

# Health & Safety Policy Statement of Intent

Leeds Church Institute is committed to sustainable and sound health and safety practices, both in our business and in our role as champions and promoters of social inclusion and best practices.

Our performance will be measured by our achievements against our annually set objectives.

The Director, supported by the Board of Trustees, is responsible for monitoring and reviewing the success of this policy and for ensuring the necessary resources are provided to achieve our goals.

We also recognise the importance of working with highly competent staff, external resources, partners and contractors to achieve our goals and we encourage development through appraisal, training and recognition.

We believe that all accident and incidents are preventable and are committed to the prevention of ill-health.

We believe that no process in any of our operations is so urgent or so important that we cannot find a safe and healthy sound way of carrying it out. We believe that the best health and safety solution is also the best business solution.

Compliance with the Health and Safety at Work Act 1974 and other relevant legislation is important to us, but we recognise it as the minimum starting point, and that we will commit, so far as is reasonably practicable to:

1. The provision and maintenance of adequate premises, equipment and systems of work that are safe and without risk to health.
2. Arrangements for ensuring safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances.
3. The provision of appropriate information, instruction, training and supervision as is necessary to ensure the health and safety at work of all employees' contractors and volunteers.
4. With regard to any place of work under the control of LCI, the maintenance of it in a condition that is safe and without risk to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks.
5. The provision of appropriate facilities that will enable clients to enjoy the courses, conferences, meetings and events without detriment to their health and safety.
6. Safeguard the health and safety of employees working in other premises and in the Community.

## Equality Statement

All LCI policies /protocols/guidelines/procedures comply with relevant legislation on equality, discrimination and employment.

All customers, employees and members of the public should be treated fairly and with respect, regardless of age, disability, gender, marital status, membership or no membership of a trade union, race, religion, domestic circumstances, sexual orientation, ethnic or national origin, social & employment status, HIV status, or gender re-assignment.

## Table of Contents

1.0 Health & Safety Policy Statement of Intent.....	1
Equality Statement.....	1
2.0 Organisational Responsibilities .....	3

2.1 Introduction .....	3
2.2 General .....	3
2.3 Board of Trustees.....	3
2.4 Chairperson.....	4
2.5 Chief Executive .....	4
2.6 Executive Director of Corporate Support Services .....	4
2.7 Executive Directors .....	<b>Error! Bookmark not defined.</b>
2.8 Directors of Services .....	<b>Error! Bookmark not defined.</b>
2.9 Health and Safety Manager.....	4
2.10 Health and Safety Officer / Fire Safety Officer.....	<b>Error! Bookmark not defined.</b>
2.11 Property and Facility Manager.....	5
2.12 CQC Registered Managers and Appointed Premises Managers .....	<b>Error! Bookmark not defined.</b>
2.13 Senior Managers/Project Managers/Project Leaders/Line managers .....	7
2.14 First Aiders .....	7
2.15 Appointed Persons .....	8
2.16 Fire Wardens.....	8
2.17 Administration Staff (All locations).....	8
2.18 Employees/Volunteers .....	8
2.19 Employees/Volunteers with Driving Responsibilities .....	<b>Error! Bookmark not defined.</b>
2.20 Contractors.....	9
3.0 Health & Safety Arrangements.....	9
3.1 Accident & incident Reporting .....	9
3.2 Alcohol & Drugs at Work .....	12
3.3 Asbestos .....	13
3.4 Blood borne viruses.....	14
3.5 Consultation with employees.....	18
3.6 Contractors.....	18
3.7 Display Screen Equipment.....	20
3.8 Driving at Work.....	21
3.9 Electrical safety .....	22
3.10 Expectant and new mothers.....	24
3.11 Fire Safety.....	26
3.12 First Aid.....	28
3.14 Gas Safety .....	33
3.15 Hand Hygiene.....	34
3.16 Hazardous Substances (COSHH).....	38
3.17 Information, Instruction & Training.....	39
3.18 Ladders & steps .....	41
3.19 Legionnaires Disease.....	42
3.20 Ligature Points .....	<b>Error! Bookmark not defined.</b>
3.21 Lone Working .....	43
3.22 Management of Workplaces.....	45
3.23 Manual Handling .....	46
3.24 Monitoring & Review .....	46
3.25 Needles and Needle Stick Injuries.....	47
3.26 Occupational Health surveillance .....	47
3.27 Outdoor activities and visits.....	48
3.28 Provision and use of work equipment.....	49
3.29 Risk assessment .....	51
3.30 Smoking .....	52
3.31 Violence and Aggression at work .....	53
3.32 Waste Management including Clinical Waste .....	55

3.34 Workplace Safety .....	56
Relevant Documentation .....	<b>Error! Bookmark not defined.</b>
Acts and Legislation that frame this policy .....	57
Websites .....	58
Other Relevant Documents .....	58

## 2.0 Organisational Responsibilities

### 2.1 Introduction

This section details the arrangements for implementing the Leeds Church Institute Health and Safety Policy. Many of the details in the policy reflect legal requirements. Additionally, familiarity with the policy is a requirement of employment with LCI.

### 2.2 General

Any recommended amendments to health and safety documentation can only be authorised by the Health & Safety Manager. Amendments etc. must be brought to the attention of all employees etc.

The LCI Health and Safety Policy will be discussed upon commencement of employment and during the Induction period. Staff will be made aware of any specific responsibilities they have under this policy

Overall the Director has overall accountability for Health and Safety.

Day to day responsibility for ensuring the smooth operation of the Health and Safety arrangements is delegated to the Manager who is responsible for implementing the health and safety management systems who in turn, will charge each of the administrators with making adequate arrangements to ensure, so far as is reasonably practicable, that staff follow the approved safe systems of work.

### 2.3 Board of Trustees

- Have overall responsibility for approving the Health and Safety Policy.
- Where applicable take appropriate actions upon receipt of reports from the Health and Safety Manager (The Director).
- Ensure that responsibility for Health and Safety has been appropriately allocated.
- Ensure adequate resources, including finances are made available for necessary measures to protect Health and Safety.

The board accepts its collective role in providing health and safety leadership and will reflect the policy aims in its deliberations and decisions. The Board follow the guidance issued jointly by the HSE and Institute of Directors “Leading Health and Safety at Work” INDG417.

The Board will ensure that it is kept informed of, and alert to, relevant health and safety risk management issues and will:

- review health and safety performance annually;
- ensure that the management systems provide for effective monitoring and reporting of health and safety performance; and
- ensure the inclusion of appropriate information in the LCI annual report

#### 2.4 Chairperson

Will sign and authorise Humankind Health and Safety Policy upon approval

#### 2.5 Director

The Director is accountable for the implementation of the Health and Safety Policy. The Director will:

- ensure that responsibility for health and safety is assigned and accepted at all levels in the organisation
- ensure adequate resources are supplied to provide for the effective implementation of the Health and Safety Policy
- be a leader and champion on health and safety issues ensuring that LCI meets its moral and legal responsibilities
- To ensure any necessary recommendations for change are put before the Board as a result of changes in legislation.

#### 2.6 Health and Safety Manager

- Monitor the safe systems of work and safe working practices.
- Liaise with Fire Service, Enforcing Authorities and Government representatives as appropriate.
- Investigate accidents, prepare reports and implement Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) as appropriate.
- Prepare Health and Safety reports for Board as necessary.
- Assist in the delivery of relevant staff Health and Safety training.

- Advise Board, Senior Management and staff on matters pertaining to Health and Safety.
- Advise on the implementation of legislation and codes of practice.
- Facilitate Health and Safety staff induction course.
- Work with staff in developing systems to promote safe working practices.
- Assist in the development of appropriate Health and Safety Self-Assessments and undertake monitoring and review as necessary.
- To promote continuous improvement in Health and Safety Standards.
- Develop and maintain Health & Safety audit programme for LCI.
- Develop and maintain a Covid 19 Contact, Track and Trace programme when necessary.
- Produce guidance to support the Health & Safety Policy

## 2.7 Property and Facility Manager

The Property and Facility Manager is responsible for the maintenance of The Centre and to support/facilitate the smooth running of the premises.

- Where appropriate liaise with Contractors and Building Control to ensure efficient and safe refurbishment and maintenance of the Centre.
- Coordinate the opening and closing of premises to stipulated deadlines.
- Review new and existing tenancy documents and extensions.
- Develop and maintain the approved contractors list, ensuring that all contractors operate within LCI requirements
- Liaise with staff, landlords, clients and contractors dealing with questions, complaints and updates.
- To appoint and monitor contractors, project management of internal and external works, and liaise with the relevant contractors.
- To liaise with landlords (where appropriate) to ensure they undertake works for which they are responsible and/or to notify them of works we wish to undertake.
- Management of gas safety certificates, electrical certificates and other statutory servicing, testing and inspections.
- Ensure monthly water checks are carried out, recorded and where necessary appropriate action is taken to eliminate any risk of legionella.
- To be first line of contact for significant maintenance and repairs ensuring that routine maintenance action is taken on any known problem associated with the fabric of the building. This includes minor capital works.
- To assist Administrators and Staff in the day-to-day delivery of effective Property and Facility Management Systems that seek to identify, assess, prioritise and control risks.
- To maintain records of work completed, schedules of work required and maintaining records for regular servicing and testing of equipment as required
- To manage the Portable Appliance Testing service/testing programme.

- To discuss any internal building alterations with the Director before any work is undertaken.
- To consider the requirements of people with a disability and to work with the Director to ensure all reasonable adjustments are carried out.
  
- Monitor Health and Safety standards within the premises.
- Ensure the relevant Health and Safety File and Premises File are maintained.
- Complete the Monthly Health, Safety and Fire checklist
- Ensure that the housekeeping of the premises is maintained so as not to pose a significant risk.
- Ensure that fire exits are always accessible.
- Organise weekly testing of the fire alarm system and regular fire evacuation drills and ensure that details are recorded on the relevant forms.
- Organise monthly testing of the emergency lighting system and ensure that details are recorded on the relevant forms.

Check contents of First Aid Box at least monthly to ensure minimum stock levels are maintained. Order and replenish stocks as required.

- **Must** discuss any internal building alterations with Health & Safety Office before any work is undertaken.
- Appoint First Aider and Fire Warden (seek advice from Health & Safety Office for the number required dependant on size of building)
- Ensure Fire Warden and First Aider refresher training is kept up to date.
- Ensure all cleaning staff complete the Cleaners Induction Checklist.
- To consider the needs of disabled people and to work with the Health and Safety Office to ensure all reasonable measures are taken so as not to discriminate.
- Ensure monthly water checks are carried out and where necessary appropriate action is taken to eliminate any risk of legionella.
- Cooperate with the Health & Safety Office and complete any other Health & Safety checks and inspections as required for premises under their control.

