

# POLICY AND PROCEDURE

## Health and Safety

**Category: All stakeholders**



SoLO  
Life  
Opportunities

38 Walnut Close  
Chelmsley Wood  
Birmingham  
B37 7PU

Charity No. 1102297  
England Company No.  
5025939

### General Statement of Policy

This document is the health and safety policy of SoLO Life Opportunities (SoLO) and relates to:

- The base and office space at Walnut Close
- The base and office space at the Fire Station
- The supported living homes occupied by SoLO's tenants
- Other premises where SoLO delivers activities for its members/clients

In a shared premises environment SoLO Life Opportunities will seek to work closely with any other residing organisation to implement its policy and procedures where they relate to the use of the building. Specific working agreements or procedures will be implemented as necessary.

### Responsibilities

SoLO's policy is to provide safe working conditions in relation to equipment and systems of work for all our employees, volunteers and members. We will consult with our employees on matters affecting their health and safety and provide training, instruction, supervision and information as necessary. We also accept responsibility for all other people who may be affected by our activities, provided they act in a responsible manner.

In recognition of the nature of our work and responsibilities under the Disability and Discrimination Act, SoLO will ensure Health and Safety information is provided in an accessible format (Health and Safety Guidelines)

This policy will be kept up-to-date particularly as the organisation changes in nature and size. It will be reviewed every two years unless there is a major change in circumstances.

Overall and final responsibility is vested in the SoLO Trustee Board delegated to the Chief Executive Officer.

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SoLO office staff, project staff, supported living staff and personal assistants will oversee the day-to-day health and safety implementation and will report issues to their line manager. If these issues are deemed as significant, they will be reported to the Senior Management Team and considered for inclusion onto the corporate risk register.

All employees are required to:

- Co-operate with their project leader/manager on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Follow any system of work implemented to protect their health and safety and generally take reasonable care of their own health and safety
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement)

### **Risk assessment**

- Within the office premises: The Business Support Manager is the nominated person who will oversee the carrying out of risk assessments.
- On project: the Project Manager and then the Project Leader will be the responsible persons for any project-based activities.
- Within the community: the Personal Assistants will be the responsible persons
- Within supported living premises: the support staff will be the responsible persons

Each area of work will be overseen by a Senior Manager who will take the responsibility to ensure each work stream is compliant with health and safety requirements.

SoLO will adopt a pro-active approach by conducting systematic and up-to-date risk assessments of all areas of the organisation. These risk assessments will establish what needs to happen in each area. This assessment will cover all foreseeable hazards. This is a practical exercise that will lead to the implementation of necessary improvements in the design of the workplace and the way in which work is organised. We will periodically review the health and safety policy to ensure that it remains relevant to the needs of the staff, organisation and legislative requirements. SoLO recognises that improving health and safety standards is an ongoing process.

## **Consultation**

As part of the risk management process SoLO is committed to consulting and involving all employees. Their involvement in this process is seen as essential. An important part of SoLO's policy is the commitment to provide them with appropriate health and safety training so that they can fulfil their health & safety responsibilities competently - including participation in the risk assessment process.

## **Monitoring and inspection**

Constant scrutiny contributes to the development of a healthy and safe workplace. SoLO will undertake regular inspections and checks to monitor health and safety performance. Staff and volunteer involvement and participation in this ongoing exercise is seen as very important.

## **Training and information**

The Training Co-ordinator has been nominated as the person who will oversee the delivery of health and safety training in our workplace. A key element to achieving safe work practices is knowledge and information. All staff, including temporary workers, will receive health and safety training, as part of their induction process, through an e.learning package in addition to project induction. In addition to this, support will be offered for staff on more specific issues associated with their work. Health and safety training will cover all the foreseeable hazards to which employees are exposed and safety measures they must take to protect their health and safety. If they are required to undertake a task for which they feel they are not competent and where their health or safety might be put at undue risk they are required to report this immediately so that appropriate remedial steps can be taken.

## **Accident Reporting and Recording**

The reporting of accidents and dangerous occurrences is a statutory requirement in accordance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995).

Certain accidents and ill health that result in a person being absent for three or more days must also be reported to their line manager who will report this to the Senior Management Team, who in turn will comply with the statutory reporting requirements.

In addition to obvious injury, this reporting covers absence due to ill health from recognised diseases. All staff are required to report any work related ill health absence or dangerous occurrence. In the event of an accident there will be a formal investigation either on project or by the relevant Senior

Manager, depending on its severity. This is not to apportion blame but to establish root causes so that future accidents can be prevented.

The person responsible for recording accidents and incidents including violence is the Supported Living Support Worker, Personal Assistant, Project Leader or Project Manager who will then report to the relevant Senior Manager. Any investigations needed will be carried out by the relevant Line Manager. If significant, this will be reported to a Senior Manager, added to the corporate risk register and reported to the Trustee board.

In the case that the CEO is the subject of the accident/incident, the Board will take responsibility for the investigation.

All employees and volunteers have a responsibility to report accidents and incidents to the CEO by completing the appropriate accident/incident report, in the following way:

- In the case of office based accidents or incidents, there is a book located within the reception area and this will be the responsibility of the Business Support Manager.
- On Project, the Project Leader is responsible for reporting incidents to the Line Manager using the incident reporting system within 24 hours.
- Personal Assistants will be responsible for reporting incidents to their line manager using the incident reporting system within 24 hours.
- Support Living support workers will be responsible for reporting incidents to their line manager using the incident reporting system within 24 hours.

These incidents form the basis of regular weekly reporting at the Senior Management Team meeting and any trends will be picked up and responded to through this mechanism.

