



Groundwork Sheffield

## Health & Safety Policy

Approved by the Board of Trustees October 2015

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## **1. Introduction**

Groundwork Sheffield regards the management of health and safety as an integral part of its business and as a management priority. It is our policy that all activities and work will be carried out in a safe manner and we will do our utmost to ensure the health, safety and welfare of our employees, contractors sub contractors engaged on our behalf and others who may be affected by our activities.

Our target is for zero accidents and zero work-related ill health to be achieved by applying current best practice in health and safety management. Compliance with current health and safety legislations is therefore regarded as the absolute minimum standard acceptable.

Proper management of health and safety issues is seen as an integral part of the efficient management of Groundwork Sheffield's activities, and critical to developing the professional culture of The Trust and establishing and maintaining a solid reputation with all of our service users and partners.

Where employees work in the above premises and other sites, the Groundwork Sheffield appointed Health & Safety Person along with an appropriate member of staff will be responsible for completing the Health & Safety checklist and carry out a Risk Assessment for those premises.

We shall use the guidance set out in OHSAS18001 to help us to operate an OH&S Management System.

This policy will be reviewed annually but will also be updated should there be any significant changes in legislation in the interim requiring a change to this policy.

## **2. Health & Safety Policy**

Groundwork Sheffield will:

- 2.1 Take all reasonably practical steps to provide and maintain for all employees a safe and healthy working environment.
- 2.2 Take all steps to ensure that its services and activities do not put at risk the health and safety of contractors and sub contractors working on behalf of Groundwork Sheffield including the supervision of work by a Groundwork appointed person, its service users and the general public.
- 2.3 Ensure that all employees, contractors and sub contractors work safely and provide such information, instruction, training and supervision as is necessary to enable them to do so.
- 2.4 Provide effective communications at all levels to aid the development and promotion of high standards in Health & Safety.
- 2.5 Ensure that Groundwork Sheffield Board members are made aware of their

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responsibility for the health & safety of Groundwork Sheffield staff and others.

### **3. Responsibilities**

#### **3.1 Duty of the Employer**

A designated member of staff will be given the role of Groundwork Sheffield Appointed Health & Safety Officer in addition to their normal job requirements.

Groundwork Sheffield must:

- make the workplace safe
- prevent risks to health
- ensure that safe working practices are set up and followed
- provide adequate first aid facilities
- tell staff about any potential hazards from the work they do and give them information, instructions, training and supervision as needed
- set up emergency plans
- make sure that ventilation, temperature, lighting, and toilet, washing and rest facilities all meet health, safety and welfare requirements
- check that the right work equipment is provided and is properly used and regularly maintained
- provide health supervision as needed
- ensure that the right warning signs are provided and looked after
- report certain accidents, injuries, diseases and dangerous occurrences to either the Health and Safety Executive (HSE) or the local authority, depending on the type of business

#### **3.2 Employees' Rights:**

Rights are given to employees of Groundwork Sheffield by law and generally Groundwork Sheffield as employer cannot change or remove them. The most important rights are:

- As far as possible, to have any risks to your health and safety properly controlled.
- If you have reasonable concerns about your safety, to stop work and leave your work area, without being disciplined.
- To tell Groundwork Sheffield about any health and safety concerns you have.

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- To get in touch with the Health and Safety Executive (HSE) or your local authority if Groundwork Sheffield refuse to listen to your concerns, without being disciplined.
- To have rest breaks during the working day, to have time off from work during the working week, and to have annual paid holiday.

### 3.3 Duty of Employees

The Health & Safety at Work, etc Act also places the following duties on all employees:

- To work safely, efficiently and without endangering the Health & Safety of themselves, their colleagues or the general public, or any other person who has the right of access to the Groundwork Sheffield Offices and /or workplaces outside the office environment at any time
- To adhere to the Safety Policies and procedures laid down by Groundwork Sheffield.
- To report all accidents, near misses, or hazardous situations to the Appointed Health & Safety person or to the Executive Director.
- To meet other statutory safety obligations including that laid down in Section 8 of the Act which states that 'No person shall recklessly or intentionally interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions'.

## 4. Consultation with Employees

4.1 Consultation involves GWS not only giving information to employees but also listening to and taking account of what they say before making any health and safety decisions.

