

**Spiral Sussex**

**Health and Safety  
Policy**

**September 2018**

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This policy and procedure has been approved by the Executive Committee of Spiral Sussex which are responsible for its review.

The original signed copy of this policy and procedure is kept at Spiral Sussex's office.

Signed: Mark Shanahan Date: 18<sup>th</sup> September 2018

Name: Mr Mark Shanahan

Chair of Trustees

Signed Marc Blackwell Date: 18<sup>th</sup> September 2018

Name: Mr Marc Blackwell

Trustee

Record of adoption and review of this policy and procedure:-

- Adopted:
- To be reviewed: (+1 years from the adopted date)

# **Spiral Sussex**

## **Health and Safety**

### **Policy**

#### **1. Definitions**

The following terms in this policy and procedure are understood as:

“staff and staff members”

means all Spiral Sussex employees including part-time, full-time, consultants, volunteers and interns

#### **2. The Health & Safety Executive (HSE)**

The Health & Safety Executive (HSE) is the independent body providing health and safety information and instruction to employers. Spiral Sussex recognises the Health and Safety at Work etc Act 1974 and the statutory duty placed on employers to ensure, as far as reasonably practicable, the health, safety and welfare of all its staff and other people who may be affected by its activities, e.g. service users, visitors. With the HSE, employers are required to display a Health and Safety Law Poster at its premises. As such, it will be displayed at the Spiral Sussex offices.

#### **3. Responsibilities**

The Executive Committee (Trustees) has overall and final responsibility for health and safety matters Spiral Sussex, including ensuring that health and safety legislation is complied with. The Executive Committee may decide to delegate the day to day responsibility of tasks related to health and safety to a member of staff at Spiral Sussex.

The Delegated Health and Safety Officer is Christopher Page, Chief Executive.

However all staff are responsible for:-

- co-operating with instructions related to health and safety from either the Delegated Health & Safety Officer, or other authorised persons
- taking reasonable care of their own health and safety

- reporting all near-misses, accidents and incidents to the appropriate person, eg their manager or the Delegated Health & Safety Officer

#### **4. General policy statements**

The general policy of Spiral Sussex is to:-

- ensure its staff know how to contact the Delegated Health & Safety Officer
- provide health and safety training/information to its staff that is appropriate to their role
- ensure any equipment used by Spiral Sussex is safe to use, appropriately maintained and where necessary, staff have training on its use
- conduct risk assessments to identify and manage risks and hazards in order to prevent accidents or work-related ill-health or incidents, of its services and activities and made available to relevant staff
- ensure any near-misses, accidents and incidents are recorded, investigated and reported to the Executive Committee

Health and safety will be a regular agenda item at all Executive Committee Meetings where the Delegated Health and Safety Officer will provide updates on staff health and safety training, any near-misses, accidents or reported occurrences.

#### **5. General premises arrangements**

Spiral Sussex will ensure that the premises it uses for its services, activities and general business are kept clean, hygienic and safe.

Regarding external premises used regularly by Spiral Sussex for its services and activities, Spiral Sussex will ensure that an agreement is in place with the site's owner regarding the following:

- access to the building
- ensuring security of staff, service users and equipment

- the whereabouts and management of any Asbestos
- adequate heating, lighting (inside and outside, as appropriate) and ventilation
- access to clean drinking water
- toilet facilities
- managing cleaning and hygiene
- waste disposal (including clinical waste)
- storage (for Spiral Sussex items and equipment)
- the owner's agreement to maintain their items and equipment for use by Spiral Sussex

## **6. Risk Assessments**

Risk assessments will be conducted by a member of staff with the adequate skills to do so, using and recording on the Spiral Sussex risk assessment form.

### Projects and Activities

Risk assessments for projects and activities, will be carried out for each of Spiral Sussex's projects and for any additional activities.

A copy of the risk assessment will be made available to the relevant staff involved with the project or activity.

### Individuals in the care of Spiral Sussex

In the case that Spiral Sussex is responsible for the care needs of the services users attending or using Spiral Sussex activities and/or services, a needs assessment will be conducted for each user. Such an assessment may be produced using information received from the person, their parent or responsible carer, school or other agency (with the appropriate permissions).

Please refer to Spiral Sussex's Risk Assessment Policy & Procedure for more information.

## **7. Fire procedures and drills**

A separate risk assessment form, titled 'Fire Risk Assessment and Evacuation Plan' is used for procedures concerning the management of

fire. Included in this plan is the detailed location of fire exits, fire safety equipment and assembly points. This information will be made available to all staff and service users.

Spiral Sussex will maintain complete records in the 'Fire Risk Assessment and Evacuation Plan' of all fire drills conducted at its services and activities.

It is the responsibility of all staff to comply to the relevant fire procedures relating to a service or activity that they are working on.

Included within the 'Fire Risk Assessment and Evacuation Plan' are details of the responsible part for ensuring fire safety equipment (e.g. fire extinguishers, fire alarms) are maintained and are safe to use.

Regarding cases where Spiral Sussex hires premises for a project, the responsibilities for maintaining fire safety equipment will also be made clear within the premises hire agreement.

