



Health and Safety Policy

Purpose

The policy, read in line with the Company's health and safety policy statement, outlines the responsibilities in relation to health and safety.

Employer Responsibilities

Chair of the ECS Board is the designated person with overall responsibility for ensuring our compliance with Health and Safety legislation. They will ensure that:

- our Health and Safety policy documentation and Health and Safety Management System are implemented, monitored, developed, communicated effectively, reviewed, and amended as required.
- a health and safety plan of continuous improvement is created, and progress monitored.
- staff and volunteers understand the allocated responsibilities for health and safety defined in this policy.
- suitable and sufficient funds, people, materials, and equipment are provided to meet all health and safety requirements.
- adequate insurance cover is provided and renewed
- competent persons are appointed to provide health and safety assistance and advice
- an adequate system of maintenance exists and operates to keep premises, plant, and work equipment in a safe condition.
- they communicate and consult with staff on health and safety issues
- an effective training programme is established to ensure staff are competent to carry out their work in a safe manner and volunteers can carry out their activities in a safe manner.
- the monitoring activities required by this system are undertaken.
- effective contingency plans are in place with a designated competent person in charge of the planning and control measures for situations involving imminent danger
- health and safety objectives are set, and their achievement is measured and reported in the annual report.

Management Responsibilities

Managers will ensure that in their areas of control:

- they actively lead the implementation of our Health and Safety Policy and Health and Safety Management System
- they supervise their staff to ensure that they work safely, providing increased supervision for new and young workers.
- volunteers are given a health and safety induction; risk assessments are completed for activities and volunteers are supported and monitored by the local volunteer coordinator.
- safe systems of work are developed and implemented.
- risk assessments are completed, recorded, and regularly reviewed covering all processes and activities where a risk to health and safety exists. The significant findings of these assessments are brought to the attention of staff who may be affected
- adequate resources are allocated to implement the safety policy and meet all safety requirements
- the health and safety plan of continuous improvement is progressed, and scheduled actions are completed on time and validated.
- accidents, ill health and 'near miss' incidents at work are investigated, recorded, and reported.
- they communicate and consult with staff on health and safety issues
- they encourage staff to report hazards and raise health and safety concerns
- safety training for staff is identified, undertaken, and recorded to ensure staff are competent to carry out their work in a safe manner.
- issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff
- welfare facilities are provided and maintained in a satisfactory state
- premises, plant, and work equipment are maintained in a safe condition.



- statutory examinations are planned, completed, and recorded.
- any safety issues that cannot be dealt with are referred to a senior manager for action
- safe systems of work are developed and implemented
- accidents, ill health and 'near miss' incidents at work are investigated, recorded, and reported.
- health and safety rules are followed by all
- the monitoring and checking activities required by this system are completed.

Employee Responsibilities

All employees are responsible for acting in a safe manner whilst at work. By understanding their responsibilities and following our safety rules, they will help the Company comply with their legal duties and contributing to the safe running of our workplace.

All employees have the responsibility:

- to take reasonable care of our own safety
- to take reasonable care of the safety of others affected by what we do or fail to do
- not to interfere with or misuse, intentionally or recklessly, anything provided in the interests of safety
- to co-operate so that we as individuals and our organisation can fulfil our legal duties e.g. comply with our safety rules
- to set a good personal example in relation to health and safety.

First aid personnel have the responsibility to:

- administer First Aid in accordance with the current legislation and approved code of practice
- record all accidents that are reported to them in the Accident Book
- re-stock first aid boxes at regular intervals and when necessary.

Fire Marshals have the responsibility to carry out the duties for which they are trained when emergency evacuation of the workplace is required.

Responsibility for Health and Safety

Chair of the ECS Board is responsible for the health and safety in this organisation. However, everyone in the organisation has responsibilities in relation to health and safety, as set out in this policy.

Responsibilities of the Employer

The employer is responsible for ensuring that the employee's health and safety is protected in all activities at work. In particular, the employer is responsible for the following:

- Safe Premises and Place of Work

The employer will ensure that the premises are safe, and that all hazards are removed where possible. If it is not possible to remove a hazard clear signage will be displayed advising employees and any other visitors to the premises of the nature of the hazard and the precautions that should be taken.

- Competent and Safe Fellow Employees

The employer will ensure that all employees receive the appropriate training so that they are competent in all their work duties. If any employee acts in a manner that is likely to put others in danger appropriate disciplinary action will be taken.

- A Safe System of Work

The employer will ensure that all processes of work are safe. If there are any hazards the employer will endeavour to remove them. If that is not possible appropriate signage will be displayed advising employees and any other visitors to the premises of the nature of the hazard and the precautions that should be taken.



Responsibilities of the Employee

The employee is responsible for ensuring that his/her actions do not cause danger to themselves or to anyone else. The primary responsibilities of the employee include the following:

- Not to tamper with any equipment

Employees should not carry out any alterations to equipment which might compromise health and safety. Employees who do tamper with equipment are likely to face disciplinary action, which could include summary dismissal.

- Not to use any equipment without receiving appropriate training

No employee should use any equipment without having the appropriate training. The employee is responsible for attending any training that is arranged and completing any assessments that are required.

