



## **SCOTTS PROJECT TRUST**

## **HEALTH & SAFETY POLICY**

**Dated: 14<sup>th</sup> March 2018**



## **CONTENTS**

**SECTION A - POLICY STATEMENT**

**SECTION B - ORGANISATION & RESPONSIBILITIES**

**SECTION C - OPERATING STANDARDS**

**SECTION D - LIST OF APPENDICES AND GLOSSARY**

# HEALTH & SAFETY POLICY

## Index

<b>SECTION A – POLICY STATEMENT</b>			
<b>Section</b>	<b>Title</b>	<b>Amend No</b>	<b>Amend Date</b>
A1	Statement of Health and Safety Policy		
<b>SECTION B – ORGANISATION AND RESPONSIBILITIES</b>			
<b>Section</b>	<b>Title</b>	<b>Amend No</b>	<b>Amend Date</b>
B.1	The Trustees		
B.2	Senior Managers		
B.3	Facilities Manager		
B.4	Employees		
B.5	Health and Safety Committee		
<b>SECTION C – OPERATING STANDARDS</b>			
<b>Section</b>	<b>Title</b>	<b>Amend No</b>	<b>Amend Date</b>
C.1	Accident & Incident Recording, Reporting and Investigation		
C.2	Control of Contractors		
C.3	COSHH		
C.4	Electrical Safety		
C.5	Employee Consultation		
C.6	General Fire Risks		
C.7	First Aid		
C.8	Gas Safety		
C.9	Lifting Equipment		
C.10	Lone Working on Scotts Premises or out in the Community		
C.11	Manual Handling		
C.12	New and Expectant Mothers		
C.13	Personal Protective Equipment		
C.14	Risk Assessments		
C.15	Slips, Trips and Falls		
C.16	Statutory Examinations		
C.17	Training		
C.18	Outings and Holidays		
C.19	Water and Legionella		
C.20	Window and Door Safety		
C.21	Work at Height		
C.22	Workplace Transport		

## SECTION A – POLICY STATEMENT

### A. Scotts Project Trust

#### A.1 STATEMENT OF HEALTH AND SAFETY POLICY

1. A.1.1 Scotts Project Trust (the Trust) is aware that successful health and safety management is based upon five key principles, namely, a suitable and sufficient policy, organisation, planning & implementation, measuring performance and reviewing performance as contained in HS(G)65 'Successful Health & Safety Management' and it is the Trust's policy to adopt these principles. A copy of which can be found at; [www.hse.gov.uk/pubns/books/hsg65.htm](http://www.hse.gov.uk/pubns/books/hsg65.htm)

A.1.2 In addition, it is the policy of the Trust to promote standards of health, safety and welfare that comply fully with the terms and requirements of the Health and Safety at Work etc., Act 1974 and Regulations made under that Act. It is considered by the Trust that health and safety is a responsibility at least equal in importance to that of any other function of the Trust and its business activities.

A.1.3 The Trust will take all such steps as are reasonably practicable to meet its health and safety objectives, which are:

- A.1.3.1 the creation of a positive health and safety culture at all levels within The Trust, particularly at Senior Management level;
- A.1.3.2 to maintain safe and healthy working places and systems of work and to protect all employees, residents, tenants and others including the public in so far as they come into contact with foreseeable work hazards;
- A.1.3.3 to provide and maintain a safe and healthy working environment for all employees with adequate facilities and arrangements for their welfare;
- A.1.3.4 to provide all employees with the information, instruction, training and supervision that they require to work safely and efficiently. The Trust's Health and Safety Consultants are available to provide relevant information and this will be disseminated to the staff as appropriate. See Appendix 1 for contact details.
- A.1.3.5 to develop safety awareness amongst all employees and, as a result of this, create individual responsibility for health and safety at all levels;
- A.1.3.6 to provide a safe environment for all visitors to the Trust's premises bearing in mind that these visitors may not necessarily be attuned to certain aspects of the Trust's environment;

- A.1.3.7 to control effectively the activity of all outside contractors when on the Trust's premises. It is the intention of the Trust that, apart from routine supervision and control of contractors, this aim will be achieved in part by establishing an Approved Contractors List;
- A.1.3.8 to encourage full and effective two-way consultation on health and safety matters by utilising the management structure of the Trust and the committees already existing;
- A.1.3.9 to ensure that this Policy is used as a practical working document and that its contents are publicised fully;
- A.1.3.10 to keep under constant review the details of this Policy and to ensure it is kept in line with changes in current legislation.

A.1.4 The Trust is committed to providing adequate resources to ensure its health and safety objectives and this Policy are met.

A.1.5 The Trust is conscious of the external environment that may be affected by its activities and will pay regard as far as is reasonably practicable to the implications of the Environmental Protection Act 1990 and, in particular, the duty of care as regards waste.

A.1.6 The Trust will provide and maintain written risk assessments of the risks to the health and safety of its employees whilst they are at work and others who may be affected, as required by the Management of Health and Safety at Work Regulations 1999, and associated legislation.

A.1.7 The Trust considers that this Health & Safety Policy is an integral element of the overall business plan and other resource policies.

A.1.8 The Trust has appointed Owen David Risk Management Limited of Market Drayton as Competent Persons to provide the necessary legal, technical and practical health and safety assistance and information and also to provide an independent monitoring service of the activities of The Trust. Appendix 1

A.1.9 This Policy will be brought to the attention of all employees through the line management structure and posting this statement on notice boards. It will be reviewed annually and revised as necessary.