## 2.8 Line managers

- Ensure safe working practices are adhered to
- Ensure that an effective system of traceability is in place and adhered to.
- Ensure risk assessments are carried out including when new projects are developed or there is a change in working practices.
- Ensure that risk assessments are reviewed at least annually, or more frequently when circumstances change, or controls prove inadequate.
- Ensure Health and Safety issues are addressed in supervision when appropriate.
- Ensure all staff/volunteers receive an initial Health and Safety Induction on their first day.
- Monitor the Health and Safety duties of staff to ensure they meet the required standards.
- Discuss Health and Safety in Team Meetings.

## 2.9 First Aiders

This applies to first aiders who have undergone either the one-day emergency first aid at work or the 3-day first aid training course.

- Ensure that all accidents are recorded and reported using the Accident book Ensure casualty receives prompt first aid treatment.
- Inform the Learning & Development 3 months before expiry of the First Aid qualification.
- Ensure each site has an adequately stock first aid box in compliance with the risk assessment.

## 2.10 Appointed Persons

- In the absence of the first aider ensure the casualty receives emergency treatment i.e. call for an ambulance when applicable.
- Minor incidents ensure the casualty has access to the first aid equipment and records the accident in the accident book.

## 2.11 Fire Wardens

- Attend Fire Warden training.
- Tackle the fire if deemed safe to do so.
- Ensure the building has been evacuated safely taking reasonable steps not to endanger their own life.
- Manage roll call.
- Ensure the Fire Service is called only when the fire was being confirmed.
- Liaise with the Fire Service.
- Arrange fire drills and alarm tests.
- Update the Premises File with fire drill and alarm test records.
- Inform Manager if fire safety equipment has been tampered with or are missing.
- Carry out emergency lighting checks depending on the requirements in the fire risk assessment and record tests on relevant forms.

## 2.12 Conferencing Staff

- Ensure that all staff and visitors are accounted for whilst on the premises using a signing in / signing out system.
- Take the staff and visitor signing in / out records to the assembly point in the event of evacuation (as instructed by the Fire Warden).
- Ensure that traceability boards are updated regularly to reflect staff location, as directed by management.
  
- Covid 19 Contract and Trace documentation both in writing and on IT to be completed daily

## 2.13 Employees, Clients, Tutors, Contractors, Visitors and Volunteers

- Follow all safety instructions and take reasonable care for the Health and Safety of themselves and others.
- Continuously identifying changes to procedures to improve the Health & Safety management within LCI and bring this to the attention of the Manager and the Director.
- Maintain a safe and tidy working environment in the interests of Health and Safety



It is the legal duty of every employee to use any equipment, safety device or motor vehicle provided for work in accordance with any training and instruction given.

- Ensure that anything provided under Health and Safety or Welfare is not interfered with or misused.
- Report to the appropriate person any dangerous practice, occurrence or hazard.
- The Manager/ Director must be advised if an employee has contracted a contagious disease or has come into contact with someone with a contagious disease.
- Ensure that any injury is recorded in the accident book and the appropriate person is notified.
- Ensure that their visitors are aware of all evacuation procedures and are accounted for in the event of an evacuation.
- Ensure that employee's presence on or off the premises is accounted for, and record locations as required by the traceability procedure.
- Wear personal protective equipment as required.
- Undertake and cooperate with risk assessments, the identification of workplace hazards and development of safe systems of work.
- In the event of a fire extinguisher being discharged, this must be reported immediately to the Conferencing staff

#### 2.14 Contractors

All contractors on Leeds Church Institute premises must:

- Be approved to work on LCI premises by the Premises and Facilities Manager
- Take reasonable care of their own safety
- Take reasonable care of the safety of others affected by their actions
- observe the safety rules given to them on site and follow any instructions given both written and verbal
- Ensure all equipment and plant used is in a safe condition, be suitable for the job and be suitable for the environment it is to be used in.
- Use all safety equipment and/or protective clothing as directed
- comply with and accept our health and safety policy if they do not have one
- report all incidents or accidents that occur on LCI premises to a member of LCI staff without delay
- observe the fire evacuation procedure and the position of all fire equipment and fire exit routes

## **3.0 Health & Safety Arrangements**

### 3.1 Accident & incident Reporting

This reporting of accidents policy applies to accidents, near misses and work-related ill-health to employees during the course of their employment and non-employees as a result of the work of

Leeds Church Institute. This applies to injuries and ill-health resulting from LCI's work that takes place in the Centre and the community.

### **Definitions:**

An **accident** is an unplanned event that causes injury to persons, damage to property or a combination of both.

A **near miss** is an unplanned event that does not cause injury or damage but could do so.

A **work-related ill-health** is ill-health that is obtained by an employee through the course of work or from a non-employee as a result of activities carried out by LCI. For example, dermatitis from handling cleaning materials.

Reporting Accidents, near misses and work-related ill-health

All accidents / near misses and /or work-related ill-health must be reported to the Manager/ Director. This need completing as soon as possible (within 8 hours) whether in or out of office hours.

***The principle is "If in doubt, report it".***

Where a major event has occurred such as death, the premises, equipment and relevant documentation must be "locked down" by the manager, or if the manager is implicated, by their line manager, to ensure evidence is preserved. If the scene itself is a crime scene then it should be left undisturbed until Police arrive.

Accident Reporting

- Leeds Church Institute will keep accident records which conform to the standards of the Social Security Claims and Payments Regulations 1979, Data Protection Act and General Data Protection Regulation (GDPR), where clients, visitors, contractors, employees or people acting on their behalf can enter details of accidents leading to injury.
- All premises must have an accident book to enable anyone to complete and sign an accident record.
- Employees should enter accidents, near misses and work-related ill-health onto the HUB themselves.

Open and fair culture to reporting accidents

Leeds Church Institute promote an open and fair culture and supports the view that preventing and learning from accidents is more important than laying blame on individuals. It is important that staff are empowered and supported to report accidents, without fear of disciplinary measures, although these may still be applied depending on the circumstances.

## RIDDOR Reporting

- RIDDOR reporting is the national system for reporting accidents and incidents to the HSE. In Humankind case, the typical things we report would include Major Injuries, (such as most fractures or dislocations), and over 7-day injuries where someone is unable to work for 7 days after an accident. Additionally, we report injuries to people not at work where they are taken from the scene of the accident to hospital for treatment.
- For a full list, and to determine whether an incident is RIDDOR reportable, please see: <http://www.hse.gov.uk/pubns/indg453.pdf>
- The Health and Safety Office are responsible for reporting all RIDDOR events. Staff should not submit a RIDDOR report unless authorised by the Health and Safety Manager.

## Investigation of accidents

The Director will consider whether an investigation is required and what level of investigation is required.

Where a formal investigation is required the Director must be provided with all relevant information. No relevant information or record may be withheld.

Typically, the accident investigation report will include:

- The nature of the incident
- Relevant background Information
- A chronological account of events
- An assessment of the practice/action taken
- Where appropriate, an assessment of the responsibility of the parties involved for events and whether any policy or procedures have been breached
- Recommendations, if appropriate, for changes in the procedures and practice

## External Investigation of accidents

Any evidence submitted externally must be authorised in writing by the Director.

## Review of accidents

All incidents and resulting investigations will be shared as appropriate for review and lessons learnt.

The Health and Safety Manager

- The Manager must ensure that all accident's and incidents are reported in a timely fashion and accurately.

### **Staff and volunteers**

- Must report all accidents and incidents, no matter how minor.

### 3.2 Alcohol & Drugs at Work

LCI does not permit or condone the use, possession or supply of drugs or alcohol on our premises by staff, volunteers, clients, visitors, contractors or sub-contractors.

As a result of possession, supply, or intoxication, individuals may be excluded temporarily or permanently. This will be at the discretion of the Director.

Staff who possess, supply, use or are intoxicated at work will be subject to the Disciplinary policy.

Staff who experience serious side effects as a result of taking prescribed or over-the-counter medicines that impair their ability to perform their duties safely and satisfactorily must notify their Line Manager as soon as possible. This is particularly important if they occupy a post where it is not only their own safety but the safety of others that could be jeopardised.

The Manager

- The Manager should only handle illegal drugs and / or alcohol for the purpose of secure storage or as advised by the Police (if notified) until they arrive on the premises.

- All incidents of alcohol and illegal drugs of the nature described above must be fully recorded.

#### Staff and Volunteers

Staff and volunteers have the following responsibilities

- Not to consume, possess or supply on work premises or in work time any alcohol or illegal drugs.
- Always immediately report any suspicions of use, possession or supply by staff, volunteers, clients, visitors, or other persons.
- Where an overnight stay for business reasons is required and outside of normal working hours, staff are permitted to drink alcohol to a reasonable level.
- Staff must remember their duties as a representative of the organisation, and as a role model - particularly given the nature of our business.

### 3.3 Asbestos

#### Leeds Church Institute

will:

- So far as is reasonably practicable, safeguard the health of employees, clients, volunteers and contractors and others who may be affected by the hazards associated with asbestos;
- Fully comply with current legislation; and
- ensure that only trained, competent, properly equipped and whenever required, properly licenced, people are involved in working with asbestos

LCI will ensure we identify any areas where asbestos may be present, where we are the premises controller. We will manage the risks as a result of the findings.

We will make contractors aware that Asbestos Containing Materials may be present where applicable, and take appropriate precautions to protect staff, service users and visitors.

## Managers

**The Director and Manager** are responsible for ensuring that both they and their staff are familiar with the appropriate policy and guidance and if where applicable the premises Asbestos Survey, Management Plan, Risk Assessment and Action Plan.

## Staff and Volunteers

Staff must not disturb any asbestos containing materials, for example by drilling into a wall or storing equipment etc. up against an identified area.

### 3.4 Blood borne viruses

Blood borne viruses have a higher prevalence where people are problematic users of drugs and alcohol. In addition, there may be other infections which spread between people in close contact, especially in our residential services. However, the risks of becoming infected are still extremely low. Everyday normal social and work contact is perfectly safe.

All staff, volunteers, service users and visitors will practice good personal hygiene and good housekeeping (e.g. worktops cleaned at an appropriate frequency and with appropriate products, particularly in public areas).

## Infection Control

### **COVID 19 Requirements for Staff, Clients and Subcontractors**

#### **WORKPLACE ACCESS**

- Stop all non-essential visitors
- Staff can only attend if they cannot work from home
- Staff with underlying health problems should work from home
- Monitor congestion to enable social distancing of 2 metres:
- Introduce staggered start and finish times to reduce congestion and contact
- Remove or disable entry systems that require skin contact e.g. fingerprint scanners
- Promote good hygiene, wash or clean hands before entering or leaving premises
- Provide the necessary facilities to do this, warm water soap or hand sanitiser
- Regularly clean common contact surfaces in reception, office, delivery areas
- Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.

