

**HEALTH & SAFETY POLICY**

Reviewed: January 2023

Next review date: January 2025

Introduction

Children First Derby (“CFD”) is a local based charity working with children and families to make a positive impact in their lives and the local community.

Most of our activities are based at 13 Leopold Street. Normal operating hours are Monday to Friday 9.00-5.30 with supervised contact sessions extending in the evenings and at the weekends. Supervised Contact Service workers, Service Coordinators and Family Support/Mentoring volunteers will also conduct home visits and/or excursions in the community.

The Board of Trustees has prepared this policy in conjunction with employees. Children First genuinely cares about its employees and wants to help ensure their health and well-being with this health and safety policy.

# **Commitment to Health and Safety**

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, service users and volunteers. CFD will provide such information, training and supervision as is required for this purpose. We are also committed to our responsibility for the health and safety of other people who use our facilities and who may be affected by our activities.

See policy attachment: ‘Commitment to Health and Safety’

The policy will be kept up to date, particularly as Children First Derby changes in nature and size to ensure our responsibilities are met in relation to:

* Health & Safety at Work Act (1974)
* Management Regulations (1999)
* Other relevant current legislation.

Staff should also read the following policies to compliment Children First’s Health and Safety Policy:

* Lone Working Policy
* Risk Assessment Policy (and all risk assessments applicable to your specific role)
* Appropriate Behavior when Working with Service Users policy
* Covid 19 Policy

# **Responsibilities**

Overall and final responsibility for health and safety in Children First Derby is that of the Trustees.

Irshad Baqui is responsible for this policy in the Children First Derby offices at 13 Leopold Street and for ensuring the preparation, implementation and review of risk assessments and safe work practices.

All staff members and volunteers are responsible for bringing to the attention of the Chief Executive any deficiencies in safety arrangements.

# **Employees**

All employees and volunteers have the responsibility to co-operate with managers/coordinators and Irshad Baqui to achieve high standards of safety within the work area and to take reasonable care of themselves and others. Deficiencies or defects in current arrangements must be reported to Irshad Baqui.

Consultation between management and employees is vital and is essential for feedback purposes this is provided through:

* Staff Meetings
* Staff supervision
* Email and conversation for urgent matters

# **Accidents**

All accidents are to be reported to Irshad Baqui and recorded in the Children First Derby accident book (Located in the Reception office).

Reportable accidents under the RIDDOR regulations must be recorded on an HSE form and sent to:

Environmental Services

Derby City Council

Celtic House

Heritage Gate

Derby

A copy of the completed accident form will be kept in a lockable cabinet in the Reception office, the HSE will also be notified if necessary.

Unusual or unexpected incidents should also be reported to Irshad Baqui and recorded in the accident book for review of current arrangements.

# **First aid**

The First Aid Box is located in the kitchen; there is an appointed person responsible for the First Aid Box. There are also several qualified first aiders within Children First who will be available as far as is reasonably practical.

# **Fire safety**

Children First Derby operates a no smoking policy on its premises.

All staff and volunteers are advised of the fire action procedure, location of fire alarms and fire exits at their induction.

Fire evacuation drills are arranged by Irshad Baqui and practiced at least annually, and records maintained by Fiona Coe of the evacuation time.

A fire drill procedure is to be displayed in every room of the building.

Firefighting equipment is available at easily accessible points on each floor and are maintained by O. Heap & Son (Derby) Ltd - Fire Protection Engineers.

Fire alarm points have an operational check quarterly, ensuring each point is operated in turn, over a period of twelve months.

All staff members have a duty to identify that evacuation routes are kept clear at all times. Any deficiencies that cannot be resolved should be reported to Irshad Baqui. In the event of an evacuation Irshad Baqui (or in their absence the most senior member of staff present) will ensure the building is clear of staff and visitors, without endangering their own escape.

In the event of an evacuation, the visitors' book and staff signing in and out book will be removed by administration staff for use as a roll call.

Irshad Baqui or in their absence the most senior member of staff present will complete a roll call and liaise with Fire Service personnel.

# **Chemical Hazards**

COSHH assessments are carried out where appropriate in accordance with Control of Substances Hazardous to Health Regulations 2002.

Checks are to be made to ensure that all substances are supplied with adequate instructions for safe use. COSHH records are to be maintained and filed in the Reception office.

