

# Joshua Tree

## HEALTH & SAFETY

## POLICY MANUAL



**JOSHUA TREE  
HEALTH AND SAFETY POLICY STATEMENT**

The Joshua Tree fully acknowledge our statutory responsibilities and obligations regarding health, safety and welfare and are totally committed to achieving the highest possible standards throughout.

We will ensure that our premises are safe and that our employees, families, volunteers, visitors, and any other persons are not exposed to risks arising from our activities.

We will do everything reasonably practicable to provide a safe and comfortable workplace and will ensure that health and welfare requirements are fully considered.

To meet these objectives, we will provide:

- (a) the provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health.
- (b) arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- (c) the provision of such information, instruction, training, and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of his employees.
- (d) so far as is reasonably practicable as regards any place of work under the employer's control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks.
- (e) the provision and maintenance of a working environment for his employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.

We expect our employees & volunteers to play their part and to recognise that they too have responsibilities towards health and safety. We will encourage them to take positive measures to improve anything which they feel is unsafe and puts themselves and others at risk.

We must all play our part to ensure that the above standards are achieved.

Signed .....  
CEO The Joshua Tree

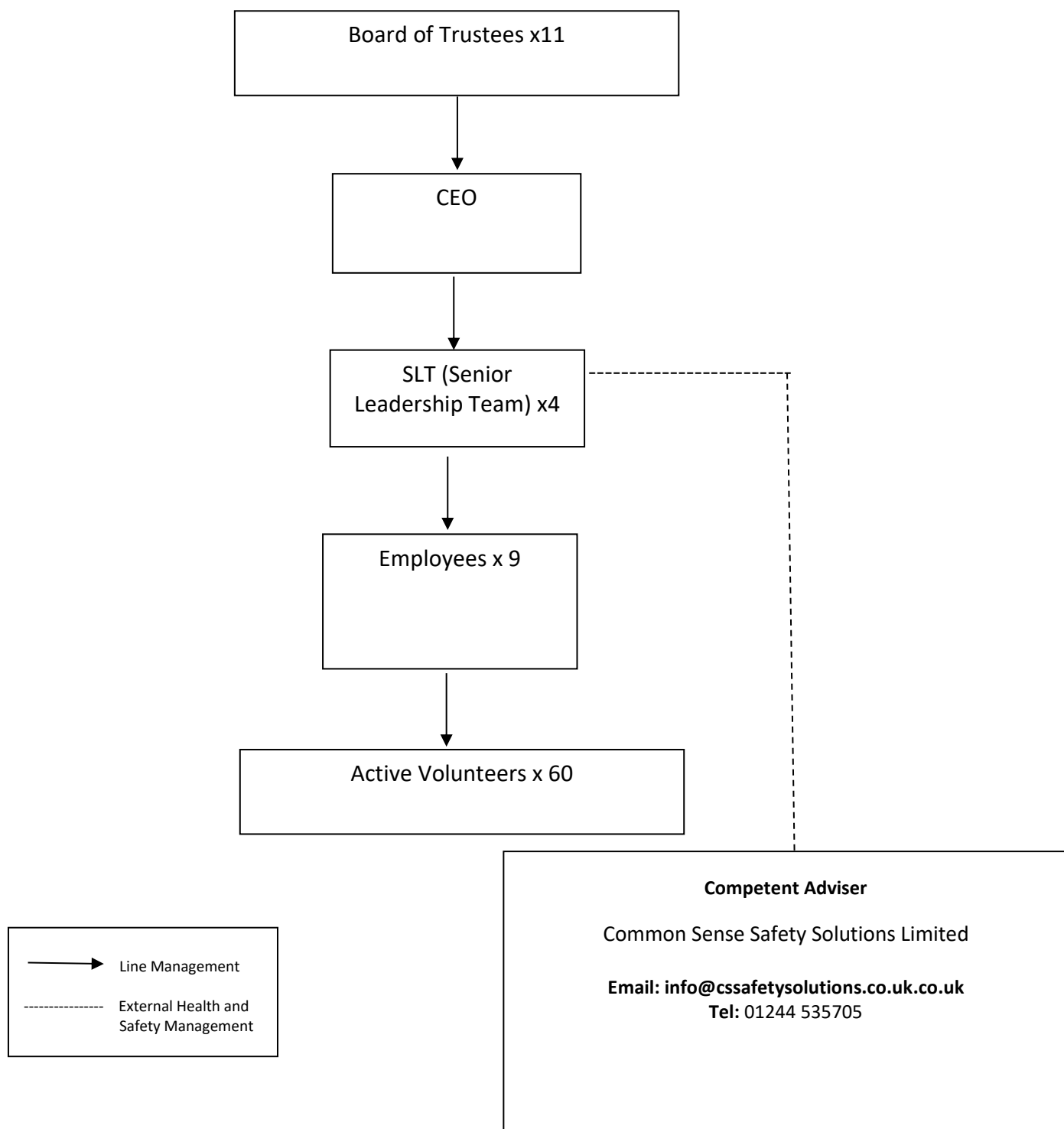
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**SECTION TWO****ORGANISATION, RESPONSIBILITIES AND COMMUNICATION**

This section of the Safety Policy Manual outlines the organisational structure within The Joshua Tree, and defines specific responsibilities for the management of health and safety. It also describes how information will be communicated throughout the company.

