

## Fair Shares Health and Safety Policy and Procedure – FSM003

Fair Shares is committed to:

- managing the health and safety risks arising from our work activities
- preventing accidents and cases of work related ill health
- consulting with our employees on matters affecting their health and safety
- reviewing and revising this policy as necessary at regular intervals

### The purpose of this policy

This policy sets out Fair Shares commitments to ensure that all of its activities minimise risks to the health and safety of all of those involved.

### Roles and responsibilities

The Board of Trustees has overall responsibility for all aspects of health and safety and must ensure that Fair Shares complies with all statutory requirements.

The Chief Executive is responsible for ensuring that the health and safety policy is implemented. Managers and employees are responsible for ensuring that the policy is put into practice on a day-by-day basis. All employees are responsible for taking reasonable care for the health and safety of themselves and others who will be affected by their work actions.

Although ultimate accountability for Health and Safety sits with Trustees, this is delegated to staff. Health and safety is everyone's day to day responsibility, and the promotion of safety, and health, at work, must be regarded as a mutual objective for all employees at all levels.

Fair Shares is responsible for:

- Securing the health, safety and welfare of all staff at work, through providing and maintaining safe and healthy working conditions and environments within the framework of statutory requirements.
- Protecting other people, such as participants trustee, visitors, and members of the public, and any other involved person against risks to health and safety arising out of, or in connection with the activities of persons at work.
- Ensuring that all staff are aware of this policy and how it applies to their work and responsibilities.
- Ensuring that all participants, trustees, members of the public and any other visitors to Fair Shares are aware of health and safety guidelines and have access to the relevant policies.
- Providing information, instruction, training and supervision, for employees as may be necessary.
- Ensuring that risk assessments are completed for all activities.
- Providing all necessary safety devices and protective equipment and ensuring the use of such

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devices and equipment.

- Ensuring all staff and volunteers adhere to lifting and handling guidelines.
- Making sure, as far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles, medication and other substances. Any potentially dangerous liquids or substances must be stored safely.
- Providing safe access to and exits from places of work.
- Ensuring that the charity has current and adequate public liability insurance, and that a copy of the certificate is available for viewing on request.

### **Health and Safety In response to Corvid -19**

A workplace assessment should be conducted for staff [ and participants ] who are required to work from home. If staff are unable to work from home or because their role requires them to be active in the community Fair Shares must ensure that:

- Risk assessments have been undertaken and agreed in respect of each area of work prior to re commencement of the activity the work
- Appropriate PPE is provided
- Hand washing facilities and or hand sanitizer is available
- Safe distancing guidance is adhered to at all times
- Clear signage is displayed where appropriate
- Safe places to meet and work are available
- Individuals to confirm home environment is suitable for home – working
- Suitable equipment is provided to support Home working is available

Before any activity commences following Covid 19 or any other similar event the following arrangements must be in place:

- A risk assessment for the specific activity. This may be amended to reflect changes in Government guidance
- Confirmation from participants that they have not to the best of their knowledge been in contact with anyone displaying or suspected of having Coronavirus. Confirmation of LFA or PCR tests may be required
- Appropriate personal protective equipment (PPE) must be available to staff and participants as identified in the risk assessment
- Hand washing facilities or hand sanitizer to be available.

Fair Shares staff have a responsibility to:

- Follow the procedures and guidelines laid down in this policy.
- Work safely and efficiently and with due regard for the health, safety and welfare of themselves and others, including the public.

**A breach of the Health and Safety policy or procedures could result in disciplinary action being taken.**

## Health Safety Procedure

### Health and Safety Areas:

#### 1. Health and safety at Fair Shares activities

Where Fair Shares is staffing, organising or running an activity, whether for participants or for the general public, the following guidelines must be followed.

- The Chief Executive, in conjunction with the designated staff member will ensure risk assessments are in place for identified activities.
- Employees are responsible for undertaking reasonable action to minimise identified risks.
- Risk assessments will be reviewed annually or when the work activity/legislation or equipment changes, whichever is soonest.
- Employees are responsible for ensuring risk assessments are undertaken before engaging in new/one-off activities outside the normal day to day practices.
- Incidents resulting in physical injury, or near misses, must be reported to the Chief Executive.
- All prepared meals and foods to be clearly labelled with ingredients
- Cooked food must be prepared under the supervision of qualified staff minimum of level 2 Food safety
- All meals to offer a balanced healthy nutritious meals
- Health and safety notices to be clearly displayed in Hazard areas such as Wood workshop and Allotment

#### 2. Ensuring the area is safe

- Staff must ensure that areas in which activities take place, including off site activities, are checked for safety before the commencement of each day's activities.
- Note should be taken of any potential hazards (e.g. broken windows or doors, inadequate security, damaged fencing, cleanliness of toilets and kitchens), along with any risk control measures that should be put in place to minimise the risk caused by these hazards.
- Staff should cancel or postpone an activity where the environment is found to be unsafe.
- All employees are responsible for carrying out checks to ensure that their personally assigned equipment has no obvious defects. Defects must be reported to the Administrator and equipment not used.
- Manufacturers operating instructions must be adhered to at all times.
- Walkways and exits must be kept clear at all times
- If walkway/passageways become wet the floor must be wiped up immediately.
- Smoking by Fair Shares employees is not allowed in any Fair Shares premises or any participants homes. Staff must use designated smoking areas when outside.

