



**Title of policy:** Health and Safety Policy Statement  
**Date of original issue:** 30 August 2012  
**Date of this version:** August 2022  
**Version:** 2.3  
**Owned by:** Chief Executive  
**Approved by:** Board of Trustees  
**Date of next review:** July 2025 [3 years from approval]

**Related policies, procedures and guidance:**

Lone Working Policy and Implementation Guidance  
Home Visiting Policy  
Environmental Policy  
Confidentiality Policy  
Learning and Development Policy

Health and Safety Implementation and Guidance  
Fire Procedures  
Safe and Responsible Computer Use Checklist  
Safety Guidance for Staff and Volunteers  
Sickness Absence Procedure

This is a discretionary policy which does not form part of a contract of employment. The Board of Trustees of Carers in Bedfordshire may vary or amend the policy as it deems necessary.

The term staff is used in this document as a generic statement to refer to any person working for Carers in Bedfordshire in any capacity and includes volunteers (including Board members), full & part time staff, sessional/ temporary workers, self-employed staff and placement students.

**Policy statement**

Carers in Bedfordshire's policy is to provide and maintain a safe and healthy working conditions and equipment and systems of work for all its staff, service users and visitors. The policy will follow compliance with the Health and Safety at Work etc Act, 1974.

Our statement of general policy is:

1. To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities

2. To provide adequate training to ensure staff are competent to do their work
3. To engage and consult with staff on day-to-day health and safety conditions and provide advice and supervision on occupational health
4. To implement emergency procedures - evacuation in case of fire or other significant incident.
5. To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances

### **Responsibility for Implementation**

The Carers in Bedfordshire Board of Trustees is ultimately accountable for the implementation of our policy, strategy and plans and for monitoring their effectiveness.

Day to day responsibility for implementation and monitoring lies with the Chief Executive Officer and the Senior Management Team.

A nominated staff member will monitor the effectiveness of the Carers in Bedfordshire Health and Safety Policy. The monitoring will look at the number and type of accidents and incidents occurring and the understanding and knowledge of the policy by staff, volunteers and service users.

The Chief Executive Officer will report to the Board of Trustees on matters arising out of any Health and Safety issues or investigations.

### **Line manager's responsibilities** are to:

1. Formulate, promote and implement the Health and Safety Policy
2. Monitor and evaluate the policy and make recommendations regarding possible updates and alterations
3. Ensure all staff are kept informed and updated of the relevant legislation, rules and codes of practice
4. Check that any relevant safety legislation is being followed and that statutory registers, assessments and notices applicable to work are being maintained
5. Ensure all staff receive adequate and appropriate Health and Safety training
6. Review and update safe working practices and procedures by continual health and safety assessment
7. Insist that the procedures of Carers in Bedfordshire are observed and carried out effectively at all times.
8. Ensure that all records are collated and kept safely relating to Health and Safety issues and inspections of possible equipment are carried out regularly. Also ensure that any remedial action arising is taken as soon as is reasonably practicable
9. Ensure that all notices relating to fire, first aid and other safety matters are clear and legible at all times
10. Develop within Carers in Bedfordshire a health and safety culture to ensure that all fire exits remain clear at all times, waste is disposed of correctly, adequate first aid is available and good communication channels are in place.

All staff have an obligation to ensure the positive application of this policy in all aspects of their own work. Willful breaches of the Policy will be treated as a disciplinary matter.

Each member of staff is required to:-

- a. Take reasonable care whilst at work. Ensure they do not endanger themselves or others who may be affected by their activities
- b. Inform their line manager if they believe the working conditions to be unsafe

- c. Make themselves fully conversant with Carers in Bedfordshire procedures and practices and any other information applicable to tasks they are required to undertake and fully comply with their contents
- d. Report any incident, accident or near miss as soon as is reasonably practicable, using the appropriate form and passing it on to The Chief Executive Officer or nominated Staff member
- e. Respond positively to appropriate Health and Safety training.

