

## HEALTH AND SAFETY POLICY

### HEALTH AND SAFETY

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our staff, and to provide such information, training and supervision as required for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements, which we will make to implement the policy, are set out below.

The policy will be kept up to date, taking account of changes in legislation and in the Organisation and its work. The policy and the way it has operated will be reviewed every year.

### RESPONSIBILITIES

In accepting its responsibilities, Lambourne End Limited calls upon employees, volunteers, users and visitors:

- To take reasonable care of their own health and safety and of the health and safety of their fellow employees, residents, volunteers, users and visitors to the Organisation's premises who may be affected by their acts and omissions
- To co-operate with the senior staff in carrying out any duty or requirement imposed upon them under the Health and Safety at Work Act (1974) including participating in evacuation drills and other health and safety procedures
- Not to interfere intentionally or recklessly with, or misuse anything provided in the interest of their health safety or welfare
- To take responsibility for maintaining tidiness in their own working area. Cleaners are employed either each working day, or as the centre or site otherwise dictates for general areas.

The Organisation reserves the right to discipline persons contravening any of the sections above.

Overall responsibility for Health and Safety in the company is that of the Chief Executive. The Chief Executive will be responsible for arranging regular health and safety audits and an annual risk assessment. He will oversee an annual review of policy and procedures.

Managers and coordinators are jointly responsible for the Health and Safety management and implementation of policy within their buildings, programmes and projects.

All staff have, as part of their job description, an obligation to carry out their duties within the company's Health and Safety policy. They will receive Health and Safety instruction as part of their induction. It is expected that they will co-operate with managers and supervisors to achieve a healthy and safe workplace, and to take care of themselves and others. This means that all staff must be familiar with this policy and follow the proper procedures. Training, instruction and guidance are to be followed at all times.

### RISK ASSESSMENT

Managers are responsible for assessing risks and what steps are to be taken to reduce the risks to staff, volunteers, users or visitors. Therefore, risk assessments will be conducted for each activity to identify all the hazards associated with the work, evaluate the risks in terms of severity and

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likelihood, and determine appropriate control measures to eliminate or reduce those risks. New regulations came into force from April 1997 requiring specific attention to be given to fire hazards and risks to young people. Managers are responsible for recording their assessment, including dates by which any improvements are to be completed. Assessments are to be revised at least annually.

A Risk Assessment Matrix in Appendix 1 has been generated to assist staff with the writing of risk assessments and training will be provided in how to use it. All risk assessments are held in a central folder in the staff room and on the shared drive electronically.

### FIRE

#### FIRE PRECAUTIONS

All fire extinguishers, emergency lighting, fire alarms are testing in accordance with the regulatory reform (fire safety) 2005 and BS 5839. Please refer to the west one fire protection folder for latest test results and certification. Extractor fans are cleared of grease annually by an external provider – see certification in health and safety folder.

All staff are required to ensure that fire risk is minimised. Acts of negligence or acts that show a disregard of the procedures to prevent an outbreak of fire will be subject to the disciplinary procedure and may well involve dismissal.

Lambourne End Limited has the following comprehensive documents in place in the event of a fire which staff and volunteers must familiarise themselves with:

- **Fire Risk Assessment**, Appendix B
- **Fire Evacuation Procedure**, Appendix C

In summary, if you discover a fire in your area:

- DON'T PANIC
- Raise the alarm
- Break the glass on the nearest Fire Alarm Point – see Plan in Appendix D.
- If you are trained and are accompanied by another adult, use the nearest suitable fire extinguisher.
- If the fire is large or out of control, call 999
- Evacuate the area.

### EVACUATION

In the event of a fire or bomb warning etc. every member of staff must evacuate the building as quickly as possible. Care must be taken to evacuate members of the public/users who are on the premises. Where we have a residential responsibility, all care must be taken to ensure that the names of residents are checked off at their assembly point.