## **TRAVEL ARRANGEMENTS**

- Avoid public transport only use if there is no choice
- Car sharing would only be recommended if living in same household
- Travel alone in own transport if this is available to you
- Use a bicycle if this is feasible or walk if in walking distance
- The above may accommodate the once a day exercise, avoiding going out again.
- Every effort made to provide additional parking spaces for cars and bicycles

## **ENHANCED CLEANING IN THE WORKPLACE**

- Enhanced and regular cleaning across all areas of the workplace utilising approved cleaning products includes all building touch points
- Enhanced and regular cleaning of escalators
- Taps and washing facilities
- Toilet flush and seats
- Door handles and push plates
- Handrails on staircases and corridors
- Lift and hoist controls
- Machinery and equipment controls
- Food preparation and eating surfaces
- Telephone equipment
- Keyboards, photocopiers and other office equipment
- Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.

## **EATING AREAS**

- Dedicated eating areas should be identified
- If required break times should be staggered to reduce congestion, 2 metre rule
- Create space and manage sitting 2 metres apart from each other whilst eating
- Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving □ Keep equipment clean between use, kettles, microwaves etc. if not practical:
- Ask workforce to bring pre-prepared meals and refillable drinking bottles from home
- Where catering is provided, it should be pre-prepared and wrapped food only □ Crockery, eating utensils, cups (unless from dispenser) etc. should not be used
- Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced
- Tables should be cleaned between each use
- All rubbish should be put straight in the bin and not left for someone else to clear up

- All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices

## **TOILET FACILITIES**

- Restrict the number of people using toilet facilities at any one time
- Promote washing hands before and after using the facilities
- Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

## **HAND WASHING FACILITIES**

- Ensure soap and fresh water is always readily available and kept topped up.
  - Provide hand sanitiser where hand washing facilities are unavailable
  - Regularly clean the hand washing facilities and check soap and sanitiser levels.
  - Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.
  - Organisations will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.
- 
- Introduce staggered start and finish times to reduce congestion, 2 metre rule
  - Enhanced cleaning of all facilities throughout the day and at the end of each day
  - Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of 2 metres
  - Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.

## **OTHER MEASURES**

- Ensure ventilation is fit for purpose in the workplace, allow adequate ventilation
- Visitors to sites should be curtailed unless essential and business critical such as delivery drivers, outside maintenance or repairs.
- Any meetings are performed via video link/ skype/ conference call
- All non - essential staff to work remotely
- All inductions if needed undertaken with social distancing close contact protocols rigorously observed
- Observe social distancing and close contact between work colleagues
- Workplaces that are operational need to have daily communication lines



## **PPE PROCEDURES**

- Re-usable PPE to be thoroughly cleaned after use and not shared between workers
- Single use PPE should be disposed of so that it cannot be reused

## **FACILITIES FOR ISOLATING in the WORKPLACE**

- Procedures need to be in place if a worker or visitor has been identified as possibly infected. An isolation room needs to be made available
- In large workplaces such as airports several isolation rooms need to be allocated
- Front line staff need to be identified, trained and issued with the correct PPE to deal with any identified possible cases.

### **Other infections**

Employees must report contact with anyone suffering from an infectious or contagious disease to prevent the possibility of passing the disease on to other staff, volunteers and service users. Managers have discretion over whether an employee should be permitted into the workplace.

“Sharps Disposal Kits” are available in Spacious Places at the Centre.

In the case of a needle stick injury or unprotected contact with bodily fluid you should:

- encourage the wound to bleed, ideally by holding it under running water
- wash the wound using running water and plenty of soap
- don't scrub or suck the wound while washing it
- dry the wound and cover it with a waterproof dressing
- splashes to eyes, nose and mouth should be rinsed with cold water – do not swallow the water

*The incident must be recorded and reported in the Accident book situate on floor 3 and immediate medical advice sought.*

### Spacious Places Staff

- Follow the Hepatitis B Virus – Staff/Volunteers Testing and Vaccination Process to identify employees at risk and carrying out associated risk assessment
- Establish preventative measures and safe working practices
- Providing the necessary information, instruction and training to employees (and as appropriate to contractors) at induction etc.
- Provide necessary personal protective equipment

### 3.5 Consultation with employees

Leeds Church Institute believes that Health and Safety may best be assured by involving staff, volunteers and clients in all aspects of its development and implementation, in particular:

- In identifying health and safety hazards
- Applying the principles of prevention
- Developing implementing and monitoring the effectiveness of Health and Safety Arrangements

The Safety Representatives and Safety Committees regulations 1977 apply. We undertake consultations with employees under the terms of the Health and Safety (consultation with Employees) Regulations 1996 (as amended).

Manager

The Manager will listen to representations from the staff, volunteers and service users and seek to address all concerns raised.

Staff and Volunteers

- Staff are actively encouraged to raise and discuss health and safety as an integral part of their daily work activities with their Manager and each other
- LCI also encourages staff to actively report hazards and potential risks no matter how trivial they may appear.

### 3.6 Contractors

On employing a contractor, the Facilities and Property Manager, with the assistance and advice from the Health and Safety Manager if necessary, shall be satisfied of the contractor's:

- Competence in delivering the work or service by securing proof of membership of trade bodies, professional organisations, taking up references etc.
- competence in terms of the management of Health and Safety by completion of an appropriate questionnaire, or review of the contractor's membership of an accreditation body such as CHAS

The Facilities and Property Manager will review the contractors risk assessment relating to the specific work to be carried out and initiate such control measures as may be necessary to ensure the health and safety of Humankind employees, service users, volunteers and others using the premises.

Whenever appropriate the risks identified, and the necessary control measures will be communicated to employees, service users and visitors.

### **Construction work and the Construction (Design and Management) Regulations**

**2015** Where any construction work is carried out, to fulfil our legal duties as a “client” under the Construction (Design and Management) Regulations 2015 we will:

- make suitable arrangements for the management of the project and review those arrangements throughout the project to ensure that they are still relevant
- ensure that all duty holders that we appoint have the necessary skills, knowledge and experience to carry out their roles safely
- appoint in writing the Principal Designer and Principal Contractor sufficiently early in the project to allow them to carry out their duties properly
- notify the HSE in writing for projects that require it
- ensure that relevant pre-construction information is passed to all designers and contractors
- ensure that the Principal Designer and Principal Contractor carry out their duties
- ensure that adequate welfare facilities are provided for the contractors
- ensure that no construction commences until an adequate health and safety plan and construction phase plan covering the work has been prepared
- ensure that any health and safety file passed to us is kept securely and readily available for inspection by anyone who requires it to fulfil their legal duties, and , if we choose to dispose of the building, to pass the file to any person or company who acquires the building.
- Co-operate fully with all other duty holders and provide all relevant information and instruction promptly and clearly.

Managers

#### **Before any work:**

- Managers must ensure that contractors work safely whilst on their premises
- Managers must ensure that the contractor is given the appropriate level of relevant information as required to ensure the contractors safety and that of staff, volunteers and clients

- Brief staff, volunteers and service users that contractors are on site and any special arrangements, e.g. areas which are out-of-bounds

**During any work:**

- Manager will monitor progress and the implementation of the agreed risk controls
- The manager is empowered to have discretion to stop the contractor if any aspect of their work is unsafe

Staff and Volunteers

- Staff have a duty to exercise extra care whilst contractors are working in and around the premises
- Not to interfere with any of the contractor's equipment etc.
- Staff must report to their manager any unsafe acts or conditions brought about by the works being undertake

3.7 Display Screen Equipment

All reasonable steps will be taken LCI to ensure the health and safety of employees who work with display screen equipment. To achieve this objective will:

- ensure each employee receives Display Screen Equipment information, instruction and training as part of mandatory induction
- carry out a self-assessment of each user's workstation
- implement necessary measures to remedy any risks found as a result of the assessment
- provide adequate information and training to persons working with display screen equipment
- endeavour to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity
- review software to ensure that it is suitable for the task and is not unnecessarily complicated
- arrange for the provision of free eye tests when requested, at regular intervals thereafter and where a visual problem is experienced
- arrange for the supply of eye wear vouchers for any corrective appliances (glasses or contact lenses) where these are required specifically for working with display screen equipment
- advise existing employees, and all persons applying for work with display screen equipment, of the risks to health and how these are to be avoided
- investigate any discomfort or ill-health believed to be associated with the use of display screen equipment and take appropriate remedial action

- make special arrangements for individuals with health conditions that could be adversely affected by working with display screen equipment.

#### Managers

- Managers must ensure that a Display Screen Equipment self-assessment is undertaken by each member of their staff
- Managers must also ensure that staff are utilising any specialist workstation equipment that has been provided

#### Staff and Volunteers

- comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided
- inform their line manager of any disability or health condition which may affect their ability to work using display screen equipment or be affected by working with DSE (this information will be treated confidentially)
- report to their line manager any discomfort or health concern believed to be associated with the use of DSE (this information will be treated confidentially).

#### 3.8 Driving at Work

It has been estimated by the Health and Safety Executive that up to a third of all road traffic accidents involve someone who is at work at the time.

All staff and volunteers who may need to drive in connection with work has the following responsibilities and has a duty to inform the Health and Safety Manager of.

- anything that could affect their driving e.g. health conditions or injuries, use of prescribed medication
- changes to their driving licence such as; limitations, offences recorded, period bans
- vehicle defects that affect ability / safety to drive
- any accidents / incidents that occurred whilst driving on behalf of the company.

Additionally, drivers must:

- have a valid licence for the vehicle they are driving

- ensure valid insurance for business use
- have a valid MOT certificate for their vehicle (if over 3 years old)
- carry out a pre-use vehicle check of the vehicle
- allow sufficient time to drive allowing for traffic, poor weather and rest breaks □ ensure sufficient rest
- be physically fit, with zero alcohol level and not under the influence of drugs that may affect their ability to drive
- be using any required corrective eyesight equipment
- drive in accordance with the applicable law and with consideration for the safety of passengers and other road users
- take regular rest breaks every 2-3 hours or at first signs of tiredness
- Always remain in control of the vehicle
- not smoke in a company vehicle
- not use mobile phones (even hands free) whilst driving

#### Staff and Volunteers

- Drivers will remain responsible for their safety and others and must comply with the Highway Code and Road Traffic Act.
- Annually submit copies of their business class insurance, the MOT certificate or evidence of the MOT exemption for their vehicle and their current driving licence (or equivalent online [www.gov.uk](http://www.gov.uk) check).

#### 3.9 Electrical safety

It is Leeds Church Institute's policy to protect employees, and others who may be affected by our activities, from the dangers associated with electricity.

