

**Document:** Health and Safety Policy

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## Statement of General Policy

This is the statement of general policy and arrangements for CLENCHWARTON COMMUNITY FOUNDATION TRUST.

We aim to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and our volunteers and to provide such information, training and supervision as they need for this purpose. We also accept responsibility for the health and safety of other people who may be affected by our activities.

Our policy is to ensure that all practicable steps are taken to secure the health, safety and welfare of all persons using the CLENCHWARTON COMMUNITY FOUNDATION TRUST office. It is based on the Health & Safety at Work etc. Act 1974.

CLENCHWARTON COMMUNITY FOUNDATION TRUST will:

- Maintain safe and healthy working conditions.
- Provide adequate control of the health and safety risks arising from our work activities.
- Consult with our employees and volunteers on matters affecting their health and safety.
- Provide and maintain safe equipment.
- Ensure safe handling and use of substances.
- Ensure, as far as is reasonably practicable, the provision of information and instruction to enable employees and volunteers to avoid hazards and contribute positively to their own health and safety.
- Attempt to prevent accidents and cases of work-related ill health.

The allocation of duties for safety matters and the particular arrangements which we have made to implement the policy are set out in our Health and Safety Policy and apply to all employees, self-employed persons, volunteers and visitors working in the premises of CLENCHWARTON COMMUNITY FOUNDATION TRUST.

The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed on a regular basis.

CHAIRMAN has overall and final responsibility for Health and Safety.

CHAIRMAN has day to day responsibility for ensuring this policy is put into practice.

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<b>Statement of general policy</b>	<b>Responsibility of: Name/Title</b>	<b>Action/Arrangements (what you are going to do?)</b>
Policy review and framework oversight		The overall Health and Safety Policy framework is reviewed annually by the Chief Executive or other appointed person whom the Board have given delegated authority to oversee health and safety issues. The Chief Executive or other appointed person is responsible for ensuring the Board is assured of appropriate Health and Safety practice informed through the overall risk management and performance management systems.
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace		Risk assessments are undertaken and documented and actions arising out of those assessments are implemented. Risk assessments are reviewed annually or when circumstances change. Risk assessments are undertaken in line with HSE Fire Steps to Risk Assessment methodology.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work		Remote activity, home working and lone working are covered under separate policies. Guidance notes are provided to staff and volunteers on key H&S areas.

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		<p>Hirers are provided with housekeeping information which summarises key information and emergency procedures.</p> <p>Health and Safety items are covered in the induction process.</p> <p>Staff/volunteers are asked to report any injuries, strains or illnesses as a result of doing their job.</p> <p>Training is provided on relevant areas such as fire extinguisher use, as part of the overall organisational training plan.</p>
<p>Engage and consult with employees on day-to-day health and safety conditions</p>		<p>Employees and volunteers are encouraged to put forward any suggestions or ideas for the improvement of health and safety within CLENCHWARTON COMMUNITY FOUNDATION TRUST 's activities, and any recommendations for eliminating or reducing hazards in the workplace.</p> <p>Routine consultation takes place on matters as they arise.</p> <p>Formal Visual Display Unit (VDU) assessment is undertaken at regular intervals.</p>
<p>Implement emergency procedures – evacuation in case of fire or other significant</p>		<p>A fire risk assessment is maintained and reviewed annually.</p>

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<p>incident. You can find help with your fire risk assessment at:  <a href="https://www.gov.uk/workplace-fire-safety-your-responsibilities">https://www.gov.uk/workplace-fire-safety-your-responsibilities</a></p>		<p>Escape routes are well signposted and kept clear at all times – this is included on the monthly safety checklist.</p> <p>Emergency systems are subject to regular checks and these are documented in the health and safety folder.</p> <p>Emergency evacuation practices take place no less than every 6 months.</p>
<p>Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances</p>		<p>Systems are in place for routine inspections and these include checks of fire alarms and emergency lighting as well as contracts to maintain equipment and undertake portable appliance testing in-line with appropriate guidance.</p>
<p><b>SIGNED</b> <b>(Employer)</b></p>		<p><b>DATE</b></p>

## Where to find:

<p>Health and safety law poster is displayed at (location)</p>	
<p>First-aid box is located:</p>	
<p>Accident book is located:</p>	
<p>Health and Safety folder and checklists</p>	
<p>Health and Safety documents and templates</p>	

## Employees and Volunteers Responsibilities:

All employees and volunteers must:

- Not smoke in any area of the CLENCHWARTON COMMUNITY FOUNDATION TRUST premise. It is illegal to smoke in any area of CLENCHWARTON COMMUNITY FOUNDATION TRUST premises. As required, signs should be affixed at all entrances and exits informing visitors that this premises is non-smoking. It is an organisational policy that this ban includes staff vehicles whilst other staff members are present, and the journey is work related. Staff/volunteers who smoke may do so in the car park area but must vacate the immediate vicinity of all exits. To avoid risk of fire, all cigarettes should be extinguished fully and placed in a suitable disposal container.
- In the UK, vaping indoors is not prohibited in public places and workplaces. The laws does not expand to cover vaping, and therefore it is up to organisations to make their own policies on the use of e-cigarettes and vaping (on their premises). In 2016, Public Health England (PHE) published a [guide to help businesses and employers create clear and reasonable policies on vaping](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/768952/PHE-advice-on-use-of-e-cigarettes-in-public-places-and-workplaces.PDF) in the workplace. This was put together in response to the rapid rise of electronic cigarettes, the Government wanted to use the guide to help encourage employers to allow the use of e cigarettes on their premises. [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/768952/PHE-advice-on-use-of-e-cigarettes-in-public-places-and-workplaces.PDF](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/768952/PHE-advice-on-use-of-e-cigarettes-in-public-places-and-workplaces.PDF)
- Not use mobile phones whilst driving in association with work related activities, unless using a 'hands-free' method of operation.
- Report all health and safety concerns to the CHAIRMAN.
- Report any accident, near miss, incidents of violent or verbal abuse or any hazard.
- Co-operate with Managers on health and safety matters.
- Take reasonable care and exercise personal responsibility for the health and safety of themselves and others.
- Not interfere with anything provided to safeguard their health and safety.

## Health and Safety Additional Documents:

A hard copy of this information can be located at CHAIRMAN'S ADDRESS

To supplement this information other relevant Health and Safety procedures need to be considered and put in place:

- General Housekeeping for office/building.
- Health and Safety Inspection- checklist
- Accident/Incident report book

## CLENCHWARTON COMMUNITY FOUNDATION TRUST

- Fire Risk Assessment:
  - ❖ Fire Risk Assessment Form
  - ❖ Fire Alarm Test - monthly record sheet
  - ❖ Fire Alarm and detection maintenance and service report
  - ❖ Evacuation Procedures
  - ❖ Emergency Fire - drill record sheet
- Procedure for Testing Emergency Lighting System
  - ❖ Emergency Light Tests - monthly record sheet
  - ❖ Emergency Lighting Inspection and Test Report
    - Procedures for Registered Keyholders
  - ❖ Issue of keys for Building and Equipment
  - ❖ Register of Building Keys
- Security Alarm Company
- Asbestos Regulations
  - Using Electrical Equipment - advisory sheet
- ❖ Portable Electrical Equipment Testing
- ❖ Electrical Reports/Inspections/ PAT Testing
  - Manual Handling – risk assessment and training
  - Display Screen Equipment Assessment
- ❖ Display Screen Equipment- workstation checklist
  - Dogs in the Workplace - H&S reminders
  - Control of Substances Hazardous to Health (COSHH) some do's and don'ts
  - Cleaning Equipment Storage
  - Recruitment and Induction Policy
- ❖ Lone Working Policy
- ❖ Home Working Policy

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CLENCHWARTON COMMUNITY FOUNDATION TRUST

- ❖ Staff and Trustees - working from home policy
  - New and Expectant Mothers - risk assessment and checklist/guidelines
  - Welfare
- ❖ Smoking on Premises Guide
- ❖ Alcohol and Drugs
- ❖ Fitness for Work
- ❖ Notification of Prescriptions/drug treatment whilst in premises
- ❖ Unfit to Work - due to alcohol and/or drugs
- ❖ Dependency Affecting Work
- ❖ Stress
- ❖ Violence/Harassment and Bullying
- ❖ First Aid
- ❖ Using Mobile Phones Whilst Driving
  - Photography/Film Consent Form





# Health and Safety Risk Assessment Template

All employers must conduct a risk assessment. If you have fewer than five employees, you don't have to write anything down.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business). Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit.

You can print and save this template so you can easily review the information as and when required.

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillage	General good housekeeping  Areas well lit, including stairs.  No trailing leads/cables  Staff keep work areas clear, i.e. no boxes in walkways	Better housekeeping  Arrange for loose carpet tile to be repaired/replaced	All staff to monitor.  Manager	From now on.  xx/xx/xx	xx/xx/xx  xx/xx/xx

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