



THIS POLICY APPLIES TO GROUNDWORK NORTHAMPTONSHIRE WHICH IS A
MEMBER OF THE FEDERATION OF GROUNDWORK TRUSTS

**HEALTH & SAFETY POLICY &
ARRANGEMENTS**

Approved by board 01/07/19

Signature (Chairman) 

Signature (Executive Director) 

Date of next review 01/07/21

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1. Health & Safety Statement of Intent

Groundwork Northamptonshire has legal obligations under the Health & Safety at Work etc. Act 1974 and associated legislation and a moral obligation to safeguard anyone who may be affected by their undertakings.

Groundwork Northamptonshire fully accepts its obligations and responsibilities and the following statement read in conjunction with the associated health and safety documents explains how it complies.

Groundwork Northamptonshire through the strong commitment of its Operations Director and Board of Trustees is committed to providing and maintaining a safe and healthy environment for the well being and benefit for all employees, customers and all others affected by their business.

In particular Groundwork Northamptonshire will:

- Comply with the Health and Safety at Work etc. Act 1974 and all relevant statutory provisions.
- Provide adequate resources to enable this policy to be implemented.
- Provide suitable work equipment, systems and working practices that are safe for our employees and without risk to health.
- Provide suitable facilities, including safe access and egress, to ensure that the welfare of all employees and others is considered at all times.
- Ensure that all employees have sufficient information, instruction, training and supervision to ensure that they are competent for the tasks they undertake, and work in a safe manner, so as not to be a risk to others;
- Ensure that public safety is considered as a priority at all times.

Employees are required to:

- Comply with the Organisations health and safety policy and arrangements.
- Cooperate with the Organisation in the discharge of its statutory and civil liabilities.
- Take care of the health and safety of themselves and other persons who may be affected by their acts or omissions.
- Not intentionally, wilfully or recklessly interfere with or misuse anything provided in the interests of health, safety, welfare or environmental protection.

Groundwork Northamptonshire actively seek the support of all in achieving these aims and will ensure that all employees are consulted and involved in any issue which may affect their health and safety.

Our commitment to this policy will assist us to develop a positive health and safety culture throughout all areas and activities in line with our organisation philosophy.

Signed & Dated

- Establish appropriate mechanisms to disseminate information to all employees and to ensure that there is effective consultation and communication.
- Ensure that all are given adequate time and resources to ensure that they can carry out their duties relating to health and safety.

2.3. Team Managers

Within Groundwork Northamptonshire the Team Managers oversee the day to day running of work and staff on behalf of the organisation and the Operations Director.

The Team Managers shall:

- Lead by example in all matters relating to health and safety at all times.
- Cooperate with the Operations Director at all times in all matters relating to health and safety.
- Ensure compliance with all organisation policies and procedures to ensure compliance with all legal requirements, best practise and other relative requirements at all times.
- Ensure that health and safety is integrated into all the work which the organisation undertakes.
- Implement and work with the Operations Director to continuously improve all procedures for the on-going identification of hazards, risk assessment and implementation of control measures.

2.4. Employees

Every Employee must take reasonable care for their own health and safety and that of others affected by their acts or omissions. Employees must fully comply with the Organisations health and safety policies and procedures.

Specific responsibilities for all employees, including those on contract include:

- Complying with any safe systems of work, instructions and training provided;
- Co-operate to enable the Organisation to carry out their duties or requirements for health and safety matters.
- Report all accidents or incidents which they have been involved in immediately in line with the Organisation procedure;
- Notifying the Operations Director and/or Team Managers of any work situation having the potential for serious or imminent danger to health and safety, or any hazards or incidents which may indicate a shortcoming in the Organisations health and safety arrangements.

2.5. Volunteers

Due to the nature of Groundwork Northamptonshires business the organisation is supported and thrives on working with a significant number of volunteers.

Groundwork Northamptonshire carefully selects the volunteers it works with. All are trained and approved for roles prior to starting. All volunteers receive induction and training as required for their role.

3. Arrangements for Health and Safety

3.1. Health and Safety Documentation

The Organisations health and safety documentation is to be reviewed annually to ensure that it is still current, effective and up to date with changes to legislation.

A copy of all health and safety documentation is to be available to all.

