



## **Sen Talk CIC Health and Safety Policy**

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### **Statement of general policy:**

Sen Talk CIC fully accepts the obligations placed upon it by the various Acts of Parliament covering health and safety. The Organisation requires its Director to ensure that the following policy is implemented and to report annually on its effectiveness.

### **Management organisation and arrangements**

This policy has been prepared and published under the requirements of Health & Safety at Work legislation. The purpose of the policy is to establish general standards for health and safety at work and to distribute responsibility for their achievement to all managers, supervisors, and other employees through the normal line management processes.

### **Management responsibilities**

#### *Management committee*

The Chairperson and management committee has overall responsibility for the implementation of the Organisation's policy. They are responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored.

#### *Project managers or team leaders*

These managers are wholly accountable to the Chairperson for the implementation and monitoring of the policy within the area of their specified responsibility.

#### *Safety Officer*

The Safety Officer is a nominated manager responsible for co-ordinating effective health and safety policies and controls across the organisation.

#### *The Safety Officer is responsible for:*

the production and maintenance of the Organisation's policy and ensuring that Department Guidelines are consistent with policy and its application;

- monitoring and reporting on the effectiveness of the policy
- the provision of general advice about the implication of the law
- the identification of health and safety training needs. The safety officer also acts on behalf of the Management Committee, as the Organisation's formal link with the Health and Safety Executive, Environment Health Departments and other external agencies
- the production and maintenance of Health and Safety Codes of Practice for each aspect of the services within the Organisation

## Health and Safety Officer

Annaliese Boucher is Sen Talk's Main Health and Safety contact. She is responsible for the day to day monitoring of the Health and Safety Policy. Annaliese's contact details are displayed in several places in the building and office spaces. In Annaliese's absence, please contact Aoife Gallagher, Children's Project Lead.

Annaliese's contact details are:

**Annaliese Boucher**  
**Director (CEO)**  
**Sen Talk CIC**

020 7223 1694  
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[www.sentalk.org](http://www.sentalk.org)

## Health and Safety management procedures

The Organisation believes that consideration of the health, safety and welfare of staff is an integral part of the management process. The provision of the Health and Safety at Work etc Act, associated Codes of Practice and E.C. Directives will be adopted as required standards within the Organisation. Responsibility for health and safety matters shall be explicitly stated in management job descriptions.

- 1.1. The Organisation requires managers to approach health and safety in a systematic way, by identifying hazards and problems, planning improvements, taking executive action and monitoring results so that the majority of health and safety needs will be met from locally held budgets as part of day-to-day management, although many health and safety problems can be rectified at little additional cost.
- 1.2. For major additional expenditure, cases of need will be submitted by Directors to the Chief Executive.
- 1.3. If unpredictable health and safety issues arise during the year, the Chief Executive must assess the degree of risk, in deciding the necessary resources and actions to commit to addressing these issues.

## Health, Safety and welfare guidelines

It shall be the responsibility of the safety officer to bring to the attention of all members, the provisions of the guidelines, and to consult with appropriate Health and Safety Representatives about the updating of these guidelines. The model contents of a guideline are:

- regulations governing the work of the department
- clear reference to safe methods of working, for example manufacturers' manuals
- information about immediate matters of health and safety concern, such as fire drills, fire exits, first aid
- training standards
- the role and identity of the Health and Safety Representative
- the manager responsible for organisation and control of work

- accident reporting procedures
- departmental safety rules
- fire procedures
- policies agreed by the management committee

### **Identification of Health and Safety hazards annual audit and regular risk assessments**

It is the policy of the Organisation to require a thorough examination of health and safety performance against established standards at least annually. The technique to be adopted for such examinations will be the 'Safety Audit'. The Audit requires review of:

- standards laid down in the policy
  - departmental guidelines
  - relevant regulations
  - environmental factors
  - staff attitudes
  - staff instructions
  - methods of work
  - contingency plans
  - recording and provision of information about accidents and hazards and the assessment of risk.
1. The information obtained by the Audit will be used to form the basis of the plan for the organisation for the following year. Audits must be completed by May of each year.
  2. The responsibility for ensuring that audit activity is carried out as part of this policy rests with the Management Committee and will be carried out by the Safety Officer. Although the Audit remains a management responsibility, managers are required as part of this policy to seek the involvement of the appropriate Health and Safety Representative in the conduct of the Audit.
  3. It is the management's responsibility to ensure that any deficiencies highlighted in the Audit are dealt with as speedily as possible.
  4. In addition to carrying out Safety Audits, it is the responsibility of the Management committee to check, at least quarterly, all portable equipment, including electrical appliances, in their area, and to ensure that all problems are immediately dealt with.
  5. The safety officer and management committee have a continual responsibility for the elimination of hazards in order to maintain a safe working environment and will also be expected to carry out regular risk assessments in line with the Health and Safety Executive Guidelines; that is follow the 5 steps:
    - Identify the hazards
    - Decide who might be harmed and how
    - Evaluate the Risks and decide on precautions
    - Record the findings and implement the precautions

- Review the assessment and update when necessary

### *Safety Representatives*

The Organisation will support Safety Representatives in carrying out their role and give all reasonable assistance. Safety Representatives will be encouraged to discuss specific health and safety issues with the relevant officer and or the management committee.