- To take reasonable care of their own health and safety

Employees are expected to act responsibly and to take care of their own health and safety. This includes wearing any necessary protective clothing and not acting in a dangerous manner. All employees must take care that their actions do not endanger any other employees or visitors to the company.

- To use equipment appropriately

Employees should use equipment for the purpose for which it is provided, and no other purpose. If any equipment is damaged or unfit for purpose in any way the employee is required to inform the employer immediately.

- To follow appropriate systems of work

All employees should follow the systems of work that have been specified by the employer. There should be no deviation from these systems without prior permission from the employer.

Chemicals and Other Substances

All chemicals and other substances that are hazardous to health must be stored and used in accordance with the manufacturers' instructions. Such materials will have a COSHH (Control of Substances Hazardous to Health Regulations 2002) label on them, and the guidance on this label must be followed in full.

Risk Assessments

All line managers are required to carry out regular risk assessments of the area and activities under their management. These risk assessments should be carried out annually at least, and some risk assessments will require more regular completion.

The risk assessments should be recorded in writing, with an agreed target date for any actions that have been identified.

If there are any risks that cannot be eliminated all employees working in that area must be made aware.

Manual Handling

All employees who are involved in any lifting or carrying must attend training in relation to manual handling. This training must be renewed every two years. The line manager is responsible for ensuring that all employees requiring this training attend the training course at the appropriate time.

Accidents

Although every effort will be made to ensure a safe environment it is accepted that accidents can occur.

If an accident does occur this must be reported immediately to the Corporate Services Manager. It must also be recorded in the accident book.

If any of the following occur, they must be reported to the Health and Safety Executive under the RIDDOR procedures (see www.riddor.gov.uk):



- Fatal accidents
- Major injuries
- Accidents resulting in a period of absence of more than seven days
- Injuries to the public where they have to be taken to hospital.

In addition, some work-related diseases and dangerous occurrences must be reported to the Health and Safety Executive.

Following any accident, the situation will be investigated to determine whether changes need to be made to equipment, training, or systems to work so that a similar situation can be prevented in the future.

Lone Working

The Company will ensure, so far as is reasonably practicable, that employees, volunteers, and associates who are required to work alone or unsupervised are protected from risks to their health and safety. Measures will also be adopted to protect anyone else affected by solitary working.

Solitary working exposes employees and others to certain hazards. The Company's objective is either to entirely remove the risks from these hazards or, where complete elimination is not possible, to reduce them to a minimal level.

Assessments of the risks of working alone carried out under the Management of Health and Safety at Work Regulations 1999 will confirm whether the work can be done safely by one unaccompanied person. This will include the identification of hazards from, for example, potential violent or aggressive behaviour, building conditions, dangerous animals; consideration will be given to:

- the remoteness or isolation of workplaces
- any problems of communication
- the possibility of interference, such as violence or criminal activity from other persons
- the nature of injury or damage to health and anticipated "worst case" scenario.

Employees must conduct a risk assessment checklist with their client at least 24 hours before any visit is due and provide a copy of the report to their line manager. If any risks or areas of concern are identified they should be discussed with their line manager before any visit takes place to see if actions need to be put in place.

Employees and others will be given all necessary information, instruction, training, and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone. Employees will be required to follow the safe working procedures as devised. Information will include the provision of first aid, communication procedures and awareness of emergency procedures. All employees are required to cooperate with these efforts to ensure safe working and to report any concerns to management.

Alcohol and Drugs

The Company strongly discourages employees from drinking any alcohol or taking drugs prior to driving or reporting to work. Employees must not turn up for work under the influence of alcohol or drugs.

Employees must not drink alcohol or take drugs during working time. Working time is any time between when an employee reports for work and the time they finish work and includes lunchtimes. It includes any period of call out whilst on standby duty or overtime working.

If an employee is taking any medication including over the counter medication which may affect their work performance or the safety of themselves or others they should:

- check the possible side effects with their doctor or pharmacist and
- let their line manager know in confidence, who will, if necessary, make alternative arrangements for them.

If an employee thinks they have a problem and may be violating the policy as a result, the Company strongly encourages them to come forward and seek help. The Company will be sympathetic and ensure the employee gets the help and support they need which may include direction to external specialists. If an employee volunteers



information to the Company that they have an alcohol or drug problem they will be treated with dignity at all times and any discussions will be in the strictest of confidence.

Whilst the Company will be sympathetic to employees who are experiencing difficulties with alcohol and drugs, it may be appropriate to implement a disciplinary or capability procedure as appropriate where conduct or performance is not satisfactory, which could result in termination of employment.

Criminal activity in the workplace involving drugs will, in every case, require the Company to alert the police.

Smoking

The Company has a no smoking policy on all premises under their control, which the employee will be required to comply with. Smoking is not permitted in any workplace i.e. offices, vehicle, site locations, welfare facilities or accommodation controlled by the Company. Suitable arrangements may be made in an area which does not affect other persons; these arrangements will comply with the current legislation and be specified on site rules. Electronic smoking devices will be treated as cigarettes and as such, the same smoking procedures and arrangements will apply.

Employees are only permitted to smoke outside the building in designated areas, away from the building entrance and out of view of our customers.

Failure to follow this standard may result in disciplinary action.