# **Biological Hazards**

Any spillage of body fluids is to be removed and the area to be cleaned at the earliest possible moment. Protective clothing must be worn when dealing with body fluids, i.e.

rubber gloves, plastic aprons (Stored in the cleaning cupboard) [Is this there?]

# **Security**

If there have been signs of a break in the person discovering this should phone the police and not enter the building until the police arrive.

Visitors must sign in at reception and should never be let into the building through the electrically locked door until they have been assessed and the reason for their visit has been ascertained.

# **Personal Safety**

All staff are responsible for their own personal safety and security.

All staff must sign in upon entry of the building. They must also sign out when leaving the building for breaks.

# **Violence and Aggression**

Any person who presents as aggressive/under the influence of drugs/alcohol should never be allowed in the building, through the keypad entry security door. If they insist on speaking to a member of staff this should be done through the closed glass partition.

If a violent situation erupts anywhere on Children First Derby premises, then it is the responsibility of staff members to ensure that all people using the building are moved to a safe place and the police are immediately called. Staff are advised never to directly confront a violent situation as this may put them and others at risk of being injured.

# **Housekeeping and premises**

All staff will monitor to ensure that:

* safe stacking and storage methods are followed
* standards of cleanliness and hygiene are maintained in the kitchen
* waste is disposed of safely in appropriate containers
* corridors, stairs internal doorways and exits are kept clear and free of obstruction
* equipment in their work area is in good working order.

Employees will ensure that they co-operate with all reasonable requests from their line manager to ensure the above standards are maintained.

# **Electrical equipment**

Electrical equipment is to be tested annually by a PAT certified company.

Every 5 years there is an inspection on general lighting and power circuits.

Nominated employees will ensure a risk assessment is prepared and safe work practices are in place to ensure trailing wires are covered and fastened down, portable equipment is placed in a safe position, regular visual checks of equipment are made, and equipment faults are reported and corrected.

Employees must visually inspect equipment they use and report any defects or faults to Irshad Baqui.

Equipment for hire or use by visitors will be inspected visually prior to use for loose connections and faults to plugs or cables. Equipment with known faults will not be used.

# **Display screen equipment**

Children First Derby only has a small number of employees who are likely to consistently spend 1 hour or more a day with display screen equipment. These people have completed DSE assessments, and they are reviewed every six months or if there is a change in workstation. A free eye test with a designated optician is available on request or recommendation where this is not related to a regular optician's appointment.

Senior Workers will involve their employees in assessing their workstation on a more informal basis for those who have less involvement with DSE. Ensuring they are comfortable in their work set up and that any issues are discussed with Irshad Baqui (who may decide to get that member of staff to complete a DSE assessment). Information on how to adjust their workstation and good work practices will be available from Irshad Baqui.

# **Driving**

Children First employees use their own vehicles for work related activities. They must update their insurance policies accordingly (Business insurance) and comply with current UK driving law. Drivers must carry a working mobile phone, up to date maps or satnav whilst they are using their car for Children First business.

# **Manual handling**

Manual handling will be reduced as far as possible by monitor and review of all work tasks. Line managers, supported by Irshad Baqui, will ensure a risk assessment is prepared for manual handling tasks and agree with employees’ safe work practices. These work practices will be reviewed to meet individual needs, particularly where changes in health indicate they are not appropriate e.g. Pregnancy, known back complaints. Employees must bring to the attention of their line manager any health problems that may be affected by handling activities.

# **Training**

All staff will complete an induction program with information about Health and Safety arrangements within the organisation. Any updates or changes to these arrangements will be discussed at meetings and supervision sessions. Staff will be offered further specific Health and Safety training to support their identified needs appropriate to their work tasks.

# **Contractors**

Irshad Baqui will take care to check an organisation or contractors Health and Safety policy and related procedures, as well as their liability insurance before they enter Children First premises or enter into a contract.

Organisations or contractors using Children First Derby premises will receive a short induction from Irshad Baqui prior to carrying out any work; this will include discussing this policy, issuing some general site rules and if necessary, a copy the building’s asbestos survey. The representative of the organisation/contractor will sign to say they have read it and understood its implications. Information will be made available to contractors of known hazards on the premises and of any Children First emergency procedures.

Contractors are advised to discuss any changes to scheduled work with Irshad Baqui and in the unlikely event of any high risk activities being undertaken, draw up a ‘Permit to work’.

# **Advice & consultancy**

Information and advice on Health and Safety arrangements should first be sought from Irshad Baqui