##

**WOODPECKER COURT YOUTH ACTIVITIES**

**Health & Safety Policy**

 **2018**

**CONTENTS**

 Page No.

**Part 1 Policy Statement** 3/4

**Part 2 Organisation**

Directors 5

Health & Safety Consultant 5

 Line Management/Supervisors 6

Employees 6

 Company premises 7

**Part 3 Arrangements,**

 Including specific instructions on the following:

 Risk assessment 7

 Information and training 7/8

 Employment of staff 8

 Selection of Sub-contractors 9

 RIDDOR and accidents 9

 First Aid 10

 Working Places 10

 Equipment maintenance and testing 10

 Manual Handling 10

 Hazardous substances and COSHH 11

 Emergency procedures 11

 Waste 11

 Work at Heights 12

 Welfare facilities 12

 Mobile Phones 12

 PPE 12

 References 12

**PART ONE – POLICY STATEMENT**

1. The Companyrecognises its health and safety duties under The Healthand Safety at Work Act 1974. And the Management of Health and Safety at work Regulations, and concomitant protective legislation, including the Environmental Protection Act 1990 and the Regulatory Reform (Fire Safety) Order 2005, both as an Employer and as a Company. And to thatend has appointed a member of staff to be responsible for Health and Safety maintenance at the company; to keep workplace procedures relating to health and safety under constant review, and to liaise with the Health and Safety Executive wherever necessary. To keep the Company and its Directors updated onany new legislation affecting them. i.e. E U Directives, Regulations, Statutory Instruments and British Standards, etc, to ensure compliance with them. Adequate time, money & materials have been set aside for this specific purpose.

2. In recognition of its duties under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations, the Company has established a system for reporting accidents, disease and dangerous occurrences to the Health and Safety Executive. Including injury to any trainee, and this is in addition to its statutory duty to keep an accident book available for inspection by an inspector of the Health and Safety Executive.

3. In furtherance of (1), the Company proposes always to comply with its duties under section 2 of the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations, towards its employees and, more particularly, so far as is reasonably practicable to:

(a) Provide and maintain a safe place of work, a safe system of work, safe equipment for work and a safe and healthy working environment.

(b) Provide such information, instruction, training and supervision as may be necessary to ensure that the health and safety at work of its employees, and also compliance with the Health and Safety Information for employees Regulation; The Personal Protective Equipment Regulations ; The Provision and use of Work Equipment Regulations ; The Workplace (Heath, Safety and Welfare) Regulations ; The Health and Safety (Display Screen Equipment) Regulations; the Trade Union Reform and employment Rights Act (TURERA); and the Management of Health and Safety at Work Regulations and any other applicable concomitant protective legislation, and to promote awareness and understanding of Health and Safety throughout the workforce.

(c) Ensure safety and absence of health risks in conjunction with use, handling, storage and transport of materials, articles and substances.

(d) Make risk assessments available to employees.

(e) Take appropriate preventative protection measures.

(f) Appoint competent personnel to secure compliance and statutory duties.

4. In further recognition of its statutory and common law duties. The Company has taken out insurance, with an approved insurer, against liability for death injury and/or disease suffered by any of its employees and arising out of and during employment; with the certificate of Insurance being prominently displayed so as to be available for inspection at all reasonable times by employees, visitors and a health and safety inspectors.

5. All employees of the Company agree, as a term of their contract of employment, to comply with their individual duties under section 7 of the Health and Safety at Work Act. And Regulation 12 of the Management of Health and Safety at Work Regulations and any other applicable legislation and generally co-operate with their Employer so as to enable the Employer to carry out their health and safety duties towards them. And to abide by any conditions specified by the company to enable the company to discharge its obligations with regards to applicable health, safety and environmental legislation. Operatives will make suitable and sufficient risk assessments of the site upon arrival. Failure to comply with health and safety duties, regulations, works rules and procedures regarding health, safety and environmental obligations on the part of any employee, can lead to dismissal from employment; in the case of serious breaches, or repeat breaches, such dismissal may be instant and without warning.

6. Prime responsibility for health and safety lies with the Director of theCompany. And the Company regards itself as bound by any acts and/or omissions of the Directoror senior manager, giving rise to liability, provided only that such acts and/omission arise out of and in the course Company business. Prosecution of any director or senior manager shall not prevent aprosecution against the Company.

7. In recognition of its duties towards the public and all lawful visitors to the Company’s premises or sites.The Company regards the extent of its duties as compatible with sections 2 and 5of the Health and Safety at Work Act and Occupiers’ Liability acts; Where visitors are under a statutory duty to wear personal protective clothing, or otherwise to take reasonable precautions for their ownhealth and safety, failure to do so will be regarded as a breach of Company policy.Entitling the Company to take such measures as it considers appropriate including asking the visitors to leave the premises.

