

Health and Safety Policy

1. Health and Safety Policy Statement

- 1.1 PBE is committed to ensuring the health, safety and welfare of its employees, staff, volunteers and contractors and it will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations on health and safety. It is the responsibility of each employee to familiarise themselves and comply with the Company's procedures and systems on health and safety.
- 1.2 This commitment is underlined by the CEO who has the overall responsibility for policy formulation, policy implementation and on-going policy development and review. It is the intention of PBE to place health and safety as a high priority in relation to its overall aims.
- 1.3 Whilst PBE will take all reasonable steps to ensure the health and safety of its employees, health and safety at work is also the responsibility of the staff themselves. It is the duty of each member of staff to take reasonable care of their own and other people's health, safety and welfare and to report any situation which may pose a serious or imminent threat to the well-being of themselves or of any other person. If a member of staff is unsure how to perform a certain task or feels it would be dangerous to perform a specific job or use specific equipment, then it is their duty to report this as soon as possible to their line manager or the person responsible for health and safety.
- 1.4 Disciplinary action under PBE's Disciplinary Policy may be taken against any member of staff who violates health and safety rules and procedures or who fails to perform their duties under health and safety legislation. Depending on the seriousness of the offence, it may amount to potential gross misconduct which may lead to summary dismissal.
- 1.5 PBE will provide and maintain a healthy and safe working environment and will (in conjunction with the building owners):
- Maintain the workplace in a safe condition and provide adequate facilities and arrangements for welfare at work
 - Provide a safe means of access to and exit from the workplace
 - Provide and maintain equipment and systems of work that are safe
 - Provide information, instructions, training and supervision as is necessary to ensure the health and safety at work of its staff and other persons
- 1.6 PBE acknowledges the requirements under the Health and Safety at Work etc. Act 1974 and reminds all PBE employees of their responsibilities for their own and other people's health and safety under this Act.

2. Health and Safety Management Responsibilities

- 2.1 Responsibilities of the Board of Trustees are delegated to the Chief Executive Officer.
- 2.2 The PBE Board of Trustees is ultimately accountable for the health and safety matters relating to PBE and of all PBE staff and volunteers. The responsibility for the day to day implementation of Health and Safety Policy is delegated to the CEO. In particular, she is responsible for ensuring that the policy is widely communicated, implemented and that its effectiveness is monitored.
- 2.3 **The Board of Trustees has responsibility for:**
- Ensuring that systems and procedures are in place to ensure that all staff fully understand and observe PBE Health and Safety Policy and their delegated responsibilities
 - Ensuring adequate insurance cover is provided for both statutory and PBE's needs
 - Ensuring that the Employer's Liability Certificate is displayed in a prominent place in the office
 - Providing resources to achieve the safety aims and objectives

- Ensuring that PBE's Health and Safety Policy organisation and arrangements are reviewed at least annually or whenever there is a substantial change in activities.

2.6 **Responsibilities of the Operations and Finance Manager and CEO**

2.7 Day-to-day responsibility for health and safety matters within PBE lies with the Operations and Finance Manager and CEO who fully supports the Health & Safety Policy. They have responsibility for:

- Implementing the Health & Safety Policy
- Monitoring all staffs' compliance with Health & Safety Policy and their understanding of their delegated responsibilities and communicating any changes in the policy
- Having systems, procedures and instructions in place to ensure that all facilities are maintained in a safe working condition, all facilities monitored and access and exit facilities kept clear at all times
- Liaising with the building owners to ensure regular health and safety inspections of the offices and maintaining of records and that there is appropriate regulation of contractors on site
- Maintaining a register of all portable electrical equipment and ensuring that a competent contractor regularly tests it
- Ensuring that all information regarding health and safety is communicated to all relevant parties, in conjunction with the Senior Management Team
- Ensuring staff are sufficiently trained in emergency procedures and arrangements and the use of safety equipment and that records are maintained and kept on site
- Working with the First Aider Appointed Representatives to record and report all accidents and dangerous occurrences

2.8 **Responsibilities - First Aiders**

PBE has arranged for certain staff to be appropriately trained in the delivery of first aid.