GWS will consult with all its employees on health and safety matters including:

- The introduction of any measure which may substantially affect their health and safety at work
- Arrangements for getting competent people to help them comply with health and safety laws
- The planning and organisation of health and safety training
- Risks and dangers arising from their work, measures to reduce or remove these risks and what employees should do if they are exposed to a risk
- Any change in health and safety legislation
- The production of generic / specific risk assessments and dynamic daily risk assessments

Consulting with employees can result in:

- Healthier and safer workspaces – because employee input is invaluable to identifying hazards, assess risks and develop ways to control or remove risks or dangers

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- Better decisions about health and safety
- Stronger commitment to implementing decisions or actions – because employees have been actively involved in reaching these decisions, therefore facilitating a positive, health and safety culture

#### 4.2 How are GWS employees consulted?

GWS employees are regularly consulted about any health and safety matters. This is done:

- Through the induction process which involves reading and understanding the Health and Safety policy
- Via a hard copy of the health and safety policy which is available in the office
- Via an electronic copy of the policy which is available on the company Intranet
- Through regular meetings with departmental delegates and the Health and Safety Officer, to highlight any concerns, report findings, review and implement changes, and set new objectives
- By the Health and Safety Officer or a delegated representative completing a health and safety audit which is disseminated to all employees

#### 4.3 Requirement from Employees

All employees have a duty to co-operate in all respects with all procedures, policies and training provided by GWS in pursuit of their duties. Employees have a responsibility for their own safety and for the safety of those who may be affected by their work. Employees have the authority and duty to stop any working practice which they consider to be unhealthy or unsafe, prior to contacting their line manager. It is a necessary requirement that all employees inform the HSO of any health and safety issues or concerns.

### **5. Contractors and Sub-contractors of Groundwork Sheffield**

All contractors and sub contractors are required to co-operate with Groundwork Sheffield and their colleagues in implementing the policy and shall ensure that their own work is without risk to themselves and others. Work carried out at the direction of Groundwork Sheffield by contractors and sub contractors must be supervised at all times by an appointed member of Groundwork staff.

### **6. Risk Assessment:**

Hazards inherent in all proposed operations shall be identified and noted. The risk shall be evaluated in terms of the likelihood of the hazard occurring and the potential severity of the consequences.

Generic risk assessments shall be prepared for all operations carried out by Groundwork Sheffield and these shall be reviewed and updated as appropriate. The generic risk assessments shall be available at point of use for all operations.

Operators shall be informed of their responsibility to comply with the control measures

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specified in the generic risk assessments during induction training.

Site specific risk assessments shall be undertaken for each operation / site. These shall be briefed to staff at the start of each working shift and to visitors prior to them being allowed onto the work site. These shall identify potential hazards, assess the level of risk to employees, the public and the environment, specify agreed control measures and so reduce the likelihood of accidents occurring.

Employees shall have a responsibility to work in accordance with best practice and instruction in relation to any risk assessment and to inform the Directors of any situation that would result in safe working being jeopardised.

## **7. Workplace Arrangements:**

A specific risk assessment covering the office shall be maintained.

The office shall be kept in a safe and clean condition with no trip hazards or obstructions that could cause harm or prevent emergency access / egress.

Workspaces and display screen equipment shall be assessed for suitability for the specific user and these assessments shall be reviewed or repeated regularly to ensure continuing suitability.

All staff and visitors shall be kept informed of fire evacuation procedures and first aid provision arrangements.

All employees shall have access to relevant safety information and first aid provision.

All staff and visitors must comply with all warning signs and notices displayed on the premises.

All staff and visitors shall make appropriate use of all safety equipment and facilities.

All work areas must be kept clear of debris, scrap and other rubbish in order to facilitate ready access and egress and to reduce the risk of fire.

## **8. Use of Equipment**

8.1 Groundwork Sheffield will provide for the regular maintenance of its equipment and systems. (See the HSE's guideline document 'Working with VDUs'). This can be found in the Health and Safety file in the Operations office. This will also include an appropriate periodic check of all electrical appliances that Groundwork Sheffield is responsible for within its office.

"All regular users of VDUs are entitled to an annual eyesight test by an optician paid for by Groundwork Sheffield. Book the test with your own preferred optician, pay on the day and then submit the receipt to the administrator for payment. Where the test indicates the need for special spectacles in order that you can carry out your work using the VDU, Groundwork Sheffield will subsidise the cost of prescription lenses up to a maximum of £50."

