Health & Safety Policy & Procedure

Head Office:
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Oldham
OL9 9XA
# HEALTH & SAFETY POLICY

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1 Health & Safety Policy Statement

Future Directions CIC seeks to minimise risks to the health and safety of employees and others by, so far as is reasonably practicable:

- Providing and maintaining safe plant and equipment.
- Establishing safe systems of work.
- Ensuring the safe storage, handling, use and transportation of hazardous substances/articles.
- Providing suitable information, instruction, training and supervision for employees.
- Maintaining safe and healthy working conditions.
- Consulting with employees on matters affecting their health and safety.

Future Directions CIC strives for continuous improvement in health and safety and regards legal compliance as an absolute minimum.

Signed on behalf of the Board of Directors

Paula Braynion, Managing Director

Date ........ 26th November 2013 ........

Review Date ........ 26th November 2014 ........
2 Responsibilities

2.1 Company Structure Chart:

- Board of Directors
  - Managing Director
    - Director of Operations
      - Operational Network Managers
        - Team/Service/Office Manager
          - All Other Employees
2.2 Employees

It is the responsibility of employees:

- To co-operate with Future Directions CIC on matters of health and safety.
- To work in accordance with Future Directions CIC instructions and procedures.
- To report any health and safety concerns or hazards to their superiors.
- To report to the designated Fire Warden or Keyholder at the evacuation point as quickly as possible, to enable the Fire Warden or Keyholder to establish that the evacuation is complete.
- Not to interfere with or misuse anything provided by Future Directions CIC for health and safety purposes.
- To challenge unaccompanied third parties not displaying a visitor’s badge on Company premises.
- To advise Future Directions CIC of any medical or other condition which may affect their own or others’ health and safety.

NB Failure to comply with the above duties may be considered by Future Directions CIC as a disciplinary matter.

2.3 Team/Service Managers

It is the responsibility of Team/Service Managers:

- To ensure staff under their control follow instructions and procedures.
- To assign and co-ordinate work, taking account of health and safety matters.
- To assist in the production of risk assessments and safe systems of work.
- To act upon any health and safety concerns or hazards reported to them.
- To assist in any accident, incident or near-miss investigation.
- To report to a superior any major health and safety issues.
- To undertake monthly visual workplace inspections.

2.4 Operational Network/Operations Manager

It is the responsibility of these Managers:

- To ensure staff under their control follow instructions and procedures.
- To assign and co-ordinate work, taking account of health and safety matters.
- To assist in the production of risk assessments and safe systems of work.
- To act upon any health and safety concerns or hazards reported to them.
- To report to the Board of Directors any major health and safety issues.
• To prepare, in conjunction with Future Directions CIC Health & Safety Adviser, an annual Health & Safety plan.

• To monitor Health & Safety in the workplace via Team Manager Supervisions and quarterly home environment checks.

• To undertake/monitor six monthly Health & Safety inspections. (Refer to Health & Safety home Areas Policy & Procedure for more detail)

• To investigate, in conjunction with Future Directions CIC Health & Safety Adviser, all RIDDOR (Reporting of Injuries, Diseases or Dangerous Occurrences Regulations 1995), reportable or serious accidents, incidents or near misses.

2.5 Directors

The lead role for Health and Safety within the company is the Managing Director.

It is the responsibility of Directors:

• To provide leadership on health and safety matters.

• To ensure Future Directions CIC has appropriate means and resources to properly discharge its health and safety obligations.

• To ensure that decisions taken take full account of health and safety implications.

• To review Future Directions CIC’s performance and plans for Health & Safety, at least annually.

• To ensure staff directly under their control follow instructions and procedures.

• To act upon any health and safety concerns or hazards reported to them.

• To review all investigations into serious workplace accidents, incidents and near misses.

2.6 Health & Safety Adviser

It is the responsibility of the Health & Safety Adviser:

• To act as Future Directions CIC’s ‘Competent’ Person (in conjunction with the Health & Safety Committee) on all health and safety issues, as required under The Management of Health and Safety at Work Regulations 1999.