First Aiders are responsible for:

- Co-ordinating the delivery of first aid to staff, contractors or visitors as and when required
- Reporting all accidents and keeping a log, whether injury is sustained or not
- Ensuring that the First Aid Box is kept available at all times and replenished as required

2.9 **Responsibilities of Fire Marshals**

PBE has arranged for certain staff to be trained appropriately in the procedures of safety control in the event of a fire (this will include actual emergencies and test situations) and other emergency situations. The Fire Marshal is the Operations and Finance Manager.

2.10 The Fire Marshals are responsible for:

- Ensuring the safe and prompt evacuation of the building in the case of a fire (actual or test situations) or another emergency
- Directing staff to the relevant location in the event of a telephoned bomb warning

2.11 **Responsibilities of all staff**

All staff must:

- Comply with health and safety procedures, instructions and rules
- Report any safety hazards to the Operations and Finance Manager
- Fully conform to all instructions given to them to ensure their personal safety and the safety of others
- Avoid the creation of any unnecessary risks to their personal safety and to the safety of others
- Inspect and maintain all equipment and ensure it is in good and safe condition
- Use only those items of equipment they have been trained and authorised to use

- Ensure work stations and work sites are kept clean and tidy and any spillage must be cleaned up immediately
- Use handrails when going up and down stairs, should never read while walking, must close filing cabinet drawers when not in use and must keep all floor areas free of obstruction and ensure trailing cables are not left in passageways
- Report all accidents to management, whether injury is sustained or not
- Attend as requested any training course designed to further the needs of health and safety
- Familiarise themselves with the fire evacuation procedure and the position of all fire equipment and exit routes
- Familiarise themselves with the names and locations of first aid personnel and appointed persons as well as the position of first aid kit
- Inform management of any possible breaches in health and safety legislation noted or any possible improvements in safety, which can reasonably be achieved

3. Risk Management

The Operations and Finance Manager is responsible for implementing any requirements arising out of the building and office risk assessment process and is also responsible for assisting in the implementation and monitoring thereof.

4. Training

4.1 The Health and Safety at Work Act 1974 and specifically the Management of Health and Safety at Work Regulations 1999, require employers to ensure that staff are adequately trained to do their job safely.

4.2 Training needs will be assessed during staff induction and PBE will continue to assess the health and safety training needs of staff. Induction training will be carried out when a person commences employment. The objective is to ensure that new staff are familiar with all relevant aspects of health and safety that relate to their specific place of employment.

4.3 A list of training undertaken by all staff will be maintained by the Operations and Finance Manager.

5. First Aid and Accident Reporting

5.1 PBE has appointed First Aid trained staff to assist in dealing with injury resulting from accidents and emergencies.

5.2 The appointed First Aider is responsible for administering first aid treatment, maintaining the first aid kit, summoning medical assistance and maintaining records.

5.3 The First Aid kit can be found on top of the shelving unit by the Operations and Finance Managers desk.

5.4 The First Aiders are responsible for ensuring that the records are properly maintained.

6. Occupational Health

6.1 PBE will procure the use of specialist Occupational Health Services as required.

6.2 PBE requests staff to complete a confidential health questionnaire prior to starting work in order to assess any reasonable adjustments or any additional health and safety requirements.

6.3. Any member of staff who is aware of a health condition or issue which may impact on their health and safety at work or the health and safety of others, should discuss the situation with their line manager.

6.4 Where a member of staff experiences work-related stress and where appropriate, they will be offered the opportunity to complete a stress risk assessment in order to identify and support which could be provided.

7. Smoking Policy

In the interests of staff health and well-being, PBE has a 'No-Smoking' policy within the building.

8. Drugs and Alcohol Policy

The use or possession of illegal substances, are expressly forbidden and any staff in breach of this rule will be subject to disciplinary action which could lead to dismissal. Further details are available in the Staff Handbook.

9. Fire Safety and other Emergencies

9.1 PBE has planned evacuation procedures which are rehearsed by suitable drills.

9.2 All staff will be instructed and trained as part of their induction to ensure that they understand the fire precautions and the action to be taken in the event of fire.

9.3 The fire alarm system and the emergency lighting system installed in the common parts of the building, are the responsibilities of the owner/managing agent of the premises. They are also responsible for Fire Safety and Fire Risk Assessments.

