

# Health & Safety Policy

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<i>Approving Body:</i>	<i>Chief Executive</i>
<i>Implementation Date:</i>	<i>July 2021</i>
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<i>Lead Executive</i>	<i>Mark Chapman</i>
<i>Author/Lead Manager:</i>	<i>Darren Carr</i>

## 1.1 Policy history

Version	Author	Date	Change
1.0	Darren Carr	22.12.2016	Some minor wording changes. Changes have also been made to reflect that staff are now based across 2 sites.
2.0	David Oldham	31.07.2017	Annual review – some minor changes to reflect staff changes and clarification over Health and Safety training.
3.0	Darren Carr/Neil Fray	22.10.2018	Annual review – changes made to reflect recommendations as highlighted in the independent H & S audit 2017 (Hettle Andrews)
4.0	Darren Carr/Mark Chapman	24.09.2019	Annual review – no changes required – the document to be reviewed again once we move to our new offices.
5.0	Darren Carr/Mark Chapman	July 2021	To reflect the move to Francis Crick House and greater emphasis placed on CAN Mezzanine

# Health & Safety Policy

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## 1. Policy Statement of Intent

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The Motor Neurone Disease Association (the Association) recognises and accepts its moral and legal obligations and responsibilities with regard to health and safety.

The Association recognises its duties under the Health and Safety at Work Act 1974 to protect, so far as is reasonably practicable, the health and safety at work of all the Association's employees and volunteers and other people, such as visitors and contractors to our premises, with particular attention to the following areas:

- 1.1 The provision of a healthy and safe working environment and of adequate arrangements for the welfare and support for the wellbeing at work of the Association's employees and volunteers.
- 1.2 The adequate control of the health and safety risks arising from our work.
- 1.3 Completion and implementation of robust risk assessments and risk reduction measures.
- 1.4 The provision and maintenance of machinery, equipment and systems of work that are safe and without risk to health.
- 1.5 Arrangements for the safe use, handling, storage and transportation of articles and substances at work which may give rise to risks to health.
- 1.6 To provide information, instruction, training, and supervision necessary to ensure the health and safety at work of all its employees and volunteers.
- 1.7 Due consideration will be given to consultation with employees and volunteers affected before changes are made.
- 1.8 To ensure all employees and volunteers are competent to do their tasks, and to give them adequate instruction and information.
- 1.9 To review and revise this policy as and when it becomes necessary (annually or when there are significant changes).

## 2. Responsible Persons

As of June 2021

- Health & Safety Adviser: Phil Day (Facilities Manager)
- Safety Reps – names displayed throughout our offices on all Health and Safety notice boards.

Sally High

Signed	_____
Position	Chief Executive Officer
Dated	9 <sup>th</sup> July 2021

## 3 Arrangements for Health and Safety

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### 3.1 Risk Assessments

The Association will ensure that risk assessments are undertaken on all work activities where there is a perceived element of risk which also includes fire safety. Identified risks will be eliminated, otherwise the risks associated with the hazards will be reduced to as low as reasonably practicable. Those affected by these findings will be notified. Risk assessments are reviewed annually or upon significant change or following an accident, incident, or near miss.

Employees and volunteers are required to adhere to methods and procedures implemented to avoid risk of injury as identified in the risk assessments. Staff can access risk assessment and venue checklist templates within the Central Library area of SharePoint. Our volunteers also have access to sample templates accessible via the Volunteer Zone.

The Facilities Team will provide guidance and support to those staff and volunteers undertaking completion of risk assessments. Employees and volunteers should report any hazards that they discover to the Facilities Team in order that remedial steps can be taken to reduce any harm.

Our website is also regularly updated to include the latest national and local government guidance.

### 3.2 Representatives of Employee Safety (ROES)

The Association recognises its statutory obligation to consult with employees and volunteers in health, safety, and welfare issues. The Staff Safety Group comprises of a cross-section of staff from different teams who make representation on matters pertaining to general health, safety, and welfare. Members are responsible for identifying and reporting potential hazards or dangerous situations that may arise in the workplace. The standing agenda at each of the 3 planned meetings held annually includes the reporting of accidents, near misses and staff absences. These meetings are formally chaired, and minutes taken. Outputs from these meetings are included in the quarterly Health and Safety updates reported to the Finance and Audit Committee as well as to the Directors Team.

