



Health and Safety Policy

General Statement of Policy

It is the policy of Creating Space For You (CIC) to comply with the terms of the Health and Safety at Work Act 1974 and subsequent legislation, to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and to provide information, training and supervision for this purpose. Creating Space For You (CIC) also recognises and accepts its responsibility to protect the health and safety of all visitors to the workplace (including contractors, temporary staff and any members of the public) who might be affected by our activities. Creating Space For You (CIC) will also ensure that our projects located elsewhere develop appropriate risk assessments.

A copy of this policy will be issued to each member of staff and volunteer. The policy will be reviewed each year along with an annual risk assessment. The specific arrangements for the implementation of the policy and the personnel responsible are set out within.

Responsibilities and Arrangements for Health & Safety Management

The Board of Directors

The Health and Safety at Work Act 1974 places a statutory duty on all employers to ensure, so far as is reasonably practicable, the safety, health and welfare of all its employees at work and other people who may be affected by their activities, e.g. users, volunteers, members of the public. The Board of Directors as the employer has overall and final responsibility for health and safety matters at Creating Space For You (CIC) and for ensuring that health and safety legislation is complied with.

The Board of Directors will review the operation of this health and safety policy annually, at its meeting preceding the Annual General Meeting each year. Health and Safety will also form a standing item on all Board of Directors' meeting agendas.

The Centre Co-ordinator

The Centre Co-ordinator has overall responsibility for ensuring that the health and safety policy is put into practice at Creating Space For You (CIC) premises. In particular the Centre Co-ordinator will ensure that:

- employees receive sufficient information, training and supervision on health and safety matters which is recorded.
- line managers are aware of their responsibilities to their staff and volunteers

- risk assessments covering fire risk, safer systems of work, personal safety and assessments of hazardous substances are undertaken as appropriate and the results written up and made available to all employees
- accidents are investigated and reported to the Board of Directors.
- there are arrangements in place to monitor the maintenance of any equipment
- there are adequate arrangements to liaise and co-operate on health and safety matters with Creating Space For You (CIC) licensees.
- that Creating Space For You (CIC) accepts its responsibility for the health and safety of its employees based at other locations.
- ensure that those responsible for Health and Safety issues have the resources to carry out their work effectively.

Competent Persons

The Centre Co-ordinator will take on the role of "competent person" as defined in the Management of Health and Safety at Work Regulations 1993.

The competent person will report to the Board of Directors and will assist in assessing the health and safety risks to Creating Space For You (CIC) employees, volunteers and service users and devising and applying measures to improve health and safety. The Centre Co-ordinator will ensure that any other nominated competent persons have adequate time, information, training and resources to undertake their task.

The competent person at the time of issuing this policy statement is Charlie Mitchell, who is responsible for Health and Safety matters for Creating Space For You (CIC).

Competent persons should routinely carry out basic safety checks and record these on an inspection sheet.

All employees and contractors have the responsibility to co-operate with the Centre Co-ordinator and the Board of Directors to achieve a safe and healthy workplace and to take reasonable care of themselves and others.

Employees must not intentionally or recklessly interfere with anything provided for their health, safety and welfare. Serious breaches of the Health and Safety Policy and rules (e.g. misusing equipment, deliberately putting someone else's safety in danger) will be dealt with through Creating Space For You (CIC) Disciplinary Procedure.

Whenever an employee notices a health or safety problem which they are unable to put right, they must immediately inform their line manager.

Health, safety and welfare matters may be raised by any employee at staff meetings or directly with their line manager at any time.

Risk Assessment

Creating Space For You (CIC) Centre Co-ordinator will ensure that a competent person carries out risk assessment in accordance with the 1992 Management of Health and Safety at Work Regulations and the Approved Code of Practice (ACOP). This risk assessments will be written up, stored centrally and be made available to all staff.

The written risk assessment will be reviewed and updated annually to ensure it covers all employees, volunteers and other users against all risks, and to ensure that any action identified as needed in the risk assessment has been carried out. The risk assessment will also be updated every time that there is a major change in working practices. The risk assessment will cover all Creating Space For You (CIC) employees and contractors, wherever they may be based, and will cover all aspects of their work.