A.1.10 It is the intention of the Trust that the health and safety responsibilities listed in Section B will be referred to in the relevant job descriptions and subsequent contract of employment.

A.1.11 It is intended that the operating standards and level of control established in this Policy document will apply to all the Trust sites and, where appropriate, to all situations where employees are working for the Trust.

A.1.12 The Trustees are aware of the contents of the Corporate Manslaughter and Corporate Homicide Act 2007 and intend that the implementation of this Policy will ensure that all relevant duties of care owed by the Trust in the field of health and safety will be fulfilled.

A.1.13 Reference is also made to ‘employees’ which for the purposes of this policy refers to everybody who works in a paid or voluntary capacity for or on behalf of the Trust, including self- employed consultants.

A.1.14 Any reference in this document to the words “he, him, his” should equally be taken to refer to the female equivalent.

Signed:.....  
Chair of Trustees

Date: .....

## **SECTION B – ORGANISATION AND RESPONSIBILITIES**

**B.1 Trustees**

**B.2 Senior Managers**

**B.3 Facilities Manager**

**B.4 Employees**

**B.5 The Health and Safety Committee**



## **B.1 THE TRUSTEES**

B.1.1 The Trustees accept formally and publicly their collective role in providing health and safety leadership to the organisation.

B.1.2 The Trustees recognise that strong leadership is vital in delivering effective health and safety risk control and are committed to continuous improvement in health and safety performance.

B.1.3 The Trustees expect its employees to work with an awareness of health and safety hazards and to have read the relevant risk assessments. The Trustees expect employees to fully comply with the Health and Safety Policy and all relevant health and safety legislation.

B.1.4 The Trustees will ensure that business decisions which have health and safety implications reflect the Trust's health and safety intentions as contained within this Policy.

B.1.5 The Trustees recognise their role in engaging the active participation of employees in improving health and safety.

B.1.6 The Trustees also recognise that they need to be kept informed of relevant health and safety risk management issues and have established mechanisms by which they are kept informed including the appointment of competent external advisors.

## **B.2 SENIOR MANAGERS**

The relevant Senior Managers will have ultimate day to day responsibility for implementation of the Policy within the facilities they are responsible for. The Senior Managers for the purpose of this policy are the Manager of St Peters Row, the Manager of the Supporting Independence Service, the Development Centre Manager, the Office Manager and the Facilities Manager. In particular, they will:

B.2.1 Have a continuing obligation to advise the Health and Safety Committee of the extent to which this Policy achieves its objectives and, from time to time, make recommendations based on experience.

B.2.2 Have day to day responsibility for promoting understanding that health and safety is an integral part of the Trust and operating efficiency of the Trust as far as it applies to their area of responsibility.

B.2.3 Accept their individual role in providing health and safety leadership for the organisation by ensuring that their actions and decisions at work always reinforce the Trust's commitment to health and safety.

B.2.4 Ensure that employees reporting to them are provided with the time, resource, support and encouragement to implement the objectives of the Health and Safety Policy.

B.2.5 Ensure that they provide adequate supervision at all times, particularly where young and / or inexperienced employees are concerned.

B.2.6 Ensure that employees within their area of control know the action to be taken in case of fire and, where relevant, the location and use of fire- fighting equipment.

B.2.7 Ensure that employees are provided with and also wear, necessary personal protective equipment and also ensure that it is replaced where necessary.

B.2.8 Maintain good housekeeping within their areas of control.

B.2.9 Consider seriously any representations made to them on health and safety matters by employees and/or safety representatives.

B.2.10 Attend the Health and Safety Committee meetings or send a representative to attend and read the minutes.

B.2.11 Ensure that periodic audits are carried out to check that Health and Safety Risk Management systems are in place and are effective.

B.2.12 Ensure that all necessary planned preventative inspections are completed including water systems for legionella, electrical systems, all lifts and hoists, all Trust vehicles and all equipment associated with fire safety.

B.2.13 Complete inspections within their area of responsibility and keep a record.

B.2.14 Co-ordinate the completion of suitable and sufficient risk assessments and update them as necessary.

B.2.15 Ensure employee training for matters relating to health and safety.

B.2.16 Deal immediately with any near-miss report according to agreed procedures as set out in section C.1.10 of this policy.

B.2.17 Coordinate the reporting of accidents and incidents in line with the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013. (RIDDOR). Further guidance is available at [hse.gov.uk/riddor](http://hse.gov.uk/riddor).

B.2.18 Where risk assessments have been completed by external providers, such as for fire and legionella, the Senior Manager instructing those providers will be responsible for ensuring any recommendations are implemented within their respective areas of responsibility.

B.2.19 Investigate any health and safety failures and report outcomes to the Health and Safety Committee.

## **B3 FACILITIES MANAGER**

B.3.1 The Facilities Manager is the Trust's Health and Safety Co-ordinator. The Health and Safety Committee is chaired by the Health and Safety Co-ordinator.

B.3.2 The Facilities Manager is responsible for

- coordinating, planning and integrating health and safety management systems
- providing leadership and promoting a positive Health and Safety culture, safe systems of working and good standards of practice.
- identifying Health and Safety risks and overseeing the implementation and prioritisation of control measures

B.3.3 The Facilities Manager will report to the Health and Safety Committee and to the Trustees through the nominated Health and Safety Trustee to keep them updated as to the status of the delegated responsibilities.

B.3.4 The role is to ensure that the following Health and Safety Risk Management issues are properly addressed by the Trust.