The policy has been compiled to provide guidance on the arrangements for managing health & safety within the Organisation. The document is not exhaustive and all are required to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

3.2. Risk Assessments

The Management of Health and Safety at Work Regulations 1999 requires a suitable and sufficient assessment of:

- The risks to the health and safety of their employees to which they are exposed whilst they are at work, and;
- The risks to the health and safety of persons not in their employment arising out of or in connection with the conduct by them or their undertaking.

Risk assessments are to be undertaken for all work and all projects and activities. A copy of each risk assessment report is to be available and attention brought to any persons who may be affected of the hazards and risks identified by the risk assessment.

It is to be ensured that hazards identified are eliminated or the risk at least reduced to the minimum level practicable by implementing control measures and safe systems of work.

Those required to carry out a risk assessment for a site, task or activity are to:

- Identify all hazards involved (a hazard is anything that can cause harm);
- Identify who might be harmed and how;
- Identify the risks arising from the hazard (a risk is the likelihood that someone may be harmed by the hazard);
- Where possible, eliminate the hazard;
- Where the hazard cannot be eliminated, evaluate the risks remaining and decide if the existing precautions in place are adequate or should further controls be implemented to provide a Safe System of Work;
- Record and regularly review the findings of the risk assessment.

3.3. Safe Systems of Work

Where a risk assessment identifies a hazard that cannot, so far as is reasonably practicable, be eliminated, a Safe System of Work is to be compiled to manage any risk to health and safety.

3.7. Asbestos

Asbestos was commonly used in property construction up until the mid 1990s but its use was completely banned in 1999. Most of the asbestos within properties has been removed though some material does still exist. This is not a problem provided works are managed and materials are treated with care.

Groundwork Northamptonshire will ensure that any risk from asbestos is properly managed to keep the risk at an acceptably low level. Documentation will be held for occupied properties to confirm the presence or otherwise of asbestos containing materials.

Groundwork Northamptonshire will ensure that checks are in place for all site work to ensure that any asbestos materials are identified prior to all works. All staff working with asbestos will receive information, instruction, training and supervision to ensure compliance with the Control of Asbestos at Work Regulations at all times.

Where contractors are undertaking works on behalf of Groundwork Northamptonshire, the organisation will ensure procedures are in place to ensure information is provided to all contractors regarding the presence of asbestos and that all works are managed in line with legislative requirements and organisation procedures at all times.

3.8. Contractor Management

All contractors appointed will have been approved and instructed by the Operations Director. As well as having a duty to employees and members of the public to ensure the contractors are properly managed, the Organisation also has to tell the contractors about anything, which might affect their safety (e.g. the presence of asbestos).

The Organisation will take all reasonable steps to ensure that only competent contractors are employed and ensure that they work in such a way as to not endanger employees, customers, others or themselves.

The Operations Director will ensure that all contractors employed have made appropriate arrangements for the management of health and safety and can demonstrate that they have the ability to manage health and safety when working.

Groundwork Northamptonshire will also undertake on-going audits of all appointed contractors on a frequent basis in order to ensure compliance and safe working in line with all current legislation and organisation procedures at all times.

3.9. Control Of Substances Hazardous to Health (COSHH)

The Organisation employees required to handle hazardous substances are to be provided with adequate training.

3.10. Display Screen Equipment

DSE assessments are to be completed for all employees who are regular users of display screen equipment to ensure safe ergonomics, workstations and furniture. These assessments should also cover staff who as part of their role are homeworkers. A separate assessment should be completed for each location staff work and use display screen equipment.

Provisions relating to equipment and furniture for homeworkers will be made on individual arrangements. Employees should ensure that insurance and other arrangements relating to health and safety are in place in line with their DSE assessment.

Where eye or eyesight tests are required by DSE users, the costs for such tests will be borne by the Organisation. Where the eye test shows that the DSE user requires special spectacles for DSE work, spectacle costs will be provided by the Organisation up to an agreed amount.

Working patterns should be structured to ensure nobody works with computers or any other display screen equipment for excessive periods.

3.11. Driving for Work

Driving for work increases risks to all. Groundwork Northamptonshire accepts its responsibilities to ensure all are safe when driving for work.

