

Health and Safety Policy

Our statement of general policy is:

- To provide and maintain a safe place of work with safe access to and egress from it
- To ensure that the working environment is free from hazard and risk to health
- To prevent accidents and cases of work-related ill health

To achieve this, we will:

- Provide a formal procedure for identifying hazards and through risk assessments take measures to control potential harm
- Provide adequate first aid facilities, toilets, washing facilities and drinking water
- Provide and maintain safe plant and equipment
- Provide staff with any necessary equipment and protective clothing to ensure safe working practices
- Provide information, training and instruction to ensure the health and safety of employees at work
- Ensure in meeting our policy that we comply with all statutory obligations relating to health and safety
- Work with other employers or contractors using the workplace to ensure everyone's health and safety is protected
- Provide adequate public and employer's liability insurance
- Maintain Contractors Health and Safety Assessment Scheme (CHAS) registration
- Use only contractors who are member of CHAS for any work which interferes with the fabric of the building; or which is a high-risk activity
- Monitor, review and if necessary, revise this policy annually

We also recognise the importance of ensuring the health, safety and welfare of any other person who may be affected by our activities.

The Board of Directors maintain overall responsibility for health and safety, with day-to-day responsibility for implementing this policy being delegated to Senior Managers.

Health and Safety Guidance for Staff, Volunteers and Trustees

1 Introduction

- 1.1 North Halifax Partnership (NHP) has a legal duty to ensure that the health, safety and welfare of employees are protected, so far as is reasonably practicable. The covering policy statement highlights general policy, and this document should be read in conjunction with that policy. This procedure and guidance provides more detailed information for staff.
- 1.2 The Health and Safety Policy and these Health and Safety Procedures apply to all staff, contractors, volunteers, students and Trustees.

2 Summary of NHP's obligations as employer

- 2.1 As an employer, NHP has certain obligations to you as outlined in the policy statement and these can be summarised as follows: -
 - 2.1.1 Make the workplace safe and prevent risks to your health.
 - 2.1.2 Ensure that plant and machinery is safe to use and that all materials are handled, stored and safely used.
 - 2.1.3 Undertake risk assessments on potential hazards arising from the work you do. In risk assessments we will identify potential hazards and identify controls and measures to eliminate or reduce risk.
 - 2.1.4 Explain to you how risks can be controlled and give you information, instructions, training, and supervision as needed.
 - 2.1.5 Provide adequate first aid facilities for you.
 - 2.1.6 Provide protective clothing or equipment free of charge if risks can't be removed or adequately controlled by any other means.
 - 2.1.7 Make sure that ventilation, temperature, lighting, toilet, washing, and rest facilities are provided and meet health, safety and welfare requirements.
 - 2.1.8 Report certain accidents, injuries, diseases, and dangerous occurrences to the appropriate authorities.
 - 2.1.9 Provide employer's liability insurance.
 - 2.1.10 As needed, to adapt any training, guidance, or procedures to take account of needs of individual staff including those whose first language is not English

- 2.1.11 The health and wellbeing of our staff is of utmost importance to us. Sections 5 and 6 set out specific health surveillance measures

3 Summary of your obligations as employee

- 3.1 As an employee you also have responsibilities which can be summarised as follows:
 - 3.1.1 To take reasonable care of your own health and safety.
 - 3.1.2 To take reasonable care not to put other people – fellow employees and members of the public – at risk by what you do or don't do in the course of your work.
 - 3.1.3 To co-operate with your employer on health and safety by undertaking training as required and by following company health and safety policy, procedures, and guidance.
 - 3.1.4 To demonstrate that you have not only read health and safety policies and procedures, but that you also understand their application through discussion at supervision sessions, appraisals, and team meetings.
 - 3.1.5 Not to interfere with or misuse anything that has been provided for your health, safety, or welfare.
 - 3.1.6 Comply with all control measure identified via the Risk Assessment (RA) programme. Ensure that all check lists and audits are performed in line with dictated timescales. Participate in RA completion as required.
 - 3.1.7 Ensure that any health and safety issues and any incidents are reported immediately to your line manager and to participate actively in any meetings that you are required to attend
 - 3.1.8 To tell someone (employer or line manager) if you think the work or inadequate precautions are putting anyone's health and safety at risk.
 - 3.1.9 To tell someone (employer or line manager) if you think the actions of a colleague are putting anyone's health and safety at risk
 - 3.1.10 To tell someone (employer or line manager) if you think your health is being adversely affected by your work so that that additional health surveillance measures can be put in place
 - 3.1.11 To report any injuries, strains, or illnesses you suffer as a result of doing your job.
 - 3.1.12 To tell your manager if something happens that might affect your ability to undertake your work or aspects of your job (e.g., becoming pregnant, suffering an injury, taking medication that could affect your capability) – the reason for this is so that your employer can undertake

a risk assessment and if appropriate make an adjustment to your duties.

