**HEALTH, SAFETY AND ENVIRONMENT POLICY**

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1. **REVIEW SCHEDULE**
2. **DECLARATION OF** INTENT

The pursuit of the highest standards of performance in health, safety and environmental issues is a prime management objective and an integral part of all the work and public activities and the concept of Total Safety Management at Rochdale Connections Trust.

We have established systems and procedures that are challenged and developed that identify and then eliminate or control risks to health and the environment and ensure that ongoing progress on all such issues is regularly reviewed and assessed against realistic performance targets. All health, safety and environmental issues are required to be dealt with promptly and not subordinated by work or activity requirements.

Rochdale Connections Trust is committed to ensure, as far as reasonably practicable, the health, safety and welfare of its staff and others who may be affected occupationally or environmentally by the Charity’s operations, work activities or practices.

Signed:



**Chairman of the Board of Trustees**

**2. ORGANISATION AND RESPONSIBILITIES**

**2.1 Organisation**

The Policy outlined in this Document applies to all personnel and others who visit the premises of Rochdale Connections Trust. Individual responsibilities are detailed in the sections that follow. Whilst some members of the staff are required to provide certain specialised services, the policy requires all the staff, members of the Rochdale Connections Trust Board, and all visitors, contractors and any other persons using the premises, to be primarily responsible for ensuring day-to-day compliance with Rochdale Connections Trust rules, procedures and appropriate legislative requirements.

**2.2 The Board**

The Board is ultimately responsible for all Health, Safety and Environmental issues arising from all the activities undertaken by Rochdale Connections Trust. With the support of the staff they are required to:

* operate to a Health, Safety and Environmental Policy that fully reflects and complies with the requirements of all UK and EEC legislation and that is relevant to Rochdale Connections Trusts’ policies
* ensure that the commitment to health, safety and environmental issues set out in the Policy is being properly maintained by all the staff and all the others using Rochdale Connections Trust's premises and services and all such persons are held accountable for their performance in such respects
* ensure that adequate financial and human resources are budgeted for health, safety and environment issues
* ensure all the staff are fully trained to achieve required standards of performance in all the relevant health, safety and environmental issues
* ensure that there are clearly defined organisational information systems and procedures to deal with matters on an ongoing basis
* ensure that new or amended legislative or Policy requirements are speedily and effectively implemented in the relevant areas of activity and/or premises
* ensure that required standards of performance are established in the appropriate areas of activities and communicated to all those concerned
* review on a regular basis the health, safety and environmental performance of Rochdale Connections Trust’s activities and ensure that the necessary corrective action is taken to achieve required standards on control
* ensure that the Board is kept informed of the appropriate levels of performance by the inclusion of a regular section of the report to all the Board meetings and a full report to the Annual General Meetings

**2.3 All Employees**

**2.4 Members of Rochdale Connections Trust (Volunteers)**

**2.5 Visitors/Trainees/Service Users**

It is a Statutory Requirement that Employees, Volunteers, Visitors, Trainees and Service Users of the premises and/or services of Rochdale Connections Trust shall take reasonable care of the health and safety of themselves and all others persons who may be affected by their acts or omissions undertaking the work of Rochdale Connections Trust or when engaged in any of the acts or deeds related to the organisations premises, or its activities and so far as necessary, co-operate with the Administrator and any other person in order that they can comply fully with the statutory duty or requirements imposed upon them. To this end they are required to:

* conform to Trust rules and procedures relating to health and safe working at all times
* adopt safe operating procedures, safe working practices and follow any instructions that apply to the job, workplace or activity
* report unsafe tools, equipment or accessories and any unsafe practices, methods of work or any hazards
* use correct methods of work and not improvise by using methods, tools or equipment which entail unnecessary risk
* assist in the maintenance of good housekeeping standards including in those areas which are shared with the Landlords and/or their other tenants
* co-operate fully in the work of inspections of the workplace and the premises
* assist in the investigation of accidents or incidents when necessary
* wear and use the necessary protective equipment as specified or required
* obtain treatment for and report any accident or injury however slight
* report for medical examinations or clinical tests that may be required under Statutory Provisions covering any health and safety issues
* participate in any monitoring programme being undertaken to determine personal exposure to potentially any hazard or hazardous material(s) or substances.
  1. **Contractors**