All vehicles, including private vehicles, used for work should be taxed, insured, kept in a roadworthy condition and have an up to date MOT when applicable. Groundwork Northamptonshire will ensure all are aware of their responsibilities when driving for work and may ask for evidence of current licence, insurance, maintenance etc. from time to time.

Vehicles owned by the organisation must only be operated by authorised employees and for work purposes only. Any accidents or incidents must be reported to the office as soon as possible after they occur.

If a vehicle is used as a workplace by more than one employee it must be smoke free at all times.

Consideration will be given when planning work in relation to driving and risk assessments will include any hazards presented by driving for work.

3.12. Electrical Safety

Electricity is obviously widely used in all areas and it is important to treat electricity with due respect to avoid danger to employees or others.

3.14. Fire Precautions

Under the current legislation (Regulatory Reform (Fire Safety) Order 2005) all employers have to prepare a written assessment of the fire risk in their premises. The Organisation will take all reasonable precautions to prevent fire. Many of the Organisation responsibilities related to fire are shared with the Landlord. Groundwork Northamptonshire will ensure that all responsibilities are met and records are held to confirm completion and by whom in line with the following requirements.

A Fire Risk Assessment will be prepared and the significant findings communicated to employees and others affected by them. Groundwork Northamptonshire will take all reasonable steps to reduce the risk of a fire starting and people being injured should a fire occur.

Emergency fire procedures will be drawn up and training provided to the employees on what to do in the event of a fire. The Operations Director will confirm fire procedures and arrangements prior to commencement of a contract and ensure all staff are trained as required.

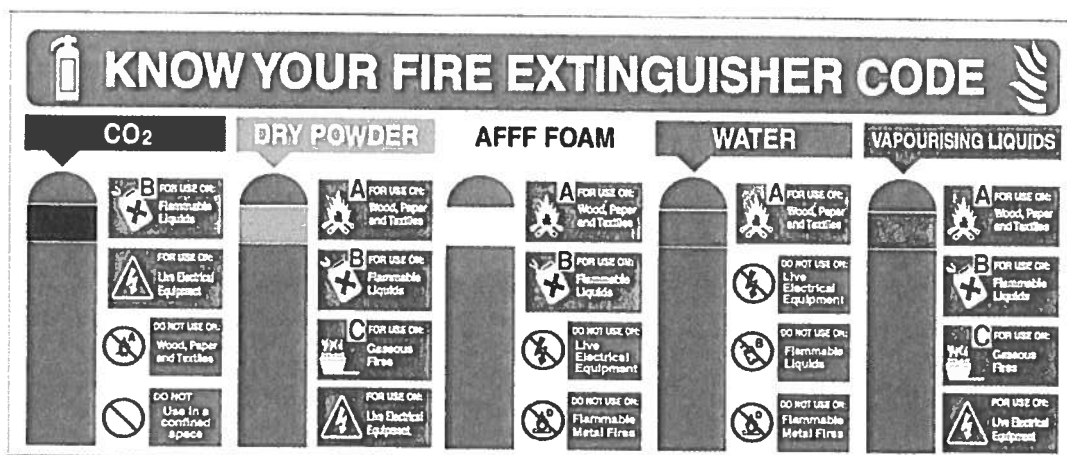
Daily fire checks will be completed and records held.

Fire equipment will be installed and provided throughout occupied properties. Competent contractors will install all fire equipment to current standards. Fire equipment will include;

- Fire alarm and smoke detection
- Emergency lighting
- Fire extinguishers
- Etc.

All fire equipment will be subject to inspections and maintenance in line with the Regulatory Reform (Fire Safety) Order and records held.

All staff must report any defects observed relating to fire equipment to their managers immediately.



Where a load must be lifted, the person responsible is to:

- Assess the load and if it is too heavy, get help;
- If there are any rough edges, use gloves as PPE;
- Face the direction of travel before lifting;
- Place the feet apart to maintain balance;
- Keep a straight back, bend the knees and grip the load firmly;
- Straighten up using the strength of the legs;
- Keep the load close to the body with elbows tucked in;
- Walk steadily, do not rush when carrying a load;
- Lower the load slowly by bending the knees and keeping a straight back. Release the load carefully so as not to trap fingers.

3.17. New and Expectant Mothers

New and Expectant Mothers may be at increased risk of workplace injury because of their physical condition. The law requires that particular consideration be taken of their personal situation.