This will be achieved through:

- Maintaining the appropriate checks, inspections and tests for both fixed and portable electrical equipment
- Maintaining suitable records of these checks, inspections and tests
- Having PAT testing conducted by a competent person, i.e. someone with the appropriate training, knowledge and equipment, and if in any doubt, then by someone with membership of the National Inspection Council for Electrical Installation Contracting (NICEIC)
- Using electrical equipment for its intended purpose only, and in accordance with the manufacture's instructions
- Having electrical systems that are suitable for the task and properly designed, constructed and installed by competent persons
- Having only electrical equipment that is appropriate for the task, meets the required standards, and is purchased or leased from reputable supplier

- Having isolator and fuse boxes that are secure from unauthorised access
- Having electrical systems and equipment properly maintained by competent persons so that they may be safe and effective in use
- Ensuring employees are given appropriate instruction and information
- Not leaving electric cables in a position that can cause a tripping hazard or be subject to mechanical damage.

#### The Health and Safety Manager

- The HS Manager responsible for ensuring that their service is compliant to the policy statement above, and:
  - Adapting check/test/inspection schedule if required. The frequency of checks/tests can be increased, but not decreased
  - Ensuring checks, inspections and tests take place
  - Ensuring recording of checks, inspections and tests takes place (including retaining invoices, reports or similar provided by those that complete Portable Appliance Testing)
  - Ensuring tests are conducted by a person as identified above
  - To direct staff members in need of greater electrical safety awareness to the HSE resources identified in this policy
  - Ensure new staff are made aware of any local procedures with regards to the electricity safety, and provided with information and materials as required

#### Staff and Volunteers

- All staff have the responsibility to be conscientious about electrical safety and make their line manager aware of any defects that they find with electrical equipment.

#### *All staff members I should ensure that they do not:*

- Overload electrical sockets and extension leads or “daisy chain” them
- Place electrical equipment, cables etc. where there is a risk of water or other liquids coming in to contact with electricity
- Leave electrical equipment switched on when not in use, except when the manufacturer specifies otherwise
- Bring private equipment into the premises without conforming to the standards in this policy

### 3.10 Expectant and new mothers

This statement defines LCI's approach to ensuring the health, safety and welfare of employees who are new or expectant mothers and it applies to work activities across all parts of LCI including off site.

It is a requirement of the Management of Health and Safety at Work Regulations 1999 to identify the work activities that may be hazardous for new and expectant mothers and an assessment of risk to be completed.

This document provides guidance on protecting the health and safety of new or expectant mothers, to ensure compliance with the above regulations.

Whilst it is not a legal requirement for a pregnant or new mother to inform LCI that they are pregnant, it is important, for the mother and the child's health and safety, that they provide LCI with notification (ideally in writing) of the pregnancy or recent birth as early as possible. Once notification has been received LCI will ensure that a specific risk assessment is carried out.

#### Risks to new and expectant mothers

Where hazardous activities cannot be eliminated, a risk assessment must be carried out by the HS Manager, together with the new and expectant mother. The risk assessment should identify any residual risks and the required actions to be taken in order to eliminate or reduce the risk to the lowest level reasonably practicable.

The assessment should consider the actual risks associated with the work activities and whether these risks are increased, due to any particular problems experienced by a new or expectant mother during her pregnancy or postnatal period.

Specifically, the assessment should consider risks associated with exposure to:

- Physical agents
- Biological agents
- Chemical agents

This may include for example:

- Slips, trips or falls
- Fall from a height, down a hole or into an opening
- Manual handling injury from lifting/lowering/pulling/pushing activities
- Contact with moving parts of something, e.g. equipment
- Contact with something stationary – desks etc. in restricted/limited areas
- Electric shock or burn
- Exposure to harmful/hazardous substance by inhalation / skin contact / ingestion
- Exposure to excessive noise or vibration
- Exposure to extremes of cold/hot surfaces and environments
- Exposure to fire or smoke inhalation
- Hot water scalding



- Driving activities (driver/passenger) involving emergency stop/collisions etc.
- Cross infection – exposure to bodily fluids
- Needle stick injury
- Stress/anxiety
- Violent physical assault and/or verbal abuse
- Injury from an animal

In addition to the above the risk assessment should also consider general working and welfare conditions.

**Review:**

The Risk Assessment should be reviewed as a minimum once every four to six weeks or more frequently depending on circumstances.

Managers must ensure that:

- New and expectant mothers are encouraged to inform the Health and Safety Manager in writing of their condition at the earliest possible opportunity with the assurance that the highest level of confidentiality will be maintained at all times.
- Risk assessments are carried out for all work activities undertaken by the new and expectant mother and associated records and documentation is maintained.
- They conduct regular supervisions to ensure that the necessary control measures identified by the risk assessment are implemented, followed, monitored, reviewed and, if necessary, revised.
- New and expectant mothers are informed of any risks to them and/or their unborn child and what required controls measures need to be taken to protect them.
- Any adverse incidents are immediately reported, investigated and recorded.
- Appropriate training is provided where suitable alternative work is offered and accepted.
- Provision is made to support new and expectant mothers who need to take time off work for medical reasons associated with their condition.

New and Expectant Mothers

To effectively support new and expectant mothers we ask that you:

- Inform your general practitioner or midwife of the nature of your work within LCI.

- Notify the HS manager in writing, as soon as possible, that you are pregnant, or have recently given birth or are currently breast feeding.
- Always follow the agreed safety arrangements for your protection, including attending training sessions and fully complying with the agreed control measures.
- Not act in a manner that may adversely affect your health and safety and that of your unborn child and / or anyone else.
- Immediately report any perceived or real shortcomings in the agreed arrangements to the HS Manager.

#### Information and Training

LCI will ensure that:

- Suitable information, instruction and training is provided to new and expectant mothers to ensure their health and safety.
- Training needs are identified and reviewed by the Line Manager and support given to allow new and expectant mothers to attend any required training sessions.
- Training will also include making sure those Managers responsible for carrying out risk assessments are competent to do so.

#### 3.11 Fire Safety

We will ensure that all premises under our management control are fire assessed by conducting premises fire risk assessments and implementing where appropriate all measures to prevent the outbreak of a fire, the spread of smoke and fire and providing the training, instructions and facilities for persons to safely and quickly evacuate the premises.

Fire Risk Assessments:

- We will conduct or commission fire risk assessments for the Centre at least once in every 2 years and the Health & Safety Manager will review these internally in the interviewing period
- Where we work in a partnership building, we will ask to see their fire risk assessment to ensure that our staff, volunteers and others are safe

Apart from these routine requirements, Fire Risk Assessments would also need to be undertaken after:

- Significant changes to the building, e.g. extension
- A near miss
- A fire

We will ensure all equipment and alarms are tested and fully functioning, in accordance with national standards and guidance. We will ensure that emergency evacuation plans are tested at least every 6 months through fire drills and records kept of the findings.

We will ensure that all staff who work in our services are knowledgeable about the basic aspects of fire prevention in the day to day running of a service.

The Health and Safety Manager  
will ensure that:

- The necessary fire risk assessments have been completed and findings shared with staff and volunteers etc.
- There is a Fire Warden within your premises and the Fire Warden has been trained
- Fire alarm, lighting, extinguisher and other fire safety checks are carried out within their premises
- Fire evacuation plans are maintained for the premises
- Fire evacuation plans are tested at the set frequencies (6 month fire drills)
- Means of escape and fire exits are not obstructed at any time
- Make arrangements for ensuring visitors are informed of fire evacuation plans

Staff and Volunteers

Staff and volunteers must make themselves familiar with the Fire Risk Assessment and fire evacuation plans, adhere to them, and be conscientious about fire risks in the day to day running of their service. Staff must:

- Keep clothing and other flammable substances away from sources of ignition or heat that may give rise to fire, e.g. leaving clothes or towels over portable heaters; and watch for service users doing this too
- Do not obstruct access to fire exit doors or firefighting equipment
- Do not prop open Fire Doors – they are there to prevent the spread of fire and smoke
- Familiarise yourself with the Fire Safety Rules
- Familiarise yourself with the Fire Alarm system; how it is activated, what it sounds like
- Ensure that you know what to do on discovering a fire, how to raise the alarm, and what action to take on hearing the fire alarm
- Familiarise yourself with your means of escape for use in the event of fire or emergency
- Familiarise yourself with the process for roll-calls in the event of a fire evacuation.

### 3.12 First Aid

LCI will ensure provision for the first aid through having First Aiders and Appointed Persons who are trained adequately so that first aid can be administered to all employees, trainees and visitors if they are injured or become ill at the workplace.

Any staff administering first aid will take the following precautions:

- covering any cuts or grazes on your skin with a waterproof dressing
- using disposable gloves when administering first aid, particularly when dealing with blood or any other body fluids
- using a mouth shield if administering mouth to mouth resuscitation,
- using suitable eye protection and a disposable plastic apron where splashing is possible
- washing hands with soap and water after each procedure

A first aider is a qualified person who have received training and passed an examination in accordance with HSE requirements. Generally, this is an initial 3 day course valid for 3 years, followed by a 2 day refresher.

An Appointed Person is an employee who acts in the absence of a First-Aider to take charge of situations relating to an injured or ill employee who will need help from a medical practitioner or nurse, and the equipment and facilities provided to meet First Aid regulations. Generally, this is a 1 day course refreshed every 3 years.

LCI will assess the need for First Aid provision at all premises in line with the HSE guidance and provide the level of provision deemed necessary. This will be reviewed annually or sooner if required. The level of provision put in place must also not fall below the minimum provision identified in this document in any instance.

The recommended minimum provision is:

- First-Aider and an Appointed Person for each floor of the office
- Notices setting out the provisions in place and indicating names or responsible people and locations of equipment to be displayed near the main entrance and kitchen areas
- Adequate provisions for travelling, remote and lone workers will be in place
- Specific first aid provision for catering operations within services including Burns Kits where appropriate.

The First Aid Boxes in service delivery units do not need to be BS8599 compliant; however, they must adhere to the specification set out in the service's First Aid Needs Assessment.

The Health and Safety Manager

- Is responsible for ensuring a premises First Aid needs assessment takes place and is reviewed at least annually or after any accident involving First Aid administration.

- Has a responsibility to ensure that First Aid Provision does not fall below the minimum required provision.
- Will assign a First Aider for the premises and one or more Appointed Persons as deemed necessary following completion of a First aid needs assessment. HS Manager will ensure that these persons are trained appropriately, and their training is kept up to date.
- Will ensure that First aid supplies are kept in-date at all times.

#### Staff and Volunteers

Will report all accidents and events no matter how trivial in the Accident Book and inform the HS Manager of the accident.