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2.1 ORGANISATIONAL STRUCTURE



**2.2) BOARD OF TRUSTEES & CEO RESPONSIBILITIES**

The CEO has responsibility for the day to day function of The Joshua Tree, and shall report to the Trustees. The Trustees have a responsibility and accountability to ensure that Health and Safety is meeting all the necessary guidance and regulations.

The CEO of The Joshua Tree has been delegated by the Trustees with responsibility for ensuring the health and safety of employees, families, volunteers, and members of the public, where they may be affected by the Associations activities.

To meet their responsibilities the Board of Trustees/ CEO will, so far as is reasonably practicable: -

- 2.2.1** Appoint Common Sense Safety Solutions to advise the Association regarding health and safety management issues.
- 2.2** Ensure that there exists an effective policy for health and safety management, supplemented by additional documents where necessary and ensure that the policy is implemented by Managers and employees.
- 2.2.3** Ensure that adequate resources and information are made available to enable the policy to be effectively put into practice.
- 2.2.4** Place on the agenda of any board meeting an item entitled 'Health and Safety' where relevant health and safety matters will be discussed together with recommendations where necessary to ensure alignment to risk management through governance and compliance.

### 2.3) SENIOR LEADERSHIP TEAM RESPONSIBILITIES

The Senior Leadership Team will be directly responsible to the CEO for the health and safety arrangements within their particular area of control. To meet this responsibility each Manager will, so far as is reasonably practicable:

- 2.3.1** Ensure that the responsibilities for health and safety are properly understood by all employees or volunteers working on behalf of The Joshua Tree.
- 2.3.2** Ensure that Associations health, safety and welfare arrangements are effectively implemented in accordance with the Health & Safety Policy.
- 2.3.3** Take responsibility where reasonably practicable for writing risk assessments & actioning recommendations arising from any risk assessment carried out within the workplace. Where recommendations cannot be actioned, take responsibility for informing the Board of Trustees/ CEO.
- 2.3.4** Ensure that all accidents are reported and investigated with the objective of preventing their re-occurrence by improving practices and systems.
- 2.3.5** Ensure that all accidents or dangerous occurrences are reported to the Enforcing Authority where required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- 2.3.6** Ensure that health and safety training is provided to new employees as part of their induction training programme.
- 2.3.7** Ensure that all employees have been briefed on any safe working procedures relevant to their work. Also ensure that employees have access to any documentation relevant to health and safety at all times.
- 2.3.8** Carry out regular inspections of workplaces, and equipment, the working environment, fire precautions and welfare arrangements. Report the results of such inspections to the Safety Committee meeting, that is in progress, and ensure that any required improvements are actioned.

**2.4) EMPLOYEE RESPONSIBILITIES**

Employees have a statutory duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions, also to co-operate with the Association on any health and safety matter. Employees are reminded that breach of this duty could constitute a disciplinary offence. In order to ensure health and safety all employees will be expected to:

- 2.4.1** Conform to any legal requirements, rules, procedures, or instructions necessary for ensuring health and safety.
- 2.4.2** Use any protective clothing or equipment recommended for their particular work unless they have a medical condition preventing them from doing so and are in receipt of a written dispensation from the Board of Trustees/ CEO.
- 2.4.3** Seek advice and instruction from their manager when situations arise which may affect the health and safety of themselves or others.
- 2.4.4** Report any unsafe equipment, methods of work or any other matter and stop work if there is a risk of injury to persons or damage to equipment.
- 2.4.5** Report and record any incident or accident, or ill health, however slight, whether or not injury or damage has occurred.
- 2.4.6** Assist at all times in maintaining good housekeeping standards.
- 2.4.7** Attend any health and safety training courses as required.

**2.5) EMPLOYEE & VOLUNTEER INVOLVEMENT AND COMMUNICATION**

- 2.5.1** The Board of Trustees / CEO will actively encourage all Managers, employees and volunteers to make constructive health and safety suggestions to improve conditions within The Joshua Tree.
- 2.5.2** All employees & volunteers will be involved in the management of health and safety and will meet regularly to consider health and safety issues. Volunteers shall receive relevant health and safety training for their activities and shall not be permitted to proceed until they have completed this training.
- 2.5.3** All meetings regarding health and safety will keep minuted records (together with the meetings of any sub-committees which may be formed). The minutes of all such meetings will be made available to all employees.
- 2.5.4** All employees & volunteers will be made fully aware of any issue which is relevant to their health, safety or welfare.
- 2.5.5** A dedicated health and safety notice board will be located within the office which will display, as a minimum, the following information:-
- Health & Safety Policy Statement
  - Health and Safety Law Notice
  - Summaries of risk assessments
  - Data on all hazardous substances used by the Association
  - Names of first aiders within the Association
  - Actions regarding fire precautions/procedures
  - Employers Liability (Compulsory Insurance) Certificate
  - Minutes of Health and Safety Meetings

Other relevant or topical information may also be displayed. The Senior Leadership Team are responsible for ensuring that sufficient information is provided for personnel under their control and for ensuring that the notice board is kept up-to-date.