B.3.5 These issues are:

- B.3.3.1 To ensure the safe operation of all maintenance staff and co-ordinate training as required.
- B.3.3.2 Ensure the proper maintenance of all buildings and ensure a defect reporting system is in place.
- B.3.3.3 Keep the Trustees informed about any significant health and safety failures and the outcome of investigations, in regard to premises and equipment.
- B.3.3.4 To work with the Senior Managers to ensure that periodic audits are carried out to check that health and safety risk management systems are in place and are effective.
- B.3.3.5 Ensure that all necessary planned preventative inspections are completed including water systems for legionella, electrical systems, all lifts and hoists, all Trust vehicles and all equipment associated with fire safety.
- B.3.3.6 Review with the Senior Managers the fire risk assessments completed for each building on an annual basis.
- B.3.3.7 Coordinate the reporting of accidents and incidents in line with the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- B.3.3.8 Ensure the correct selection, induction and monitoring of external contractors.

## **B.4 EMPLOYEES**

All employees have day to day responsibility and accountability for ensuring that they work in accordance with the aims of this Policy and legal requirements. In particular, they will:

B.4.1 Take reasonable care for their own health and safety and also consider the safety of colleagues and service users who may be affected by their actions.

B.4.2 Take action to prevent work related accidents and ill-health.

B.4.3 Report unsafe processes, practices and equipment to a line manager as soon as possible.

B.4.4 Report all health and safety incidents, however, minor to a line manager.

B.4.5 Use all equipment and systems of work in accordance with training which they have received.

B.4.6 Not undertake tasks for which authorisation and training have not been given.

B.4.7 Raise any other health and safety concerns with a line manager.

B.4.8 Assist the Trust in achieving its health and safety objectives.

## **B.5 THE HEALTH AND SAFETY COMMITTEE**

B.5.1 The Health and Safety Committee will comprise –the Senior Managers, the Facilities Manager, a service user and the Trustee nominated for health and safety and any employee representative who has been nominated. The Committee will meet at least six times a year.

B.5.2 The Committee will review any accident or incident that has been reported to any of the relevant enforcement authorities but notably the Health and Safety Executive (HSE) and Care Quality Commission (CQC).

B.5.3 The Committee will review any other incident or near miss that may have had significant possible consequences.

B.5.4 The Committee will consider any new legislation brought to their attention by the Trust's retained Health and Safety Consultants and ensure suitable steps are taken to implement any recommendations made by the consultants and amend this policy accordingly.

B.5.5 The Committee will ensure that all employees are provided with access to the minutes of each meeting (except those deemed confidential by the Committee) and are given the opportunity to comment on any decisions made or issues discussed.

B.5.6 The Committee will request confirmation from the Senior Managers and the Facilities Manager that all risk assessments are up to date.

B.5.7 The Committee will monitor the effectiveness of all procedures outlined in this policy and report to the Trustees.

B.5.8 The minutes of each meeting of the Committee will be provided to the next following meeting of the Trustees.

## **SECTION C – OPERATING STANDARDS**

### **C.1 ACCIDENT, INCIDENT AND NEAR-MISS RECORDING, REPORTING AND INVESTIGATION**

C1.1 The Trust recognises that it is both a statutory requirement to report and notify certain accidents, diseases and dangerous occurrences and keep a record of others all as set out in RIDDOR and that incident data is a valuable tool in determining objectives and targets as part of the overall management systems.

C.1.2 To this end, the following arrangements have been made for recording, reporting and investigation of accidents, diseases and dangerous occurrences.

C.1.3 The Senior Managers will be responsible for all reporting under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 In respect of the facility over which they have responsibility.

C.1.4 The Senior Managers are required to report as follows:

- i. Fatal accidents, major injuries to employees on the premises and dangerous occurrences as defined by the Regulations.
- ii. Fatal accidents or other accidents requiring hospital treatment involving members of the public which would include service users, residents, tenants and others.
- iii. All of the above and accidents to employees and self-employed contractors working on the premises causing incapacity (or the need for light work) for more than 7 days (not including the day of the accident).
- iv. Fatal accidents and major injuries are to be reported on-line to [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) and or by telephone on 0845 300 9923. Over 7 day injury accidents to employees cannot be reported by telephone.
- v. All reportable work related diseases as defined by the Regulations, which employees are suffering from, and which are notified to the Trust by the affected employee. Again, these have to be reported on-line. Full definitions of Occupational Diseases are included in the Guidance to the Regulations which is available on [www.hse.gov.uk](http://www.hse.gov.uk).

C.1.5 The Trust will ensure that all Senior Managers are given clear guidance and instruction with regards to accident reporting and investigation procedures.

C.1.6 Reportable accidents to employees within the Trust properties fall into the three main categories outlined above which are:

- i. Fatal and major injuries
- ii. Accidents to employees which result in them being off work for more than 7 days (not including the date of the accident).
- iii. Occupationally caught diseases, which are summarised in the HSE Guidance Note HSIS 1 Reporting Injuries Diseases and Dangerous Occurrences in Health and Social Care. This document can be found at [www.hse.gov.uk/pubns/hsis1.pdf](http://www.hse.gov.uk/pubns/hsis1.pdf).

C.1.7 It is important to ensure that each service manager maintains a suitable Accident Book to report accidents to employees, service users, and members of the public or others.