#### *3.13 Food Safety*

LCI is committed to observing all relevant legal requirements, industry guides to good hygiene practice and Government codes of practice to ensure safe food production.

The following control points have been identified as critical to the catering activities:

- Staff training
- Personal hygiene
- Hand washing
- Smoking
- Protective clothing
- First aid
- Medical screening
- Premises
- Equipment
- Temperature control and monitoring
- Prevention of illness and cross contamination
- Food poisoning incidents
- Cleaning
- Complaints

#### Hazard Analysis, Monitoring and Control

The responsible person for the food preparation process will ensure that all key points critical to food safety are identified and acted upon.

As part of the hazard analysis and risk assessment the appropriate Manager will ensure that:

- Requisite standards are set to inform good practice
- Standards are communicated to all staff
- Resources are provided to establish systems and controls
- Staff are trained and involved in monitoring and recording

- Staff are effectively supervised
- Standards are monitored to compare standards with those required
- Corrective action is taken where necessary to improve standards and practice

To achieve this all Catering activities must complete the **Better Food Better Business** documentation and maintain the records and checks are identified as required for the food preparation on the premises.

#### Catering Staff Training

All staff responsible for food preparation and food handling roles will be required to hold a current Level 2 Food Hygiene Certificate

Prior to commencing food preparation in LCI, staff must produce their original certificates and a photocopy of these certificates will be held on file.

All training carried out in relation to food safety will be recorded and maintained by the Health and Safety Manager. Food preparation and production will always only take place in the presence of a suitably qualified person who will ensure standards are adhered to.

#### Personal Hygiene

All food handlers will be required to have:

- A clean, neat and tidy appearance
- Rolled back sleeves
- An absence of skin infections and open wounds
- Clean hands with clean fingernails and no nail polish
- Plastic gloves to be worn if appropriate
- An absence of jewellery
- A commitment to maintaining hygiene standards

All food handlers shall be required to wash their hands and use a nailbrush to clean nails (if appropriate) prior to food handling, using equipment, in between handling raw and cooked foods or handling waste food, after visiting the toilet and as frequently as necessary during the day.

#### Smoking

Leeds Church Institute operates a no smoking procedure (including E-Cigarettes) in all its internal areas.

#### Protective Clothing and Equipment (PPE/C)

All food handlers shall be provided with PPE, which is fit for the purpose.

#### First Aid/Cuts and Skin Infections

Uninfected cuts and wounds should be completely covered by a conspicuous coloured waterproof dressing. Where infected wounds are reported to the responsible person they will prohibit the person from food handling until recovered.

#### Premises

All premises where food is prepared, processed or stored shall be maintained to the highest of standards.

Prior to any food preparation the responsible person shall carry out a check of the food preparation area to ensure that area is suitable for food preparation and production, for example: ceilings, walls and storage areas

#### Equipment

All equipment used in food preparation, processing and storage areas shall be fit for the purpose. Equipment shall be and kept clean and maintained in such condition and repair as to minimise the risk of contamination.

All electrical equipment shall undergo Portable Appliance Testing on an annual basis by a competent person. This shall be documented.

#### Temperature Control and Monitoring Refrigerators

All refrigerators shall be maintained at 5 degrees centigrade or below. It is the responsibility of the Manager to check refrigerator temperatures. Temperatures shall be monitored and logged at the commencement of the day and prior to departure in the late afternoon. These records shall be retained on file for at least 12 months.

#### Storage

All foods will be stored immediately after purchase. All high risk, perishable and frozen foods shall be stored immediately to ensure that the core temperature does not increase beyond 5 degrees centigrade. It is recommended that these foods be transported in a cooler bag/box. Food shall be placed in designated storage areas and comply with storage recommendation on labelling.

Food shall be stored off the floor with adequate space between goods to allow ventilation and air circulation. Any spills within storage areas shall be cleaned and dried immediately.

#### Stock Rotation

Checks shall be carried out by the HS Manager on sell by / use by dates of food stored in cupboards, refrigerators and freezers. Foods past these dates must be immediately disposed of.

#### Prevention of illness and cross contamination

LCI shall ensure that all necessary means are taken to prevent the contamination of food either by physical, chemical or microbiological contaminants.

#### Cross Contamination Prevention

All chopping boards used shall be colour coded. The colour-coded system shall be displayed visually by means of a notice within the kitchen area. The HS Manager will ensure any first-time users will have the colour-coded system explained. The following coloured boards shall be used for the following purposes:

- Blue – Raw Fish
- Green – Salad vegetables and fruit
- Red – Raw meats
- Yellow – Cooked meats
- Brown – Vegetables
- White – Dairy Products

All food stored in a fridge shall be covered until used. Raw meats shall be stored at the bottom of the fridge and wrapped up to avoid spillage.

Food shall be handled using appropriate utensils. Food shall not be touched by hand unless necessary.

- Raw foods and cooked foods shall be separated always
- All raw vegetables, fruit and rice shall be washed before use
- Food preparation areas shall be maintained and kept clean. All equipment, utensils and food contact surfaces shall be cleaned after every task involving food
- Food waste and rubbish shall be frequently removed during each day and disposed of appropriately
- All signs of food pests shall be reported to the Property and Facilities Manager as soon as possible
- Chemicals and cleaning agents shall be stored away in a separate lockable cabinet from the food preparation area.

#### Food Waste Management

Refuse shall not be allowed to accumulate in food rooms or be left overnight. Waste generated from the food production area shall be stored in polythene bags, which are to be removed when full, and at the end of each working day. Bins and stands for waste bags shall be maintained in a clean condition

After disposing of waste staff will be required to wash their hands, prior to food handling.

Waste sacks shall not be overfilled and should be tied to prevent waste spillages. Refuse collectors are not allowed in food or dining areas. Suitable facilities shall be provided externally for the storage of waste.

#### Pest Reporting

Where evidence of infestation is identified or suspected it should be reported immediately to the Property and Facilities Manager. The Property and Facilities



Manager shall make appropriate arrangements to contact a Pest Control Company or the Local Authority.

### Dealing with Visitors

No unauthorised persons will be allowed access to food storage and food preparation areas.

### Food Poisoning Incidents

Where the Health and Safety Manager is notified of a suspected food poisoning incident, he or she will immediately contact the Director.

### Cleaning

Required standards must be maintained and shall be communicated to all staff involved in food preparation, storage and serving. Chemicals will not be used on working surfaces only safe sterilising fluids.

### Colour Coding of Cleaning Equipment

All cleaning equipment shall be used for the kitchen only and not used in any other area. It will be colour coded or labelled to reduce the risk of cross contamination. Staff shall be trained to ensure compliance.

## 3.14 Gas Safety

LCI will, as far as is reasonably practicable, eliminate the risk from hazards associated with gas and gas appliances in the Centre.

- All gas installations, equipment and systems will be suitable for their task, properly designed, constructed, installed and maintained by competent persons, along with having *annual* gas safety checks completed
- There will be adequate ventilation for flues and chimneys.
- Appropriate records of maintenance, inspection and testing will be maintained
- All work carried out on gas installations, equipment and systems will be done by gas engineers who are on the "Gas Safe Register"
- No person shall interfere with any gas appliance or gas fitting or pipe work unless qualified and competent to do so.

### The Health and Safety Manager

- Has the responsibility to ensure the above is implemented effectively.
- With regards to record keeping, "appropriate records" are ones that will show that gas safety checks have been carried out annually, and that also show any

other necessary maintenance work has been completed, and that all work done has been completed by engineers on the “Gas Safe Register”.

- In premises where a landlord is responsible for maintenance, the records held by management must confirm these assurances have been received from the landlord or their agent.
- Managers need to ensure that when new staff start, they are made aware of the basics of what to do in the event of a suspected carbon monoxide emission, if they smell gas or in the event of a fire or explosion.

#### Staff and Volunteers

Staff and volunteers have the responsibility to take the risks associated with gas and carbon monoxide seriously and behave conscientiously. Any suspected gas leaks or unsafe appliances should be immediately reported to the HS Manager or any senior staff on site.

#### Additional Information

In an emergency, first stay safe (e.g. evacuate the building). Then call the National Grid gas emergency line (0800 111 999) if you smell gas, suspect a build-up of carbon monoxide, or wish to report a fire or explosion, as well as informing through the Serious Incidents procedure where applicable.

For additional gas safety information. The Health and Safety Executives “Gas Safety Information line” can be called on 0800 300 363

To find a gas safe registered gas engineer, go to the following website;

<http://www.gassaferegister.co.uk/>

#### 3.15 Hand Hygiene in General however see COVID 19 section

##### Preparation:

- Ensure all that is needed to perform hand hygiene is at hand
- Ensure the sink area is free from extraneous items, e.g., cups, utensils
- Ensure jackets/coats are removed, and wrists and forearms are exposed
- Jewellery should be removed
- Ensure nails are short (false nails must not be worn)

##### Procedure:

The tap should first be turned on and the temperature of the water checked. Water should be warm. Hands should be wet before applying the chosen solution. Apply solution.

Manufacturers' instructions for the solution being used should give guidance as to the volume of solution applied.

A good lather should be evident for undertaking the following steps. The steps should take at least 20 seconds

- Hands (and forearms where applicable) should be rinsed well under the running water
- The physical action of washing and rinsing hands is essential as different solutions will have different activity microorganisms
- Hands should be adequately dried
- Taps should be turned off using a 'hands-free' technique, e.g. elbows. Where 'hands-free' tap systems are not in place, paper towels used to dry hands can be used for this
- Dispose of the paper towels without re-contaminating your hands e.g. use foot pedal. Do not touch bin lids with hands?
- It is recommended that nailbrushes are not used to perform social or hygiene hand hygiene as scrubbing as they can break the skin, leading to increased risk of harbouring microorganisms or dispersing skin scales that may cause harm to others.

NB Where running water is not available, for example during water failure, the use of other products such as alcohol-based hand rub should be used.

#### Hand Drying:

Hand drying has been shown to be a critical factor in the hand hygiene process, removing any remaining residual moisture that may facilitate transmission of microorganisms

Hands that are not dried properly can become dry and cracked, leading to an increased risk of harbouring microorganisms on the hands that might be transmitted to others

Once the taps have been turned off using a 'hands free' technique, use clean, preferably disposable paper towels to dry each area of the hand thoroughly. This should be done by patting dry each part of the hand remembering all of the steps included in the hand washing process

The use of soft, user-friendly, disposable paper towels is preferable to encourage compliance with hand hygiene process.

Disposable paper towels should be placed immediately into appropriate waste receptacles, avoiding recontamination of hands, e.g. foot operated bins

Recontamination of hands immediately following the hand hygiene process must be avoided, e.g. by not touching any contaminated areas in the environment or touching own hair or face.