All staff and visitors will be briefed on the Fire Evacuation Procedure, Appendix C and a Fire Safety and Information poster will be displayed in the following buildings on site: Reception, Staff Room, Residential Dining Room, Training Room, Geoffrey Hooper Barn, Red Hut, Blue Hut, POPI Barn, Farm Barn and the Cabin.

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### FIRE DRILLS

The Organisation is required by law to carry out regular fire alarm checks and record them – the centre proposes to do this weekly and run a realistic drill with staff quarterly. The logs for these are kept in the health and safety folder. These are carried out during normal working hours and all staff are required to co-operate with the staff member who is acting fire officer during the drill. Certain staff may be exempt. Other staff who suffer discomfort due to the volume of the fire alarm may be exempt on submission of the appropriate medical certificate.

Because of our legal obligation to carry out these duties, non-co-operation without good cause will be considered a serious breach of discipline.

Staff are required to observe the requirements in the building in which they are working.

### CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

Lambourne End Limited has a COSHH Risk Assessment Procedure which outlines our responsibilities and the management process of substances hazardous to health, see Appendix E.

All members of staff and volunteers shall ensure that they familiarise themselves with the information within this document and have received appropriate training in respect of the COSHH regulations, and Code of Practice.

Members of staff, especially managers and supervisors, shall properly supervise anyone working with any substance or chemical, which has the potential to cause harm or injury. Those responsible shall carry out adequate risk assessments to identify any hazardous substance in the workplace, to ensure that all members of staff, volunteers, visitors, contractors etc, are not subjected to unnecessary risk or danger. An Assessment Form, in Appendix F, must be carried out for each new substance or cleaning material to determine the appropriate usage and storage. These will be stored centrally in the maintenance office and close to the relevant chemicals along with the appropriate data sheets.

#### Storage

Cleaning materials are stored in cupboards away from the reach of unauthorised people. Items which may be particularly flammable are to be kept in external stores, but at all times the requirements and recommendation as published by the HSE, shall be followed.

#### Handling Dangerous Substances

- Do not take risks.
- Personal protective equipment must be worn by staff who are dealing with dangerous or potentially dangerous substances, (for example gloves are worn when dealing with blood, spillage or chemicals, and eye protection to protect against damage or injury).
- Cover any exposed skin lesions such as cuts and abrasions with a waterproof dressing.

Manufacturers' instructions are to be followed – see Assessment Form and Data Sheets.

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### ELECTRICAL INSTALLATIONS AND EQUIPMENT

All electrical equipment is to be periodically inspected visually for loose connections and faults in plugs and cables. All electrical portable equipment shall be tested in accordance with The Electricity at Work Regulations 1989, and a written record of the inspections and findings maintained at each centre.

Pat testing will be carried out annually and recorded in the health and safety folder.

Electrical installations certificates can be found in File 3 – Electrical Services and operating maintenance in Centre Manager's Office.

A period inspection shall be carried out every five years to test the conduction of the installations on site. The most recent examples can be found in the health and safety folder.

### Gas safety

All required steps will be taken to secure the health and safety of service users and employees in the use of all gas installations, appliances and fittings at the Centre. The service acknowledges that working with gas appliances (including heating boilers and cookers etc.) can be hazardous, and it is the LEL's intention to minimise the risks.

LEL is committed to ensuring that all gas installations and appliances meet the safety requirements of the Gas Safety (Installation and Use) Regulations 1998 (as amended) and the Health and Safety Executive's current Approved Code of Practice and Guidance so that employees, service users and visitors are not exposed to any danger from, for instance, gas leaks or explosions caused by gas leaks and ignitions.

In order to fulfil this duty, the following conditions will apply.