**General responsibilities – each member of staff or visitor:-**

- Has a moral and legal obligation to take reasonable care of their health and safety and of other persons who may be affected by any acts or omissions
- Should familiarise themselves with Carers in Bedfordshire's procedures in the event of fire or any emergency in premises they frequently visit including the use of the emergency code phrase "can you cancel my appointment with Mr Rafferty."
- ensure that all fire exits remain clear at all times, waste is disposed of correctly, adequate first aid is available and good communication channels are in place

No person shall intentionally or recklessly interfere, misuse, or omit to use, anything provided in the interest of health and safety.

**Health and Safety policy areas**

**1. To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities**

Risk assessments for all events, activities and premises will be undertaken using Carers in Bedfordshire's Risk Assessment template and stored in the nominated folder on Carers In Bedfordshire's shared Sharepoint Site A hard copy will also be held in the documentation for any activity and given to all staff members involved.

All risk assessments will be reviewed no less frequently than annually and will be carried out after any change in layout in any office. A risk assessment will also be carried out for any member of staff who is pregnant, a new mother or currently breastfeeding, or requires reasonable adjustments because of disability or health condition.

Named individuals are responsible for conducting and documenting assessments; ensuring assessments are conducted, checked and action taken to remove/control risk; healthy and safety checks carried out regularly.

Any accident or near miss involving an employee or volunteer of Carers in Bedfordshire, or cases of work-related ill health, will be recorded in the accident book whether or not medical treatment is required. Accident Books are held at each Carers in Bedfordshire office, maintained by a nominated member of staff.

The Chief Executive Officer is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority, as appropriate.

A written record of accidents will be kept for at least 3 years.

Any incident or near miss involving a service user, visitor, member of staff of Carers in Bedfordshire should be recorded on an incident form immediately and reported to the appropriate Senior Manager and the Chief

Executive Officer. Incident forms and reports are held in the nominated folder on Carers in Bedfordshire's Sharepoint Site

## **2. To provide adequate training to ensure staff are competent to do their work**

All new staff are given training in Carers in Bedfordshire's Health and Safety policies and procedures as part of their induction. All paid staff take part in a Health and Safety training session annually.

Training records are maintained in the HR or volunteer files and training requirements for employed staff are discussed and recorded at every supervision and appraisal meeting. See also Learning and Development Policy.

## **3. To engage and consult with staff on day-to-day health and safety conditions and provide advice and supervision on occupational health**

Carers in Bedfordshire will consult with staff, as appropriate, on the following:

- any new measure which may substantially affect their health and safety at work, for example new equipment, new ways of working and new procedures
- arrangements for getting competent people to help satisfy health and safety laws
- the information we give to staff on the risks to health and safety arising from their work, measures to reduce or get rid of these risks and what they should do if they are exposed to a risk, including emergency procedures
- planning and organising health and safety training and
- the health and safety consequences for them of any new technology we plan to introduce.

The information provided to employees will be in a form that can be easily understood.

Carers in Bedfordshire will consult directly with staff through team meetings and face-to-face discussions.

Carers in Bedfordshire will allow enough time for staff to consider the issues and give informed responses. Staff are encouraged to ask questions, raise concerns and make recommendations.

Carers in Bedfordshire will take staff views into account before a final decision is made, respond to any concerns and questions raised and explain the final decision and why it has been taken.

## **4. To implement emergency procedures - evacuation in case of fire or other significant incident.**

Carers in Bedfordshire accepts a duty to take adequate precautions against fire and other emergencies. Carers in Bedfordshire will provide information about actions to be taken in such emergencies.

Emergency exits and routes will be clearly marked. Emergency exits and routes will be kept clear at all times. Notices concerning emergency and evacuation procedures will be clearly displayed. All Carers in Bedfordshire staff visitors and user groups will be made familiar with their individual roles in case of emergency, the location of emergency exits and the location of fire-fighting equipment.

Fire drills will be carried out by Carers in Bedfordshire on a regular basis. The fire extinguishers and fire alarms will be checked at least annually.

Carers in Bedfordshire will ensure as precautions in case of fire:

- staff have a safe means of escape, kept free from obstructions and clearly marked;

- everyone knows what to do if a fire starts, especially how to raise the alarm. Display fire action instructions and have a fire drill periodically;
- the fire alarms work and that people can hear them everywhere over normal background noise;
- there are enough extinguishers, of the right type, to deal promptly with small outbreaks of fire
- staff know how to use the extinguishers;
- all extinguishers are serviced, maintained and checked on a regular basis.