Communal towels for hand drying should be avoided. Alcohol based hand rubs can be used.

#### General Information

Alcohol based hand rubs are generally used as they are effective, cause less skin drying dermatitis and are less costly.

It has been shown that alcohol-based hand rub used for the hand hygiene process can inhibit microorganisms on hands by filling the crevices in the hands and evaporating as it spreads over all areas

Alcohol based hand rub can also be used following hand washing, e.g. when performing aseptic techniques, to provide a further cleansing and residual effect.

#### How to Use Alcohol Based Hand Rub:

##### General Information:

The amount/volume used to provide adequate coverage of the hands should be indicated in the manufacturers' instructions.

The steps to perform hand hygiene using alcohol-based hand rub are the same as when performing hand washing

The time taken to perform hand hygiene using alcohol-based hand rub is at least 20 seconds (20-30 seconds adequate). Manufacturers' instructions should be followed (a number of these recommended rubbing for 30 seconds)

##### Good Practice Points:

Caution must be taken when using alcohol-based hand rub in relation to flammability and ingestion.

Local risk assessments should be undertaken to address each of these issues

Caution should be taken to avoid drips or spills of solutions to prevent slips or falls

Those working in areas such as clients' own homes should carry their own supplies of solutions

## Nail Care:

It has been shown that nails, including chipped nail polish, can harbour potentially harmful bacteria. Caring for nails helps prevent the harbouring of microorganisms, which could then be transmitted.

- Nails must be natural, kept short and clean
- Nail polish should not be worn
- Artificial fingernails/extensions should not be worn when providing care □ Nail brushes should not be used

The steps included in the hand hygiene process must be followed to ensure nail areas are cleaned properly

## Hand Hygiene and Jewellery:

It has been shown that jewellery, particularly rings with stones and/or jewellery of intricate detail can be contaminated with microorganisms, which could then spread via touch contact and potentially cause infection

Wrist and hand jewellery should be removed before care is provided. Where there will be close personal contact with clients this is essential

It is acceptable to wear plain bands, for example wedding bands, however, these must be moved/removed when hand hygiene is being performed in order to reach the bacteria which can harbour underneath them

## Hand Hygiene and Work Clothing:

To ensure hands can be easily decontaminated it is helpful to wear work clothing that does not go past the elbow. Jackets and coats should be removed and long sleeves if worn rolled up, allowing wrists and forearms to be exposed

## Hand Care:

It is important to protect the skin on hands from drying and cracking where bacteria may harbour, and to protect broken areas from becoming contaminated particularly when exposed to blood and body fluids

Cover all cuts and abrasions with a waterproof dressing

Hand creams can be applied to care for the skin on hands, however, only individual tubes of hand cream should be used or hand cream from wall mounted dispensers

Creams used should not affect the action of hand cleaning solutions being used or the integrity of gloves

Communal tubs should be avoided as these may contain bacteria over time

## Health and Safety Manager

Make staff aware of the above and display the handwashing signage above all sinks.

### 3.16 Hazardous Substances (COSHH)

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) provide a framework to help protect people in the workplace against health risks from hazardous substances, for example cleaning products or blood borne viruses.

Leeds Church Institute will always try to prevent exposure at source. For example:

- Avoid using hazardous substance or use a safer process – preventing exposure. e.g. using water based rather than solvent based products, applying by brush rather than spraying
- Substitute it for something safer – e.g. swap an irritant cleaning product for something milder, or using a vacuum cleaner rather than a brush?
- Use a safer form, e.g. can you use a solid rather than liquid to avoid splashes

Where exposure to a hazardous substance cannot be prevented, LCI will control it adequately. Personal protective equipment (PPE) will only be used as a last resort or as a back-up measure during testing or modification of other controls

LCI will ensure that:

- an inventory of all substances hazardous to health kept or present on site will be maintained and copies of relevant hazard data sheets retained
- All services undertake a COSHH assessment for each substance used and that this is recorded
- Risks are controlled adequately
- qualified professionals, where necessary, will carry out health surveillance
- employee health records of all exposures to substances hazardous to health will be kept for a minimum of 40 years
- all employees will be provided with understandable information and appropriate training on the nature of the hazardous substances they work with. Employees will be informed about any monitoring and health surveillance results

## Health and Safety Manager

- ensure a COSHH inventory and safety data sheets are available in the Centre at all times
- ensure COSHH assessments have been completed and discussed with the persons using the hazardous materials

- Ensure PPE is available where required
- That staff working with hazardous substances are given sufficient information, instruction and training to work safely.
- use the COSHH risk assessment template and keep up to date

Staff and Volunteers

Staff should:

- Co-operate with LCI on the implementation of this arrangement
- Follow established procedures that minimise the risk of exposure
- Use Personal Protective Equipment where necessary (and as a last resort)
- report defects in control arrangements and PPE to the HS Manager
- Maintain a high standard of personal hygiene and make proper use of the welfare facilities provided

### 3.17 Information, Instruction & Training

Information, Instruction and Training in health and safety is a legal requirement and also helps create competent employees at all levels within LCI to enable them to make a far more effective contribution to health and safety, whether as individuals, teams or groups.

LCI will provide suitable and sufficient training, instruction, information and supervision as appropriate to all staff and volunteers.

The training will:

- Be repeated periodically where appropriate
- Be adapted to consider any new or changed risks identified
- Take place during working hours whenever possible

Induction Training

Health and Safety Manager will provide a basic level of premises induction training, instruction, information and supervision to everyone who commences employment with their specific area of responsibility and / or when there are significant changes within their job or workplace within the organisation.

Areas to be covered include:

- Evacuation arrangements in the event of fire or another emergency
- Means of escape to a place of safety
- First Aid arrangements
- Welfare facilities
- Smoking arrangements

The mandatory induction programme also incorporates a Health & Safety module that will include:

- Health & Safety at Work Act 1974
- Employers legal duties
- Employees legal duties
- Criminal/civil penalties as they affect LCI
- Management of Health & Safety arrangements within LCI
- General safety rules and guidelines within LCI
- Risk assessment awareness
- Display Screen Equipment arrangements and self-assessment
- Accident, Incident, Disease and Dangerous Occurrence Reporting and Investigation
- Basic Fire Safety

Temporary workers, seconded staff, part-time workers, partner agency workers who are largely based in LCI premises, will be provided with the same Health and Safety training as fulltime LCI employees.

Additional bespoke training will also be provided when exposed to new or increased risks because of:

- Staff or volunteers being transferred or given a change in responsibilities and or duties/functions
- the introduction of new work equipment
- a change respecting work equipment already in use
- introduction of new technology
- introduction of new system of work
- a change in respect of a system of work already in use

Training may be a mixture of online and tutor led courses. In both cases records will be kept by the Health and Safety Manager.

Training needs will be reviewed as a result of job changes, promotion, new activities or new technology, following an accident/incident and performance appraisal. Records of training will be kept for all employees.

## Staff and Volunteers

Employees must:

- participate in the induction training activities they have been required to attend or carry out
- work according to the contents of any training they receive
- ask for clarification of any points they do not fully understand



- not operate hazardous plant or equipment, use hazardous chemicals or carry out any hazardous activity unless they have been appropriately trained and instructed.

### 3.18 Ladders & steps

Within LCI, there may be occasions where ladders and steps must be used, for example:

- Small maintenance tasks, e.g. painting, changing light bulbs
- Cleaning duties
- Storage of materials above shoulder height, e.g. files

Where working a height is required LCI will comply with the Work at Height Regulations 2005 and will:

- Carry out a risk assessment of the work activity before the work starts. Risk assessments should take account of all foreseeable aspects of the work activity including materials/tools to be used and its duration. If this assessment considers a ladder is unsuitable for the work, then another means of access should be provided. Work carried out from a ladder should be limited to less than 30 minutes at any time.
- Ensure employees are adequately trained for the activities to be carried out
- Maintain and periodically inspect all equipment used for working at height.
- Ensure pre-use checks are carried out before each activity.

#### Training

All staff who are required to use ladders should receive appropriate training.

#### Managers

- Ensure staff never stand on furniture, especially on desks or chairs.
- Ensure that working at height is risk assessed, equipment tested and maintained and staff trained.

#### Staff and volunteers

Always comply with the ladders and steps policy and follow the relevant guidance .

### 3.19 Legionnaires Disease

LCI will, so far as reasonably practicable, safeguard the health of employees, volunteers, clients and others who may be affected by our activities from hazards and risks associated with legionella bacteria.

All actions taken, and measures put in place will be conducted in accordance with the *HSE approved Code of Practice and guidance for the control of legionella bacteria in water systems (ACOP) L8*.

The ACOP applies to any service or premises where Hot or Cold-water systems are present, or any of the other systems identified in the *above Approved Code of Practice*.

In premises, where any of the above systems are present, the following will be implemented:

- An identification and assessment of the risks presented by the systems in place, and review of this every two years, or under any circumstances when it is suspected that it is not valid
- Avoidance of the use of the system presenting the risk, and where that is not reasonably practical, the creation of written guidance on how to minimise the risk
- The implementation of the standard range of controls and any other control measures identified in the Risk Assessment
- In the event of Legionella bacteria being discovered in any Humankind premises, the steps to treat and control the situation identified in the *ACOP L8* will be followed.

**The following is a list of standard control measures for the management of Legionella bacterium within The Centre and adjoining parts of the building.**

**It also includes refurbishments to the building**

#### **General:**

Property & Facilities management.

- During refurbishments, etc. where practicable remove 'dead-leg': lengths of pipe closed at one end through which water cannot flow freely.
- Disconnect and drain of water from any pipe work and water outlets to rooms or other areas of a building that are not being used.
- Ensure movement of water to avoid water stagnation in, for example, water tanks.
- Ensure supplies of sediment, sludge, scale of any other material is as low as possible anywhere that water is stored.

The Premises and Building Manager will ensure that the following take place and are recorded:

#### **Weekly:**

- Any tap not used within a 7-day period must be flushed for 2 minutes.
- Any shower not used within a 7-day period must be flushed through for 2 minutes both maximum and minimum temperatures. (Avoid the release of water droplets/aerosols e.g. by either securing a plastic bag over the shower head with a corner cut off to allow water to escape or by removing the shower head and placing the shower hose directly over the drain outlet).
- Any toilet not used within a 7-day period must be flushed each week with the lid closed.
- Urinals should be checked to ensure continuous flushing systems are working.

#### **Monthly:**

- Check that the cold-water outlet temperatures are below 20°C for cold water after running the water for 2 minutes, measured at the cold taps furthest from the nearest to the storage tank.
- Check that the hot water outlet temperatures are above 50°C (within 1 minute of running the water) measured at the hot taps furthest from and nearest to the water heater.
- Test the closest and furthest outlet from the boiler monthly and the temperatures recorded on the form

If the tap is fitted with a thermostatic mixer which maintains a safe temperature for Health & Safety reasons (43 degrees centigrade) Where mixer taps are not installed, and the temperature is maintained at 50 degrees and above, signage will be applied to the wall adjacent to the outlet.

