



INTACT HEALTH & SAFETY POLICY

Date Implemented: 11 August 2020

Review Date: 11 August 2022

INTACT STATEMENT OF GENERAL POLICY IS;

- Intact is committed to complying with all legal requirements of the Health and Safety at Work Act (HSAWA) 1974.
- Intact recognises and accepts its responsibility as an employer and voluntary sector organisation for ensuring that, as far as possible, every employee, trustee and volunteer has a place to carry out tasks which is both safe and without risk to health
- Intact will take all reasonable steps to ensure the continued and systematic development of health, safety and welfare matters for all staff, directors and volunteers
- Appropriate information, training and supervision will be provided to all staff and others who may be affected by the activities of Intact
- This policy will be kept up to date, in accordance with any changes to working environment and will be reviewed on an annual basis or if necessary more frequently in light of experience or organisational changes
- The responsibilities and arrangements outlines in the statement specifically relate to Intact, 49 Whitby Avenue, Ingol, Preston PR2 3YP.

HEALTH & SAFETY RESPONSIBILITIES

Overall responsibility for Health and Safety (H&S) within Intact rests with the Intact Board of Directors. (See Intact Directors Handbook)

Responsibility for general health and safety at Intact rests with the Intact CEO. This includes ensuring that staff are adequately trained and instructed on safety procedures and competent in carrying out their duties.

The responsibility for the premises and reporting of accidents/incidents and general maintenance and up keep falls to the Monitoring & Evaluation Officer.

This information is displayed in Reception.

All employees, directors and volunteers have a responsibility under law to take care of the health and safety of themselves and others. All employees, directors and volunteers must:

- Co-operate with the above on health and safety matters,
- Not interfere with anything provided to safeguard the health and safety of themselves or others;
- Take reasonable care of their own, colleagues' and visitors' health and safety;
- Immediately report all health and safety concerns to the appropriate person as listed above;
- Take regard at all times to the potential hazards with the Intact Centre and its immediate environs.

Consultation with employees, directors and volunteers

Consultation with employees and directors will form part of the agenda for Management, Staff and Volunteer meetings. Urgent concerns may be addressed to the Intact CEO.

HEALTH & SAFETY ARRANGEMENTS

Risks arising from work activities

A hazard is something in the workplace than can cause harm. A risk is the chance – however large or small – that the hazard can cause harm. It is the duty of Intact staff to minimise these risks as much as possible.

One main potential risk (other than those of a normal office environment) is that of possible abuse, either verbally or physically from the public. The procedure to reduce this risk is covered in the Intact Bullying and Zero Tolerance Policy and Lone Worker Policy.

Annual building risk assessments will be undertaken by the Monitoring & Evaluation Officer, CEO and Acton Jennings, and reports will be kept on file. The Monitoring & Evaluation Officer will monitor the building quarterly.

Risk assessments for pregnant and nursing mothers, staff/directors/volunteers with disabilities, under 18's, home workers/flexitime workers, lone workers, contractors and visitors are the responsibility of the line manager. The Lone Worker Policy will support this.

Risk assessments are to be reviewed annually or earlier if there is reason to suspect that they are no longer valid or there has been significant change. Additional risk assessments will be undertaken where necessary.

The finding of the risk assessments will be reported to the Intact CEO. Action required to remove/control risks will be approved by the Intact CEO.

The Monitoring & Evaluation Officer will check that hazards have been removed and risks reduced, and ensure actions required are implemented.

ARRANGEMENTS

Accident reporting (see also First Aid)

All accidents and cases of work related ill health are to be recorded in the accident book which is kept in the main office at Intact. It is the responsibility of every Intact employee to report all accidents relating to themselves.

In addition, all accidents and follow up actions must be fully reported on the notification of accident/near accident form, signed by the various parties and forwarded to the Monitoring & Evaluation Officer.

The Monitoring & Evaluation Officer is responsible for investigating/taking any necessary follow up action after the accident/incident for the purpose of looking at those incidents that were actually or potentially serious, or which are frequent, and looking at ways to minimise their likelihood in the future.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

The Monitoring & Evaluation Officer is responsible for reporting accidents (resulting in three or more day's absence), incidents, dangerous occurrences and reportable work-related diseases to the HSE, and for commissioning and collating reports and information for inclusion in the Annual Report.

COSHH (Control of substances hazardous to health)

All cleaning and other hazardous substances are stored in correct, clearly labelled containers in locked cupboards or boxes. Persons using hazardous substances must be authorised and trained to do so, and personal protective equipment (PPE) made available.