### **3.3 Driving for Work**

The Association recognises that use of motor vehicles on company business requires additional health and safety measures to protect our employees, our volunteers and our board of trustees as well as third parties.

The Facilities Manager will ensure that those who drive their own vehicle on Association business are insured to do so, have a valid UK driving licence together with a current MOT if the vehicle is over 3 years old.

Employees who are provided with a company vehicle have enhanced licence checks carried out by our fleet provider.

All employees who drive on business are required to adhere to the Association Fleet Policy and not put themselves and others at risk. Drivers should cooperate with the Association to ensure their own and others safety.

### **3.4 Lone and Remote Working**

The Association ensures that suitable and sufficient risk assessments are conducted for remote and lone working. Where possible, identified hazards will be eliminated, otherwise the risks associated with the hazards will be reduced to as low as is reasonably practicable and those affected will be informed of the pertinent findings of the risk assessments.

The Association's Lone Working Guidance document is available within the staff handbook. It is mandatory for all employees and Support Volunteers to undertake the e-Learning Health and Safety training programme, which includes a section on lone working. This is monitored by the Engagement Directorate.

### **3.5 Violence and aggression**

The Association recognises that given the nature of our work the risk of violence and aggression towards our staff and volunteers is very low.

However, it is mandatory for all staff and Support Volunteers to undertake our e-learning Health and Safety training which incorporates a lone working module. This training provides staff and volunteers with advice on how to avoid situations where they might find themselves alone and might put themselves at risk e.g., home visits, cash handling, meetings etc.

### **3.6 New & Expectant Mothers and Young Persons (under 18)**

The Facilities Manager is responsible for ensuring that expectant mothers are assessed at their workstation upon notification of pregnancy and at regular intervals throughout their pregnancy. New mothers are assessed again upon their return to the workplace.

Young Persons will be given additional suitable training and supervision. The Facilities Manager will ensure any additional safety measures are implemented and will provide guidance on specific control measures to protect them in the workplace.

### **3.7 Stress**

The Association recognises that work-related stress can damage the mental and physical health of its employees and volunteers.

The Association has identified within our risk assessments various tools at its disposal to support employees and volunteers in dealing with stress. The Association also has the 'Mindful Employer' accreditation.

The Association will train and utilise mental health first aiders to provide support to staff who may be struggling with their mental health. These first aiders should be a supplement to working through their challenges with both their line manager and the Human Resources team.

### **3.8 Electrical safety**

It is the responsibility of our landlords to carry out statutory 5-year electrical testing in accordance with current legislation. Any remedial works must be carried out by an approved contractor.

Francis Crick House was extensively refurbished in 2019 including new wiring and distribution boards.

Portable Appliance Testing (PAT) where necessary is undertaken by trained staff in line with HSE best practice to ensure that all equipment supplied is maintained correctly and is safe to use.

### **3.9 Office Equipment**

The Association will ensure that suitable and safe work equipment is provided and is maintained, tested, and inspected, as necessary. Training and supervision will be provided to ensure that work equipment is used in a safe manner and without risk to health.

Employees and volunteers will exercise due vigilance with regards to the external condition of apparatus, plugs, sockets and cables and report any defects to the Facilities Manager.

#### Francis Crick House

The Facilities Manager is responsible for ensuring that inspection of plugs, sockets and cables is carried out by a competent and authorised person as required by current legislation and to ensure that equipment is safe to use. The Facilities Manager also maintains the log to ensure that equipment which is due for inspection can be identified.

#### CAN Mezzanine

The landlord is responsible for ensuring that these inspections are carried out by a competent and authorised person and recorded as required by the current legislation. The Facilities Manager carries out an annual inspection.

### **3.10 Information, Instruction and Supervision**

Health and Safety posters are clearly displayed in prominent positions throughout our offices and relevant information can also be found on SharePoint. The Facilities Team carry out Health and Safety inductions for all employees.