**SECTION 3**

**ARRANGEMENTS FOR ENSURING HEALTH & SAFETY AT WORK**

**Introduction**

This section outlines general arrangements which will be implemented within The Joshua Tree in order to ensure that the Health and Safety Policy is effectively put into practice.

It must be borne in mind that these are minimum general requirements and further procedures and arrangements may be required in order to effectively control specific risks to health and safety within each work area.

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### **3.1) ACCIDENT AND INCIDENT REPORTING, RECORDING AND INVESTIGATION**

#### **3.1.1 Policy**

It is the policy of The Joshua Tree to report all accidents, occupational diseases and dangerous occurrences as detailed in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

In addition, all incidents which result in first aid treatment being required will be recorded and investigated in an attempt to prevent a recurrence. All employees are instructed to report all such occurrences immediately after treatment. They should also ensure that an entry is made in the Accident Report Book, regardless of the severity of the injury. If, because of their injury, they are incapable of making an immediate entry, then that entry will be made by their manager.

Accidents will be classified as 'minor', seven-day reportable', or 'major reportable' in line with the above Regulations, and the appropriate action will be taken should they be reportable to the Enforcing Authority.

The Manager will be notified immediately following any accident or incident and will be responsible for reporting the accident to the Enforcing Authority where required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 <https://www.hse.gov.uk/riddor/>

#### **3.1.2 Accidents – Action to Take**

All accidents at work involving personal injury must be reported to the First Aider or Appointed Person. The First Aider or Appointed Person should make an assessment of the seriousness of the injury and whether they can give sufficient treatment. If the injury is of a serious nature, or if there is any doubt, it is recommended that the injured person is referred for professional medical aid for appropriate treatment.

If the injury is of a minor nature, first aid treatment should be given and, following this, it is important that the Accident Book is fully completed, either by the injured person or a responsible individual on his/her behalf. The Joshua Tree will keep an Accident Book readily available in accordance with the Social Security (Claims and Payments) Regulations 1979.

If the injury is of a serious nature, and the person is taken to hospital, the Accident Book should be completed by the Manager.

#### **3.1.3 An Accident Report book is held with the first aid kit. The report book must be filled in and forwarded to the relevant person as soon as possible.**

### 3.1.4 Employers Liability Insurance Company

Should an employee suffer an accident or injury which is reportable to the Enforcing Authority, it is important that the employers' liability insurance company is notified of this incident.

### 3.1.5 Needlestick Injury/Exposure to Risk of Infectious Disease

Should any employee suffer a needlestick injury, come into direct contact with bodily fluids or any situation giving rise to risk of infection, this matter must be reported to their Manager immediately.

The Manager concerned will then take the necessary action after seeking medical advice.

### 3.1.6 'Near Miss' or Damage Incident

All accidents resulting in damage to property, equipment, vehicles, fixtures or fittings, together with near misses, should be reported to management.

It is important that these incidents are investigated, particularly if personal injury was avoided.

It is important to treat 'near miss' incidents seriously. If, in the future, an injury occurs as a result of a similar incident, it could not be argued that the incident was unforeseen, which could then affect the company's ability to defend a claim for negligence.

### 3.1.7 Accidents to Visitors and Members of the Public

Should a non-employee suffer injury as a result of work activities, then investigation procedures must be followed by the relevant Manager.

All incidents must be recorded in the Accident Book and it is important that correct details are taken of the name and address of the injured person.

Should the accident be reportable, a form F2508 should be sent to the Enforcing Authority:

#### **RIDDOR Reporting - Incident Contact Centre**

Tel: 0345 300 9923 (for fatal and major injuries only)

Internet: [www.riddor.gov.uk](http://www.riddor.gov.uk)

Email: [riddor@natbrit.com](mailto:riddor@natbrit.com)

The circumstances must be reported to the company's insurers. This will be done by the Operations Manager in conjunction with the CEO & Chair of Trustees via the Insurance Broker.