Equipment

Furniture (desks, chairs etc) is provided from various sources. Where a risk assessment shows a need for further ergonomic advice, this can be obtained by completing an Access to Work application form from the Disability Employment Advisor through the Job Centre. If the Access to Work legislation is not able to help, further assessment is available through the ACAS website.

Electrical Equipment

Provision and maintenance of toasters, microwaves, water boilers, refrigerators and other office equipment (including computers, printers, photocopiers etc) is the responsible of the Intact CEO.

The movement of computers should only be carried out by authorised and trained personnel.

Portable appliance testing (PAT testing) is undertaken annually, and is the responsibility of the Monitoring & Evaluation Officer.

Emergency Procedures – Fire and Evacuation

Fire risk assessments are conducted by the Centre Support Officer every year to ensure compliance with Fire Regulations. All fire signage complies with current Fire Regulations.

Fire Liaison Officer - Intact CEO
Fire Warden - Debra Fitzsimmons

The Fire Alarm can be raised by verbally shouting 'FIRE'.

The Meeting Point is at the front of the playground of the Ingol Community School. This is located by exiting the building, turning right and following the footpath until you reach the school gates.

Fire drills are held annually. The Monitoring & Evaluation Officer ensures that a report of drills (such as evacuation time) and any points for improvement is sent to all staff immediately following the drill. Visitors sign in and out of the building, and this is used to take a register of people who have left the building.

Escape routes are checked monthly by the Monitoring & Evaluation Officer to ensure safe access and egress from the building.

Fire extinguishers are checked and maintained through appropriate suppliers.

Intact operates a no smoking policy within the Centre and its grounds.

First Aid Arrangements (see also accident reporting)

First Aiders - Steph Lees-Pinson

Minor injuries suffered should be treated on the premises by the trained first aider. If a more serious injury is sustained or suspected, an ambulance should be called immediately and, wherever possible the injured person will be accompanied to the hospital by an Intact representative. (This will depend on available personnel at the time of the incident).

The First Aid Boxes are located around the building at Intact. The upkeep and replenishment of the First Aid Box is the responsibility of the Monitoring & Evaluation Officer.

The nearest hospital with an Accident and Emergency Department is Royal Preston Hospital.

Food Hygiene

Food brought in by outside caterers should not be left at room temperature for more than 4 hours and any leftovers should be disposed of.

Waste food should be disposed of in the plastic lined waste bin in the kitchen area of Intact.

Staff are responsible for those items they have placed in the refrigerator. Out of date items should be disposed of and not left for others. All spillages should be cleared up by the person responsible.

Good Housekeeping

Temperature, humidity and lighting are the responsibility of the Centre Support Officer.

Spillages should be cleared up as soon as possible and if necessary a warning sign displayed. Minor spillages should be cleaned up by the individual responsible. All other spillages should be reported to the Centre Support Officer who will arrange clearing up and display of warning signage.

Cleaners' cupboards should be kept locked shut.

Boxes, equipment and other items should be stored appropriately with safety in mind and should not block doors, corridors or exit routes. Boxes and heavy equipment should not be stored on top of cupboards.

Cables should not be allowed to cause a hazard. Where this is temporarily unavoidable hazard tape should be used.

Information Instruction and Supervision

The Health & Safety Law poster is displayed within the Centre. This gives information about the right to work in a safe environment, and also gives names of the organisation's Health & Safety representatives.

Health & Safety, and in particular fire procedures should always be included in induction for new staff, directors and volunteers. This is the responsibility of the Intact CEO and/or line manager.

All relevant Health & Safety information should be communicated to all staff. This is the responsibility of the Intact CEO.

Supervision of young workers, trainees or work placement individuals will be the responsibility of their line manager.

Supervision of visitors is the responsibility of the Centre Support Officer. Under no circumstances should young children/babies be left unaccompanied at the Centre.

Visiting staff, directors or volunteers should never knowingly put themselves in danger or visit alone in areas or at times known to be potentially unsafe. Staff, volunteers or directors who find themselves in any situation which raises doubts about their personal safety should immediately abandon the visit and make alternative arrangements.

Staff, directors or volunteers who visit the premises of other organisations should ensure that they safeguard their own safety by reporting in and out, familiarising themselves with evacuation procedures, and abiding by any other procedures and conditions laid down for visitors.

Staff working late or at weekends in the Centre should ensure that the Intact CEO is aware of their presence and the guidelines contained in the Lone Worker Policy are adhered to when appropriate.

Policies, instruction and supervision may need to be constantly revised in the light of experience and changes to the Centre. This may include new equipment and resources, e.g. new rooming or extensions.