#### 3. Ensuring an appropriate staffing level is in place

##### Group Activities

- As far as possible, the number of potential attendees at activities should be ascertained, so that an appropriate level of support can be planned for. No activity should go ahead unless

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there is an adequate level of support.

- Should an unexpected number of attendees make an activity unsafe, the activity must be cancelled or postponed.

#### **4. Ensuring that the right information is in place**

Within any given activity, information should be available for:

- names of all participants
- local Hospital A&E Department
- police and fire station
- the key holder for any premises used
- any transport companies being used
- senior Fair Shares staff
- next of kin information for staff members
- members of staff must have a charged mobile phone with them at all times .

#### **5. Ensuring that accidents and incidents are responded to, recorded and reported**

- Every effort must be made to inform family or carers of any accident and the action taken.
- Any accident requiring an individual being taken to a medical facility must be reported to the Chief Executive Officer and Lead Trustee at the earliest possible opportunity.
- Accidents resulting in an adult or young person being off work or unable to work or attend their usual activities as a result of the accident for more than 3 days must also be reported.
- There must be an accident book or online recording process on site.
- All accidents must be recorded regardless of severity.
- The accident book should contain the name of the person injured, the date, time and location, details of the accident, witnesses, action taken and signature of First Aider.
- All accidents and incidents should be recorded as soon after they have occurred as possible.
- All accidents and incidents should be reported to the on-site First Aider as soon as possible after they have occurred.
- Accidents and incidents should be reported to line manager or Senior Officer as soon as possible after occurrence.
- It is the responsibility of staff to consider why any accident occurred and, if appropriate, take prompt action to ensure future prevention.
- As well as all accidents being recorded, it is important that any near misses should also be recorded, including the same information specified for accident reporting.
- This includes any incidents which occur which cause concern and indicate the potential for an accident to occur and any action taken. It should also include any damage to equipment or furniture and any action taken to make safe any equipment, furniture or other risks.

#### **6. Ensuring that the correct level of First Aid support is in place**

- There must be at least one qualified First Aider present at all Fair Shares activities, on or off site.
- The names of First Aiders should be clearly displayed on site.
- Whenever possible, there should be a qualified First Aider on any transport provided by Fair Shares.

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- There must be a clearly marked First Aid kit at any premises used by Fair Shares, which is easily accessible to staff only. A portable First Aid kit must also be available for any off site activities.
- First Aid kits should be regularly checked and items replaced as necessary. The contents of First Aid kits should be displayed in the kit.
- All staff, volunteers and sessional workers should be made aware of basic First Aid procedures.

## **7. Ensuring that good hygiene and infection control procedures are in place**

- Proper hand washing should take place before and after handling food. Before and after using the toilet, and after any contact with body products.
- This should meet the following standards:
  - Using hot water and antibacterial soap or liquid on hands that are already wet
  - Paying particular attention to the thumbs, the tips of the fingers and the skin between the fingers.
  - Paper towels are the preferred method of drying hands.
  - Any cuts or abrasions must be covered by an impervious waterproof dressing.
  - Protective gloves must be worn when handling body products or potentially hazardous substances, and hands must be washed after the gloves are removed.
  - Any body product, from any person present at a Fair Shares activity must be treated as if it was infectious and dealt with accordingly.
  - Waste contaminated with body products must be disposed of safely, and in accordance with current legislation.
  - Ensuring that suitable hand washing facilities are available on site.

Participants, staff or volunteers should not attend an activity if they are at the contagious stage of any infectious illness.

## **8. Ensuring that appropriate fire safety measures are in place**

- Fire risk assessments will be undertaken and actions implemented
- Copies of the procedure to be followed in the event of a fire will be clearly displayed.
- All members of staff should be fully aware of the action to be taken in the event of fire, including evacuation procedures and assembly points.
- Staff should familiarise themselves with location of all fire extinguishers and read instructions detailing what type of fire each can be used for before an activity begins.
- All fire exits and corridors leading to them must be clear of obstruction.
- Fire doors should never be propped open.
- A Fire Drill and evacuation process will be conducted for offices and ongoing activities at least every six months.

**The Chief Executive will arrange fire extinguisher and alarm testing for each office or facility.**

The Chief Executive is responsible for ensuring that:

- Fire risk assessments are undertaken and implemented
- Escape routes are checked at Fair Shares offices
- Fire extinguishers are maintained and tested at Fair Shares offices and facilities
- Alarms are tested at Fair Shares offices and facilities

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- Emergency evacuations are tested at Fair Shares offices and facilities

Any person discovering a fire should:

- Sound the alarm
- Leave the building by the nearest available exit.
- Dial 999 to summon the Fire Brigade
- Attack the fire if safe to do so after the building has been evacuated using the appliances available

In the event of a fire, staff should:

- Not use any electrical equipment
- Report to the Assembly point which should be clearly displayed within any
- Premises, overseen by a delegated member of staff. Belongings should not be collected.