### **3.2) ELECTRICAL SAFETY**

- 3.2.1** No employee shall undertake any kind of electrical work where specialist knowledge is required in order to avoid danger. Broadly speaking this means that anything more complicated than the fitting of a standard 3-pin plug to a small appliance will only be undertaken by a suitably qualified electrical contractor.
- 3.2.2** The entire fixed electrical system within the support centre will be examined by a suitably qualified electrical contractor registered with the National Inspection Council of Electrical Installers and Contractors (NICEIC) at intervals not exceeding five years and appropriate steps taken on the basis of his report.
- 3.2.3** All portable electrical equipment will be examined by a qualified electrical contractor, where required, at twelve monthly intervals.
- 3.2.4** A register of equipment requiring portable appliance testing / inspection will be kept by the caretaker and testing and/or inspection carried out at the appropriate intervals the results of which will be recorded in the register.
- 3.2.5** Employees who own electrical equipment, for example radios and cassette players, will not be permitted onto the premises until it has been examined and certificated as being safe for use. If the equipment remains on site permanently it must be entered into the register and subject to the required test programme.
- 3.2.6** The user of each piece of electrical equipment will perform a brief visual inspection each month, paying particular attention to the condition of cables. A report will be made to the Manager of any actual, or suspected, faults suggested by the visual examination. The equipment will also be taken out of service until being certified as safe to use by an electrical contractor.

### **3.3) FIRE PRECAUTIONS**

- 3.3.1** At the beginning of each working day the Caretaker & Maintenance Officer will carry out daily checks to ensure exits are clear and that all fire exits within the premises or any worksite are unlocked and unobstructed. In his absence, this role will be fulfilled by a member of SLT.
- 3.3.2** The fire alarm system will be tested on a weekly basis at the same time on the same day. Responsibility for the fire alarm tests will rest with the Caretaker & Maintenance Officer. In his absence, the task will be undertaken by a nominated employee as the SLT & CEO decides.
- 3.3.3** Fire evacuation drills will be held on a bi-annual basis, the precise timing to be decided by the SLT & CEO. The Operations Manager and Caretaker & Maintenance Officer will initiate any fire evacuation drill and will be responsible for ensuring that all persons within their area are properly evacuated and accounted for.
- 3.3.4** A dedicated Fire Log will be kept on the premises in which will be recorded details of fire alarm tests and fire evacuation drills.
- 3.3.5** Fire extinguishers will be checked on an annual basis on a service contract held with the supplier. Any extinguisher which is used and partly discharged will be returned to the supplier and a refill obtained.
- 3.3.6** Printed notices should be exhibited stating, in concise terms, the essentials of the action to be taken upon discovering a fire and on hearing the fire alarm.

**3.3.7** All new employees will receive basic fire appreciation training as part of their induction. Basic fire appreciation training will be repeated for existing employees on an annual basis.

The training will include the following:

- the action to be taken upon discovering a fire
- the action to be taken on hearing the alarm
- raising the alarm
- the correct method of calling the fire service
- the location and use of firefighting equipment
- the knowledge of escape routes
- the appreciation of the importance of fire doors and of the need to close all doors at the time of a fire and on hearing the fire alarm
- evacuation of the building to an assembly point where a roll-call can be made
- ensuring access and egress routes, fire doors etc. are kept free from obstruction

**3.3.8** In the event of a fire, the relevant Manager will:

- Confirm that the emergency services have been contacted
- Ascertain the location, type and extent of the fire
- Control any attempt to extinguish a fire
- Initiate a roll-call for employees, contractors and visitors
- Liaise with the emergency services attending, giving information concerning:
  - a) the location, type and extent of the fire
  - b) missing persons
  - c) hazardous chemicals/substances/materials
  - d) location of services isolating points
- Liaise with the emergency services before re-entering the premises
- Ensure that all discharged fire extinguishers are replaced
- Advise the Board of Trustees the type, extent and result of the fire as soon as practicable
- Instigate an investigation into the circumstances and causes of the fire

### **3.4) FIRST AID**

#### **3.4.1 Policy on First Aid**

It is Joshua Tree's policy to comply with the Health and Safety (First Aid) Regulations 1981, relevant Codes of Practice and good working practices by training and appointing a suitable number of people and providing suitable and sufficient facilities.

The Joshua Tree will make provision for additional training of first aid personnel as necessary to take account of specific hazards and will ensure that, where significant risks have been identified, a sufficient number of employees will be given appropriate training to carry out first aid at work duties, as defined below.

Our current arrangements are as follows:-

First-aid provision will be available at all times while people are on the premises.

On the premises, first aid is administered primarily via staff that hold a first aid qualification. Whilst staff may administer first aid within their level of training and experience, an ambulance should be called when someone is unconscious, bleeding heavily, may have broken bones, has a deep laceration, has chest pain or is having any difficulty breathing. If in any doubt, the first aider should always dial 999/112.

The Operations Manager holds a complete and up to date record of all staff that are first aid trained, along with their particular qualifications and dates of expiry.

#### **3.4.2 Appointed Persons**

The appointed person shall always be a first aider. The first aider will be able to take charge of an emergency, (e.g. to call an ambulance), if serious injury or major illness occurs at the workplace. The first aider will also be responsible for ensuring that all first aid kits within the premises are fully stocked.