- When a problem arises related to gas at work, such as someone smelling gas leaks, employees or service users should inform a responsible person immediately, who will take necessary measures to investigate and remedy the situation.
- All precautions will be taken to ensure that gas supplies that could present any hazard to anyone's safety are isolated whenever an alarm is raised or before any work commences. Procedures are in place to ensure that staff know how to isolate a gas supply if the need arises and to ensure there is no chance of ignition from lighted matches, cigarettes or any other sources.
- LEL will follow professional gas safety recommendations and guidance to ensure that it has taken all possible safety measures in respect of its gas installations, fittings and appliances. This may involve the installation, location, use and checking of carbon monoxide detectors, among other measures.
- No person may carry out work on any gas appliances including their fitting, repairs or servicing unless they have been suitably trained. Only competent persons trained and authorised by the organisation will be allowed to carry out these tasks.
- Only contractors who have been accepted as members of the Gas Safe Register will be employed to carry out any work in connection with gas installations, fittings and appliances.
- Work on all gas installations, fittings and appliances will be carried out so that it does not constitute a risk to employees, service users or any other persons.
- It is the responsibility of the Maintenance Co-ordinator to ensure that any employee or contractor undertaking work on gas equipment is suitably qualified and classified competent by the organisation.

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- All gas installations and appliances will be maintained to a satisfactory standard to minimise safety risks to employees and service users.
- To comply with the Gas Safety (Installation and Use) Regulations the organisation ensures that every installation and appliance has at least an annual safety check by a qualified gas engineer and that any defects are rectified as soon as possible in line with their recommendations and guidance. Records of these checks will be kept.
- No gas powered equipment will be used on any of the organisation's premises unless permission has been given for its use by the Maintenance Co-ordinator and the equipment has evidence of a current valid test (displayed on an adhesive label on the lead or the equipment itself).

### FLUIDS UNDER PRESSURE

New employees have an explanation, as part of their induction, of the use of fire extinguishers (including pressurised water) during the first week on the job. Hot water stills are serviced annually.

### FOOD SAFETY

#### Fridges and Freezers

Food is to be stored in accordance with best food hygiene practice. Seals are to be cleaned regularly and temperature settings tested twice yearly by the maintenance co-ordinator.

#### Microwave Ovens

To minimise leakage of energy, ovens, particularly the door seals, should be cleaned regularly. Hinges and door latches are to be visually inspected before use to ensure they work properly. A meter is to be used to check for microwave leakage by June 1998 and thereafter at least annually.

Food or drink, which is cooked or heated using Microwave ovens, should be carefully checked and tested before consumption, as burning or injury can occur.

#### Food Handling

Kitchens require particular attention to cleanliness and hygiene. Only staff members and individuals authorised by the manager should work in such areas. No children are allowed without supervision. Specific food handling and temperature regulations are set out in the Food Safety Acts of 1990 and 1991. Staff working in these areas are required to have a certificate in food hygiene or to receive training to recognised standard as soon as possible after induction.

### HEALTH AND WELLBEING

#### Smoking

Smoking is not permitted in any buildings including our farm, animal and other work areas. Smokers need to use the outside area designated for each room/building for this purpose. Support will be offered to staff who wish to give up smoking

#### Drink, Drugs and Offensive Weapons

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Attending work, or taking part in any of the centre programmes, under the influence of alcohol, drugs (un-prescribed or prescribed that have known effects that will affect your ability to function) or solvents, or consumption of such substances is forbidden.

It is forbidden to bring any offensive weapons (firearms, knives etc) onto our premises unless it is essential for your role and you have prior authorisation from the Centre.

### Mental Health

In accordance to keep our staffs' mental health as healthy as possible, a chaplain is available to speak to upon request to the CEO. Wellness action plans are also available to staff who feel they can benefit from these, these are made available throughout supervision meetings with line managers.

### Use of Visual Display Units

Any person employed for a minimum period of 6 months and habitually using a VDU for much of their working time is asked to complete a work station Self-Assessment Form DSE (UC). Staff are issued with "Working with display screen equipment (DSE)" – a hard copy of this is available in the Health and Safety folder. Regular eye tests are recommended and will be reimbursed or funded through the provision of eye test vouchers (see Centre Coordinator for details). If glasses are recommended for the **sole** use of a VDU, staff will qualify for a further voucher covering the basic cost of a frame and lens.