C.1.8 It is important to remember that certain incidents that are not reportable under RIDDOR may be reportable to the CQC. Telephone 03000 616161, [www.cqc.org.uk](http://www.cqc.org.uk)

C.1.9 It is a requirement of the RIDDOR regulations to record accidents to employees causing an absence between 3 and 7 days but not to report them.

C.1.10 Employees are encouraged to report Near-Miss incidents. These are incidents where no injury or damage has been caused but had the potential to do so. The responsible manager will investigate such reports in the same way as any other accident/incident.

## **C.2 CONTROL OF CONTRACTORS**

C.2.1 The Trust acknowledges that under the Management of Health and Safety at Work Regulations 1999, it is necessary to make such arrangements as appropriate to ensure co-operation and co-ordination between the Trust and contractors that it may employ. These arrangements are detailed in the Trust's Contractors Policy.

C.2.2 The Trust acknowledges that suitable information has to be passed over to Contractors to ensure that they can work safely on site, including General Site Safety Rules, See Appendix 4, the positioning and existence of any asbestos and any other relevant information necessary for that contractor to risk assess the work adequately.

C.2.3 To this end, suitable Instructions for Contractors which are appended to this Policy will be issued prior to any work being undertaken to ensure that relevant information is given to that contractor and that the contractor produces suitable risk assessments and a SSW, (Safe Standard of Work), for the work that they are undertake.

C.2.4 The Trust acknowledges that certain construction or demolition work, which exceeds 30 days, or involves more than 500 person days of construction, requires notification to be made to the Health and Safety Executive. The Trust will comply fully with the Construction (Design and Management) Regulations 2015 for all construction activity.

C.2.5 The Trust will seek take advice from its retained Health and Safety Consultants, and other professional advisors.

C.2.6 As far as practicable, the Trust will only utilise approved contractors for work within the Trust's properties. The Trust will verify that all contractors carry suitable public and employers liability insurances. Checks will also be made by the Trust to ensure that the contractors are competent to undertake the work they are being requested to do.

C.2.7 The Trust will ensure that any contractors that will be undertaking work at height submit a suitable method statement, risk assessment and SSW.

C.2.8 Contractors will be required to sign into the visitor's book and will be suitably monitored when on site.

### **C.3 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)**

C.3.1 The Trust recognises that the regulations require it to ensure that employees or other persons within the working environment are not exposed to hazardous substances which may affect their health. See the Trust's COSHH Policy.

C.3.2 To this end, the Trust will ensure that all employees receive suitable training in relation to substances which may be being used within the Trust's properties that are classified as hazardous.

C.3.3 The Trust will ensure that- it will utilise substances for cleaning, laundry, and use by maintenance personnel that pose the least risk to the health of employees and service users. The Trust will regularly review whether or not other safer substances have come onto the market which could be used in an effective manner.

C.3.4 Senior managers will ensure safety data sheets are obtained for each identified hazardous substance and will ensure an assessment is completed of the likely risks to health. See Appendix 5 for an assessment sheet.

### **C.4 ELECTRICAL SAFETY**

C.4.1 It is the intention of the Trust to comply fully with the Electricity at Work Regulations 1989.

C.4.2 The Trust will ensure, where required, that only qualified Contractors are used.

C.4.3 The Trust will ensure that all fixed electrical installations within the properties are tested and inspected by a competent person every 5 years.

C.4.4 The Trust will ensure that all portable electrical equipment utilised by employees and service users is subject to appropriate testing and inspection.

C.4.5 The Trust will ensure that all Trust maintenance employees utilise residual current devices (RCDs) rated at 30millamps/30 milliseconds when utilising electrical equipment outside of any Trust property. Typical equipment would include electric lawnmowers; strimmer's or hedge trimmers or any other electrical hand tools.



## **C.5 EMPLOYEE CONSULTATION**

C.5.1 The Trust recognises that Employee Consultation is a legal requirement under the Employee (Consultation with Employees) Regulations and by consulting with employees, the Trust will develop a positive health and safety culture within its properties.

C.5.2 The Trust recognises that consultation not only involves giving information to employees but also listening to, and taking account of what employees say before making any related health and safety decisions.

C.5.3 The Trust will consult with employees to consider typically the following:

- I. Any change which may substantially affect health and safety at work – for example, in procedures, equipment or ways of working.
- II. The Trusts arrangements for obtaining competent persons to help satisfy health and safety requirements.
- III. The information which employees must be given on the likely risks and dangers arising from their work, measures to reduce or get rid of these risks, and what should be done to deal with the risk or danger.
- IV. The planning of health and safety training.
- V. The health and safety consequences of introducing new technology/equipment.

## **C.6 GENERAL FIRE RISKS**

C.6.1 The Trust acknowledges that it has specific duties placed by the Regulatory Reform (Fire Safety) Order 2005. The primary duty on the Trust is to take such general fire precautions as will ensure, so far as is reasonably practicable, the safety of employees, service users and other relevant persons. See the Trust's Fire Policy.

The term "General Fire Precautions" is defined to include the following:

- Measures to reduce risk of fire and also the spread of fire
- Effective means of escape
- Fire fighting
- Fire detection and warning
- Instruction and training
- Measures to mitigate the effects of fire

C.6.2 Compliance duties are placed upon the responsible person which, in employment situations, is the Trust. However, the duties on the Trust extend to Relevant Persons, which means anybody who is lawfully on the premises such as service users, visitors or contractors or in the immediate vicinity of the Trust's properties.