It should be noted that there must always be at least one first aider on the premises during working hours.



### 3.4.3 Health and Safety (First Aid) Regulations 1981

First aid kits will be supplied and will be readily available on all worksites.

#### Minimum Contents for First Aid Kits

ITEM	NUMBER OF EMPLOYEES			
	1 – 5	6 -10	11 - 50	51 – 100
Guidance card	1	1	1	1
	10	20	40	40
Sterile Adhesive Dressing	10	20	40	40
Eye pad	1	2	4	6
Sterile Triangular Bandage	1	2	4	6
Safety Pins	6	6	12	12
Sterile Medium Dressing	3	6	8	10
Sterile Dressing	1	2	4	6
Extra Large Ambulance Dressing	1	2	4	6

Where sterile water or sterile normal saline in disposable containers needs to be kept near the first aid box because tap water is not available, at least the following quantity should be kept:-

Minimum container size: 300ml  
Minimum amount: 900ml

### 3.4.4 First Aid Information

The Regulations require all persons on the premises to be informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel.

Notices to this effect will be displayed on the two main notice boards, where they can be easily seen. These notices will give information regarding the location of the first aid facility and the name of the Appointed Person or First Aider.

Information on first aid should be included in the induction programme for any new employees and existing employees should be informed by the relevant Manager of any changes which are made.

### **3.5) HAZARDOUS SUBSTANCES**

- 3.5.1** Hazardous substances (as defined by the Control of Substances Hazardous to Health Regulations 2002 (as amended)) will only be brought on the premises where this is found to be unavoidable. Every effort will be made to ensure that, so far as possible, non-hazardous substances are purchased for use or, where there is no non-hazardous substance which is suitable, that the least hazardous substance is obtained.
- 3.5.2** The quantities of hazardous substances stored and used on-site will be the minimum quantities consistent with the needs of the work and with sound commercial purchasing practice.
- 3.5.3** The Caretaker & Maintenance Officer will identify all hazardous substances to which persons may be exposed and will compile a register of all such substances. Associated with the register will be the manufacturers' safety data sheets, which suppliers/manufacturers must provide by law. These outline the hazards of the substance, also indicating any precautions which are necessary.
- 3.5.4** Before any hazardous substance is brought onto the premises for the first time manufacturers/suppliers' safety data sheets will be obtained and suitable judgements made of the necessity for, and utility of, the substance.
- 3.5.5** In addition to the safety data sheet a COSHH Assessment will be produced for each product by the Senior Leadership Team who will, where necessary, seek specialist advice. All such assessments will be recorded on an acceptable written template. Any recommendations made for gaining or improving control of hazardous substances will be implemented by the Manager. The assessments will be reviewed when there is a material change in circumstance and, in any event, on an annual basis. Where relevant, assessment summaries will be displayed on departmental safety notice boards.

### **3.6) PERSONAL PROTECTIVE EQUIPMENT (PPE)**

- 3.6.1** PPE is the last resort when dealing with hazards in the workplace as it can restrict movement, and so in this way it could be said to increase the risk of an accident occurring, however, where a need for the wearing of personal protective equipment is identified (whether by legislation or otherwise) all employees, contractors, volunteers, and visitors are required to use, and take care of, such equipment. Managers must ensure that all personnel under their control comply with this requirement.
- 3.6.2** Safety footwear will be supplied to employees where the need has been identified and must be worn, where required, whilst at work. Those employees who are not provided with safety footwear but who may, from time to time, be at some risk of foot injury will be encouraged to use sensible footwear, and may be prohibited from certain tasks unless wearing such footwear.
- 3.6.3** Eye protection will be worn at all times by persons engaged in operations that present a foreseeable risk of eye injury. These operations will be identified by the risk assessment process.
- 3.6.4** Appropriate gloves will be worn by employees when engaged in operations presenting a risk of laceration or abrasion to the hands.
- 3.6.5** Respiratory protection, overalls, aprons, gloves, rubber boots etc intended to afford protection against contact with hazardous substances will be worn as indicated by the assessments undertaken in compliance with the Control of Substances Hazardous to Health Regulations 2002 (as amended).
- 3.6.6** Managers will identify those employees for whom protective equipment is required and will ensure that an adequate supply of the correct equipment is obtained. The Senior Leadership Team, in consultation with Comon Sense Safety Solutions, shall advise on suitable equipment where required.
- 3.6.7** Managers will ensure that each employee is issued, on a personal basis, with the appropriate protective equipment free of charge, and that an issue record is kept for all non-disposable items.
- 3.6.8** Employees & volunteers will maintain their issued equipment in good condition and will report any loss or damage to their Manager.
- 3.6.9** Adequate facilities will be provided to all employees for the storage of protective equipment.