#### **Annually:**

- Annual review of the Legionella risk assessment and its implementation by the Health & Safety Manager.

Every 2 years

- Risk assessment by a competent person.

### [3.20 Lone Working](#)

Leeds Church Institute will ensure, so far as is reasonably practicable, that employees and volunteers who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.

Lone working can take place when people:

- work as individuals at a fixed site
- are separate from others
- work away from their base or at remote locations

- work outside their normal working hours
- travel as part of their work
- provide services to the public and service users

LCI generally permits lone working on the basis where:

- The work can be done safely by one person
- The workplace/work activity doesn't present a special risk to lone workers
- There is a safe access/egress in the workplace that a lone person can use
- Work equipment, materials and substances can be safely handled by one person

Lone working must always be the subject of a written risk assessment, considering especially any factors around home visits such as:

- Illness, contagious disease or injury
- assault and abuse from service users, their relatives and friends or as a consequence of opportunity crime
- emergency situations

Some of the variables to consider are:

- the individual's health
- time of day, for example an assault may be more likely when there are fewer people about such as at night time
- environmental conditions, for example darkness or hazardous surface; and
- what the individual is doing and possibly what they may be carrying

Where the risk assessment determines that risks are too great to allow lone working to take place then Managers will:

- not allow the activity to proceed, if this is not practicable then
- carry out the activity in a safe way in a safe working environment, if this is not practicable then
- provide the support of other person(s) competent to deal with the risks, e.g. a second worker

In carrying out risk assessments where lone workers will visit non-LCI premises staff may make reasonable assumptions about safety measures in place based on experience.

Managers

- Managers must ensure that all lone working is risk assessed and recorded in writing prior to being carried out
- Managers must ensure that risk controls are implemented as necessary from the risk assessment, e.g. provision of panic alarms

Staff and Volunteers

Lone workers should:

- Inform their immediate line manager should they have a health condition or illness which impacts on their ability to work alone in safety
- Inform managers immediately should there be a change to the itinerary submitted
- Maintain their mobile telephone as a usable means of communication ensuring sufficient battery power for the planned activities and, if necessary, that there is sufficient calling credit

Additional information

Please refer to the Leeds Church Institute Lone Working Policy and Lone Working Guidance for further information.

### 3.21 Management of Workplaces

Leeds Church Institute will always ensure that all premises and work areas managed by them will conform to all the relevant health, safety and fire management standards.

Often Humankind works in partnership with other providers. Where LCI are not solely responsible for the management of a workplace, i.e. where property which we operate from, is controlled by a third party, confirmation that the relevant statutory regulations etc. are being adhered to will be sought in writing from the third party by the Premises and Facilities Manager. Such a conformation letter does not absolve LCI from responsibility for the workplace management issues that are directly under our own control (e.g. computer workstations and seating etc.)

Health and Safety Manager

Is responsible for ensuring their service and premises conform to the relevant health, safety and fire standards.

Staff and Volunteers

All Staff and volunteers have a general responsibility to be aware of how health and safety is managed in their workplace and report any failures or shortcomings in LCI Health and Safety manager.

## 3.22 Manual Handling

In the course of LCI business, the vast majority of manual handling activities relate to materials which are lightweight and easy-to-handle.

In most circumstances, manual handling can be considered as part of the Risk Assessment for premises and general activities, and would consider;

- the type and frequency of moving and handling tasks
- overall equipment needs
- staffing
- the environment
- what moving, and handling would be required in emergencies such as fire evacuations or client having a seizure

In circumstances where weight, bulkiness, or storage height indicates it, then a formal manual handling risk assessment should be undertaken. The principle is: if in doubt, then assess.

Our chosen assessment tool is the HSE's Manual Handling Assessment Chart (MAC) – available at <http://www.hse.gov.uk/pubns/indg383.pdf>

It is LCI policy that all staff and service users who are required to lift objects heavier than 10kg (or 30kg in a team lift) should undertake formal manual handling training.

The organisation does not permit manual handling of people, whether or not this is with specialist equipment, except in emergency situations. For the avoidance of doubt, Humankind do not physically restrain clients, however reasonable self-defence is permitted.

The Health and Safety Manager

should assess what manual handling operations are routinely undertaken in the premises and complete a Manual Handling Risk Assessment where this is required.

Staff and Volunteers

No employee will be required to lift any item that they do not feel confident of doing without risking personal injury. When manual handling is necessary staff should reduce the risk by using mechanical assistance and using good manual handling technique.

## 3.23 Monitoring & Review

Leeds Church Institute will monitor and review Health & Safety arrangements by:

- Developing an audit schedule that includes all Leeds Church Institute services, premises and workplaces including outreach venues.
- Basing the frequency of scheduled audits on the risk profile of the services, premises and workplaces and the activities that are carried out.
- Reviewing the effectiveness of the audit schedule at monthly Health & Safety Office meetings.
- Providing managers with Health & Safety, Infection Control and Fire Safety audits to enable local reviews of Health & Safety to take place.
- The Health & Safety Manager preparing quarterly reports for Management Team Meetings.

### 3.24 Needles and Needle Stick Injuries

"Needle stick Injuries" are skin punctures caused by hypodermic needles. The main risks are from Hepatitis B and C, and Human Immunodeficiency Virus (HIV).

LCI will reduce the risk from needle stick injuries by identifying Spacious Spaces staff who will deal with uses and offer their own staff with Hepatitis B vaccinations.

Needles found

Upon finding a discarded needle the person must quarantine the area and not allow anyone to come into contact with it.

This is to be reported to Spacious Places staff and the Health and Safety Manager.

The needle should be disposed of in the sharps box taken to a registered disposal site.

### 3.25 Occupational Health surveillance

LCI will comply with Regulation 6 of the Management of Health and Safety at Work Regulations 1999 and supporting Approved Code of Practice and Guidance.

Employees will be provided with such health surveillance if specific needs are identified by Risk Assessments, including but not limited to COSHH risk assessments.

If appropriate health surveillance will be introduced when the Risk Assessment identifies the following:

- There is an identifiable disease or adverse health condition related to the work concerned
- Valid techniques are available to detect indications of the disease or condition
- There is reasonably likelihood that the disease or condition may occur under the conditions of work
- Surveillance is likely to further the protection of the health and safety of the employee to be covered

The Health and Safety Manager

Is responsible for raising any concerns related to ill health and any identified need for surveillance as a result of a risk assessment and must also ensure that any control measures related to occupational health surveillance are implemented.

Staff and Volunteers

Staff and volunteers should report work related ill health to the Health and Safety Managers to enable referral to health surveillance if required.

### 3.26 Outdoor activities and visits

This policy relates only to activities and visits organised wholly or in part by LCI and does not include anything organised by Clients themselves without the involvement of LCI. It covers anything which is not a usual or routine activity conducted by the service, which would be covered in the risk assessment for premises and general "activities".

Outdoor activities would include walks, pilgrimage, photography, cycling, camping, adventurous activity centres, outdoor BBQ's or visits to visitor attractions, farms, museums etc.

All outdoor activities and visits will have a full risk assessment separate from the risk assessment for premises and general activities.

Client risk assessments must additionally be consulted by the LCI leader for all clients undertaking the activity, and any dynamic risks raised by staff with the appointed LCI leader of the activity.

Health and Safety Manager

- All activities require a comprehensive risk assessment before being carried out which must be signed off by the Manager before departure.
- Only staff who are competent should be designated as group leaders
- Staffing ratios must be adequate and based on risk assessment principles
- The risk assessment should include each activity and venue



- The risk assessment should include travel to and from the venue
- If you are participating in an activity run by another organisation, then we should request a copy of their risk assessments and relevant membership certificates of relevant associations or regulatory bodies.
- Ensure that any special considerations for our client group e.g. medication is assessed etc.

### 3.27 Provision and use of work equipment

We would adhere to “Safe use of work equipment – Provision and use of Work Equipment Regulations 1998. Approved Code of Practice and Guidance”.

“Work Equipment” means machinery, appliance, apparatus, tool or installation for use at work. “Use” in relation to work equipment means any activity involving work equipment and includes starting, stopping, programming, setting, transporting, repairing, modifying, maintaining, servicing and cleaning.

Typical work equipment in Leeds Church Institute may include kitchen equipment, hand tools, vehicles and electrical equipment such as computers and printers.

Managers and others responsible for specifying, ordering and managing work processes involving work equipment will ensure that it is:

- constructed or adapted so that it is suitable for its purpose and use
- meets the CE requirements where applicable
- selected with the conditions of use and the user’s health and safety in mind; and
- is only used for operations for which, and under conditions, for which it is suitable

Managers and other persons who are responsible for maintenance regimes must ensure that work equipment is maintained in:

- an efficient state
- efficient working order; and
- in good repair

In addition, where there are maintenance logs they must be kept up-to-date and available for inspection. Such logs should be supported by copies of relevant documentation and service certificates etc.

In many cases this will require routine and planned preventive maintenance and servicing of work equipment. When checks are made priority must be given to:

- safety;
- operating efficiency and performance; and
- the equipment’s general condition

As with most aspects of health and safety it is a requirement that maintenance work is only entrusted to those with the required competencies.

Training must be given to all users of equipment, whether staff, volunteers or service users or others. Depending upon the circumstances such training may be:

- one-to-one, on-the-job training by an experienced worker or supervisor
- on-the-job training in a more formal context by the equipment provider/installer; or
- in a specialist training course

The less formal training may be based on manufacturers' recommendations, user manuals etc. Whatever the training it should be evidenced and recorded.

Work equipment must have readily available and clearly identified means to isolate it from all sources of energy. Re-connection should not expose people to risk. The main purpose is to allow the equipment to be made safe under particular circumstances for example cleaning and maintenance.

Work equipment should have all necessary markings and warnings for the purpose of ensuring health and safety. Example markings may include:

- maximum safe working load;
- maximum and minimum temperatures;
- maximum rotation speed; and
- hazardous substance

In kitchens, it may be appropriate to indicate where and what certain items of protective equipment should be worn for the purposes of both health and safety and food safety.

Markings and warnings should be:

- visible or audible under normal working conditions
- clear/unambiguous
- distinguishable from other warnings

Health and Safety Manager must

- Managers must seek the advice of the Health and Safety Executive of manufacturer if unsure regarding work equipment safety.
- Keep an up to date copy of the supplier's/manufacture's certification and recommendations, operating manual etc.
- Carry out a suitable and sufficient assessment of risk created by the work equipment to the health of staff and of the steps that need to be taken to use the equipment safely

## Staff and Volunteers

- All staff and volunteers have a responsibility to report problems with equipment they use, and mark the equipment **“Faulty Do Not Use”**
- All staff and volunteers have a responsibility not to use equipment that they know to be faulty or are not trained to operate etc.