### **Health and Safety Training**

Health and Safety training shall be incorporated within annual training programmes, as part of the development of a systematic training plan. Health and Safety training needs will, therefore, be identified and planned for in the same manner as other training needs.

*Four areas of need shall be given special priority:*

- training for managers, to equip them with an understanding of the manager's responsibilities under this policy, and the role and purpose of safety representatives
- training for safety representatives to enable them to discharge their function
- training for all members of staff to acquaint them with the main provisions of the law and its practical implication, the main features of this policy and key safety rules
- induction and in-service training for staff at all levels to acquaint them fully with new requirements and hazards.

### **Record statistics and monitoring**

The Organisation will operate systems for recording, analysis and presentation of information about accidents, hazard situations and untoward occurrences Advice on systems will be provided by the Safety Officer, in conjunction, where appropriate with specialist advisory bodies for example local Environmental Health Departments, and the responsibility for the operation of these systems rests with managers and supervisors at all levels. Information obtained from the analysis of accident statistics must be acted upon and, where necessary, bids for additional expenditure made to the management committee.

### **Reports to Health and Safety executive**

The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 to the Health and Safety Executive shall rest with the Management committee as delegated to the Safety Officer.

### **Specialist Advisory Bodies**

Certain bodies and the individual members of those bodies have always had a Health and Safety role, most notably, the Health & Safety executive, or local Environmental Health Departments. If further specialist advice is required, this may be obtained by Managers from expert individuals or bodies outside the Organisation.

## **First Aid**

It is the policy of the organisation to make provision for First Aid and the training of 'First Aiders' in accordance with the First Aid Regulations (1982). The Safety Officer is responsible for ensuring the Regulations are implemented and for identifying training needs.

## **Fire**

The safety officer is responsible for ensuring that staff members receive adequate fire training, and that nominated fire officers are designated in all Organisation premises. The Management committee delegates these responsibilities to the safety officer.

## **Fire marshal's**

The named designated fire marshal's;

Aoife Gallagher	Children's Project Lead	<a href="mailto:aoife@sentalk.org">aoife@sentalk.org</a>
Annaliese Boucher	Director (CEO)	<a href="mailto:annaliese@sentalk.org">annaliese@sentalk.org</a>

## **Condemnation and disposal of equipment**

Procedures for the, condemnation and disposal of equipment are set out in the Organisation's Standing Financial Instructions. Managers introducing new equipment should have new equipment checked by the Safety Officer.

## **Food hygiene**

Those Managers who have responsibility for food acquisition, storage, processing and serving, and staff induction and training, are responsible for ensuring that these functions are undertaken to the necessary legal standards. Any suspected outbreak of food poisoning or other unexplained and possibly food related incidents must be reported to the Safety Officer

## **Lifting and handling**

Managers are responsible for informing staff of safe lifting techniques. The Safety Officer will identify specific training needs. The management committee will ensure training in lifting and handling is provided to staff who require it.

## **Controls of Substances Hazardous to Health (COSHH)**

The Control of Substances Hazardous to Health Regulations (COSHH) require the Organisation to identify those substances which are in use and which are hazardous to health (as legally defined) and to assess the risk of those substances. The Organisation must also provide and use controls to prevent exposure to substances hazardous to health; maintain controls by monitoring exposure, or by health surveillance of employees; and provide information, instruction and training for employees on all these matters. The Safety Officer is responsible for implementing these Regulations.

## **Computer installations and visual display units**

All new computer installations must adhere to the British Standard Specifications and comply with the Health and Safety (Display Screen Equipment) Regulations 1992. All new employees operating VDUs are issued with a copy of the Health and Safety Executive Booklet entitled 'Working with VDUs'. New employees who regularly use VDUs will be required to undergo sight screening.

## **Health and Safety and the individual employee/ member**

The Health and Safety at Work Act requires each employee 'to take reasonable care for the Health and Safety of himself and of other persons who may be affected by their acts and omissions' and co-operate with management to enable management to carry out their responsibilities under the Act. Employees have equal responsibility with the Organisation for Health and Safety at Work.

The refusal of any employee to meet their obligations will be regarded as a matter to be dealt with under the Disciplinary Procedure. In normal circumstances counselling of the employee should be sufficient. With a continuing problem, or where an employee leaves themselves or other employees open to risk or injury, it may be necessary to implement the formal stages of the Disciplinary Procedure.