The delegated member of staff will check who has evacuated against the register for the activity.

Personal safety is paramount. No risks must be taken in the event of fire.

## **9. Health and Safety Guidelines Relating to Transport**

When providing transport Fair Shares will conform to all current transport law and County Council guidelines.

The use of mobile phones by a driver, with or without a hands-free adaptor, is prohibited when carrying out Fair Shares business. A mobile phone should only be used after the vehicle has safely stopped, the engine turned off. And the vehicle is no longer in any traffic The use of a mobile phone whilst driving is not only a legal offence but is also a serious disciplinary offence.

### **Fair Shares Contracted Vehicles and Mini Buses**

- Fair Shares vehicles to be regularly checked to ensure safety and cleanliness. External users are required to report any faults or problems or damage they experience or incur.
- For Fair Shares trips and outings, where possible, and dependent on numbers involved, an additional member of Fair Shares staff or may be an experienced volunteer will accompany the outing
- All drivers will be aged 25 or over have held a license for a minimum of 12 months and have previously driven the vehicle without passengers under the supervision of Fair Shares trained driver . Maximum age for drivers is 69.
- As per DVLA regulations, anyone passing their driving test on or after 1st January 1997 can only drive vehicles with over 8 (up to maximum 16) passenger seats on a voluntary basis and providing the gross vehicle weight does not exceed 3.5 tonnes (or 4.25 tonnes with specialist tail-lift equipment) – and have held a full driving licence for at least 2 years - otherwise a PCV test has to be taken.
- If children **under 12** or under the height of 135 cms.travel in Fair Shares vehicles they must be accompanied by a responsible adult who must supply Booster seat (This is a legal requirement).

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- All children under the age of **three years** must travel in a child car seat.

### **Staff and Volunteers providing transport in their own vehicles**

- If any driver has more than 3 points on their licence a decision will be made by the Chief Executive as to whether they will be accepted to drive, dependent on the reason points were awarded.
- Written confirmation must be supplied from the driver's insurance company that they are covered under their current policy, along with a current MOT and insurance certificate.
- Any driver who is to carry young people unaccompanied should undergo enhanced DBS check.
- Fair Shares staff should not transport children under 14 in their own vehicles
- Fair Shares accepts no responsibility for lifts arranged independently between staff, volunteers or members.

All Fair Shares vehicles used will be covered by a recovery policy. All vehicles used will carry a first aid kit.

All accidents must be recorded in the accident book for the relevant activity.

At least one of the volunteers or members of staff on all Fair Shares vehicles should be a qualified First Aider.

### **In the event of accident or breakdown:**

- The driver is responsible for going for help if necessary, while it is the responsibility of the escort to stay with the vehicle and passengers.
- If no escort is present, the driver must seek help while giving consideration to the safety of the people in their care.
- Drivers must carry fully charged mobile phone for use in emergencies.
- All passengers should remain in the vehicle unless it is considered unsafe to do so.
- If it is unsafe to remain in the vehicle, passengers should be escorted in safe and orderly fashion to a place out of danger. Emergency services should be notified as soon as possible.

## **10. Governance**

- The Chief Executive is responsible for implementing the the Health and Safety at Work Act 1974 which is aimed at securing the health, safety and welfare of employees in the workplace. The Act is also designed to protect people, other than employees, against risks to health or safety arising out of, or in connection with, the activities of people at work. The Chief Executive will monitor [www.hse.gov.uk](http://www.hse.gov.uk) for H&S updates.
- The Chief Executive is responsible for ensuring the reporting of all accidents, diseases and dangerous occurrences to the enforcing authority. The Chief Executive will contact Health and Safety Executive Incident Contact Centre online on [www.hse.gov.uk](http://www.hse.gov.uk).
- Fair Shares will have health and safety as a standing agenda item at trustee and staff meetings to monitor any incidents and to provide an opportunity for concerns to be raised and any changes to working practices discussed.
- Health and Safety will be included in staff induction

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- Risk assessments will be carried out for all facilities and activities and reviewed at least annually.
- The Fair Shares Health and Safety procedure will be reviewed annually or when risk assessments indicate policy and procedures should be amended, whichever is soonest.

**Information, Instruction and Supervision**

- A Health and Safety Law poster (1974 Act) will be displayed at Fair Shares, Chequers Bridge, Gloucester, Gloucestershire. Leaflets are issued to all other location.
- Employees working at locations under the control of other employers/partnerships should make themselves aware of relevant health and safety information.
- The Health and Safety Policy will be given to all new employees on their first day of work. Further copies and copies of any revised Health and Safety policy will be available on the server. The policy will also be on display at all Fair Shares offices.

**Competency for Tasks and Training**

- All induction training will be organised for all employees by the Line Manager.
- The Chief Executive, in conjunction with employees and Line Manager will identify training needs to meet the requirements of the job description.
- Employees may raise health and safety training needs through discussion/supervision or at monthly staff meeting
- Training records are kept at Fair Shares, Chequers Bridge, Gloucester.

**I have read and understand this policy.**

**Signed .....** **Date .....**

**Line Manager .....** **Date .....**