## LONE WORKING

Lambourne End Limited takes responsibility for the health and safety of employees, visitors and contractors, but workers have the responsibility to take reasonable care of themselves and other people affected by the activities.

Staff and volunteers should avoid working alone where possible. Staff or volunteers who work by themselves without close or direct supervision, or those who have to visit other premises, should make their colleagues or manager know where they are going and when they will be back. They should record their visit by signing out in the book in the staff room and take a mobile phone with them where practical.

The Lone Working Procedure is written in Appendix G.

### Ladders and Scaffold Tower

Users prior to use must make visual inspection of ladders, scaffolding and gantries. Manufacturer's instructions are to be followed when working above ground level. Ladders should be secured from slipping by tying at the top, at the sides or foot. Staff should refer to the working at heights risk assessment.

### Manual Handling Operations

Lifting, lowering, pushing, pulling, carrying or moving any load can pose risk of injury if due care is not taken. Where equipment is provided, this should be used. Where assistance is required, this should be asked for.

### Personal Protective Equipment (PPE)

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Where appropriate and necessary, personal protective equipment is available for anyone involved in activities and work which require it, for example maintenance staff and cleaners, farm and conservation environmental project workers, training and educational groups. Adequate protective equipment includes hard hats, safety boots, gloves, eye protection (goggles) dust masks, special equipment for certain conservation work such as chain saw and strimming work within the farm.

### **TEMPERATURE AND WATER SAFETY**

#### Wet Floors

When mopping floors, warning signs should be in place.

#### Legionnaire's Disease

This is caused by a bacterium and infection is a result of breathing in a fine spray or airborne water which carries the bacterium. It does not spread between people.

To reduce this risk hot water will be stored at 60-65°C, and kept circulating and by keeping the hot water system free from sludge and by having the water tanks well covered.

#### Scalding

Water is stored at 60-65°C and supplied directly to hot water taps as close to 50°C as possible, but between 45-55°C. Where individual thermostatically operated mixer valves are in operation the water will be supplied as close to 41°C as possible but between 37-44°C. The temperature of water will be checked every month and logged.

Where it is not possible to achieve these water temperatures, caution signs will be displayed.

#### Temperature

The minimum indoor temperature in our premises is 16°C (61°F) where people sit at their work. Where work involves physical effort it should not fall below 13°C. Staff should report to their manager without delay if there is a problem.

#### Radiator Guards

Where young children use our premises particular care is needed to ensure that radiator guards are provided so that they cannot touch the surface of the heating system.

### **TRANSPORT AND VEHICLES**

All company vehicles are serviced regularly in accordance with the manufacturers' instructions. Inspections are made regularly of the condition of vehicles to check that tyres are correctly inflated, and oil and water levels are correctly maintained and that seat belts are in good and working order. All passengers must use seat belts at all times.

Only authorised personnel are permitted to drive any vehicle, and only after receipt of a current full driving licence, which is free of endorsements.

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It is Lambourne End Limited's policy to ensure that an employee using their own vehicle for the purpose of work must also have insurance that covers them for business use. Lambourne End Limited will ask to see the insurance policy before an employee uses their vehicle for work.

### **NOISE**

Our assessment is that if people can talk and be heard within a distance of 2 metres without shouting, it is not a noisy environment and a metered test is not needed. A persistent noisy environment may require expert testing, and ear protection provided.

### **EXTERNAL VISITORS**

#### Visitors

Reception staff must be vigilant in the case of visitors in order to ensure that all people can be safely evacuated in the event of fire or other emergency. Only authorised personnel will be admitted to areas where children's activities are taking place, or where animals or farm machinery are present.

Visitors will be asked to sign in and wear a visitor's badge.

#### Young Workers

Introducing young people, under the age of 18, to the world of work can help them understand the work environment, choose future careers or prepare for employment. Lambourne End Limited encourages work experience placements, apprentices and volunteers and as such accepts the responsibilities that come with it.