• To establish and maintain Future Directions CIC’s Health & Safety Policy document.

• To provide information and guidance to Directors and Site or Area Managers on new Health & Safety legislation, guidance and research relevant to Company operations.

• To provide, upon request, general Health & Safety advice to Company employees.

• To report to Directors annually on Future Directions CIC’s Health & Safety performance.

• To undertake Health & Safety audits of all Company locations on a six monthly or annual basis.

• To assist with any RIDDOR reportable or significant accident investigations.

• To support to the Health & Safety reviews and discussions via Partnership Meeting on a quarterly basis.
2.7 Governance Meeting

It is the responsibility of the members of the monthly Governance Meeting to ensure health and safety is discussed each month. This will:

- Act as a forum to enable Future Directions CIC to consult its employees and receive feedback on health and safety matters.
- To review recent Accident Reports and investigations, with a view to identifying trends.

2.8 Fire Wardens

It is the responsibility of the Fire Warden to prompt and co-ordinate a fire drill at least once a year. This should include:

- Time taken for the building or site evacuation, together with ‘all clear’ reporting-in by Fire Wardens.
- Providing clear instructions if, and when, it is safe to return to the building or site.
- Liaison where necessary with the Fire Brigade.
- Ensuring that examination and testing of equipment is completed and entered into Fire Log Book and any necessary action is taken.

Drills will need to be more often due to change in shift, team, service user need and environment.

2.9 All Employees

It is the responsibility of all employees:

- Upon discovery of a fire, to raise the alarm and commence evacuation. The fire should only be tackled if it is safe to do so.
- Upon the fire alarm being raised:
  - To ensure that their designated area (including toilets) has been properly evacuated.
  - To assist the Fire Warden in the completion of the Fire Log Book.
- To ensure the completion of the incident form or PRISM.

2.10 First Aiders, Emergency First Aiders and Appointed Persons

It is the responsibility of trained First Aid personnel:

- To administer appropriate first aid assistance in the event of an accident, incident or injury.
- To ensure that first aid boxes remain appropriately stocked.
3 **Arrangements**

3.1 **Accident or Near Miss Reporting and Investigation**

All accidents at work should first be recorded on an incident report, either paper-based or via PRISM. If the incident falls within The Reporting of Injuries, Diseases or Dangerous Occurrences Regulations 1995 (RIDDOR), the Support Services Manager will notify the appropriate enforcing Authority (using forms reference F2508 or F2508A).

All RIDDOR incidents can now be reported by completing the appropriate online form. This must be done as soon as possible, and no later than fifteen days from the day of the accident (see Appendix C). The Support Services Manager will complete this report.

A telephone service remains for reporting fatal and major injuries only – call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5.00 pm).

Future Directions CIC undertakes to carry out an investigation, as soon as is reasonably practicable, into any significant and/or RIDDOR reportable accidents. Incident Forms or PRISM reports are to be used for this purpose.

All accident records will be kept for a minimum of three years (or, if the accident occurs to a person under the age of 18, three years past the date of their 18th birthday). Analysis of accidents will be undertaken by the Health & Safety Committee.

Near misses should be reported immediately to the Site Manager or Supervisor, who will decide upon the appropriate course of action.

Refer to Incident and Accident Reporting Procedure for more information.

3.2 **Alcohol, Drugs and Smoking**

All staff and visitors will be required to observe smoking restrictions as communicated by Future Directions CIC.

Where staff present themselves for work in an unfit condition due to intoxication, or under the influence of drugs, it will be considered by Future Directions CIC to be a disciplinary matter. The possession of illegal substances will also be considered a disciplinary matter.

3.3 **Asbestos**

Breathing in air containing asbestos fibres can lead to asbestos-related diseases, mainly cancers of the lungs and chest lining. Under the duty to manage asbestos, as outlined in The Control of Asbestos Regulations 2006, Future Directions CIC will speak to the landlords.