4 Organisation: Officers responsible for health and safety matters:

- 4.1 The Health & Safety Lead and Premises Manager is the named advisor to the Board and has responsibility for the overview and implementation of health and safety policy with specific responsibility for reporting any incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- 4.2 The Chief Executive Officer has responsibility for health and safety matters relating to all NHP staff, seconded staff and volunteers, and the premises they occupy and on behalf of NHP the employer will
 - 4.2.1 Decide what could harm you in your job and the precautions to stop it. This is part of risk assessment.
 - 4.2.2 In a way you can understand, explain how risks will be controlled and tell you who is responsible for this.
 - 4.2.3 Free of charge, give you the health and safety training you need to do your job.
 - 4.2.4 Free of charge, provide you with any equipment and protective clothing you need, and ensure it is properly looked after.
 - 4.2.5 Provide toilets, washing facilities and drinking water.
 - 4.2.6 Provide adequate first-aid facilities.
 - 4.2.7 Report incidents at work in line with current legislation
- 4.3 Other officers with responsibility for health and safety in your workplace are detailed on the Health and Safety notice board in your workplace. These include designated officers eg first aiders and supervisors who are responsible for ensuring that the staff they manage are familiar with health and safety policy and practice and, in particular that new employees are made aware of health and safety matters as part of their induction.

5 Arrangements

Knowing your workplace

- 5.1 In each workplace there is a Health and Safety notice board. This provides the following information for your workplace:-
 - 5.1.1 The lead Manager for health and safety

- 5.1.2 The location of the first aid box
- 5.1.3 Names of approved first aiders
- 5.1.4 The location of the accident reporting book and who to report accidents to
- 5.1.5 The Health and Safety law poster
- 5.1.6 Names of designated fire officers

5.2 It is important that all staff familiarise themselves with the above details. The Health and Safety notice board will also be used to provide information and updates on health and safety matters and should be read on a regular basis.

5.3 Fire – general precautions and action in the event of fire

- 5.3.1 The following paragraphs 5.3.2 to 5.3.3 set out the essential actions for all staff and volunteers. There is more detailed information in the separate NHP Fire Safety Policy which sets out how NHP will meet its duties and obligations under the Regulatory Reform (Fire Safety) Order 2005 (The Fire Safety Order).
- 5.3.2 You must check the health and safety noticeboard in your building which will tell you when fire alarms are tested (day and time) and where fire extinguishers are located. Staff should familiarise themselves with fire exit routes which are signed.
- 5.3.3 In the event of a fire, you should:
 - 5.3.3.1 Sound the alarm using the nearest break glass point
 - 5.3.3.2 Leave the building as quickly as possible (without running) via the nearest exit route and go to the fire assembly point
 - 5.3.3.3 Do not stop to collect belongings and do not return to the building until advised by the designated fire officer

5.4 Other Emergencies including attacks and threats of attacks

- 5.4.1 Every Family hub will maintain a Business Continuity Plan, which is tested with a different emergency scenario annually. Test outcomes are recorded, including lessons learned and actions to be taken as a result of that learning.
- 5.4.2 Each NHP premises has an evacuation procedure to be followed in the event of fire, flood, gas leak and major building damage.
- 5.4.3 In the event of a telephone or email bomb threat, staff will follow the Bomb Threat guidance and checklist in our working practices.

5.4.4 In addition, each Family hub has an Invacuation and Lock Down policy specific to the premises, which is tested as at 5.4.1 above.

5.5 **Accident reporting**

5.5.1 All accidents (however minor) plus near misses, potential hazards and any damage must be notified immediately for entry in the accident book as appropriate and for investigation / action.

5.6 **Personal protective equipment**

5.6.1 If your post requires the use of personal protective equipment this will be provided free of charge.

5.7 **Understanding other employers' policies applicable to your workplace**

5.7.1 Many staff employed by NHP work in a building not owned by the Partnership and therefore there may be other health and safety policies and procedures applicable to your workplace. Where this is the case, you will be advised of such policies and procedures.

5.8 **Knowing your workplace – Work outside your normal workplace**

5.8.1 Many staff will spend a substantial portion of their working time in other locations. Staff should familiarise themselves with the health and safety policies and practices in other venues they regularly work in. Where staff are organising and managing activities in other locations, they will often have responsibility for the safety and welfare of others, for example children's activities associated with the Family Hub centres. In this situation staff must ensure that the premises provide both a safe and suitable environment before the activity takes place. Further guidance on this will be provided by your manager.