## **8. Control of Substances Hazardous to Health (COSHH)**

In line with the 1992 COSHH Regulations (Control of Substances Hazardous to Health), Spiral Sussex recognises its responsibility to ensure that risk assessments concerning the use of hazardous substances, are carried out, e.g. cleaning chemicals.

Following a COSHH risk assessment, the following action will be taken:-

- action is taken to remove the need for the hazardous substance, in the first instance
- if this is not possible, a replacement substance that does not have hazardous substances, will be sought
- where this is not possible, a further risk assessment of the hazardous substance will show instructions for safe use and storage, and the need for any personal protective equipment (PPE) required (eg safety spectacles, gloves) which will be provided by Spiral Sussex

## **9. Safe use of equipment & Portable Appliance Testing (PAT)**

Spiral Sussex is responsible for maintaining an inventory of all items and equipment (over £50) owned by the charity in relation to its services and activities that shows their approximate value, for insurance purposes.

It is the responsibility of all staff to comply with instructions on the use of any items or equipment in relation to Spiral Sussex activities and services.

Spiral Sussex will ensure all portable electrical items used during its services and activities undergo Portable Appliance Testing (PAT) and that records will be maintained to show PAT has been carried out for such items that are owned by Spiral Sussex. Regarding electrical items not owned by Spiral Sussex, agreement with the owner of the items will be established by Spiral to ensure PAT is carried out.

Where service users are accessing equipment, adequate supervision will be provided (refer to the risk assessment for each project).

Any problems found with items of equipment must be reported to staff to the relevant person, e.g. the manager of the project that the item relates to or the Delegated Health & Safety Officer.

## **10. Staff ratios**

The staffing ratios are determined by the completion of a risk assessment.

The minimum ratio for a particular service or session will be clearly recorded on the session staffing list, risk assessment or other session record. Also recorded should be the date of the event or the session and noted where some attendees need 1:1 support. Such requirements will also be stipulated on individual care plans and not be included in the overall staffing ratio.

## **11. First Aid**

It is the responsibility of Spiral Sussex to ensure that at least one member of staff on its projects or activities has received first aid training. At all premises a first aid box must be available. For projects and

activities which are community-based, a portable first aid box is provided.

Refer to Spiral Sussex's First Aid & Administration of Medication Policy & Procedure.

## **12. Accidents and Reportable Occurrences**

Any incidents or accidents that relate to health and safety concerns that have occurred in relation to or during any Spiral Sussex activity must be recorded in the Incident/Accident report form, including any action taken. The relevant responsible person, for example the Project Manager must be informed immediately and copy of the form given to them as soon as possible.

The incident or accident will be reviewed by the Projects Manager who will determine if follow-up action is necessary to reduce or minimise any risk of re-occurrence.

The Chief Executive is responsible for reporting relevant matters under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). RIDDOR covers the following incidents:-

- fatal accidents
- major injury accidents/conditions
- dangerous occurrences
- accidents causing 3 days or more incapacity from work
- certain work-related diseases

Records of all accidents/incidents are kept at the Spiral Sussex office under the responsibility of the Delegated Health & Safety Officer.

## **13. Audit**

Audits will be used to check health and safety practices reflected in the risk assessments. The Chief Executive is responsible for ensuring audits are completed and appropriate actions are taken. The findings from audits will be reported and reviewed by the Executive Committee.

Health and safety audits of each project will take place regularly.

Refer to Spiral Sussex's Audit Policy and Procedure.



#### **14. Regular review and assessment**

Health and safety will feature as a regular agenda item at all:

- team meetings of office/senior staff
- Executive Committee Meetings (with trustees)
- supervisions and appraisals

#### **15. Communicating matters of health and safety to service users**

Spiral Sussex will ensure that relevant health and safety matters are communicated to service users in an accessible way.

#### **16. Concerns about Health and Safety**

Any concerns related to Spiral Sussex activities to health and safety should be reported immediately by staff, to the Delegated Health & Safety Officer.

Check	Evidence
Do staff know who the designated Health & Safety Officer is and who they can raise concerns to?	Ask staff
Have staff received health and safety training?	Ask staff and check the training records
Are incident and accident forms available at project sites?	Check the project file on-site Check that blank incident forms are in the file Ask staff if they know where the forms are located
Do staff know the procedure to record any incidents, accidents or near misses?	Ask staff
Are incident forms being completed accurately and passed to the relevant person and are follow ups being conducted where necessary?	Check the incident form file at the office Check whether incident forms have been completed appropriately including regarding follow up
Is the risk assessment form is in the project file? Are staff following the risk assessment?	Check file Ask staff whether they have read the risk assessment – check their knowledge of it
Is a Fire Evacuation Procedure in place? Is a copy of this procedure made available at the project?	Check that a Fire Evacuation Procedure Form is in place and is at the project Ask Staff what they would do in the event of the fire Check that fire drills are bring done
Is a qualified First Aider is on duty?	Check that there is a First Aider on duty Check that their training is up to date
Do service users know about Health and Safety procedures (e.g. fire evacuation point)?	Ask service users (where appropriate)