The landlord has the responsibility to:

- Find out if there is asbestos in its premises, the amount and what condition it is in.
- Presume materials contain asbestos, unless there is strong evidence that they do not.
- Make and keep an up-to-date record of the location and condition of the Asbestos Containing Materials (ACMs), or presumed ACMs, in its premises.
- Assess the risk from the material.
• Prepare a plan that sets out in detail how they are going to manage the risk from this material.
• Take steps to put this plan into action.
• Review and monitor the plan and the arrangements made to put it in place.
• Provide information on the location and condition of the material to anyone who is liable to work on or disturb it.
• Where found, arrange for surveys and analysis of suspected materials to be carried out by competent persons with the appropriate accreditation or certification.

3.4 Consultation

In compliance with legislation, Future Directions CIC accepts its duty to consult its employees on matters concerning their health and safety. Safety Representatives from the unions are appointed within Future Directions CIC to achieve this via their attendance at Partnership meetings and direct liaison with employees.

3.5 Display Screen Equipment (DSE) (Refer to Display Screen Equipment Procedure for more detail)

In compliance with legislation, Future Directions CIC will, so far as is reasonably practicable:

- Assess workstations and reduce any identified risks.
- Ensure that workstations meet the minimum requirements.
- Plan DSE work to include breaks or changes of activity.
- Arrange eye tests, providing spectacles if special ones are needed*.
- Provide information and training for identified users.

* Employees may ask Future Directions CIC to provide and pay for an eye and eyesight test. They are also entitled to ask for further tests at regular intervals – the optometrist conducting the first test can recommend when the next should be. Any appointments and charges should be agreed in advance with your line manager. Future Directions CIC will pay for spectacles, up to a reasonable price, if special ones (e.g., prescribed for the distance at which the screen is viewed) are needed and normal ones cannot be used. These tests are limited to an assessment of the visual capability needed to see the screen, and are not a substitute for regular and more comprehensive tests that may be carried out by a High Street optician. The employee will be personally responsible for the safe keeping of the glasses. They are supplied in accordance with the statutory requirement in the interest of Health & Safety. Employees are expected to show the same degree of care for glasses as for any other item of Future Directions CIC’s property.

3.6 Driving At Work

Future Directions CIC undertakes to manage work-related road safety by not granting employees permission to drive a Company vehicle until they have provided their original driving licence documents to Future Directions CIC, prior to driving and annually thereafter.

Future Directions CIC Staff Handbook reminds employees that:

- The use of hand-held mobile phones whilst driving being strictly forbidden.
- The need to plan journeys to include sufficient breaks and to stop in a safe place if feeling tired.
• The requirement to comply with current legislation and The Highway Code.

3.7 Electricity

To meet the duties placed upon Future Directions CIC by The Electricity at Work Regulations, Future Directions CIC undertakes to have all portable appliances inspected and/or tested on an annual basis by an approved electrical engineer.

Refer to PUWER in Brief.

3.8 Fire and Emergency Evacuation (Refer to Fire Procedure for more details)

Future Directions CIC accepts its duties as detailed in the fire safety order and responsibilities under fire-related legislation to provide and maintain appropriate measures to detect, give warning of, fight fire and ensure the safe evacuation of persons. This will be carried out by means of:

• Undertaking a fire risk assessment at each location (utilising the Fire Plan).
• Reducing the risk of fire, so far as is reasonably practicable.
• Providing fire extinguishers of suitable number and type, which are to be located in conspicuous positions, to be available at all times for immediate use and fitted on brackets or stands, where they will be readily seen by persons following an escape route.
• Providing signage, to direct what type of fire extinguisher should be used on each type of fire, in suitable locations.
• Providing information to all staff, via the induction programme and workplace fire action notices, as to the risk of fire and, specifically, how to:
  - Summon the Fire Brigade.
  • Warn others of a fire, including the operation of the fire-warning apparatus.
  • Locate and use escape routes.
  • Assist visitors or members of the public to evacuate from the workplace.
  • Locate the assembly point.
  - Use the fire equipment provided (under the proviso that it is only used if safe to do so).
• Ensuring emergency routes and exits are clearly signed, properly lit and kept free of obstructions at all times.
• Appointing Fire Wardens at each location, whose role it is to regularly test fire alarm systems and conduct bi-annual fire drills, including the full evacuation of the premises (this is to be recorded in the Fire Log Book).
• Ensure maintenance of all fire fighting and detection equipment located at all premises; either under a regular maintenance contract with a competent contractor or undertaken by the landlord.

Where it is decided for any reason other than fire the building or site is to be evacuated, the fire alarm will be raised and the fire escape procedure invoked.
3.9 First Aid (Refer to First Aid Policy for more detail)

Under the Health & Safety (First-Aid) Regulations 1981 (as amended), employers are required to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work.

To meet this requirement, Future Directions CIC will provide at each location:

• Fully stocked first aid boxes (checks on stock levels being the responsibility of the nominated first aid persona for each area).

• Employees trained in Emergency First Aid

• Notification of staff who have been trained in first aid, and the location of first aid boxes, via information displayed on Health & Safety notice boards in office or registered care home accommodation only. In supported living then the location and information will be in the Communication File.

3.10 Hazardous Substances (Refer to COSHH procedure for more details)

To address risks from hazardous substances Future Directions CIC seeks to comply with The Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH) by:

• Obtaining material safety data sheets on all hazardous substances stored, used and created within the workplace.

• Assessing the risks to health arising from hazardous substances (using the COSHH folder)

• Deciding what precautions are needed.

• If reasonably practicable, preventing exposure or, if not possible, adequately controlling exposure.

• Ensuring control measures are used, properly maintained and that safety procedures are followed.

• Ensuring employees are properly informed, trained and supervised.

• Making available appropriate material hazard data sheets and risk assessments close to where hazardous substances are stored, used or created.

Where the assessment has shown it to be necessary, or COSHH Regulations set specific requirements, Future Directions CIC will also:

• Monitor the exposure of employees to specific hazardous substances.

• Carry out appropriate health surveillance.

3.11 Information and Training

Dedicated Health & Safety notice boards are in place at each office base and Registered Care Homes. These display:
• Future Directions CIC’s Health & Safety Policy Statement.
• Details of how and where employees may view the full Health & Safety Policy.
• The completed Statutory Health & Safety Law Poster or handout for supported tenancies.
• The current Employers’ Liability Insurance Certificate.
• Names and, if available, photographs of Company First Aid personnel, Fire Wardens and Health & Safety Officers.
• The location of the nearest first aid box and, if available, other first aid facilities.
• Where to complete an accident report (incident report form or PRISM.)
• The location of the minutes for the Governance and Partnership Meeting minutes.
• Other health and safety information considered relevant to the location.

Future Directions CIC undertakes to display specific safety signs whenever there is a risk that has not been avoided or controlled by other means. Where such provision is considered appropriate, signage will be in accordance with The Health and Safety (Safety Signs and Signals) Regulations 1996.

All employees receive the Staff Handbook and sign and date their confirmation that this has been received, read and understood. In brief, the Staff Handbook covers:

• Future Directions CIC’s Health & Safety Policy Statement.
• Employees’ Health & Safety Responsibilities.
• How and where to view the full Company’s Health & Safety Policy.
• A summary of the main workplace hazards and their respective controls.
• The main building or site rules for example, smoking, personal protective equipment, etc.
• First aid.
• Emergency arrangements.
• Miscellaneous health and safety information.

Where safe systems of work have been established, these are to be conveyed to relevant staff in hard copy form (again, signed and dated stating that this has been received, read and understood), before undertaking such work.

Employees must not operate any workplace equipment without first being given training and/or permission from their superior.