### **Health and Safety representative – Walnut Close and the Fire Station**

An employee working within the offices will be nominated as Health and Safety representative for the premises and supported to fulfil this role. A key role within any shared premises will be to liaise with the Health and Safety representative of any other organisation/s represented within the building on a regular basis. The Health and Safety representative will be responsible for co-ordinating the implementation of the policy. They will identify any training or equipment needs and also report issues and/or concerns to their line manager on a regular basis. If appropriate the CEO will take responsibility for reporting Health and Safety concerns to the SoLO Trustee Board,

## **Health and Safety representative – Projects**

The project leader/organiser will take the responsibility for Health and Safety and Risk Assessments on the project and will be supported to fulfil this role by the Project Managers and Senior Managers. A key role will be to implement the policy in relation to their project. They will identify any training or equipment needs and also report issues and/or concerns to the CEO on a regular basis through the incident reporting procedure.

## **Health and Safety representatives – Supported Living**

Recognising that the supported living home is the tenant's home, the responsibility for health and safety will be a shared role between the supported living support team and whoever is on duty will be deemed to be responsible and support the tenants to keep safe.

When using other premises, all staff will ensure that they comply with all of the responsibilities as listed earlier in this policy.

When running group projects, the Project Leader will comply with the Fire Safety Policy in relation to health and safety, and in particular will ensure that:

- there is a system for signing in and out of the premises on one central book or register, which will form the fire register
- there is a reporting system for identifying potential fire hazards whilst on the premises
- no smoking is allowed in the building and that all visitors respect this.
- storage of paper is not adjacent to electrical sockets
- fire exits are kept clear and fire equipment is easily accessible and not hidden
- they take the responsibility of escorting visitors off the premises in an emergency
- that they and any visitors are recorded as being on site in case there is a fire

## **Registration of Walnut Close and the Fire Station premises**

The registration of SoLO's premises with Solihull MBC Health & Safety department, under the Health & Safety at Work Act 1974, is no longer a legal requirement.

Walnut Close is owned by SoLO Life Opportunities and the Fire Station is leased from the Fire Service. Offices on the first floor of the Fire Station are occupied by the Solihull Carers. SoLO will ensure that they have the appropriate policies and procedures in place and will do spot checks to ensure that there is evidence of safe practice. Both organisations are well

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informed of the activities that are carried out on both of these premises, and the two CEO's meet regularly.

## **Fire Precautions**

SoLO has a Fire Safety Policy which should be read in conjunction with the Health and Safety Policy. This policy outlines the approach taken to ensure that the risks associated with fire are minimised whether in the office situation, out on other premises or on off-site activities.

## **Insurance**

The SoLO Trustee Board is responsible for insuring the activity of the organisation and they will be advised in this by the CEO. The CEO will hold the insurance documentation. Insurance will cover:

- Employer's liability
- Public liability
- Personal accident
- Insurance for specific events activities
- Insurance will cover employees, volunteers, service users, general public
- Individual staff/volunteer class 1 car insurance

Certificates of insurance will be displayed if required by law.

## **First Aid**

SoLO will ensure that all employees are familiar with first aid equipment and the manual which details the various injuries. This will be done within the first week of employment by the person responsible for the induction training.

On project there will be at least one person who is competent to deliver first aid. The Project Leader will be responsible for an annual first aid assessment of the project (except for holiday activities as these will be the responsibility of the relevant project manager)

At the office - the person responsible for the annual first aid assessment of the office premises will be the Business Support Manager

Within Supported Living Home – all staff will hold basic life support certificates

## **Stress Management Policy**

SoLO recognises that stress might be a significant factor in the work force and will be taken seriously. A poor quality work place environment is one of the factors that can lead to stress and this policy therefore takes an important role in reducing the effects of stress.

Personnel appraisal processes and personal safety play a significant role in reducing stress in the work place of SoLO. The regular catch up sessions operated by line managers provide a vehicle for staff to discuss issues relating to stress.

Where stress is identified as having a significant impact on the day to day work of an employee, a stress risk assessment will be carried out to ensure that actions are being taken to combat the issues.

### **Implementation**

SoLO will carry out regular inspections of the working environment at Walnut Close and the Fire Station. Interim inspections will occur if an incident raises cause for concern or if new equipment is placed within the premises.

The Project Leader will carry out a regular review of the working environment on project (in the case of Holiday Activities the relevant Project Manager will carry out an annual inspection of the working environment on project). Interim inspections will occur if incidents raise cause for concern or new equipment placed in the premises.

Within the Supported Living Home, a regular review of the environment will be carried out and any necessary action will be taken to ensure it is safe.

Where Projects do not use a consistent venue, Project Leaders need to anticipate likely hazards using a common sense approach and carry out a risk assessment if there are concerns.

Employees will receive induction training when joining the organisation and there will be regular refresher training session for all staff. Records will be kept of staff training. Staff training will cover individual responsibility in terms of fire procedures, first aid, manual handling, VDU, stress management, and other health and safety hazards, as appropriate to their role.

The policy will be presented to the SoLO Trustees for review on a biannual basis, or if legislation changes.

**Reference should be made to the following relevant legislation:**

1. Regulations Health and Safety at work act 1974
2. Management of Health and Safety at work regulations 1999
3. The works place (health, safety and welfare) regulations 1992
4. The provision and use of work equipment regulations 1998
5. The manual handling operations regulations 1992
6. The Health and Safety (display screen equipment) regulations 1992
7. Chapter 6 of the Health and Safety handbook 2<sup>nd</sup> edition produced by the directory of social change details responsibilities under these regulations

**This policy should be read in conjunction with the following policies:**

- Personal Safety (Lone Working)
- Emergency Treatment
- Fire Safety
- Hygiene
- Manual Handling
- Behaviour Management
- Stress Management
- New & Pregnant Mothers at Work
- COSHH & RIDDOR\*
- Display Screen Equipment\*