9.4 Fire extinguishers are provided in various, easily accessible locations and all means of escape are clearly marked.

9.5 It is the policy of PBE to ensure that electrical equipment including portable electrical equipment are serviced and/or maintained and inspected on a regular basis.

10. Workstations and Display Screen Equipment

10.1 All working areas must be arranged so that the person required to work there can do so safely and comfortably. Work materials, equipment and telephones should be within easy reach, without undue bending or stretching.

10.2 If you find a problem with any part of your working area, you should report it to the Operations and Finance Manager as soon as possible.

10.3 Each individual member of staff will have the opportunity to to complete a self-assessment checklist. The assessor and individual member of staff will then complete a joint assessment of the workstation. This will assess the adequacy of the display screen, keyboard, desk or working surface, chair, mouse, lighting and software.

10.4 Regular breaks of five to ten minutes in every hour should be taken where other tasks could be carried out, e.g. filing, sorting work, photocopying, etc.

11. Manual Handling

11.1 Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand.

11.2 The load to be lifted or moved must be inspected for sharp edges and wet patches and when lifting or moving a load with sharp or splintered edges, gloves must be worn.

11.3 Staff should not attempt to lift or move a load which is too heavy to manage comfortably. Staff should ask for assistance if there is any danger of strain.

11.4 When lifting an object off the ground, staff should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back.

11.5 Staff should not attempt to obtain items from shelves which are beyond their reach. A ladder or stepping stool should be used. Staff should not use chairs or any makeshift device for climbing and should never climb up the shelves themselves.

12. Eyesight Tests

Eyesight tests will be provided for 'users' on their request or where there is visual difficulty in undertaking display screen work. Where glasses or other corrective appliances are necessary, these will be provided free of charge but, only to the extent of the cost of basic frames and the lens prescription necessary to do display screen work.

13. Work Breaks

13.1 PBE will ensure that it implements the requirements of the Working Time Regulations in terms of working hours and rest breaks.

13.2 All employees should adhere to the following working time limits and rest breaks:

- 11 hours rest a day per shift
- A day off each week
- Four weeks paid leave per year
- A minimum of an unpaid 20-minute break over a 6-hour period of work

13.3 The responsibility for taking rest breaks rests with the individual member of staff. Any concerns should be discussed with your line manager.

14. Driving at Work

14.1 PBE has a duty under the Health and Safety at Work Act etc. 1974 (HSWA) to take steps, as far as is reasonably practicable, to ensure the health, safety and welfare of those who need to drive as part of their job. In order to comply with these duties, we will take steps to set up safe systems of work to control and manage any risks which cannot be eliminated.

14.2 If a member of staff uses their own vehicle for business use, they will be required to:

- Maintain it in a roadworthy condition and adequately insured for business purposes
- Follow any advice given on route planning
- Ensure that sufficient breaks are built-in to prevent fatigue and allow for any bad weather or traffic congestion, etc.
- Never use hand-held mobile phones whilst driving and calls should only be made or taken when it's safe to do so
- Drive within the speed limit

15. Lone Working

15.1 If it is assessed that there are times that staff could be working in an environment on their own, it is required that a risk assessment be conducted by a competent and trained person.

15.2 PBE will take steps to check that control measures are used and review the risk assessment from time to time to ensure it is still adequate.

16. Pregnant Workers

16.1 It shall be the responsibility of employees who fall pregnant to notify their direct manager. A certificate confirming pregnancy issued by a doctor or midwife should follow this notification at the earliest opportunity.

16.2 Upon such notification, it shall be the responsibility of the Operations and Finance Manager to carry out an assessment of the risks to the pregnant mother. The assessment should take into consideration general conditions of pregnancy i.e. morning sickness, tiredness.

16.3 If a risk exists, one of the following actions must be taken:

- (a) Alter her working conditions or hours so the risks are avoided
- (b) Move her to a different job (after assessing the new job as being without risk)
- (c) Suspend her on full pay except during the normal period of maternity leave

16.4 The Operations and Finance Manager will then follow up with the line manager, if they need any actions e.g. review workload, offer work at home, early/late start times etc.