For certain tasks, approved or certified training is required and, in such instances, Future Directions CIC will provide this at recommended frequencies. Where a new employee indicates that as part of their previous employment they received the appropriate training, evidence of this should be sought and an on-site appraisal undertaken prior to Future Directions CIC accepting their capability and competence.

It is Future Directions CIC’s aim that all Managers receive formal Managing Safety training.

All employee training records will be retained by the administration team at Marle House.
3.12 Lifting Operations and Equipment

Future Directions CIC undertakes to ensure that every lifting operation is properly planned by a competent person, is appropriately supervised and carried out safely.

All Company lifting equipment and accessories will be inspected and maintained in accordance with manufacturers’ instructions and The Lifting Operations & Lifting Equipment Regulations 1998 (LOLER). Third party lifting equipment should not be utilised for Company purposes unless:

- The appropriate inspection and maintenance documentation is provided prior to use.
- A visual inspection of the equipment is undertaken.

3.13 Manual Handling

More than one third of all over-three-day accidents reported to the Health and Safety Executive (HSE) are attributable to manual handling injuries or musculoskeletal disorders (MSD). Activities which can present an increased exposure include; heavy or highly repetitive manual labour, loading and unloading, picking and packing and general materials handling. As employers, Future Directions CIC recognises the need under The Manual Handling Operations Regulations 1992 (as amended) to:

- Avoid the need for hazardous manual handling, so far as is reasonably practicable.
- Assess the risk of injury from any hazardous manual handling that cannot be avoided.
- Reduce the risk of injury from hazardous manual handling, so far as is reasonably practicable.
- Make staff aware of the risks from manual handling, appropriate systems of work, mechanical aids available and good handling technique.

For further information, refer to: People Moving & Handling and Service User Mobility Policies.

3.14 New and Expectant Mothers

New or expectant mothers* can be particularly vulnerable to adverse working conditions.

Under The Management of Health and Safety at Work Regulations 1999, Future Directions CIC will carry out assessments of the risks** posed to the health and safety of pregnant women and new mothers in the workplace, and will take steps to ensure that such risks are avoided.

If Future Directions CIC cannot avoid the risks, they will, so far as is reasonably practicable, alter the working conditions of the employee concerned, the hours of work or offer suitable alternative work.

Where risks are identified following an assessment, affected employees will be informed of the risks and the preventative risk reduction measures adopted.

Future Directions CIC will not alter a woman’s working conditions or hours of work under the Management of Health and Safety at Work Regulations 1999 (as amended), until formal notification has been given that she is pregnant, has given birth within the previous six months, or is breastfeeding.

* The phrase ‘new or expectant mother’ is defined as a worker who is pregnant, who has given birth within the previous six months, or who is breastfeeding. ‘Given birth’ is defined as having delivered a living child or, after 24 weeks of pregnancy, a stillborn child.
Risks include those to the unborn child or child of a woman who is still breastfeeding – not just the risks of the mother.

3.15 Noise

Under The Control of Noise at Work Regulations 2005, Future Directions CIC is firstly required to, so far as is reasonably practicable, eliminate risks at source. Where this is not possible Future Directions CIC must reduce risks to as low a level as is reasonably practicable. Where daily personal noise exposure is equal to or exceeds the lower exposure action value, as defined within the Regulations, Future Directions CIC will:

- Undertake risk assessments.
- Provide information, instruction and training to employees about the risks and control measures.
- Ensure that hearing protection is provided for those employees who request them.

Where the noise exposure exceeds the upper exposure action levels, Future Directions CIC will:

- Take steps to reduce noise exposure, so far as is reasonably practicable, by means other than the provision of hearing protection.
- Designate and sign ‘Hearing Protection Zones’.
- Supply hearing protection for use on a mandatory basis for those employees and visitors who are exposed.