Manual Handling

Manual handling within the Centre is generally limited to the receipt of Intact deliveries. Staff, directors and volunteers should be aware of the correct lifting techniques, and should make others aware of any individual limitations.

Nature Reserve

The acquisition of a new Nature Reserve has posed additional challenges for health and safety at Intact. Regular users should familiarise themselves with the risk assessment. Potential risks include wet and marshy ground, danger from the natural flora and fauna (stinging, thorns etc), ponds and a beehive. Staff, volunteers and visitors should dress appropriately and wear protective gear where necessary. Nobody should go round the reserve unaccompanied, and Reception should be informed before going on the reserve. All visitors should have access to a mobile phone in case of emergencies.

Pregnant/Nursing Mothers

Specific risk assessments will be undertaken by the line manager for every pregnant worker and nursing mother in accordance with the Management Health and Safety at Work Act 1999.

Records

Records of all risk assessments undertaken should be filed and kept up to date by the Monitoring & Evaluation Officer.

Security

We all have a duty to ensure that the security of staff, directors, volunteers and the premises is maintained.

Staff, directors and volunteers are reminded of the importance of keeping personal property secure at all times. If not kept on the person, personal items such as handbags should be locked away. Expensive equipment should not be left unattended in unlocked rooms.

Signage

All fire signage is checked annually to confirm that it complies with current Fire Regulations.

Toilets

All workplaces must have at least one toilet if up to five people work there, and more where six or more people are employed. Where men are employed, there can be a mixture of toilets and urinals. All toilets must be enclosed and should ensure adequate privacy. If people of both sexes are employed, separate facilities must be provided for each sex unless the toilet is in a separate room which can be locked from the inside. All of these rules are adhered to by Intact.

Training

All, staff, directors and volunteers are provided with the appropriate health and safety training at induction, and on an ongoing basis.

Washing Facilities

Washing facilities must be provided in accessible and convenient places for employees in all workplaces. Wash basins are adequate to allow for hand washing. The washing facilities will include a supply of clean, running, cold and hot or warm water, soap and clean towels or other suitable means of washing and drying. The washing facilities will be well lit, ventilated and should be kept clean and tidy.

Waste Disposal

Broken glass should be disposed of in the appropriate manner and protective gloves and a brush and shovel should be used. Under no circumstances should broken glass be disposed of without the use of protective gloves. Waste food should be disposed of in the plastic lined waste bins in the staff rest room or Whitby's kitchen.

Sanitary waste is placed in the sanitary bin in the ladies' toilets. The contract is renewed on an annual basis, and is the responsibility of the Centre Support Officer.

Young Visitors

All young visitors should be closely supervised by the person bringing them into the Centre.

Appendix One – Coronavirus Guidelines

As a responsible employer, **Intact** seeks through this document to carry out the advice of the UK Government. This policy is a dynamic policy and subject to change as and when government advice changes.

Section 2 of the Health and Safety at Work etc. Act 1974 requires employers to ensure the health and safety of employees at work, so far as is reasonably practicable.

Although the interpretation of a 'substance hazardous to health' under COSHH includes a 'biological agent' that can be a 'microorganism', which can include a 'virus' under the COSHH interpretation, regulation 2(2) specifies that COSHH only applies in those circumstances where risks of exposure are work related, and not those where they have no direct connection with the work being done. Our company does not undertake such work.

There are two health and safety problems to be dealt with. First, the ill health of staff who suffer from coronavirus owing to infection and secondly, the risk of infection spreading to other employees and, in some cases to our clients or customers.

What is COVID – 19?

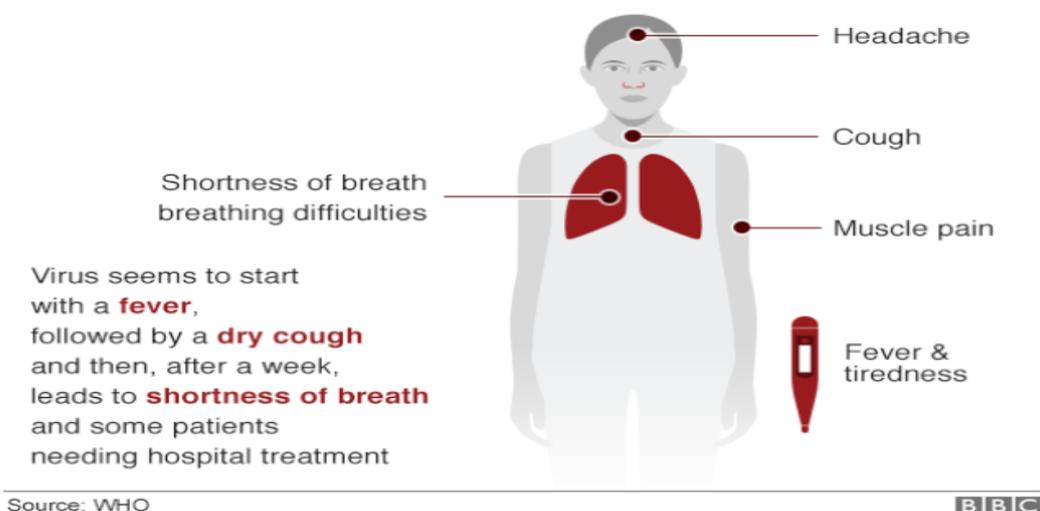
Coronavirus disease (COVID-19) is a respiratory disease that was first identified in Wuhan City, China.