5.8.2 Many staff will be involved in visiting people in their own homes (Lone Working practice covers such instances). Staff should remember that unlike most working environments an individual's property will not be covered by any health and safety policy and procedures and may present a number of hazards. Common hazards may include ill fitting carpets, trailing wires, defective electrical equipment, toys and small children on the floor, slippery floors in kitchens and bathrooms and dogs.

5.8.3 Since the Coronavirus Pandemic of 2020- 22, more staff have been working from home. The NHP Remote Working Policy sets out in detail, arrangements for ensuring staff work safely whilst working remotely.

5.9 **Potential hazards at work**

- 5.9.1 Each workplace is different and poses different hazards and health and safety problems. For this reason, regular risk assessments will be undertaken to identify and act upon potential hazards. It will be important in your job to familiarise yourself with risk assessments applicable to your post. However, each member of staff must be aware of potential hazards at work.
- 5.9.2 The following are some of the more common hazards which may occur in your work: -
- 5.9.3 Use of Display Screen Equipment
- 5.9.3.1 Staff who are required to use display screen equipment will be issued with a copy of the Health & Safety Executive's "Working with Display Screen Equipment (DSE): a Brief Guide". It is your responsibility to consider the positioning of your computer, your posture when using the computer, the need for regular breaks in the light of the HSE guidance. Any accessories or devices provided for health and safety whilst operating DSE should be used
- 5.9.3.2 Some NHP staff are DSE essential users. These staff are those who meet the description in the Health and Safety (Display Screen Equipment - DSE) Regulations 1992 of *an employee who habitually uses display screen equipment as a significant part of his/her normal work*. Line managers are responsible for indentifying DSE essential users in accordance with the detailed working practice. DSE essential users may have the costs of an eye test paid -up to £20- every 2 years; and in certain circumstances may receive financial contribution to prescription spectacles or lenses where there is certificated proof that deterioration has been caused by DSE use.
- 5.9.3.1 All staff who use any DSE equipment in their work, will have a DSE assessment every 2 years by an NHP colleague who is a trained DSE assessor. In addition, every member of staff who uses DSE equipment must complete a DSE self-assessment each year.

5.10 General office hazards –

- 5.10.1 Drawers in desks and filing cabinets should not be left open
- 5.10.2 Electrical leads should not trail where someone may trip over them
- 5.10.3 Power outlets should be switched off at night

- 5.10.4 Do not try to fix equipment with electrical faults e.g. photocopier unless you have been trained to do so and in any event switch off the main power before trying to locate a fault
- 5.10.5 Care should be taken when cleaning blockages on a photocopier due to hot surfaces
- 5.10.6 Shelves should not be overloaded or sited where it is difficult to reach them
- 5.10.7 Filing cabinets may become top heavy and tippable if more than one drawer is open. Do not overload the top drawers and keep heavier items in the bottom drawer
- 5.10.8 Keep gangways and passages clear at all times.
- 5.10.9 Paper left on the floor may cause someone to slip or trip
- 5.10.10 Do not prop open or block fire doors
- 5.10.11 Take extra care on stairs, do not run upstairs or downstairs and take particular care on staircases when carrying objects
- 5.10.12 Be aware of loose-fitting carpets or carpet tiles
- 5.10.13 Be careful when moving furniture or equipment – do not move equipment on your own, seek assistance (see also section below on back injuries)
- 5.10.14 Finally, if you spot any of the above hazards report them

5.11 Back injuries -

- 5.11.1 Back problems are the single most frequent cause of sickness absence from work. Staff must take special care with their posture when sitting down. An upright position should be maintained if possible and the chair must support the small of the back. Particular care should be taken when lifting and handling loads, therefore advice on this is attached.

6 General Issues

6.1 Coronavirus and other pandemics

- 6.1.1 NHP follows government guidance to prevent and control threats to the health and safety of staff, volunteers and service users from health pandemics. We will produce a comprehensive and specific risk assessment to meet each such pandemic, as we have with Coronavirus. All such risk assessments will be shared with all staff and reviewed regularly.

6.2 Alcohol and drug abuse

6.2.1 Overindulgence in alcohol and drugs can lead to dependency and resultant health problems. It can impair an individual's performance at work, adversely affecting the efficiency of the organisation and jeopardising the safety of others. Where this problem occurs the Partnership will support an individual who admits to their problem and seeks treatment, and the matter will be treated in the same way as any other sickness. This policy does not relieve the employee from the requirement not to be under the influence of alcohol or drugs at work, which is a matter to be considered under the disciplinary procedure.

6.3 Infectious diseases

6.3.1 Job applicants and existing employees who have an infectious condition will be treated in the same way as any other person except in so far as it puts the health and safety of themselves or others at risk or otherwise adversely affects their ability to perform their duties. As a matter of course an individual with an infectious condition should notify their line manager.