8. This policy statement has been prepared in furtherance of section 2 (3) of the Health and Safety at Work Act 1974 and binds all Directors, Managers and Employees, in the interest of Employees and Customers. We request that our Customers and Visitors respect this Policy, a copy of which can be obtained upon request.

Name: Dominic Meehan

Director.

Date:24/07/18

This document is to be reviewed & revised prior to 24th July 2019 by the Director in conjunction with the Health and Safety Consultant

**PART TWO – ORGANISATION**

**Managers responsible for Safety**

**Directors**

Dominic Meehan has overall responsibility for the implementation of the Company Health and Safety Policy. He will:

* Supervise the drafting, publication and distribution of the Health and Safety Policy and any amendments to all employees, sub-contractors and others who may be affected.
* Ensure that adequate resources are made for the implementation of the policy.
* After consultation and assessment of competency, he shall appoint persons and deputies to carry out specific tasks regarding the policy’s implementation.
* Ensure that any information that may affect the way the companies’ activities are undertaken is evaluated and where appropriate ensure that it is incorporated effectively.
* Enforce disciplinary procedures for safety failures where appropriate.
* Conduct risk assessments in conjunction with appointed Health and Safety Consultant, managers and Clients.
* Assess the competency of any sub-contractors/suppliers, by means of competency questionnaires & maintain an approved suppliers list.
* Ensuring that this policy is brought to the attention of employees and sub-contractors.
* Ensuring that all policy requirements are co-ordinated and monitored across all activities.
* Maintenance of Company training records.

**Health & Safety Consultant**

The Health and Safety Consultant is responsible for:

* Providing the Directors with competent safety advice.
* Maintenance of Company accident records and RIDDOR requirements.
* Investigate accidents and dangerous occurrences, determine root causes, instigate remedial measures and ensure any relevant statutory reports (RIDDOR) are sent promptly.
* Ensure that the company safety policies and procedures are regularly reviewed and keep the senior management aware of any changes in legislation that may affect the company.
* Actively manage the safety activities of the company and monitor performance.
* Assist in the production of risk assessment and recommend control measures.

**Line Managers/Company Secretary/Supervisors**

Within their area of jurisdiction or operations they are responsible for:

* Implementing this policy and ensuring that it is adhered to.
* Identifying (via risk assessments) and controlling hazards at all stages in every operation or process.
* Ensuring that employees are released for identified training courses and are competent to carry out their duties.
* Monitoring activities at appropriate frequencies (determined by risk assessment).
* Liaising with the Health and Safety Consultant on Health, Safety and Environmental matters.
* Assess training needs and competency of staff and make necessary arrangements for these to be satisfied.
* Assess the competency of any sub-contractors engaged, by means of competency questionnaires and return completed questionnaires to senior management for monitoring.
* Inform employees of site specific hazards and control measures required to reduce hazards to an acceptable level.
* Provide relevant information to employees regarding health & safety.

**Employees**

Are responsible to themselves and anyone else who may be affected by their acts or omissions. They must:

* Be in possession of the necessary skills, knowledge and experience required to safely carry out the work for which they are employed.
* Report to their Manager/Supervisor any defective equipment, machinery, or tools; any hazardous system of work or conduct; all accidents or dangerous occurrences & reportable diseases, and provide any information or suggestions which may assist or/and improve the safety performance of the business.
* Correctly use all tools, equipment, machinery and items of safety or protective equipment as they were designed to be used and where appropriate for the task being performed, inclusive of formal/informal pre-use inspection.
* Work in a manner which ensures their safety and that of others who may be affected.
* Fully co-operate in the implementation of the business Health, Safety and Environmental Policy.
* Communicate any hazards that need further investigation to their line manager/supervisor through direct consultation.

**Company premises**

Dominic Meehan is appointed to administer the safety arrangements within the company premises. Will ensure that:

* Fire risk assessments are carried out and ensure that all fire exits are maintained and kept clear and that firefighting equipment is installed and maintained annually.
* A means of sounding the fire alarm is known and understood by all staff and visitors and an emergency evacuation drill is carried out 6 monthly & records kept accordingly.
* First aid equipment is available as required (in line with risk assessment findings) with a person nominated to render first aid treatment and summon assistance if necessary, the first aider is responsible for ensuring that first aid supplies are stocked to at least minimum legal requirements.

**PART THREE - ARRANGEMENTS**

**Risk assessment**

* The Management of Health and Safety at Work Regulations require suitable and sufficient risk assessments of their activities to be conducted by organisations. Risk assessment is an important part of Woodpecker Courts management of risk policy. Risk assessments have been carried out by senior management in conjunction with the Health and Safety Consultant. HSE guidelines will be followed when producing risk assessments.
* Assessments shall be reviewed as circumstances change (e.g. change of equipment, method of work, staff etc.) and any amendments to them shall be communicated to any staff affected.