C.6.3 The Trust acknowledges that it must undertake a Fire Risk Assessment in each of its properties. The Risk Assessment has to identify the hazards within all buildings including sources of fuel, possible sources of ignition and sources of oxygen. The Trust will ensure that Fire Risk Assessments are completed by a competent person who has knowledge of the latest version of the Building Regulations, Part B.

C.6.4 The Trust acknowledges that as part of the overall risk assessment process, it has additional duties placed upon it in relation to:

- Provision of fire-fighting equipment and fire detection
- Means of raising the alarm
- Provision of adequate emergency routes and exit points.
- Procedures for serious and imminent danger
- Maintenance of all systems and buildings
- Information and training for employees and service users
- Information for contractors and visitors

C.6.5 The Regulatory Reform (Fire Safety) Order 2005 also requires that the Trust nominates competent persons for the following purposes:

- Fire Marshalls for implementing evacuation procedures
- To assist the Trust in undertaking the preventative and protective measures required by the order. For example, the weekly testing of fire call points, testing of emergency lighting and the checking of the functionality of emergency exit doors

C.6.6 The Trust will ensure regular evacuation drills are held at all properties and will keep records accordingly.

## **C.7 FIRST AID**

C.7.1 The Trust acknowledges its duties under the Health and Safety (First Aid) Regulations 2013 and the associated Approved Code of Practice and Guidance. To this end, the Trust will ensure that each area over which a Senior Manager has responsibility will

- Provide a sufficient number of trained first aiders with current certificates, where this is appropriate to the size and activity of the department. The names of these people will be posted on the appropriate noticeboard.
- Provide an appropriate number of first aid boxes whose contents will be adequate for the needs of such area and which will be kept at appropriate locations.
- Require the Senior Managers to make arrangements for the care and maintenance of the First Aid equipment.
- Ensure adequate telephone systems are in place for contacting the Emergency Services or for local medical advice.

## **C.8 GAS SAFETY**

C.8.1 The Trust recognises that all gas systems within the Trust's facilities will be installed, used and maintained in accordance with the Gas Safety (Installation and Use) Regulations 1998 and associated Approved Code of Practice and Guidance. The Trust acknowledges that only persons who are Gas Safe registered can install, maintain or otherwise work upon any gas equipment. To this end, the Trust will ensure that any Contractors approved to work within Trust premises have their Gas Safe certification vetted before they are appointed to undertake such work.

C.8.2 The Trust will ensure that all gas installations within Trust facilities are subject to annual inspection and gas safety checks by a Gas Safe registered engineer. This will include any gas fires, boilers, laundry equipment and kitchen equipment and all pipework appliances and flues. A proper record of the annual safety check will be made, and within 28 days of the check, a copy will be passed to each tenant of the supported living houses owned by the Trust.

## **C.9 LIFTING EQUIPMENT**

C.9.1 The lifting equipment in use by the Trust will include lifts on vehicles and the hoists and slings used for the movement of service users.

C.9.2 The Trust acknowledges that all this equipment is covered by the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and that the equipment has to be subject to a statutory examination every 6 months.

C.9.3 If the equipment has an EC Declaration of Conformity then no initial thorough examination is required unless the safety of the lifting equipment depends upon the installation conditions. This decision will be left to the competent persons carrying out the statutory examination and installation. The Trust will ensure that records will be kept within the Administration office and will be made available to any visiting enforcement inspectors.

C.9.4 The Trust will ensure that all employees using such equipment are suitably trained to use hoists and slings safely. Extra training will be provided if new hoists or slings are brought on to any Trust property.

## **C.10 LONE WORKING ON SCOTTS PREMISES OR OUT IN THE COMMUNITY**

C.10.1 The Trust recognises its responsibility to comply fully with the legal obligations in relation to lone working i.e. employees working without direct or close supervision, and to prevent the risks associated with lone working as far as is practicable.

C.10.2 The Trust recognises that those employees must be afforded the same level of protection as employees working under supervision.

C.10.3 The Trust recognises that lone workers may be exposed to hazards common to working under supervision, and that in addition, the following risks may be exacerbated:

- Violence including abuse, threats and assault
- Traffic accidents
- Suffering ill health or accidents in situations where it is difficult to alert colleagues or the emergency services

C.10.4 Precautions will need to take account of normal working practices and foreseeable emergencies.

C.10.5 All employees will receive instruction and training in how to deal with aggression or conflict so that they are able to identify potential risks and take appropriate actions.

## **C.11 MANUAL HANDLING**

C.11.1 It is the Trust's policy to comply with the Manual Handling Regulations 1992.

C.11.2 The Trust will therefore take the following actions:

- Where possible avoid the need for employees to undertake manual handling operations which involve a risk of injury.
- Make a suitable and sufficient assessment of any manual handling operations which give rise to risk which cannot be avoided.
- Reduce the risk of injury so far as is reasonably practicable where manual handling tasks cannot be avoided.
- Where a handling operation cannot be avoided then mechanisation of the task will be pursued so far as is reasonably practicable.

C.11.3 The Trust recognises that the moving and handling of service users gives rise to potential significant risk and that the handling of human beings is substantially different to that of an inanimate load. Service users can help the manual handling operation or may hinder it. Some service users may become violent or agitated when lifted or handled and others, willing to assist at the start of the lift, may suddenly find themselves unable to continue. To this end, the Trust will implement a minimum lifting policy which will avoid the need for employees to undertake hoisting of service users as far as is reasonably practicable.

C.11.4 It is standard procedure to undertake a full Manual Handling Assessment of service users when they first come to any of the Trust properties. This includes the degree to which the service user can move themselves.