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- 8.2 Information on how to use work equipment will be available to employees paid or unpaid.
- 8.3 Groundwork Sheffield will not accept responsibility for accidents resulting from the misuse of equipment or using incorrect equipment for a given task (e.g. climbing on chairs instead of ladders).
- 8.4 To reduce the risk of accidents, all employees and volunteers will be provided with the correct equipment and provided with appropriate training and supervision throughout the completion of a given task.
- 8.5 All sub-contractors working for Groundwork Sheffield will be required to specify the equipment needed to complete the contract and to ensure the safety of their own employees, the general public and those of Groundwork Sheffield.
- 8.6 Work being carried out by sub-contractors on behalf of Groundwork Sheffield will be supervised throughout the duration of the contract to ensure compliance with the contract - including the safe use of equipment specified in the contract.

## **9. The Control of Substances Hazardous to Health Regulation (COSHH) 2002**

- 9.1 Groundwork Sheffield will identify and assess all hazardous substances used in its office. All staff are to read COSHH sheets before using or disposing of products.
- 9.2 Wherever reasonably practical, Groundwork Sheffield will replace hazardous substances with those, which are less harmful.
- 9.3 Groundwork Sheffield will provide adequate and appropriate storage facilities for all hazardous substances.

## **10. Manual Handling**

10.1 GWS will make working practices as safe as possible. It is the company's policy to help its employees to improve their working practices and understand the benefits of protecting themselves and others at work.

10.2 Legislation: Health & Safety at Work Act 1974, The Management of Health and Safety at Work Regs 1999, The Manual Handling Operations Regs 1992. GWS abides by all current legislation and monitors them for changes in laws or regulations.

### 10.3 GWS Responsibilities

To reduce manual handling accidents, Groundwork Sheffield will:

- Avoid the need for manual handling, as far as is reasonably practicable
- Assess the risk of injury from any unavoidable manual handling
- Reduce risks to the lowest level that is reasonably practicable
- Ensure that assessments are written and are available to all staff

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- Employ a health and safety officer/competent adviser on all manual handling tasks
- Monitor policy and codes of practice and take action if they are not properly applied
- Not allow any employee to perform a manual handling task without providing adequate them with adequate training and the necessary tools/equipment to perform the task properly and safely. Training records should be kept and signed by employees

#### 10.4 Employee Responsibilities

Groundwork employees should:

- Follow appropriate advice laid down for their safety from the Health and Safety Officer (HSO)
- Be aware of and understand GWS's manual handling procedures
- Make proper use of equipment provided for their safety
- Co-operate with GWS on health and safety matters
- Inform GWS if they identify hazardous handling activities or any dangerous defects in equipment
- Take care to ensure that their activities do not put themselves or others at risk
- Take advise from the Health and Safety Officer before proceeding with any manual handling activities
- Not attempt any manual handling task until the HSO has provided the necessary information and tools to perform the task correctly and safely

### 11. Working at Height

11.1 Groundwork Sheffield is presently an office-based organisation and does not require or expect any of its staff to work at height. In the event of our work procedures changing to include any working at height, then GWS will be responsible for:

- Ensuring that, where working at height cannot be avoided, a suitable and sufficient assessment of the risks to health has been carried out
- Ensuring employees, contractors and sub contractors, volunteers are aware of the risks connected with working at heights
- Providing employees, sub-contractors and volunteers with the relevant training, advice and equipment to perform the task correctly and safely
- Ensuring that all work at height is properly planned and organised
- Ensuring that those involved in work at height are competent and correctly trained and supervised, including sub-contractors and volunteers
- Equipment for work at height being suitable and regularly inspected and maintained
- Avoiding work at height whenever possible
- Using work equipment or other measures to prevent falls where they cannot avoid working at height

#### 11.2 Legislation: Working at Height Regulations 2005

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## **12. Recording of Accidents**

- 12.1 A record of accidents, injuries and near misses will be available at the Groundwork Sheffield office. Any accident leading to injury will be recorded in an official Accident Book. This Accident Book will be kept in a place accessible to employees at all times. In the event of an environmental incident occurring, an incident form will be completed and handed to the environmental representative so appropriate action can be taken.
- 12.2 A written record of all notifiable accidents will be kept for at least three years.
- 12.3 A written record of recurrent absences which are of less than three days but due to work-related injuries/illnesses will be kept for at least three years.
- 12.4 Certain injuries require reporting under *RIDDOR 2013* (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). Fatalities and major injuries must be reported immediately and a fuller report submitted on Form F2508 within 10 days. Other injuries which cause the sufferer to be unable to do their normal work for more than three days must be reported in writing on Form F2508 within 10 days.