The Administrator or CEO is to ensure that, before the commencement of any contracted work, the Contractor(s), Sub-contractor or their agent(s) engaged in any work and/or activity for and on behalf of Rochdale Connections Trust are fully familiar with all the sections of the Health, Safety and Environmental Policy of the organisation and that:

* every such person, persons and companies have a clear and well-defined health, safety and environmental policy and arrangements in place in respect of all their personnel, employees and work activities that may affect Rochdale Connections Trust in any way
* all the persons under their control who may be visiting Rochdale Connections Trust’s premises are competent persons in the services or work which they are offering or proposing to carry out on behalf of Rochdale Connections Trust and that they are familiar with all their obligations and responsibilities under all the relevant legislation
* a detailed and comprehensive Method Statement is produced in written form before the commencement of any work or activity
* steps are taken to report any accidents or incidents and they are all recorded in the Accident Book

**3.BOARD ARRANGEMENTS AFFECTING HEALTH, SAFETY AND ENVIRONMENTAL ISSUES**

**3.1 Occupational Health and First Aid**

The Health and Safety (First Aid) Regulations 1981 came into operation on 1st July 1982. It places a general duty on employers (or in this case Rochdale Connections Trust), to make or ensure that there are adequate provisions for their employees, if they are injured or they become ill at work. The Administrator or CEO, on behalf the Rochdale Connections Trust must inform all the employees and others visiting Trust premises, of the First Aid Provision made for them.

General definition of the Provision is that the facility or equipment is made available, and is easily accessible to get and that the users are fully informed and trained to their correct use. The treatment of minor illnesses such as the administration of tablets and/or medicine falls outside the scope of Health and Safety (First Aid) Regulations 1981. For this reason, the treatment of minor illnesses does not form part of the training and/or duties of a First-Aider. The Board recognises that Rochdale Connections Trust premises and services are considered to be a low risk area, and therefore an appointed person with recognised First Aid training would be adequate. The current designated First- Aider at Rochdale Connections Trust is Debra Madden. In her absence Holly Stevenson is also a fully trained First-Aider. The First-Aider(s) are clear that they must NOT dispense any medicine or tablets.

There are First Aid boxes provided on all 3 floors of the organisation’s premises.

* 1. **Work related injuries and reporting of accidents/incidents**

It is a requirement that any person on the premises or engaged in its services should seek First Aid treatment as a result of work or activity related accident that causes bodily harm however slight. If the person cannot be treated on site then the person should be taken to the Urgent Care Unit at Rochdale Hospital or the Accident & Emergency Unit at either Fairfield Hospital or Oldham Hospital, via 999 telephone call to the Ambulance Service. An entry then must be made in Rochdale Connections Trust's Accident Book by the First-Aider or the Administrator. All the records must be kept in line with the Requirements of the Regulations in relation to Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1985.

Joint action is then required by the Board and the Administrator with help of a suitably qualified advisor to investigate in full all aspect leading up to the accident or incident, and if necessary, to take appropriate action to prevent a similar occurrence.

**3.3 Fire Precautions and Fire Safety**

The Fire Precautions Act 1971 and the Fire Precautions (Factories, Offices, Shops & Railway Premises) Order 1989 direct that:

* The Board must, in consultation with Greater Manchester Fire Authority, make suitable and necessary arrangements in respect of all the Fire Precautions and Fire Safety of all the personnel using premises and services used by the Board.
* Any parts of the premises which are not in full control of Rochdale Connections Trust but are accessible for welfare facilities through safe access or egress by Rochdale Connections Trust staff and others visiting or using Trust premises or services, then properly agreed and clearly defined arrangements must be made with the other occupiers of the adjoining premises or those sharing parts of the premises and the owners of the premises (landlords). These to include Emergency Exits to places of safety which must be properly sign posted, maintained and suitably illuminated at all times. Maintenance must also include provision of suitable Fire Extinguishers, smoke and fire alarms and easy access.
* The Board must also ensure that suitable arrangements and evacuation procedures for dealing with outbreaks of fire are posted on Rochdale Connections Trust Notice Boards and must be made known to all the personnel as part of their First Day Induction Courses.
* Regular checks must be taken to ensure fire alarm(s) and smoke alarms are working correctly and are properly maintained.
  1. **Personal Protective Equipment**

Various items of Personal Protective Equipment must be provided to all persons using RCT premises or services to provide protection against any hazards. These may include filter screens for the VDUs, gloves (when handling toner) etc.