3.16 Personal Protective Equipment (PPE)

Future Directions CIC may provide PPE for use by employees, where considered necessary. In such instances, the following will apply:

- Only PPE bearing the CE mark will be purchased by Future Directions CIC.
- Storage facilities for PPE will be provided.
- Information of the risks and the manner in which the PPE is to be used, cleaned and maintained will be issued.

Employees are reminded that:

- Damaged PPE should be replaced immediately.
- Failure to wear, properly use, or supervise the use of, PPE is considered by Future Directions CIC as a disciplinary matter.

For further information, refer to Infection Control Procedure.

3.17 Policy Review Procedures

Future Directions CIC undertakes to review this Policy:

- Upon significant changes in Company activities that impact upon health and safety.
- Upon changes in Health & Safety legislation or knowledge.
- Where it is believed that part of the Policy is no longer valid.
- At least annually.
3.18 **Pressure Systems**

Future Directions CIC seeks to comply with pressure-related legislation by ensuring:

- Suitable protection devices are fitted and kept in good working order.
- All pressure equipment and systems are maintained in accordance with manufacturers’ instructions.
- Written schemes of examination are established for all pressure systems.

3.19 **Risk Assessment**

Future Directions CIC undertakes to assess the risks created by its work activities, so as to identify the measures it needs to have in place to prevent injury or damage and to comply with duties placed upon Future Directions CIC under Health & Safety legislation. These will be undertaken with support and advice from the Health & Safety Adviser. In particular where:

- The findings of the assessment are significant, Future Directions CIC will retain records of such and communicate these to relevant employees.
- Future Directions CIC believes the assessment is no longer valid, for example due to a significant change within the business. Future Directions CIC will revise or review the assessment annually to take into account any changes e.g. service user change, significant staff changes, environmental changes.

In addition to the above and other risk assessments specifically required by legislation (considered separately within this policy), Future Directions CIC will also undertake risk assessments as considered appropriate in respect of the following:

- Driving at Work
- Workplace Transport.
- Work-Related Upper Limb Disorders.
- Homeworking.
- Lone Working.
- Violence.

Refer to Risk Management Procedure for more details.

3.20 **Safe Systems of Work and Permits to Work**

Where a Company risk assessment indicates there is significant risk, Future Directions CIC will, based upon that assessment, define a Safe System of Work.

Once established, the Safe System of Work will then be:

- Issued to all relevant existing staff and signed by them as received, read and understood.
- Incorporated within the induction programme for relevant new employees.
- Displayed in appropriate areas of the workplace.

3.21 **Slips, Trips and Falls**

Issued: November 2013
Review Date: November 2014
In line with The Management of Health and Safety at Work Regulations 1999 and The Work at Height Regulations 2005, Future Directions CIC will undertake specific risk assessments, taking into particular account:

- Cleaning and maintenance.
- Lighting.
- Floor surfaces and condition.
- Edge protection.
- Personal protective equipment.
- Obstructions and trailing cables.
- Control of spillages, ice and snow.

In support of these assessments, general workplace inspections will be undertaken to ensure risks are controlled and monitored.

Any work to be undertaken at height is subject to a planned risk assessment and method statement.

Refer to Slips, Trips & Falls Policy and Infection Control Policy.

3.22 Stress and Harassment

It is recognised that work-related stress* can lead to reduced staff morale, high employee turnover and, in extreme cases, ill health. As such, and as part of a risk assessment, Future Directions CIC undertakes to:

- Look for pressures at work that could cause high and long-lasting levels of stress.
- Decide who might be harmed by these.
- So far as is reasonably practicable, take steps to reduce such pressures.

Under no circumstances will Future Directions CIC accept bullying, sexual, racial or any other form of harassment.

* Stress is defined as people’s natural reaction to excessive pressures and should not be confused with general workplace pressures.

Refer to Stress Procedure for more detail.