## **13. Portable Electrical Equipment / Portable Appliance Testing**

13.1 Portable and transportable electrical equipment should only be used for its intended purpose and in the environment it was designed and constructed for. Lasting safety can only be attained by ongoing and effective maintenance. Users should treat their equipment reasonably, including stopping if defects occur, and reporting the faults.

Maintenance will determine whether equipment is fully serviceable or remedial action is necessary. Routine inspection and appropriate testing, where necessary, are part of any overall strategy for ensuring that work equipment is maintained in a safe condition.

Cost-effective maintenance of portable electric equipment can be achieved by a combination of:

- Checks by the user
- Formal visual inspections by a person trained and appointed to carry them out
- Combined inspection and tests by an electrically competent person or by a contractor

The person using the equipment will be responsible to ensure that it remains in good condition. This would include basic visual checks to include signs of damage, wear, overheating, etc.

These checks also apply to extension leads and associated plugs and sockets. The user should make visual checks when the equipment is taken into use and during use. Any faults should be immediately reported to the Health and Safety Officer or Line Manager and the equipment taken out of use. Management will take effective steps to ensure that the equipment is not used again until it is repaired by a person competent to carry out the task (e.g. the defective equipment will be labeled as 'faulty' and its associated plug

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removed) or a replacement is supplied.

To control the risks and to monitor the user checks, a competent person will carry out regular inspections.

### 13.2 Maintenance and test records

A suitable log is used to monitor and review the effectiveness of the maintenance scheme and also to demonstrate that a scheme exists. It is also used as an inventory of equipment and a check on the use of unauthorised equipment (e.g. domestic kettles or electric heaters brought to work by employees).

The log includes faults found during inspection, which will be a useful indicator of places of use or types of equipment that are subject to a higher than average level of wear or damage. This will help monitor whether suitable equipment has been selected.

### 13.3 PAT Testing

Groundwork Sheffield has its office equipment PAT tested by an approved contractor on a 2 yearly basis.

## 14. Personal Protective Equipment (PPE)

PPE is defined in the HSE regulations as 'all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work and which protects the employee against one or more risks to their health or safety', e.g. safety helmets, gloves, eye protection, high visibility clothing, safety footwear, etc.

GWS requires that appropriate PPE is available for all its employees in order for them to perform their tasks properly and safely and that they are maintained correctly.

GWS also requires that PPE:

- Is properly assessed before use to ensure it is suitable
- Is maintained and stored properly
- Is provided with instructions on how to use it safely
- Is used correctly by its employees

### Training

It is GWS's policy:

- To make sure everyone using PPE is aware of why it is needed, when it is to be used, repaired and its limitations
- To ensure that users wear necessary PPE all the time they are exposed to the risk
- To never allow exemptions for jobs that take 'just a few minutes'
- To check regularly that PPE is being used, when necessary, and investigate fully any reasons why it is not

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Maintenance

All PPE must be:

- Well looked after and stored correctly
- Kept clean and in good repair

Legislation

- Personal Protective Equipment at Work Regs 1992

**15. First Aid**

- It is the employee's responsibility to inform the Health & Safety Officer of any medical history that they feel may be relevant in case of an accident.
- Staff in Groundwork Sheffield's office will be advised as to the location of the first-aid box. Contents of the boxes will meet the statutory requirements.
- The Appointed Health & Safety Person and Site Health & Safety Officer will ensure first-aid officers undergo training at regular intervals. Other staff will be encouraged to support the First Aid provision by agreeing to undertake approved training.
- Each office, yard and vehicle shall be equipped with suitable first aid kits appropriate to the number of people in place and the tasks they are carrying out.