Health and Safety advice can also be obtained from the Facilities Manager and from any Representative of Employee Safety.

The Health and Safety Executive (HSE) identifies young workers as those under the age of eighteen. The additional supervision of young workers, trainees etc. will be undertaken and monitored by the appropriate line manager.

The Facilities Manager is responsible for ensuring that staff working at locations under the control of other employers such as at CAN Mezzanine are given relevant health and safety inductions from the specific landlord/owner pertaining to that



location. This forms part of the annual inspection carried out by the Facilities Manager,

### **3.11 Training**

The Association provides appropriate instruction, training and information for all employees and volunteers who have responsibilities for any operation which may affect health and safety. Training will be provided for all permanent, temporary, and contracted employees.

Where a Health and Safety training need is identified, the Facilities Team in liaison with the Engagement Directorate organise the required training.

It is mandatory for all staff and Association Visitors (AV's) to undertake the e-learning Health and Safety modules including Lone Working. This process including refresher training is monitored by the Human Resources (HR) and Volunteering Teams.

### **3.12 Workplace Inspections**

The Facilities Manager will, at regular intervals, ensure that a formal safety inspection is carried out on all parts of the premises under the control of the Association (including regional and permanent / designated home offices).

The Facilities Manager will make the necessary arrangements for these inspections and take any remedial action as deemed necessary. Where possible, identified hazards will be eliminated, otherwise the risks associated with the hazards will be reduced to as low as is reasonably practicable and those affected will be informed of the significant findings of the risk assessments.

All employees will, on a day-to-day basis, exercise due vigilance with regard to workplace health and safety aspects to include general housekeeping, stacking and storing of materials, clearance of walkways, fire point and emergency exit clearance.

### **3.13 Accident/Incident Reporting and Investigation**

Any employee or volunteer who has an accident or near miss at work or at an Association organised event, is required to report the incident to an appointed first aider or a competent person. The notified person is responsible for compiling the accident report and for notifying the Facilities Manager. All incidents or near misses must be recorded in the Accident Book.

The Facilities Manager is responsible for investigating all accidents to determine their underlying cause, for the purpose of ensuring there is no recurrence. Injuries of

a certain severity, cases of acute ill health and certain defined dangerous occurrences must be reported to the enforcing RIDDOR authority.

### **3.14 First Aid**

Under its statutory obligations the Association will provide first aid personnel with sufficient training, information, and support to undertake their responsibilities. The Facilities Manager will ensure that an appropriate number of first aiders are appointed and that they receive the appropriate refresher training at a centre providing first aid courses approved by the HSE.

The appointed first aiders will give first aid treatment in the event of injury or sudden illness and decide on subsequent action e.g., to call for an ambulance or arrange transportation to hospital or home.

Appointed first aiders will ensure that proper records are made of the person(s) involved, the nature of the injury or illness, the treatment given and for informing the Facilities Manager. The Facilities Manager will ensure that a record is made in the Accident Book.

The Facilities Team will ensure that first aid boxes are regularly checked and replenished as required.

The Association has access to a defibrillator, which is stored in the kitchen area of Francis Crick House. Instructions on how to use the defibrillator are contained within the unit.

### **3.15 Emergency Planning**

The Facilities Manager is responsible for ensuring that fire risk assessments are undertaken in accordance with the Regulatory Reform (Fire Safety) Order 2005. Based on the findings of the fire risk assessment an emergency action plan for Francis Crick House is maintained and displayed in the office. A copy can also be found within the Facilities area of Sharepoint. The plan provides explicit guidance to staff and visitors to ensure that in the event of a fire all premises are able to be quickly and safely evacuated.

All persons using the premises will take sensible precautions to avoid the outbreak of fire, e.g., avoiding accumulations of flammable materials in circumstances which may lead to a risk of fire, not overloading electrical socket outlets, etc.

The respective landlords of Francis Crick House and CAN Mezzanine are responsible for checking the operation of the fire alarm systems on a weekly basis and for ensuring that they are serviced by specialist contractors at intervals not

exceeding 6 months. They are also responsible for organising a minimum of one fire drill per year per site and, if necessary, ascertain where improvements in the evacuation procedures are required and arrange for their implementation.