**3.5 Eating and Drinking**

Eating and drinking should only take place in the area designated for such purposes. All Equipment in the kitchen must be properly maintained e.g. microwave, fridge, cooker, electric kettle etc. All

electrical equipment must by properly tested and suitably maintained. Suitable hand towels and cleaning materials must be adequately provided. Food or drinks containing alcohol are strictly forbidden on the premises at all times.

**3.6 Smoking and Vaping**

Smoking and Vaping is strictly forbidden in all parts of the premises at all times.

**3.7 Health and Safety Training, Instructions and Information**

The Administrator must ensure that all the persons on the organisations premises or using its services have had the necessary and adequate training, information and experience in order to perform the tasks for which they are engaged as far as is reasonable and practicable.

All training must be recorded and all such records must be suitably maintained on staff files and reported regularly to the Board.

**3.8 Safety of Equipment**

It is a strict Rochdale Connections Trust requirement that all the equipment must be properly guarded and proper safety checks carried out in accordance with all the relevant legislation.

All new equipment purchased must fully comply with all the legislation requirements and a certificate of safety must be obtained from the supplier and/or a competent person.

**3.9 Staff Consultation**

Joint and regular consultative arrangement are provided at Rochdale Connections Trust to facilitate all personnel co-operation in the adoption and furtherance of the Rochdale Connections Trust policies, rules and legislation on health, safety and the environment.

**3.10 Lone Working**

RCT will ensure, so far as is reasonably practicable, that staff who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety. Solitary working exposes staff and others to certain hazards. It is RCT’s intention to either remove the risks from these hazards or, where elimination is not possible, to reduce them to an acceptable level. The persons responsible for the implementation of this policy are Project Managers and the co-operation of senior management and employees is essential to its success.

Assessment of the risks of working alone in a particular area or to complete a certain task should be carried out to identify whether the work can safely be carried out by one unaccompanied person. This will include the identification of hazards. Particular consideration should be given to:

• The remoteness or isolation of the workplace

• Any problems of communication – eg out of mobile phone range etc.

• The possibility of interference such as violence or criminal activity from other persons

• The nature and extent of injury or damage to health anticipated in ‘worst case’ scenarios

Staff must be given all necessary information, instruction and training to enable them to recognise the hazards and appreciate risks involved with working alone. Staff will be required to follow the safe working procedures adopted which will include the provision of first aid, communication procedures and awareness of emergency procedures and to report any concerns to their line manager.

RCT have developed robust Health and Safety Procedures and Proformas in respect of safe systems of work to cover emergency and accident procedures and office systems. However, when staff are required to work alone the following specifics should also be considered:

a) Required ability of staff, including

• Professional training

• Experience

• Medical fitness/physical capability

b) Suitability of equipment

c) Means of communication, including

• Use of Automated Lone Working System

• Telephone

• Remote or manual alarm systems

• Regular visits by competent persons

d) Provision for treatment of injuries/illness, including

• Availability of first aid kit

• Access to first aider

e) Emergency and accident procedures, including

• Means of summoning help

• Means of raising alarm

• Rescue plans and equipment

• Fire-fighting equipment

f) Training for safe use of specialised equipment

g) Supervision for new members of staff, who must be confirmed as being competent to work alone before supervision can be relaxed to occasional visits

h) Defined working limits, clear procedures should be established as to the limit of what can and cannot be done. Clearly this cannot be defined in general terms, but the general precautionary principle of ‘if in doubt ask your line manager’ should be observed

1. **REVIEW SCHEDULE:**

The Health, Safety and Environment Policy is formally reviewed on an annual basis.

**Date of last review:** November 2021

**Reviewed by:** Lizl Donnelly

**Job Role:** Business Support Manager

**Date of next Review:** November 2022