C.11.5 Where a need for additional lifting assistance is identified then the care plan will state clearly the type of lifting that is required, the equipment needed and in what location the assistance is required.

C.11.6 The Trust will ensure that all employees are thoroughly trained in their duties and that regular refresher training is given.

## **C.12 NEW AND EXPECTANT MOTHERS**

C.12.1 The Trust is committed to ensuring the health and safety of all its employees. The Trust will therefore ensure that any employee who indicates they are pregnant will have a suitable risk assessment undertaken to ensure their duties do not in any way affect that employee's health and safety.

## **C.13 PERSONAL PROTECTIVE EQUIPMENT**

C.13.1 The Trust is aware that the Personal Protective Equipment at Work Regulations 1992 cover the general provision and maintenance of personal protective equipment (PPE) provided for employees to use in the workplace.

C.13.2 The Trust recognises that PPE may be required as a result of a COSHH assessment, a risk assessment or as part of a safe working procedure (SWP).

C.13.3 The Trust will utilise its Risk Assessments in the first instance for identifying the needs for PPE as well as any further requirements as outlined in specific SWPs.

## **C.14 RISK ASSESSMENTS**

C.14.1 The Management of Health and Safety at Work Regulations 1999 requires the Trust to ensure that suitable and sufficient assessments are made of the following:

- The risks to the health and safety of all employees while they are at work
- The risk to the health and safety of all other persons arising from the Trust's activities which would include service users, service providers, contractors and visitors.
- The identification of the measures needed to comply with the relevant statutory provisions.

C.14.2 To this end, the Trust will, through the Senior Managers and Facilities Manager, complete risk assessments for activities undertaken within the Trust properties. These assessments will be reviewed on an annual basis or as required.

C.14.3 The Trust will ensure that suitable and sufficient training is given to all employees so that they can identify hazards in their area of work and understand how to mitigate the associated risks.

## **C.15 SLIPS, TRIPS AND FALLS**

C.15.1 Over one third of all major injuries reported each year are caused as a result of a slip, trip or fall at work. The Trust's intention is to ensure systems are in place to reduce the likelihood of slips, trips and falls.

C.15.2 As part of the overall risk assessment process, senior managers are required to conduct health and safety audits regularly in order to ensure that all areas are clear and free from obstructions and that employees are wearing suitable footwear.

C.15.3 Training will be given to all employees in relation to slips, trips and falls and the training will include the importance of good housekeeping.

C.15.4 The Trust will ensure all kitchen and bathroom floors are covered with slip resistant coatings which will be regularly inspected by the senior managers and any defects reported to the Facilities Manager.

## **C.16 STATUTORY EXAMINATIONS**

C.16.1 Certain items of equipment in use within the Trust properties require statutory examination. It is the Policy of the Trust that these will be undertaken within the designated time periods with suitable records being kept. See Appendix 3.

C.16.3 The Trust will ensure that suitable competent persons are appointed to undertake the relevant statutory examinations within the given time periods.

## **C.17 TRAINING**

C.17.1 The Trust acknowledges that Section 2(2)(c) of the Health and Safety at Work Act 1974 and Regulation 13 of the Management of Health and Safety at Work Regulations require that the Trust provides such training as is necessary to ensure, so far as is reasonably practicable, the health and safety of its employees.

C.17.2 It is the Trust's intention to ensure that all employees are provided with adequate training so as to be able to undertake their duties in a suitable and safe manner.

C.17.3 Suitable induction training will be given to all employees upon commencement of employment and then additional training requirements will be identified. A suitable training programme will then be developed for each individual employee. This will be the responsibility of the relevant Senior Manager.

## **C.18 OUTINGS AND HOLIDAYS**

C.18.1 The Trust recognises that risks may be posed to service users and employees during outings and holidays as a consequence of unfamiliar and changing environments, activities and people.

C.18.2 To anticipate and prevent ill health and injury, so far as is reasonably practicable, risk assessments will be completed before embarking on any trip or holiday.

C.18.3 The Trust will ensure that Senior Managers approve the outing and appoint a group leader to manage, supervise and monitor outings and holidays.

C.18.4 The Trust will ensure that a suitable number of experienced employees supervise any off site outing or holiday.

## **C.19 WATER AND LEGIONELLA**

C.19.1 The Trust is aware of the risks associated with the use of water systems. The main aspects are recognised as contamination with legionella bacteria, scalding from contact with uncontrolled hot water and contact by vulnerable service users with hot surfaces such as hot radiators, pipes or hot water tanks. The Trust will therefore ensure that it has suitable policies to control all of these aspects.

### **LEGIONELLA**

C.19.2 The Trust will ensure that appropriate steps are taken to control and prevent the proliferation of legionella within the water systems. See the Trust's Legionella Policy.

C.19.3 The Trust will ensure suitable written records are maintained for each of the properties.

C.19.4 Where used, the Senior Managers will arrange for shower heads to be removed and cleaned every three months.

### **SCALDING**

C.19.5 The Trust will ensure that steps are taken within the properties to restrict outlet temperatures of accessible hot water outlets to 43°C. This will be achieved by using thermostatically controlled, failsafe mixer valves. The Trust will put in procedures to ensure that the temperatures from these outlet points, whether it be hand basins, showers or baths are regularly checked with a thermometer and records kept. Uncontrolled hot water such as that in kitchens, sluice rooms etc. will be identified with warning signs.

C.19.6 The Trust will ensure suitable written records are maintained for each of the properties.