The definition of a new or expectant mother is one who is pregnant, has given birth within previous six months, or is breastfeeding.

New or expectant mothers should inform their Manager in writing of their pregnancy or condition to enable the Manager to arrange for a risk assessment of the employee's workplace.

New and expectant mothers will be subject to special consideration to take in to account their condition. This will include an individual risk assessment incorporating any medical information provided by the employee's Doctor, which may affect their ability to carry out their work safely.

The risk assessment should ensure that the employee is not subject to work that could place her or her unborn child at risk. The employee should be asked to assist with the assessment to take into account any advice she may have received from her doctor.





Where the New or Expectant Mother risk assessment identifies risks, the manager is to:

- Remove the risk, where practicable;
- Where risk cannot be removed, consider adjusting the employees' working conditions or hours to avoid the risk. Where this is not possible;
- Consider giving the employee alternative work. Where this is not possible, consider suspending the employee on paid leave for as long as necessary to protect her health or that of her child;
- Managers are to regular monitor and review these actions and are to maintain records of assessments.

3.18. Occupational Health

3.20. Safety Signs

Where a hazard cannot be eliminated, the hazard is to be indicated by a safety sign. Safety signs are to conform to the Safety Signs and Signals Regulations 1996. In general, safety signs come in four categories: Prohibition, Warning, Mandatory and Safe Condition.

	<p>Prohibition signs state that certain behaviour is not allowed (this one says “No Smoking Allowed”). They have a red circle on a white background and a red bar running from top left to bottom right, with a black picture of what is not allowed.</p>
	<p>Warning signs provide a warning of a specific hazard (this one warns of “wet floor”). They have a black triangle on a yellow background, with a black picture of what the hazard actually is.</p>
	<p>Mandatory signs show that a specific course of action must be taken (this one states that hearing protection must be worn). They have a blue circle on a white background with a white picture of what action you must take.</p>
	<p>Safe Condition signs provide information about safe conditions (this one shows where you can obtain First Aid). They are normally square or oblong with a white picture or wording on a green background.</p>

3.21. Stress

Reactions to stress will vary from one person to another, so recognition of the symptoms of stress and individual support are acknowledged as being critical.

Stress is defined by the HSE as “the adverse reaction people have to excessive pressure or other types of demand placed on them at work”. At work, the employee who is severely stressed could become a danger to themselves and also to others at work.

Employers have a responsibility to control the health, safety and welfare of their employees and this includes looking at the impact of stress at work.

Everyone requires some level of pressure at work in order to perform his or her role to the maximum. However, dangers arise when the maximum pressure limit is exceeded and the employee then becomes a high risk for an accident or becomes totally unable to carry out their role at work.

Formal water hygiene risk assessments will be completed where quantities of hot water are stored and a programme will be in place to ensure control of the risk from legionella. External water audits will be carried out annually where shown to be required by the risk assessment.

All staff should report any discoloration, tainting or odour in the drinking water to the duty manager.

All staff will receive training on water hygiene and procedures as required.

3.24. Welfare

The Organisation is aware of its responsibilities to protect the safety and health of everyone in their workplace and the need to provide welfare facilities for its employees.

Suitable and sufficient welfare facilities will be available to all employees, including:

- Toilets and hand basins, with soap and towels or a hand-dryer;
- A plentiful supply of drinking water;
- A place to store clothing (and somewhere to change if special clothing is worn for work);
- Somewhere to rest and eat meals.

The Organisation will also ensure:

- Good ventilation – a supply of fresh, clean air drawn from outside or a ventilation system;
- A reasonable working temperature;
- Lighting suitable for the work being carried out;
- Enough room space and suitable workstations and seating;
- A clean workplace with appropriate waste containers.

3.25. Work at Height

Even falls from relatively low heights cause major injuries, so if the feet are off the ground then extra care is necessary to prevent injuries to employees. In addition, items dropped from height present a risk to those below. The Work at Height Regulations 2005 were introduced specifically to address the high number of workplace injuries arising from these issues.

All staff who work at height will receive suitable and sufficient information, instruction, training and supervision relating to working at height.

Groundwork Northamptonshire have clearly identified suitable equipment to be used by all when undertaking work at height. No staff are authorised to undertake work at height unless they are trained and must only work with this approved equipment.