6.4 Prevention of risk from infection

6.4.1 Certain staff regularly visit families in their home or are in close contact with people and young children and may risk infection. In particular some staff may be exposed to individuals who are drug users or to households where the conditions are unhygienic.

6.4.2 Staff who are potentially at risk in these situations are strongly advised to ensure that they are vaccinated as follows* :-

- 1. Polio – most people will have had a polio vaccination but if you have any doubts see your GP.
- 2. Tetanus – again most people will have had a tetanus jab but if you have any doubts or have definitely not had one in the past 10 years then see your GP.
- 3. Hepatitis B – probably many people will not have had this vaccination which is particularly advisable for those working with drug users who inject themselves.
- These vaccinations should be provided free of charge by your local doctor or health centre, but if for any reason you are unable to get a free service please see your line manager who will authorise payment of the costs.

*These are the standard vaccination requirements for midwives and health visitors.

6.5 Mobile phones

6.5.1 When driving a vehicle mobile phones should **not** be used and should be switched off. Use of a mobile with a hand free facility is not recommended as it can cause distraction and lack of concentration. A mobile can be set up to take messages which can be checked at the end of the journey.

6.6 Stress

6.6.1 It is the aim of the Partnership to ensure that employees are kept safe and healthy at work and are not subjected to excessive workloads, onerous working practices or a detrimental working environment which may cause the employee stress. Anyone suffering from stress should advise their line manager and the matter will be treated sympathetically and by maintaining confidentiality as appropriate. Every effort will be made to alleviate the working practice that is causing the stress.

6.6.2 In cases where an employee is suffering from stress at work, the employee will be asked to take part in a stress risk assessment to identify and discuss how to reduce the causes of stress. This will take place when the employee indicates that stress at work may have contributed to their absence, the risk assessment can take place during a period of sickness absence. The employee may also be referred to occupational health for further advice.

6.7 Violence at work

6.7.1 Unfortunately, instances of violence at work are on the increase. Acts of violence committed by employees will be deemed as gross misconduct resulting in disciplinary action. Whilst acts of violence cannot always be predicted cautionary measures can be taken when dealing with an individual who is known to be aggressive, abusive or has committed acts of violence. Measures include:-

- Do not meet the individual on your own, always have a colleague with you and if possible, advise a third colleague that the meeting is taking place
- Meet in a room that is visible from outside e.g., window to the adjoining office or corridor
- If meeting in an office sit nearest to the door and ensure that the individual is not seated between yourself and the door

- Do not meet with the individual in their home or at other premises where assistance may not be readily available
- Above all, if you have doubts or concerns about meeting with such an individual advise your line manager.

6.7.2 Specific advice and guidance will be issued separately to those staff who regularly undertake home visits (Lone Working practice).

6.8 Use of vehicles

6.8.1 If you use your vehicle for work you must ensure that you are insured for that purpose, that seat belts are always used, that you do not drive under the influence of alcohol or drugs and that you comply with driving and road safety regulations.

6.9 Lone working

6.9.1 Certain staff may be required to work alone, away from their normal office base. Specific guidance will be provided separately to those staff affected.

6.10 Remote Working

6.10.1 Since January 2021 NHP has had in place arrangements for working from home. The arrangements, including the Health and Safety provisions are detailed in the Remote Working policy.

7 Employer support scheme

7.1 NHP invests in Health Assured support services. Health Assured offer a wide range of services to staff including, mental health support, financial support, health checks and a wide range of other health support programmes. All permanent staff are issued with information about the Wisdom app and the phone and online services. 0800 028 0199

NHP Health & Safety Policy and Procedure	
Staff Working practices associated with this policy	Applies to
Display Screen Equipment	All NHP Staff and secondees
Maintenance of portable appliances (PAT Testing)	All NHP staff and secondees
Accident and incident reporting RIDDOR	All NHP Staff and secondees
Recording of Accidents and Incidents of those attending Nursery	NHP Family Hub Services Staff
COSHH	All NHP Staff
Manual Handling	All NHP Staff
Relating to working from heights	All NHP Staff
Lone working in buildings	NHP Family Hub Services Staff
Lone working with clients	NHP Family Hub Services Staff
Lone Working Practice – OMI and Staying Well	NHP Neighbourhood Team (OMI) and Staying Well
FST Lone Worker working practice	NHP Family Hub Services Staff
Individual Family Hubs Invacuation and Lock-down policies	NHP Family Hub Services Staff
Advice on dealing with a bomb threat Phone bomb threat checklist	All NHP Staff
Working Practice relating to staff working at Elland family hub	Any NHP staff working from Elland Family Hub as permanent/regular base
Working Practice relating to staff working at KP Family hub	Any NHP staff working from Kevin Pearce Family Hub as permanent/regular base