## **HOT SURFACES**

C.19.7 The Trust will ensure that all exposed hot water pipework is insulated. Steps will be taken to ensure that airing cupboards with hot water tanks are clearly identified with warning signs.

C.19.8 Radiators will either be of a low surface temperature design, be covered, or be located in such a way that they are obstructed by furniture and access cannot be gained

C.19.9 The Trust will ensure suitable written records are maintained for each of the properties.

## **C.20 WINDOW AND DOOR SAFETY**

C.20.1 The Trust recognises that serious and fatal injuries can occur if service users fall through or out of windows. It is the Policy of the Trust to control this risk by provision of suitable protection systems.

C.20.2 Risk assessments will be completed by the relevant senior managers and window restrictors will be fitted where required. The opening will be restricted to 100mm.

C.20.3 The Trust will undertake risk assessments on all its vulnerable glazing within all the properties to ascertain whether extra control measures are needed.

C.20.4 The above risk assessment will be done in conjunction with a competent person from the glazing industry.

C.20.5 Where large sections of glazing are present – such as patio doors or sun lounges, then steps will be taken where necessary to highlight that glass, for example, by the utilisation of transfers or stickers on the glass to assist those who may be visually impaired.

## **C.21 WORK AT HEIGHT**

C.21.1 The Trust recognises that Work at Height is the commonest cause of fatal accidents in the workplace. The Trust further acknowledges that the Work at Height Regulations which came into force on 6 April 2005 now carefully control how Work at Height is undertaken. See the Trust's Working at Height Policy.

C.21.2 To this end, the Trust will only utilise competent roofing contractors for any roof work on any of its buildings. The contractor will be required to put together a suitable risk



assessment and a safe standard of work assessment prior to each job being undertaken, irrespective of the likely duration of that job.

C.21.3 Trust maintenance employees will only be permitted to work at height for short duration type work, for example, changing light bulbs, interior decoration, and other typical general building maintenance.

C.21.4 Suitable training will be given to all maintenance employees who work for the Trust with regards to work at heights and the limitations of the work they are permitted to undertake.

C.21.5 Any ladders utilised by Trust employees will be a minimum of Class 2 Light Industrial standard and will be subject to regular inspections to ensure that they remain in good condition.

## **C.22 WORKPLACE TRANSPORT**

C.22.1 The Trust will ensure that workplace transport is part of the overall Trust's risk management strategy.

C.22.2 As far as practicable, the Trust will ensure that there is suitable provision for employees and visitor parking on site, including disabled visitors; that there is suitable and safe access for delivery vehicles and that where space dictates, if practicable, a one-way system will be instigated.

C.22.3 The Trust will ensure that the reception area on the Delarue site is clearly marked so that visitors, after they have left their vehicles, can clearly see where they need to report to.

C.22.4 The Trust will ensure that all external areas are adequately lit during the hours of darkness.

C.22.5 As far as practicable, the Trust will ensure that reversing operations are kept to a minimum.

C.22.6 As far as practicable, the Trust will ensure that separate footpaths are provided to segregate pedestrians away from any traffic routes.

**Review:** 29<sup>TH</sup> October 2016

## **APPENDIX 1**

### **COMPETENT PERSONS**

A.1.8 The Trust has appointed Owen David Risk Management Limited as Competent Persons to provide legal, technical and practical health and safety assistance and information and also to provide an independent monitoring of service of the activities of the Trust.

Owen David Risk Management Limited  
Wollerton Old Hall  
Market Drayton  
Shropshire  
TF9 3NA  
Tel: 01630 685716 / 756

## **APPENDIX 2**

The following Acts, Regulations and guidance can be found on the Health and Safety Executive (HSE) website - [www.hse.gov.uk](http://www.hse.gov.uk)

- HS(G)65 'Successful Health & Safety Management'
- Health and Safety at Work Act 1974
- Environmental Protection Act 1990
- Corporate Manslaughter and Homicide Act 2007
- Electricity at Work Act 1989
- Regulatory Reform (Fire Safety) Order 2005
- Health and Safety (First Aid) Regulations 2013
- Gas Safety Regulations 1998
- Lifting Operations and Lifting Equipment Regulations 1990
- Manual Handling regulations 1992
- Management of Health and Safety at Work Regulations 1999
- Working at Height Regulations 2005

### **APPENDIX 3**

#### **C.16 STATUTORY EXAMINATIONS**

Items of plant that will require Statutory Examination in use within The Trust's premises include:

- Portable electrical equipment (variable period of inspection depending on severity of use conditions)
- Fixed electrical installations (every 5 years)
- Accessories for lifting (every 6 months)
- Lifting equipment and attachments e.g. goods lifts (every 12 months)
- Lifting equipment used to hoist persons (every 6 months)
- Pressure systems including steam boilers (timescale variable depending on Scheme of Examination determined by competent person)

#### **APPENDIX 4**

#### **SCOTTS PROJECT TRUST INSTRUCTIONS FOR CONTRACTORS**

These Rules for contractors are issued to all contractors working within any Scotts Project Trust property for work which is not covered by the Construction Design and Management Regulations (CDM) 2007. The Trust has a policy for compliance with these regulations and these instructions are not considered to represent any health and safety plan under the CDM regulations.