Fire Risk Assessments are conducted for Carers in Bedfordshire premises no less frequently than every two years. Fire Risk Assessments are held in a nominated folder on Carers In Bedfordshire's shared computer drive.

Emergency evacuation procedures are held for each premises and made available to each member of staff.

A nominated individual is responsible for ensuring fire risk assessments are undertaken and implemented and that escape routes are checked regularly.

Fire extinguishers are maintained and checked by TEC Systems every year.

Alarms are tested every week.

Emergency and fire evacuation drills are conducted periodically and the procedure is on display situated by each Fire Extinguisher.

## **5. To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances**

### **Safe equipment**

Guidance on how to use equipment will be available to all staff and service users. It is the responsibility of staff and service user to ensure that they are familiar with the instructions for operating equipment before doing so.

A nominated person will be responsible for identifying all equipment needing training and/or maintenance. A nominated person will be responsible for ensuring effective maintenance procedures are drawn up and all identified maintenance is implemented. A nominated person will check that new equipment meets health and safety standards before it is purchased.

### **Manual Handling**

Staff should avoid manual lifting where at all possible. All staff should use aids which are available to reduce the risk of injury, e.g. a trolley or sack barrow. Staff should not put themselves at risk by attempting to lift heavy loads which could be divided into smaller quantities or by lifting heavy and awkward loads. When lifting in a team take instructions from one person only. Any member of staff feeling a strain should stop immediately and record the incident in the Accident Book. To continue may result in more serious injury.

### **Display Screen Equipment**

Any member of staff will be deemed a "VDU user" under the regulations if they meet the following criteria:

- They depend on the use of a monitor or display for their job; or
- They use a monitor or display for a continuous period of over one hour on a regular basis.

Carers in Bedfordshire will ensure that workstations comply with the relevant regulations.

### **Safe handling and use of substances**

Carers in Bedfordshire will identify all hazardous substances used in the workplace. Wherever possible Carers in Bedfordshire will replace hazardous substances with those less harmful. Carers in Bedfordshire will provide adequate storage facilities for all hazardous substances. Carers in Bedfordshire will provide adequate training or instruction on the use of substances as required.

COSHH assessments are carried out annually and the assessments displayed prominently in each premises.

### **Information, instruction and supervision**

A Health and Safety Law poster is displayed in the entrance of all Carers in Bedfordshire's offices.

### **First Aid**

First aid boxes are located in each Carers in Bedfordshire office and the locations notified to staff.

The names of the first aiders are clearly marked and displayed

The named first aiders should be informed in case of accident and they will be responsible for calling the emergency services if required.

All named first aiders will undergo basic first aid training, which will be updated at least every 3 years.

### **Working Time Regulations**

A worker (ie any member of staff) must have at least a 30 minute break if working more than six consecutive hours a day. It should be a break in working time and should not be taken at the end of or before a working day. This is to allow enough rest for each member of staff from their day's work, as well as a break from their positions.

### **Contractors**

The health, safety and working practices of the employees of contracted companies remain the responsibility of their direct employers.

Carers in Bedfordshire will state terms and conditions of engagement to subcontractors setting out required Health and Safety responsibilities. This may include making checks on receipt of enforcement/remedial orders in relationship to the Health and Safety Executive within the last 3 years and convictions/notice relating to breach of environmental legislation within the last three years.

### **Personal safety**

The main doors Carers in Bedfordshire premises, with the exception of the Carers Lounge, should remain closed at all times.

Carers in Bedfordshire staff will be informed of safety procedures concerning personal safety.

In case of an unreasonable, aggressive customer a member of the Leads Team or other appropriate manager should be consulted immediately unless unavailable. It will be made clear to all Carers in Bedfordshire staff that it is not their responsibility to confront violent users and or intruders. In these cases the police should be called.

**Monitoring and review of health and safety**

To check our working conditions, and ensure our safe working practices are being followed, we will:

- carry out inspections and spot checks
- investigate any accidents or sickness absences that occur

The Board of Trustees reviews Health and Safety and Risk Assessments as part of their discussion of the Risk Register at every Board meeting, held every other month.