Creating Space For You (CIC) will conduct an individual risk assessment for:

- any employee under the age of 18. This assessment will specifically take into account the young person's possible lack of awareness of existing or potential risks.
- lone workers, which take account of personal safety.
- Any employee who is pregnant
- Creating Space For You (CIC) will offer individual risk assessments to any members of staff who show or report symptoms of stress.

Creating Space For You (CIC) will ensure that new employees, contractors and volunteers receive information on health and safety as part of their induction, and included in their induction pack.

We will organise training for employees and volunteers on health and safety matters, including: annual general health and safety training and annual fire safety training for all staff, and other training as appropriate on first aid, manual handling, and risk assessment.

Creating Space For You (CIC) will also organise training for appropriate use of equipment and any special training needed to ensure safe systems of work.

If employees and volunteers consider they have health and safety training needs they should inform their line manager.

Venues

Creating Space For You (CIC) has a responsibility to provide a safe and healthy environment for staff and volunteers. This includes ensuring that all venues that are used by staff and volunteers are appropriate. Attention will be paid to:

- Emergency exits and fire call plans
- Toilets
- Ventilation
- Temperature
- Lighting
- Noise
- Office atmospheric pollutants
- Equipment

Creating Space For You (CIC) shall ensure all portable electrical appliances and equipment is periodically inspected and tested for compliance with *The Electricity at Work Regulations (Health and Safety Act 1974)*

Welfare Arrangements

Toilet & Washing Facilities

Creating Space For You (CIC) will seek to ensure that suitable and sufficient toilets and washing facilities are available for all staff in accordance with the minimum requirements of Health and Safety legislation. Each toilet will be in a separate, lockable room. Washing facilities will include a supply of clean hot and cold water, soap and suitable means of drying.

Drinking Water

An adequate supply of drinking water will be provided for all staff.

Rest Area

Creating Space For You (CIC) will discuss with all staff about appropriate seating in a rest area, where they may rest during normal work breaks. Suitable rest facilities will be discussed for pregnant employees.

Hours of Work

Creating Space For You (CIC) employees should not work excessively long hours, and should take adequate breaks for meals and rest.

Personal Safety

It is in the nature of Creating Space For You (CIC) work that staff or volunteers may, on occasions, find themselves in potentially dangerous situations whilst on Creating Space For You (CIC) business. The following section of the policy is concerned to minimise the risk to people working for Creating Space For You (CIC).

Away From Normal Workplace

Staff who are going to be away on Creating Space For You (CIC) business should make it clear to staff where they will be, how long for and how they can be contacted, if possible. If in the course of a trip away from the office plans change significantly, this should be communicated back to the office. Staff should make clear who they wish to be informed (outside of work) in the event of an emergency and how they can normally be contacted and inform Payroll when details change.

Use of Private Cars

All staff who use their private car in connection with official Creating Space For You (CIC) business are required to ensure that:

- they have a valid driving licence
- their vehicles are maintained in a safe condition, i.e. MOT Certificate, where appropriate
- seat-belts are used by all passengers
- an appropriate insurance policy is in force which covers business use, evidence of which must be produced on request of Creating Space For You (CIC)
- mobile phones are never to be used whilst driving
- staff must not smoke whilst driving on Creating Space For You (CIC) business.

Reporting and Recording

All incidents (or threats) of aggression or violence towards a member of staff or volunteer, or their family/friends, should be reported to management and recorded. Employers have a responsibility to provide a safe working environment. Staff should report any current or potential situation at work which is a threat to personal safety. Talking about fear and other problems related to aggression or harassment are not marks of failure but good practice. A serious incident, even if it results in no physical harm, may cause feelings of fear, panic or despair, which can carry on long afterwards. The management of Creating Space For You (CIC) recognises this and will be disposed to provide whatever support, counselling or time off work seems appropriate.

First Aid and Accident Reporting

All new employees, staff and volunteers will be told as part of their induction about first aid procedures and accident reporting.

All first aid incidents will be noted in the accident book held by Creating Space For You (CIC) Centre Co-ordinator. These records will then be filed separately in accordance with HSE guidelines.

All employees must report incidents, which resulted or nearly resulted in personal injury to themselves or others, to their line manager and the Centre Co-ordinator and make sure the accident is recorded in the Accident Book.