### 3.28 Risk assessment

Leeds Church Institute will manage risk as far as reasonably practicable through conducting and regularly reviewing risk assessments and the implementation of Safe Systems of Work when deemed necessary by Risk Assessment.

Risk assessment is a systematic examination of what within our business can cause harm to people and it helps us determine whether we are doing enough, or further actions are required to reduce the likelihood of injury or ill health.

LCI policy is for all service delivery units to complete a general risk assessment for common reasonably foreseeable health and safety hazards typically found in all our premises, equipment and activities.

Further specific risk assessments will be required for a variety of hazards in the workplace including:

- lone working
- violence to staff
- blood borne viruses
- manual handling
- handling and storage of hazardous materials (COSHH)
- Working at height
- kitchen safety and food hygiene (using Better Food Better Business guide) □  
legionnaires disease
- asbestos
- fire safety
- display screen equipment
- activities involving children and young people
  
- Activities involving vulnerable adults
  
- Activities including people with mental health issues or those who have learning disabilities
  
- Activities involving disabled groups

LCI will ensure that:

- assessments are carried out and records are kept

- control measures introduced as a result of assessments are implemented and followed
- employees are informed of the relevant results and provided with necessary training
- any injuries or incidents lead to a review of relevant assessments
- assessments are regularly monitored and reviewed
- suitable information, instruction and training will be provided to all persons involved in the risk assessment process.

### **Safe Systems of Work:**

A Safe System of Work is defined as a formal procedure which will allow a specific task to be carried out safely, after systematic examination of that task has identified and eliminated all the associated hazards, or at least minimised the risks.

A safe system of work should consider:

- The organisation and co-ordination of the work of those involved
- Training, instruction and supervision
- Workplace layout
- Correct choice of equipment and its effective maintenance
- methods of using machines or carrying out processes
- the sequence in which the work is to be done
- additional instruction of inexperienced staff and young employees

The Health and Safety Manager

- Must undertake the relevant Risk Assessments for their premises and service activities.
- Will also appraise all staff and volunteers of the risks involved in their work by discussing the risks identified and what preventative and protective control measures must be implemented.
- Review risk assessments at regular intervals when circumstances change and following accidents.

Staff and Volunteers

- Staff and volunteers will assist managers in writing risk assessments for their workplaces, activities and equipment they use by identifying hazards, risks and control measures.

### **3.29 Smoking**

Generally, all LCI workplaces are smoke free where required by Smoke Free legislation and all employees have a right to work in a smoke-free environment. This

includes ALL forms of electronic cigarettes/vapours etc. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace, including company/pool/hired or leased vehicles used by more than one employee. This applies to all staff, volunteers, service users, customers and visitors.

In residential accommodation Smoke Free legislation will apply to staff areas and common areas of the premises, although would be permitted in the private bedrooms of residents.

The Health and Safety Manager should ensure:

- Their premises display the correct legal signage. A sign at the main entrance must display a non-smoking symbol and say “No Smoking. It is against the law to smoke in this building”.
- Entrances from other smoke free premises and secondary entrances for staff need only display a non-smoking symbol.
- All employees should be reminded of this at induction and this statement must be enforced.

Staff, Clients Visitors and Volunteers

- Staff, volunteers, clients, contractors, customers and visitors must never smoke in the Centre. Staff should be aware of potential boundary issues when smoking with service users outside, and the code of conduct applies even in informal situations. Staff should also be aware of role modelling around the use of tobacco.

Any staff or service users who wish to cease smoking should consult the NHS for a range of free services to help smokers give up. Visit <http://smokefree.nhs.uk/>

### 3.30 Violence and Aggression at work

Managing Violence

Leeds Church Institute has a legal duty to protect its staff, clients, visitors and volunteers from violence or potentially violent situations in the workplace, or when carrying out their responsibilities so far as is reasonably practicable.

Violence and aggression is completely unacceptable to LCI. We uphold the right of our clients, visitors and people attending events staff and volunteers to work in or attend a safe and caring environment, free from threat of harassment, intimidation, aggression and violence.

Violence and aggression is 'Any incident in which a person working in or attends the Centre is verbally abused, threatened or assaulted by another member of staff, partner employee, client or member of the public in circumstances relating to his or her employment'. This is based on HSE's definition of work-related violence.

Using this broad definition, violent incidents do not necessarily need to cause physical harm. The range of incidents covered include those which:

- cause a major injury
- require first aid or external medical assistance
- involve a threat, even if no physical injury results
- involve verbal abuse
- involve non-verbal abuse, for example stalking
- involve other threatening behaviour

LCI will minimise the risk of anyone being exposed to violence and aggression by:

- keeping premises secure
- risk assessments relating to violence and aggression to determine control measures required
- providing panic alarms and personal alarms
- supporting the right of staff to put their personal safety first if they are in imminent danger
- encouraging the reporting of violence and aggression and keeping records of incidents
- supporting staff, clients, visitors and volunteers who are involved in violent incidents with post-incident assistance and counselling
- training employees who may be exposed to violence or challenging behaviour.

Managers

- Aggression and violence must be considered as part of general risk assessments and where required specific detailed assessments
- Report violence and aggression incidents to the Health and Safety Manager / Director
- Ensure staff and volunteers are aware of the relevant risk assessments and preventative and protective control measures
- Be sensitive and supportive regarding individuals concerns and anxieties of the threat of violence
- Ensure safety equipment and devices where applicable e.g. panic buttons are regularly tested

Staff and Volunteers

- Report all concerns regarding violence and aggression to the HS Manager / Director.

### **3.31 Waste Management including Clinical Waste**

LCI will ensure that waste including clinical, hazardous, electrical or special waste is handled, stored and disposed of without risk to health and in compliance with any regulatory standards. This also includes any waste from construction or refurbishment activities including asbestos.

Waste Segregation

Waste produced by LCI will fall into the following categories

#### Infectious or Potentially Infectious

Identifiable waste materials for example from infectious disease cases.

Use separate bags supplied for COVID 19

#### Non-Hazardous Offensive Waste

Items used to dispose of urine, faeces and other bodily secretions or excretions which do not fall within Infectious or Potentially infectious category.

- Dispose of into blue Waste Bags

#### Sharps

Discarded syringe, needles, cartridges, broken glass and any other contaminated disposable sharp instruments or items.

- Dispose of into sharps containers

#### Domestic Waste

Hand towels, food and drink containers, general waste

- Dispose of using black or clear bags

#### Recyclable Waste

Paper, cans, plastics, cardboard depending on local collection arrangements

- Clear bags in separate recycling bins.

#### Other waste

Alternative collection arrangements will be required for electrical and electronic goods, printer cartridges, chemicals, discharged fire extinguishers and asbestos containing materials.

Health and Safety Manager

- should ensure that waste is segregated and disposed of in the correct waste stream and information is provided on this to staff.
- Waste is handled and stored safely (especially clinical/hazardous waste)
- Waste transfer and consignment notes are kept or available online

### Staff and Volunteers

- Follow the waste management system for their premises.

## 3.2 Workplace Safety

Workplace safety is dependent on numerous factors and following various sections of this Policy. It is also vital for success that staff and volunteers accept personal responsibility for reporting hazards and working in a safe manner.

All staff, volunteers, service users, visitors and contractors must follow the following general rules:

<ul style="list-style-type: none"><li><input type="checkbox"/> Do not obstruct stairways, passages or access routes within offices</li><li><input type="checkbox"/> Always use handrails provided when ascending or descending stairs and Never run. Always walk.</li><li><input type="checkbox"/> Never use chairs as a working platform. Use steps or other equipment provided for the purpose</li><li><input type="checkbox"/> Practice good housekeeping, keep your working environment, desk or workstation tidy</li><li><input type="checkbox"/> Do not place papers or plastic wallets on the floor, they are a potential slipping hazard</li><li><input type="checkbox"/> Report any defects, damaged furniture or equipment immediately to your Manager</li><li><input type="checkbox"/> Familiarise yourself with the equipment and make sure that you receive appropriate training</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> If you intend to work alone familiarise yourself with the arrangement for Lone Working</li><li><input type="checkbox"/> If you are required to drive a vehicle on Humankind business familiarise yourself with the arrangement for Driving Vehicle Safety</li><li><input type="checkbox"/> If you use a computer familiarise yourself with the arrangement for Display Screen Equipment workstation risk assessments</li><li><input type="checkbox"/> If you are unsure or worried about any aspect of your work, or have concerns about its effect on your health, you must stop what you are doing and report your concerns to your Manager</li><li><input type="checkbox"/> Never attempt to carry any load that you feel may be too bulky or heavy for you</li><li><input type="checkbox"/> Never store bulky or heavy items above shoulder height</li></ul>
---	---



--	--

### Acts and Legislation that frame this policy

- Control of Asbestos Regulations 2012
- Control of Substances Hazardous to Health Regulations 2002
- Data Protection Act 2018
- Electricity at Work Regulations 1989
- Equality Act 2010
- European Regulation (EC) No 1272/2008 on classification, labelling and packaging of substances and mixtures – the CLP Regulation
- Gas Safety (Installation and Use) Regulations 1998
- General Data Protection Regulation 2018 (GDPR)
- Health and Safety (Consultation with Employees) Regulations 1996
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (First-Aid) Regulations 1981
- Health & Safety at Work etc Act 1974
- Lifting Operations Lifting Equipment Regulations
- Management of Health & Safety at Work Regulations 1999
- Mental Health Act 2005
- Manual Handling Operations Regulations 1992
- Personal Protective Equipment at Work Regulations 1992

- Provision and Use of Work Equipment Regulations 1998
- Regulatory Reform (Fire Safety) Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR)
- Social Security Claims and Payments Regulations 1979
- Workplace (Health, Safety and Welfare) Regulations 1992
- Construction (Design and Management) Regulations 2015
- Work at Height Regulations 2005

### Websites

[www.gov.uk/guidance/the-highway-code](http://www.gov.uk/guidance/the-highway-code)

[www.hse.gov.uk](http://www.hse.gov.uk)

<http://www.gassaferegister.co.uk/>

<http://smokefree.nhs.uk/>

### Other Relevant Documents

- Better Food Better Business for Caterers, Food Standards Agency
- Code of Practice and guidance for the control of legionella bacteria in water systems (ACOP) L8, HSE
- Leading Health and Safety at Work INDG417, HSE and Institute of Directors □  
Managing for Health & Safety HSG65, HSE