**Information and training**

* The Director in conjunction with the Health and Safety Consultant will gather, evaluate, and circulate any relevant information on safe working practices which he believes may benefit the safe operation of the company following consultation with employees.
* Consultation with employees – the company operates a direct consultation policy with two-way communication between company and employee, this is carried out through the Director, Line Managers, or Health and Safety Consultant, employees have access to health and safety information which is kept on the company’s computer systems, any health and safety matters arising from discussions with employees are raised at the regular management meetings and form part of the agenda.
* Any employee seeking information on new or established procedures and equipment should consult the reference material located on the company computers. Alternatively, they may ask their Line Manager /Supervisor who should endeavour to obtain such material or information. Employees are also actively encouraged to consult with the Director or Health and Safety Consultant on any matters regarding Health Safety and Environment. Feedback from employees is an integral part in developing the companies Health, Safety and Environmental procedures.
* Information and suggestions concerning any aspects of the Company’s safety performance from whatever source or observation should be communicated to the Director or Health & Safety Consultant for evaluation and possible inclusion in company policy and procedures.
* All information, developments, requirements and suggestions will be published in memorandums prepared by the Director and be passed to all employees that are affected; these will also be included in company procedures which are periodically reviewed by Dominic Meehan in conjunction with the Health and Safety Consultant
* Directors will assess the training needs of the employees. Training will be given commensurate with the risk involved in the use of systems, procedures or equipment. Training given will be conducted in-house or, dependant on the risk or complexity, outside trainers will be utilised. Records of any training will be maintained by Dominic Meehan.

**Employment of staff**

* When engaging a person for employment or having an existing employee working under their supervision, the employing manager will ensure that:

a) Persons do not suffer any illness, disorder or medical condition that may constitute a hazard to them or others.

b) They are competent and able to carry out the work for which they are employed, in a safe manner; or they are placed under supervision; or they receive sufficient training to enable their work to be carried out. Competency will be checked by references and verifying any claims of training or experience.

c) Every employee is issued with, and understands the Company Health and Safety Policy and Health and Safety Manual.

d) They are made aware of the first aid, emergency and welfare arrangements at their place of work.

* It is a condition of employment that:
1. All employees inform their Manager, immediately of any illness, disorder, disability or medication that may constitute a hazard to them or others during their duties.

b) All employees co-operate in the implementation of the Health and Safety Policy.

**Selection of Contractors**

* Managers will gauge the competency of any sub-contractors by:
* Asking for copies of relevant documents such as safety policies, method statements, risk assessments and current insurance certificates etc., this information will be stored on the company’s computer system for reference and the contractor will be entered onto the approved suppliers list upon completion of the approved contractor health and safety questionnaire.
* All managers must ensure that these criteria are set against any proposed contractors prior to appointment.
* All contractors will be given a copy of this Health and Safety Policy.

**The management will take every opportunity to monitor the adherence of staff and contractors to this policy and may take such action deemed necessary and appropriate in circumstances of non-compliance.**

**Reporting Injuries Diseases and Dangerous Occurrences Regulations**

* RIDDOR requires organisations to report certain injuries, diseases or dangerous occurrences at, or attributable to, work. Examples include all broken bones (except fingers), injuries resulting in over seven days off work, major injuries, fatalities or any incident resulting in staff being taken to hospital. And occurrences include scaffold or structural collapses, Non-fatal accidents to non-workers where the person has been taken to hospital,
* The Health and Safety Consultant is responsible for ensuring the up-keep of a Company Accident Book as required under the Social Security Act 1975 and Social Security Administration Act 1992 and for complying with RIDDOR. The Accident Book will be kept at the company office under secure conditions.
* Any employee who is taken ill, is injured or has any knowledge of a Dangerous Occurrence on or attributable to any of the Company’s sites must report the fact immediately to their Line Manager/supervisor and they must report immediately to Dominic Meehan who with the assistance of the Health and Safety Consultant if necessary, will assess whether the incident is reportable under RIDDOR and if necessary report it immediately to the Incident Contact Centre. All other incidents are to be recorded in the Company Accident Book available at the office, when a record has been produced it is to be removed from the accident book and kept in secure storage for data protection purposes.
* RIDDOR forms will be completed online and a copy kept by as reference.
* Any such incidents occurring on our premises must also be reported by the company secretary.
* The directors & Health and Safety Consultant will monitor all entries in the Accident Book and will determine what investigative action is to be taken to determine the root cause of accidents and incidents. He will personally liaise with employees in any investigation and implement any remedial action deemed necessary or imposed by the enforcing authority.

**First aid**

* The Health and Safety (First Aid) Regulations 1981 require suitable first aid provision for staff at work and the appointment of volunteer first aiders. The guidance to the regulations has been amended. Woodpecker Court has identified the need for first aid provision and put in place relevant controls identified within the risk assessment.