It is the responsibility of the Centre Co-ordinator to ensure that any necessary follow up action is taken to reduce the risk of the accident or near accident reoccurring.

The Centre Co-ordinator is responsible for reporting incidents which come within the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR), to the City of York Council.

Control of Substances Hazardous to Health

Under the 1992 COSHH (Control of Substances Hazardous to Health) Regulations employers have a duty to make an assessment of the risks related to hazardous substances e.g. chemicals, noxious fumes etc. In accordance with the Approved Code of Practice this assessment will be carried out and written down by a nominated competent person appointed by the Creating Space For You (CIC). Appropriate training will be arranged for the nominated person to enable them to carry out this duty. Following this assessment, in accordance with the Approved Code of Practice (ACOP) Creating Space For You (CIC) will:

1. In the first instance take action to remove any hazardous substances
2. If this is not possible then action shall be taken to find a substitute for the hazardous substance
3. If this is not possible such substances shall be enclosed within a safe environment
4. If none of the above are possible then protective equipment will be issued to ensure the safety of staff.

Monitoring

If for any reason a member of staff has to be exposed to a possibly hazardous substance, levels of exposure will be monitored.

At all times levels of ill-health related to exposure to hazardous substances at work will be monitored.

Substitution and Protection

All members of staff shall avoid using hazardous substances at all times if at all possible. Where substitute materials are available they should be used. If there is no way of avoiding use of a hazardous substance, then staff must use the substance in an enclosed, ventilated environment away from other workers, and use proper protective equipment, which shall be made available by Creating Space For You (CIC).

Manual Handling

Creating Space For You (CIC) member of staff should avoid manual lifting where at all possible. However, employees may occasionally be required to manually lift and handle loads. Correct manual lifting and handling reduces the effort required and prevents strain and risk of injury. The most likely occurrences of manual handling for Creating Space For You (CIC) member of staff are :-

- the receipt and storage of stationery orders
- moving paper records into archive storage

All employees should use aids, which are available to reduce the risk of injury, e.g. sack trolley, lifts. Employees should not put themselves at risk by attempting to lift heavy loads which could be divided into smaller quantities. The assistance of other employees should always be sought for moving large quantities or for lifting heavy and awkward loads. When lifting in a team take instructions from one person only. Any employee feeling a strain should stop immediately and record the incident in the Accident Book. To continue may result in more serious injury. Manual Handling training will be made available to staff as required.

Stress Management

Creating Space For You (CIC) recognises that stress at work is a serious issue and will do all it can to eradicate problems relating to stress at work. In particular Creating Space For You (CIC) will

1. Ensure close employee involvement, particularly during periods of change.
2. Give opportunities for staff to contribute to the planning and organisation of their own jobs.
3. Ensure staff have work targets that are challenging, but reasonable.
4. Implement effective policies and procedures for dealing with bullying and any form of harassment
5. Encourage good communications between staff and management.
6. Promote the maintenance of a supportive culture in the workplace.
7. Where appropriate, take into consideration an employees personal problems/problems at home.

8. Ensure employees avoid working long and unsocial hours, and that working hours and breaks comply with the requirements of the Working Time Regulations 1998.

Creating Space For You (CIC) will ensure that all policies, working practices, conditions of employment etc. do not contradict with the above statement. Employees should become aware of the causes of stress, and ensure that they do not work in a way which could cause them to suffer an increase in stress, nor cause an increase in stress on others. Employees must respect other members of staff, and ensure that interpersonal conflicts are avoided or dealt with sensibly. Employees must not make unrealistic demands of other workers, by imposing impossible deadlines and/or increasing others' workloads to a level they cannot cope with. Employees should participate with the Creating Space For You (CIC) intention to maintain a co-operative, supportive workplace environment. If an employee is suffering from stress at work, they should discuss this with the Centre Co-ordinator at the first opportunity. Where practicable and reasonable, Creating Space For You (CIC) will seek to provide assistance to the employee.

Further Information

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INFORMATION

Further information regarding Health and Safety regulations and good practice guides can be obtained from Creating Space For You (CIC).

This policy was reviewed on 20/4/16. Next review by 20/4/17