- ii. Contractors are required to sign into the visitor's book prior to starting work.
- iii. Contractors are expected to produce satisfactory evidence of insurance cover in respect of legal liabilities of the Trust. It is a condition of contract that any contractor assumes the legal liabilities to the Trust and third parties that may be occasioned through the actions of any sub-contractor that they may employ.
- iv. Unless specifically agreed in writing with the Facilities Manager, the contractor must provide all their own equipment including ladders, trestles, tools, scaffolding and any necessary protective clothing and equipment. The Trust will not allow the use of its own ladders or tools unless agreed in advance with the Facilities Manager
- v. Contractors, whilst working within Trust properties are not permitted to engage the assistance of Trust employees without specific authorisation from the Facilities Manager.
- vi. If a contractor is utilising scaffold or other access equipment within or outside the Trust properties the contractor must ensure that it complies with the requirements of the Work at Height Regulations 2007 and the Schedules contained within. All inspections of the access equipment are the responsibility of the contractor.
- vii. Any contractor working in any sump, pit or other excavation is responsible for ensuring that it is suitably secured to prevent collapse of that pit or excavation and or falls into it.
- viii. No contractor, or their employees, is allowed to interfere or operate any valve, tap, switch or plant control unit without first obtaining permission from the Facilities Manager.
- ix. Contractors are reminded that, under the Electricity at Work Regulations 1989, no work activity should be carried out on or near any live conductor unless it is unreasonable, having regard to all other relevant factors, for the equipment to be dead while working.
- x. All cables, portable appliances and extension leads are to be in good condition, properly maintained and terminated.
- xi. All gas welding or flame cutting equipment brought onto site is expected to be fitted with flash back arrestors and proper arrangements have to be made by contractors for securing cylinders while on site. Any hot work has to be suitably controlled with fire watches being held before, during and after completion of work. Hot work is only permitted after a specific Hot Work Risk Assessment has been submitted by the contractor to the Facilities Manager.
- xii. Contractors should liaise with the Facilities Manager with regards to the Trust's smoking policy.
- xiii. Contractors are not permitted into service users bedrooms or other personal areas unless escorted by an employee.
- xiv. Contractors, when working within Trust properties are responsible for ensuring that their work area remains safe at all times. Where necessary, working areas should be cordoned off to prevent service users or employees straying into that work area. When working at height, either from scaffolds or ladders, the work area should be cordoned off to prevent persons walking beneath or close to the access areas.

Signed: \_\_\_\_\_ (Contractor)

Name of Contractor \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX 5

# SCOTTS PROJECT TRUST

## COSHH - SUBSTANCE RECORD, ASSESSMENT FORM, EMPLOYEE INFORMATION AND EMERGENCY SHEET

<b>SECTION 1 - SUBSTANCE DETAILS</b>		<b>RECORD No</b>
1.1 Substance or Product Name	1.2 Supplier <i>(where relevant)</i>	
1.3 Physical Form <i>(e.g. liquid, vapour, fume, gas, solid)</i>	1.4 Safety Data Sheet <i>(specify any Ref No/Date)</i>	
<b>SECTION 2 - HEALTH HAZARDS</b>		
2.1 The constituents of any hazardous substances i.e. bleach will be detailed from the Hazard Data Sheet and should be transferred to this form. <i>(It is the constituents that generally have the hazardous properties)</i>		
2.2 The route of exposure will depend on how specific substances are used <i>(typically this will include splashes, potential eye contact, inhalation of fumes etc.)</i>		
<b>SECTION 3 - DESCRIPTION OF USE</b>		
3.1 What is it used for? <i>(circumstances of the work)</i>		
3.2 Where is it used, and by whom? <i>(circumstances of the work)</i>		
3.3 Level, type & Duration of Exposure? <i>(quantity/frequency/duration)</i>		
<b>SECTION 4 - ASSESSMENT OF USE</b>		
4.1 Prevention of Exposure <i>(Can the substance be eliminated from use or replaced by a safer alternative or can peoples exposure be otherwise prevented?)</i>		
4.2 What Control measures are required/are in use <i>(e.g. local exhaust ventilation [LEV], personal protective equipment, respiratory protection)</i>		
4.3 Assessment of health risk <i>(Your conclusions as to whether exposure is adequately controlled)</i>		
4.4 What further action needs to be taken to assess or control risk & comply with Regulations <i>(e.g. information, instruction &amp; training, install LEV, thorough examination &amp; test of existing LEV)</i>		

**SECTION 5 - EMERGENCY ACTION****RECORD No**

5.1 First Aid:

EYES:

SKIN:

INHALATION:

INGESTION:

5.2 Spillage Treatment/Waste Disposal:

5.3.1 Fire:

5.3.2 Combustion Products:

5.4 Reactivity Data:

5.5 Other Emergency Considerations:

**SECTION 6 - ACTION SUMMARY**

6.1 Time scale for actions identified in Section 4.6

6.2 When is this Assessment to be reviewed?

6.3 When and how are exposed persons to be informed of the result of this Assessment?



Signed ..... Date

.....**Section D**

### **List of appendices**

- Appendix 1 Competent persons
- Appendix 2 Acts, regulations and guidance
- Appendix 3 Statutory examinations
- Appendix 4 Instructions for contractors
- Appendix 5 COSHH form

### **Glossary of Terms**

- Hse - Health and safety executive [www.hse.gov.uk](http://www.hse.gov.uk)
- CQC - Care quality commission [www.cqc.org.uk](http://www.cqc.org.uk)
- H&S – Health and Safety
- RIDDOR - Reporting of Injuries Diseases and Dangerous Occurrences Regulations
- LOLER - Lifting Operations and Lifting Equipment Regulations 1998