Coronaviruses are a large family of viruses that are common across the world. These viruses can cause mild symptoms ranging from a fever and cough to more serious conditions such as severe pneumonia, shortness of breath and breathing difficulties.

Generally, coronavirus can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions.

The incubation period of COVID-19 is between 2 to 14 days. This means that if a person remains well 14 days after contact with someone with confirmed coronavirus, they have not been infected.

Symptoms



Preventing infection

To help reduce any potential spread of coronavirus, the Company is urging employees to follow the steps that the government recommends for similar illnesses such as cold and flu. Following good hygiene practices can help prevent the spread of infection.

The company encourages employees to:

- use hand tissues to catch coughs and sneezes
- always carry tissues and use them to catch coughs or sneezes
- cover the mouth and nose with a tissue when coughing or sneezing
- bin the tissues and wash their hands afterwards
- wash their hands often with soap and water
- use sanitiser gel if soap and water are not available
- avoid touching their eyes, nose and mouth with unwashed hands.
- if your work involves meeting customers or clients, we recommend advising them that so long as the current situation exists, it is our policy not to shake hands upon arriving or leaving
- follow the rules in place at your host's premises
- Avoidance of non-essential travel where possible

The company will at all times monitor the health of employees within the workforce, provide information and instruction for the duration of this pandemic.

Employees exhibiting symptoms must follow Government advice and self-isolate.

Employees with a persistent cough – 7 days self-isolation if you live alone, 14 days self-isolation if you live with others.

It should be made absolutely clear when reporting sickness or sickness related absence that the reason for absence is coronavirus infection or possible infection, so that the Company can consider what additional steps to take.

Further information can be found via the following links;

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/covid-19-guidance-for-employees>

Appendix Two – Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

Five Steps to Safer Working Together

- 1. We have carried out a COVID-19 risk assessment and shared the results with the people who work here (including staff, volunteers, trustees and service users)**
 - a. Organisational Risk Assessment
 - b. Project Risk Assessments – all staff
 - c. Posters; fliers around the centre / printed for service users; put on social media/website
 - d. Kept on agenda for Intact meetings – as gentle reminders

- 2. We have cleaning, handwashing and hygiene procedures in line with guidance**
 - a. Hand Sanitiser Stations at all entry points and work stations
 - b. Monthly deep cleans using Shorrock Trichem
 - c. Staff to be responsible for cleaning their own work area / workstation
 - d. Photocopier needs to be wiped clean before / after each member of staff using it
 - e. Staff to use only their own desk / own computer/laptop
 - f. Encourage handwashing at all times
 - g. Cleaning after each visit to toilet; staff room etc

- 3. We have taken all reasonable steps to help people work from home**
 - a. Provided laptops / printers (where appropriate) with remote access
 - b. Provided Intact mobiles where necessary
 - c. Set up online Zoom meetings to keep in contact with each other

- 4. We have taken all reasonable steps to maintain a 2m distance in the workplace**
 - a. Floor Markers in appropriate rooms and outside the centre
 - b. Appointment system in place
 - c. Seating areas in multi-use room set up in advance of use with floor markings
 - d. 1-1 Meetings in the Garden area / other larger rooms
 - e. Desks – 2 metres apart from each other
 - f. Used other office space within the centre
 - g. Ensured staff kitchen is not occupied by multiple staff
 - h. Toilets – for staff and public use have signs saying occupied

- 5. Where people cannot be 2m apart, we have done everything practical to manage transmission risk**
 - a. Perspex Screens at reception and pantry desks
 - b. Perspex Screens in IT Suite / Booths made!
 - c. One-way system; waiting points; markers on floor
 - d. Use of Masks and Gloves
 - e. Contactless technology e.g. Card machine; Infrared thermometer