### **3.7) RISK ASSESSMENTS**

#### **The Senior Leadership Team Duties:**

- 3.7.1** Will ensure that risk assessments are conducted for all foreseeable risks regarding tasks carried out within their area of control which pose significant risk and that all such assessments are conducted by competent people and properly recorded in accordance with legislative requirements.
- 3.7.2** Managers shall ensure all personnel under their control have been informed of the significant findings and the measures they need to take to ensure the risks arising from the hazards are eliminated and controlled. They must also ensure that adequate and suitable instruction, information and training is given and that controls are in place so far as is reasonably practicable.

#### **Company Policy and Procedure on Risk Assessments:**

- 3.7.3** As the first step in making such assessments, relevant Managers will identify all significant hazards within their areas of responsibility.
- 3.7.4** Where possible, these hazards will then be eliminated by such means as are reasonably practicable.
- 3.7.5** In circumstances where a hazard cannot immediately be removed, the risk posed by that hazard will be assessed by an appropriate target team which will include Managers, and the employee(s) concerned. Common Sense Safety Solutions will provide appropriate guidance.
- 3.7.6** All measures necessary to control or reduce that risk will be considered, specified, and recorded, and the appropriate action taken as soon as possible. The Manager will be responsible for ensuring action is taken within his area of control.
- 3.7.7** Records of risk assessments will be kept and reviewed on an annual basis in order to establish their continual validity. Assessment summaries will be displayed on relevant departmental safety notice boards.
- 3.7.8** Any new process or equipment will have its risks duly assessed before work with it commences. Any modifications to a process or equipment likely to significantly alter its characteristics will be similarly assessed, before such modifications are carried out.
- 3.7.9** New or modified processes or equipment will not, wherever possible, significantly increase any risk. If an increased risk is likely (even though all possible controls are in place) the CEO/Board of Trustees must authorise the new process or equipment, as the case may be, after seeking advice from Common Sense Safety Solutions.
- 3.7.10** The Manager will collate all documentation and a current copy of the assessments carried out within the company will be kept by them in the form that is agreed with the CEO.

**3.7.11** The Competent Adviser (Common Sense Safety Solutions Limited) will, upon request, carry out suitable inspections to ensure that the assessment records are valid and the procedures and improvements are implemented in practice within each department.

**3.7.12** The findings of the assessments will be integrated into the general safety training programme to ensure that legal obligations embodied in Regulations, Approved Codes of Practice, Guidance Notes and other literature are fully evaluated and discharged.

**3.7.13 Specific Assessments**

Where any further assessment is necessary, either due to specific areas of risk or legislative requirements, the Senior Leadership Team will inform the Board of Trustees and arrange to carry out the necessary assessment, seeking further specialist advice from the Competent Adviser (Common Sense Safety Solutions Limited). Following the assessment, the relevant findings will be forwarded to the Manager who will ensure that the necessary actions are implemented.

Examples of specific assessments may include:

- Manual Handling
- Pregnancy
- Display Screen Equipment

### **3.8) MANUAL HANDLING**

**3.8.1** The Joshua Tree will endeavour to avoid, as far as reasonably practicable, any manual handling activity which presents a significant risk of injury. Elimination of lifting, automation or mechanical aids will be considered wherever reasonably practicable.

**3.8.2** An assessment will be carried out for all remaining tasks which pose significant risk of injury.

**3.8.3** The assessment process will seek to reduce the risk of injury to the lowest reasonably practicable level by considering in detail the following:

- Task (activities involved)
- Individual (who will be undertaking the manual handling and are they fit?)
- Load (Size, weight, shape etc. of the load)
- Environment (What environment will they be working in)

Considering all the above we will identify all suitable control measures.

**3.8.4** Information, instruction and training will be provided to all employees carrying out manual handling activities which cannot be eliminated. Information will also be displayed on the departmental safety notice board.

#### **3.8.5 Specific Responsibilities**

##### **Employees shall:**

- 1) Ensure they are aware of the control measures identified by any Manual Handling Risk Assessment for all significant manual handling activities they undertake and comply with the measures necessary to minimise the risk of injury.

##### **Managers shall:**

- 1) Inform the CEO, of any significant risks in their department for which a manual handling assessment may be required.
- 2) Ensure the control measures put forward in the assessments are implemented and monitored.
- 3) Ensure employees comply with the control measures identified.
- 4) Oversee 'one off' manual handling activities to ensure all reasonable precautions are taken.
- 5) Ensure that good ergonomic principles are considered and applied for all new and amended manual handling activities.
- 6) Ensure that training is provided to all employees who may be at risk. The training will include an awareness of the factors to consider in making a simple assessment of risk, and the need to avoid injury by adopting safe lifting and handling techniques. This training will be carried out by a competent Health and Safety professional, ensuring that the training is also job specific.