**16. Smoking**

16.1 Groundwork Sheffield operates a No Smoking policy throughout its office.

**17. Fire, Bomb and Other Emergencies**

17.1 GWS accepts a duty to take adequate precautions against fire and other emergencies. GWS will provide information about actions to be taken in case of such emergencies in:

- Fire Evacuation Policy
- Fire Evacuation Procedure
- Crisis Management Plan

17.2 Emergency exits and exit routes will be clearly marked and kept clear of obstructions at all times.

17.3 Notices concerning Emergency exits and evacuation procedures will be clearly displayed.

17.4 Groundwork Sheffield staff will be given instruction to be familiar with their individual role in case of emergency, the location of emergency exits and the location of fire fighting equipment.

17.5 Fire drills will be held every Tuesday morning at 10am.

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## **18. Personal Safety**

- 18.1 The external doors of the office will be locked when staff, paid or unpaid are working after office hours and when alone in the building.
- 18.2 In the case of abusive/violent confrontation with the public, the police should be called. In confrontational situations, staff should not get involved and should withdraw when safe to do so.

## **19. Construction Design Management (CDM 2015)**

19.1 **Key Changes** - On Monday 6 April 2015, the Construction (Design and Management) Regulations 2015 replaced the 2007 Regulations.

1. All projects must have:

- Workers with the right skills, knowledge, training and experience
- Contractors providing appropriate supervision, instruction and information

2. Project where more than one contractor is involved (domestic or non-domestic) must have 1 above plus:

- Principal designer and principal contractor must be appointed
- A health and safety file

3. If work is scheduled to:

- Last longer than 30 working days and
- Have more than 20 workers working simultaneously at any point in the project
- OR exceeds 500 person days

All of 1 and 2 above plus

- Client must notify project to HSE

The CDM Regulations were substantially revised on 6 April 2015. These revisions saw the role of **CDM Co-ordinator** transferred to a Principal Designer and Principal Contractor. The Principal Designer (PD) is responsible for the pre-construction phase whilst the Principal Contractor is responsible for the construction phase.

In the eventuality of Groundwork Sheffield taking on a project that may be governed by CDM regulations, then the company will make provisions towards compliance, specifically by having access to a competent Health & Safety Advisor.

## **20. Duties of the Appointed Health & Safety Officer**

The name of the Groundwork Sheffield staff member acting as the Appointed Health & Safety Officer will be provided in the staff induction pack.

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Job Summary

- Responsible for day to day Health and Safety issues
- Responsible for undertaking an annual Health and Safety review at the Groundwork Sheffield offices
- Responsible for carrying out the Health and Safety Checklist and Risk Assessment at outreach premises
- Liaison with professional bodies and building owner regarding Health and Safety provision
- The Executive Director is ultimately responsible for the Health and Safety of Groundwork Sheffield employees.

Responsibilities

- To complete the Health and Safety Checklist and carry out a Risk Assessment at the Trust offices
- To ensure all appropriate Health & Safety signage and information is in place. This includes sign-posting for emergency exits and what to do in case of emergencies
- To review the Groundwork Sheffield Health and Safety policy
- To ensure First Aid Officers undergo training at regular intervals
- To order first aid equipment including first aid boxes, posters, signage, fire fighting equipment and smoke alarms.
- To identify all other first aiders in the building for both employees, visitors and members of the public
- To promote the Health & Safety policy and encourage all staff to follow the policy
- To keep record of staff medical histories in case of emergency
- To collect emergency contact details from all employees

**21. Arrangements and Legislation**

Groundwork Sheffield regularly checks its policies to ensure that it addresses all relevant standards and refers to current legislation and practices. To enable GWS to accomplish this we are registered with the following organisations that provide any changes in legislation.

- Environmental Agency – Provides environmental information / updates / and changes in legislation

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- DECC – (Department of Energy & Climate Change) – Monthly Reviews
- HSE – Provides information and advice on HSE procedures and legislation
- EA Floodline Warning – Provides information and warnings in the case of potential flooding in the area of GWS offices
- Gov.UK – Daily digest bulletin that provides information on policies, legislation, guidance and press releases
- NQA InTouch – Provides advice on waste materials, recycling, environmental news, environmental tips, news and legal updates
- Legislation.Gov.UK – The official place of publication for newly enacted legislation

In the event of any changes in H&S legislation, the Health and Safety Officer will disseminate this information to the staff, by email and through the staff meetings.



Signed:

(Chair)

Date: 29<sup>th</sup> October 2015



Signed:

(Executive Director)

Date: 29<sup>th</sup> October 2015

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