## **Visitors and members of the public**

The Organisation wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of visitors to Organisation establishments will be of the highest standard.

Any member of staff who notices persons acting in a way which would endanger other staff, should normally inform their Head of Department. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary. It is equally important not to over-react to a situation.

## *Contractors*

The Organisation wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of Contractors working in the Organisation's establishments will be of the highest standards. In addition, Contractors and their employees have an obligation so far as is reasonably practicable to ensure all equipment, materials and premises under their control are safe and without risks to health.

Contractors must also observe the Organisation's Fire Safety Procedures. These obligations will be drawn to the attention of the Contractors in the contract document issued to them. In addition, an Organisation Manager will be identified in the contract as having authority to stop the work of Contractors who are placing themselves, other staff, or visitors at risk. Any member of staff who judges there is a risk where contractors are working, should inform their Manager immediately.

In tendering, Contractors will be asked to confirm they have a written Health, Safety and Welfare Policy. The Organisation's Manager letting the Contract will be responsible for monitoring the Health and Safety performance of the Contractor and the Contractor's performance will be a factor in deciding whether to invite the Contractor to tender again.

## **Incident and accident reporting in the workplace procedure**

This information outlines the procedure that must be followed in the event of an incident or accident within the workplace. Employees are expected to report an incident and inform the line manager/ appropriate line manager as soon as an incident has occurred, or when physically possible for the appropriate action to be taken. The nature of the incident/ accident will determine the type of reporting that is required. Always seek advice from senior management if in any doubt of what procedure to follow, and ensure you have the correct support in place.

### *Employee incident reporting*

Employees are expected to complete an employee's incident report when an injury has occurred within the workplace and is directly related to your role as an employee. It is important that employees complete an incident report form using accurate details, to include names of those involved, nature of injury obtained if necessary, times and location of incident. An incident report form can be found within the staff forms folder. The Employee incident report form does not relate to serious injury or accident and can be used to support a safeguarding report or early help assessment if appropriate. The form should be completed and submitted to the relevant line manager within 5 days of the incident occurring.

### **Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)**

RIDDOR is the law that requires employers, and other people in control of work premises, to report and keep records of:

- work-related accidents which cause death
- work-related accidents which cause certain serious injuries (reportable injuries)
- diagnosed cases of certain industrial diseases; and
- certain 'dangerous occurrences' (incidents with the potential to cause harm)

Reporting certain incidents is a legal requirement. The report informs the enforcing authorities (HSE, local authorities and the Office for Rail Regulation (ORR)) about deaths, injuries, occupational diseases and dangerous occurrences, so they can identify where and how risks arise, and whether they need to be investigated. This Health and Safety Executive Reporting accidents and incidents at work Page 2 of 5 allows the enforcing authorities to target their work and provide advice about how to avoid work-related deaths, injuries, ill health and accidental loss.

For the purposes of RIDDOR, an accident is a separate, identifiable, unintended incident that causes physical injury. This specifically includes acts of non-consensual violence to people at work. Not all accidents need to be reported, a RIDDOR report is required only when:

the accident is work-related; and

it results in an injury of a type which is reportable (as listed under 'Types of reportable injuries'). When deciding if the accident that led to the death or injury is work-related, the key issues to consider are whether the accident was related to:

- the way the work was organised, carried out or supervised
- any machinery, plant, substances or equipment used for work; and
- the condition of the site or premises where the accident happened. If none of these factors are relevant to the incident, it is likely that a report will not be required. See [www.hse.gov.uk/riddor/do-i-need-to-report.htm](http://www.hse.gov.uk/riddor/do-i-need-to-report.htm) for examples of incidents that do and do not have to be reported

## Risk assessments

Sen Talk completes an annual Health & Safety Risk Assessment and a Fire Risk Assessment. Written reports on these Risk Assessments, listing work to be done, timescales for it to be carried out and naming the person responsible for ensuring the work is completed, is given to the Board of Trustees.

Each project is responsible for carrying out risk assessments for specific areas of work, e.g. youth club. Specific risk assessments will also be carried out for all trips and/or residentials that take place outside of the Sen Talk operational building. Where possible, risk assessments are obtained for each venue that the organisation is visiting/ or operating from.

## Emergency contacts

Agency	Contact	Telephone No.
Sen Talk	Annaliese Boucher (lead H&S)	020 7223 1694 (w) 07872 475 272 (m)
Police (Lavender Hill Police Station)	176 Lavender Hill, Clapham London, SW11 1JX	999 (Emergency) 101 (Non-Emergency) 030 0123 1212 (station no.)
Fire (Battersea Fire Station)	11 Este Road, London SW11 2TL	999 (Emergency)
Hospital (Chelsea & Westminster - Emergency)	369 Fulham Road, London SW10 9NH	999 (Emergency) 020 3315 8000 (Non-Emergency)