### **3.9) DISPLAY SCREEN EQUIPMENT**

- 3.9.1** Display screen equipment is used within Joshua Tree however, not all employees who use this equipment will be classified as a 'user' under the Health and Safety (Display Screen Equipment) Regulations 1992. Therefore, the full extent of these Regulations may not apply in all cases.
- 3.9.2** In order to determine whether or not they fall into this category, all employees who use display screen equipment are required to complete an Assessment Form.
- 3.9.3** The Forms must then be returned to the Manager, who from the information contained within the Form will keep a list of 'users' from the employees under their control.
- 3.9.4** The list of users will be forwarded to the Senior Leadership Team who will arrange to carry out suitable and sufficient training for all users on the risks arising from the use of display screen equipment, and the precautions they need to take. A record will be kept of all such training.
- 3.9.5** Following the above training, all users will be required to carry out an assessment of their own workstation using the HSE Checklist, under the guidance of the relevant Manager, where necessary. The Manager will be responsible for ensuring that any control measures identified by the assessment are actioned as necessary.
- 3.9.6** All users are entitled under the Regulations to an eyesight test, to be carried out by a registered practitioner, at the company's expense. The results of all such tests will be collated by the Office Administrator. Tests should be carried out at regular intervals (as advised by the optician).
- 3.9.7** Where the results of the test shows that corrective appliances are necessary (specifically for DSE use only, in order to correct vision defects at the viewing distance of the screen from the user) these will be provided at the company's expense, (as required by the Regulations and after careful consideration of costs to be incurred).

### 3.10) TRAINING

**3.10.1** The Board of Trustees & Chief Executive, in conjunction with the relevant Managers will ensure that every employee and volunteer receives initial induction training. This training forms part of the Staff Induction Policy and Volunteer Induction Policy and must include:

a) Details of:

- all fire exits, fire exit routes, and fire drill assembly points, the location of the first aid facilities and the name of the first aider within their department.
- the location of fire extinguishers and the appropriate use of the various types of extinguisher.
- the location of toilet and washing facilities.
- the location of the departmental safety notice board.

b) An explanation of the:

- Company's Health and Safety Policy and an outline of the arrangements for its implementation.
- Company Rules.
- fire precautions.
- the procedure to be observed in the event of accident.
- the disciplinary procedures which may result from breaches of health and safety rules.

c) Briefing on any Company Health and Safety Procedure and the opportunity to ask any questions regarding its contents. The employee must also be given the opportunity to read the document in detail if required.

d) Instruction in:

- safe handling of materials in the workplace.
- use of protective clothing and equipment.
- the importance of good housekeeping etc.



- 3.10.2** The CEO will ensure that the new employee does not commence their duties until the necessary induction training has been given and the training instruction acknowledgement record completed. In exceptional circumstances this may not be practicable and under these circumstances basic essential information will be given by the relevant Manager. In all cases the formal induction process must occur within seven days.
- 3.10.3** In addition to the induction training provided to each new employee, the relevant Manager will identify any specific training needs which the new employee may have. These might typically include training in manual lifting and handling or display screen equipment.
- 3.10.4** Having identified such training needs, the CEO/SLT will make the necessary arrangements for training to be provided by a competent and experienced person or organisation. The Competent Adviser (Common Sense Safety Solutions) can provide this training or recommend a suitable organisation to do so.
- 3.10.5** The relevant Manager will likewise identify the specific training needs of existing employees and make the similar necessary arrangements in conjunction with the Competent Adviser (Common Sense Safety Solutions).
- 3.10.6** The relevant Manager will be responsible for monitoring the performance of employees and for identifying any need for further, refresher, or alternative training.
- 3.10.7** The Manager will ensure that appropriate training records are kept and that the records contain such details as employee's name, type of training provided, name of trainer, date of training (and of any subsequent refresher training) and any other pertinent matters.
- 3.10.8** In those cases where employees are required to be specifically authorised to undertake certain operations, such authorising shall be clearly made known after the appropriate training has been provided.

In the case of the Board of Trustees, responsibility for identification and meeting of their training needs lies with themselves and a procedure consistent with that set out above will be adopted.

### 3.11) WORKPLACE INSPECTIONS

Regular inspections will help to maintain standards of housekeeping and welfare arrangements and will help to ensure compliance with the requirements of the Health and Safety at Work etc Act 1974 and the various regulations made under it.

**3.11.1** Relevant Managers are responsible for ensuring that regular inspections are made within their areas of responsibility at a frequency appropriate to the nature of the workplace and the activities being undertaken. This inspection should include the delivery area also.

**3.11.2** Managers must keep a written record of all such inspections and are responsible for ensuring that any remedial action identified as a result of the inspection is actioned. All Logbooks are held with the Caretaker & Maintenance Officer.

**3.11.3** The Competent Adviser (Common Sense Safety Solutions Limited) will also carry out an annual audit within the workplace, however these are additional to, and do not absolve the Manager from the above responsibilities.

This audit will review not only workplace conditions but also health and safety documentation and management systems. Following this audit, a report will be produced with an action plan for a yearly programme of health and safety improvements within the company.