**Working Places**

* All working places and access ways must be kept clear of debris and obstructions and should be adequately lighted. Materials must be stored in a safe manner. Operatives are responsible for continually ensuring that the office premises are safe. Safe access/egress routes are to be kept clear always.

**Equipment maintenance and testing**

* A variety of equipment is used in our operations that are required to be properly maintained and tested, as per Health and Safety at Work Act and associated regulations. The company will maintain a log of all equipment subjected to maintenance / test regime inclusive of portable appliance testing, and ensure timely checks are carried out.
* Equipment will be maintained to a high standard by reputable companies; out of date equipment must not be used. Certificates of test, calibration and maintenance will be obtained and recorded at the office and held by the Directors. Staff must report defects immediately to the directors who will then remove the item and prevent its use until it has been repaired or replaced.
* To comply with the Provision and Use of Work Equipment Regulations the Directors with the assistance of the Health and Safety Consultant will assess any equipment prior to purchase to ensure its suitability for its intended use.

**Manual Handling**

* The Manual Handling Regulations require employers to avoid manual handling activities wherever possible. Where such activities are unavoidable then lifting, aids should be provided (where possible). The regulations also require manual handling risk assessments to be undertaken of all activities likely to cause injury.
* Manual Handling training will be given where required and refresher training provided on a regular basis.

**Care of Substances Hazardous to Health**

* COSHH requires employers to assess individual substances used, or produced, at work and to record the assessments. Substances hazardous to health include gases, vapours, liquids and solids or mixtures. For all but the simplest of substances employees receive copies of the assessments and training commensurate with them. Controls must be introduced in order that the exposure to any substance is reduced to the lowest level possible. Any residual exposure may be controlled by personal protective equipment.
* Any substance in use by the company has an appropriate COSHH assessment held at the office. Only those substances that have current assessments may be used. If it is considered necessary to use a new substance, then Dominic Meehan will arrange for the Health and Safety Consultant to assist in an assessment before its use. The Manufacturers Safety Data Sheet will be obtained, and the information used to conduct the assessment.
* Once all substances have been identified and assessed the information is to be cascaded to operatives via tool box talks prior to the substance being used.
* As part of each assessment there will be information on what personal protective equipment (PPE) is deemed necessary to protect operatives during its use, as well as the likely impact on non-employees who may be in the vicinity. If PPE is required, then this will be issued to appropriate staff without charge. Any PPE issued will be assessed by the director to establish its appropriateness.

**Emergency procedures**

* The directors will plan, where appropriate, to deal with likely emergencies on site.

They will:

* Carry out a survey of the site assess likely risks and devise plans.
* Obtain any equipment deemed necessary to deal with foreseeable emergencies (fire extinguishers, first aid kits etc.).
* Ensure that sufficient emergency exits exist and that escape routes are clearly known; ensure employees know the location of the assembly area in the event of an evacuation.
* In the event of a fire or evacuation the fire warden and will liaise with the emergency services and ensure that the building has been evacuated.

**Waste**

* The Director will conduct initial checks to ensure that any waste contractors appointed are registered by the Environment Agency and hold appropriate licences.
* The company will endeavour to recycle as much waste as possible, we will sort paper from general waste, and our cleaning contractors will remove from site to a recycling centre on our behalf.

**Work at Heights**

* Any work at height will be risk assessed and appropriate types of access equipment will be utilised where necessary e.g. ladders, stepladders etc.
* Ladders are to be used for access and short periods of work only. Ladders and stepladders are to be inspected prior to use, only industrial rated steps and ladders are to be used, all ladders and stepladders are formally inspected on a 6-monthly basis and are inspected by operatives prior to use.

**Welfare facilities**

* Welfare facilities have been provided by the company. Operatives are to ensure that they are always left in a clean and tidy manner.

**Mobile Phones**

* Mobile phones are issued to remote working employees these are to be used as per the company mobile phone policy. Mobile phones are not to be used whilst operating vehicles unless a suitable hands-free kit has been fitted.

**PPE**

* PPE will be provided by the company free of charge, and the PPE required will be determined in the Risk Assessment.

**References**

Health and Safety at Work etc. Act 1974

Control of Substances Hazardous to Health Regulations

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

Management of Health and Safety at Work Regulations

Personal Protective Equipment Regulations

Manual Handling Regulations

Workplace Regulations

The Control of Noise at Work Regulations

Health and Safety (First Aid) Regulations

Environmental Protection Act 1990

Electricity at Work Regulations

Fire Precautions (Workplace) Regulations

Regulatory Reform (Fire Safety) Order 2005

Employers Liability (Compulsory Insurance) Act

Lifting Operations and Lifting Equipment Regulations

Provision and Use of Work Equipment Regulations

Confined Spaces Regulations

Display Screen Equipment Regulations

Working at Height Regulations