Lambourne End Limited will ensure that the health and safety of young people is protected while they are with us. Any worker who is under 18 and working for Lambourne End Limited will be properly assessed in terms of the capabilities and maturity, and the appropriate risk assessments will be put in place. A work placement will be discussed in advance with the referrer or organisers, taking into account any particular needs, for example due to any health conditions or learning difficulties.

During induction, staff will explain the risks involved with their work and how they are controlled, checking that they understand what they have been told. Staff should check that the young people know how to raise any health and safety concerns. Staff shall provide them with clear and sufficient instruction, training and supervision to enable them to work without putting themselves and other people at risk.

#### Contractors

Care must be taken to ensure that Contractors undertaking maintenance or building work have, where required, prepared and submitted a health and safety plan under the terms of the Construction (Design and Management) Regulations 1995. The maintenance supervisor will draw specific hazards to the contractor's attention so that these are incorporated in the plan, which must be approved prior to commencement of work on site. Any work to be undertaken in areas where children's or farm animals activities occur will normally be carried out when these are not present. Fire escape routes are not to be obstructed, nor should fire exit signs be removed during work.



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### ACCIDENTS AND INCIDENTS

#### First Aid

Training is provided annually so that staff can revise their skills and new staff can be trained. A list of certificated First-aiders who have done their basic training is displayed in the First aid Room. Staff should familiarise themselves with this as well as the locations of the first aid boxes.

First aid boxes and kits are kept fully stocked and equipped, a map of the first aid points can be found in the health and safety folder.

Please refer to the First Aid Risk Assessment in Appendix H. This determines all the control measures and operational procedures required to fulfil the Centre's first aid obligations. Everything required as part of this assessment is recorded in the first aid folder.

#### Reporting

Any member of staff who notices a Health & Safety problem, which they are not able to put right, must report this without delay to the Centre Coordinator.

#### Accidents

If you have an accident while at Lambourne End or elsewhere on business you must inform your line manager immediately and make sure that an Accident Form is completed and that you have signed it. Failure to do this may result in you not receiving the appropriate payment, should you require time off work to recover or later pursue an insurance claim.

It will become the responsibility of your supervisor to complete the Accident Form in the event that the nature of the accident prevents you from completing the Accident Form during the next 24 hours. It will be your responsibility to verify the details on the form at your first opportunity.

#### Accident Reports

In the event of an accident, staff and volunteers will be expected to follow the Centre Emergency Procedure in Appendix I. Accidents are to be recorded without delay in the standard British accident book and Centre incident form located in the Centre's First Aid Room or programme where the accident happens. The following information is needed - full name and address of injured person, occupation, date of record entry, date and time of accident, accident details (location, circumstances, work process), and injury details. The person making the entry must sign their name. Records must be kept for three years from the date of entry.

In the event of a dangerous occurrence, or serious injury such as fracture, loss of sight, or one which causes more than 3 days incapacity for work, or requires an ambulance or an overnight stay in hospital a RIDDOR form will be completed.

A report must be submitted to the Health and Safety Executive via the Chief Executive using a RIDDOR form within 10 days of such an incident.

#### Accidents Involving Children

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In the event of an accident to a child in addition to the above, the parents or guardian should be contacted immediately if staff are unsure whether a hospital visit is required. If the accident is off site, a day sheet should be completed with details to be transferred to the Centre's accident book. In any event the parents are to be notified, and the child personally handed over to the parent or guardian.

### Near Misses

All near misses must be recorded using the Centre's incident report form and given to the CEO.

### Disaster Procedure

A disaster is a very rare occurrence. However, there may be a situation when the premises become uninhabitable. Having plans in place and staying calm are the first two requisites. See Disaster Procedure in Appendix J.

Any required actions from reported incidents that result in changes to policies, procedures or working practices will be notified to people via Health and Safety notices displayed in the staff room. All staff and volunteers are asked to initial to confirm that they have read and understood these notices.

### Lockdown Procedure

Numbers made available – see appendix K.

Signed:



Date: 27/11/2020

Position: CEO