#### 3.12.1 Construction (Design and Management) Regulations 2015

##### CDM Regulations 2015 Summary

The Construction (Design & Management) Regulations (CDM 2015) are the main set of regulations for managing the health, safety and welfare of construction projects.

CDM applies to **ALL** building and construction work and includes new build, demolition, refurbishment, extensions, conversions, repair and maintenance.

The regulations place statutory duties on all Clients, Principal Designers (PD), Designers, Principal Contractors (PC) and Contractors.

**Client** – If under the CDM Regulations we are designated as the Client we will ensure:

##### On projects where there is only one contractor

- Project management arrangements are in place to develop, maintain and review arrangements, to ensure that construction work is carried out without risk and compliant with welfare requirements
- Pre-construction Information is provided to each designer involved in the design of a structure and the contractor who is or might be engaged by the client
- Ensure that a Construction Phase Plan has been drawn up before the construction phase begins CDM Plan
- Notify the HSE before the construction phase begins if the construction work is scheduled to last >30 working days and have >20 workers working simultaneously at any point in the project or exceed 500-person days.
- Ensure the competence of the contractor and their workers by checking necessary information, instruction and training received and appropriate supervision

- Co-operate with any other person at the site or an adjoining site to enable others to perform their duties etc.

**Additional duties where there is more than one contractor:**

- Appoint a Principal Designer (PD) to carry out the PD responsibilities. If appointment not made, we as the client must fulfill
- Appoint a Principal Contractor (PC) to carry out PC responsibilities. If appointment not made, we as the client must fulfill
- Ensure Principal Designer and Principal Contractor comply with their duties
- Ensure Principal Designer prepares an appropriate health and safety file.

**Designer/Principal Designer** – If under the CDM Regulations we are required to appoint a Designer/Principal Designer we will ensure they plan, manage, monitor and coordinate the pre-construction phase taking into account the general principles of prevention to ensure:

- The project is carried out without risks to health or safety
- We provide assistance to the client in the preparation of the pre-construction information
- Identification, elimination, or control of foreseeable risks
- Cooperation of all persons working on the project
- Designers comply with their duties
- Health and safety file preparation and revision
- Prompt provision of pre-construction information in a convenient form
- Liaise with the Principal Contractor e.g. information needed to prepare the construction phase plan.

**Principal Contractor** – If under the CDM Regulations we required to appoint a Principal Contractor we will ensure they plan, manage, monitor and coordinate the construction phase taking into account the general principles of prevention to ensure:

- The project is carried out without risks to health or safety
- A Construction Phase Plan is drawn up as soon as practicable prior to setting up a construction site and updated, reviewed and revised so continues to be suitable and sufficient
- Coordination of the implementation of the relevant legal requirements to ensure that employers etc. apply the general principles of prevention in a consistent manner and follow the Construction Phase Plan
- Site rules are drawn up and communicated to all workers and visitors to site
- Site induction is provided before workers commence any work on site
- Security on the site to prevent unauthorised access
- Suitable and sufficient welfare is provided before work commences on site and continues to be compliant throughout the construction phase
- Liaison with the Principal Designer for the duration of the project and in particular regarding any information which is needed to prepare the Health and Safety File or may affect the planning and management of the pre-construction phase
- The Health and Safety File is appropriately updated, reviewed and revised from time to time
- Arrangements which will enable the Principal Contractor and workers to co-operate effectively in promoting and developing measures to ensure the health, safety and welfare and checking effectiveness
- Consult workers in good time on matters connected with the project which may affect their health, safety or welfare
- Workforce information is made available.

**Contractor** – If under the CDM Regulations we are required to appoint a Contractor, we will not commence work in relation to a project unless satisfied that they are aware of their duties. They must plan, manage and monitor the way in which the works are carried out which will ensure that:

- The project is carried out without risks to health or safety
- If there is no Principal Contractor, a construction phase plan is drawn up as soon as practicable prior to setting up a construction site
- Provide to workers any information and instruction so that construction work can be carried out without risk
- Provision of site induction where not already provided by the Principal Contractor
- Procedures to be followed in the event of serious and imminent danger to health and safety are provided
- Provision to workers of information on matters identified by the risk assessment
- Provide workers with any health and safety training required;
- Comply with directions and site rules given by Principal Designer or Principal Contractor
- A contractor must not begin work on a construction site unless reasonable steps have been put in place to:
  - Prevent unauthorised access
  - Suitable and sufficient welfare facilities are provided throughout the construction phase.

**Workers** - people working for or under the control of contractors on a construction site have duties as well as their employers.

Workers must:

- Be consulted about matters which affect their health, safety and welfare
- Take care of their own health and safety and others who may be affected by their actions
- Report anything they see which is likely to endanger either their own or others' health and safety
- Cooperate with their employer, fellow workers, contractors and other duty holders.

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