a work experience programme, their activities are agreed in advance and subject to a risk assessment which is discussed with them before and a copy given in writing of any findings.

Covid-19

Due to the Coronavirus pandemic, we have updated risk assessments and policies, along with creating a new risk assessment for Covid-19 - return to work. We have also implemented new health and safety rules in line with government guidelines for Coronavirus:

Social distancing - Where possible we keep people 2 metres apart. Where this is not viable, we keep 1 metre plus apart, with risk mitigation in place.

Cleaning, hygiene, and handwashing – The workplace will be kept clean and with frequent handwashing (at least 20 seconds washing), this will help reduce the potential for coronavirus to spread. We understand it is a critical part of ensuring we are making and keeping our business COVID-secure.

Consulting with employees to provide them with information on steps we are taking to manage the risk of Coronavirus in the workplace.

We do this by:

- Explaining any changes we are planning, that allow us to work safely
- Making sure the changes will work
- Listening to employees ideas
- Continuing to operate the business in a safe manner

Working from home – where employees are working from home, we:

- Provide the equipment needed to complete their job role: for example, a computer and phone
- Keep in regular contact with employees to ensure they are ok and that their mental health and wellbeing is good.
- Discuss any issues an employee may have

Vulnerable workers – we make sure the risks to workers who are particularly vulnerable to coronavirus have controls in place, to reduce or eliminate risks. We also have information and advice on other subjects including PPE, managing work-related stress on our Covid-19 risk assessment.

We will review all COVID policy statements as Government guidance changes and alter our working methods accordingly and keep all documentation and our Covid-19 risk assessment up to date.

Health and Safety of Funded Organisations

Enable requires that all the training and learning that it funds takes place in a safe, healthy and supportive environment, regardless of where it is delivered or who the learner is with.

To this end, Enable has devised a policy for vetting and monitoring the Health and Safety management of those organisations who receive funding. This is based on self-assessment, visits, and risk banding.

Implementation

This policy is reviewed at least annually with updating risk assessments for buildings and activities. In addition, these are reviewed if necessary at shorter intervals.

Signed:_____

Position:_____

Date:_____