3.23 Vibration

In compliance with The Control of Vibration at Work Regulations 2005 Future Directions CIC will:

- Eliminate risks from vibration at source or, where this is not reasonably practicable, reduce risks to as low a level as is reasonably practicable.
- Undertake a risk assessment where employees are liable to be exposed to risks from vibration.
- Implement a programme of health surveillance where the risk assessment indicates this is necessary or where employees are likely to be exposed at or above the exposure action values (as defined within the Regulations).
• Provide employees with suitable and sufficient information, instruction and training where the risk assessment indicates that there is a risk to the health of employees, or where employees are likely to be exposed to vibration at or above the exposure action values.

3.24 Visitors and Contractors

It is Company policy for all visitors to first report to Reception, where a visitor's badge will be provided. Employees are requested to challenge any visitor who does not display such a badge. When leaving Company premises all visitors must sign out, again at Reception.

In home areas, visitors and contractors must report to the Keyholder and/or Team Manager on arrival. They must sign in and out on the 24 hour report book. Supervision of contractors on site is to be provided at a level dependent on the nature of the work.

3.25 Work Away or Shared Workplaces

Employees are obliged to familiarise themselves and comply with, so far as is reasonably practicable, any local health and safety arrangements that may apply at third party premises. Future Directions CIC recognises, and seeks to comply with, its duty under The Management of Health and Safety at Work Regulations 1999, to co-operate with other employers in health and safety matters where workplaces are shared.

3.26 Work Equipment

Future Directions CIC accepts its responsibility to ensure that work equipment is designed, constructed or adapted, so as to be suitable for the purpose, having regard to any risks to health and safety and the working conditions in which the equipment will operate.

So far as is reasonably practicable, Future Directions CIC seeks to protect employees against dangerous parts of machinery by using the following hierarchy of control measures (starting with the most preferable):

• Fixed guards.
• Other guards or protection devices.
• Protection devices.
• Information, instruction, training and supervision.

Maintenance, inspections and testing of equipment will be provided in accordance with the manufacturers’ instructions or legislative requirements. So far as is reasonably practicable, maintenance is to be undertaken when potentially dangerous work equipment is shut down, isolated and locked off from its power supply.

Prior to new work equipment or machinery being purchased and put into use, the following shall be required:-

• The equipment to be CE marked.
• A risk assessment completed and, where deemed appropriate, a safe system of work established and communicated to relevant employees.
• Thereafter, an inspection following installation, by both the appropriate Manager and the Health & Safety Adviser.
3.27 Working Environment and Welfare Provision

In accordance with The Workplace (Health, Safety and Welfare) Regulations 1992 (as amended), Future Directions CIC undertakes to ensure or provide, so far as is reasonably practicable:-

- Reasonable workplace temperatures;
- Suitable and sufficient lighting; this is to be regularly checked during monthly workplace visual inspections.
- Well-kept and clean environment, ensuring sanitary conveniences are well stocked.

3.28 Workplace Inspections

To ensure that health and safety arrangements are appropriate and followed, Future Directions CIC requires Supervisors to undertake formal monthly workplace inspections. Once completed, inspection forms and details of any remedial action taken must be forwarded to the Site or Area Manager and thereafter Future Directions CIC Health & Safety Adviser. Site or Area Managers are required to undertake health and safety tours on a quarterly basis.

On an annual basis, Future Directions CIC Health & Safety Adviser will undertake Health & Safety audits at all locations.

3.29 Young Persons

Young Persons* are more at risk of injury at work due to their inexperience, lack of awareness of risk, immaturity and, in some cases, strength and size.

Future Directions CIC undertakes to minimise the risk of injury to any young persons employed by them specifically by:-

- Not employing persons under the age of 16 (work experience with children under this age will be considered in conjunction with the school and Local Authority).
- Assessing the risks to young persons before they start work or work experience.
- Providing information to parents or guardians of school-age children about the risks and control issues before they start work.
- Deciding whether to prohibit young persons altogether from certain work activities.
- Providing suitable induction training, supervision by a competent person and clear instructions on tasks that young persons must not do.
  - *A young person being defined as someone under the age of 18.