The respective landlords are also responsible for ensuring that the emergency lighting and all fire extinguishers are checked by specialist contractors at intervals not exceeding 12 months.

### **3.16 Agile working**

All staff are provided with an Association laptop to enable flexible working.

Where an employee works from home, but it is not their contracted place of work, it is their own responsibility to assess the potential risks within their work environment and take all reasonable steps to minimise them. Staff should only work from home if it is suitable to do so in accordance with current [HSE guidance](#).

The Facilities Team are available to provide advice and support to those working from home on an occasional basis.

### **3.17 Display Screen Equipment**

All computer users (display screen users) will have their work environment reviewed by a trained assessor upon commencement of employment or upon significant change to their workstation. Where the assessment identifies problems, it is the responsibility of the assessor to ensure that these are rectified. Employees are advised that they are required to report any discomfort or pain experienced whilst at their workstation to their line manager or a member of the Facilities Team.

All employees have the right to request an eye test, this will be arranged by the employee at an optician of their choice, the cost of which can be met by the Association health scheme.

Francis Crick House operates as a hot desk environment; therefore, all staff health and safety inductions now include details on how to set up a workstation.

### **3.18 Manual Handling**

The Association will ensure that suitable and sufficient risk assessments are conducted for all work activities which involve manual handling and that any risks identified are either eliminated or the risks associated with the hazards will be

reduced to as low as is reasonably practicable. Those affected will be informed of the significant findings of the risk assessments.

The Association will provide equipment to assist in the movement of loads where necessary and will ensure that equipment is maintained in a safe condition. The Association will provide manual handling training where appropriate.

The Facilities Team will advise and support where necessary.

### **3.19 Working at Height**

Where there is a need to reach a height, which cannot be reached from floor level, kick stools must be used. Library steps should be used for ceiling height storage.

Further help and support should be requested from the Facilities Team.

### **3.20 Safe Handling and Use of Substances**

The Association will ensure that risks associated with hazardous substances are assessed and that exposure to such substances is prevented or where this is not reasonably practicable, adequately controlled.

The Association will ensure that Control of Substances Hazardous to Health Regulations (2002) (COSHH) assessments are carried out, and that those who undertake these assessments are competent to do so.

The Facilities Manager will ensure that suitable and sufficient information, instruction, training, and supervision is given to employees regarding the control of substances hazardous to health and the associated hazards. Employees will make proper use of any equipment and systems of work provided for their safety.

Records of COSHH assessments will be maintained by the Facilities Manager.

### **3.21 Smoking and vaping**

Smoking and vaping on all Association premises and in Association vehicles is prohibited. Appropriate no smoking signs are clearly displayed at all premises and in all fleet vehicles. Staff and visitors should only smoke offsite or in designated area.

### **3.22 Visitors**

All visitors to the Association's premises are required to sign in and out, observe the fire procedures and wear a visitor badge at all times.

The host of any visitor to Association premises is responsible for taking all reasonably practicable steps to secure their safety whilst on the premises and to ensure they are aware of emergency procedures.

Visitors to the CAN Mezzanine offices are required to follow the landlord's instructions.

### **3.23 Disabled persons**

The Association recognises its obligations to provide suitable and sufficient facilities, equipment and means of access for disabled persons.

Both the FCH and CAN Mezzanine offices are fully accessible for disabled persons including wheelchair users.

### **3.24 Work Environment**

The Association will ensure that:

- All reasonable steps are taken to ensure a reasonable temperature is maintained (minimum 16°C).
- Ventilation by a source of fresh or purified air is effective and suitable.
- Relative humidity of between 40%-60% is maintained.
- An adequate supply of potable drinking water is provided.
- Adequate lighting levels are maintained.
- The workplace is kept clean, and waste is collected regularly.
- Each person has adequate space to carry out their job and move around.
- Adequate washroom facilities, rest and eating facilities are provided.

### **3.25 Working Time Directive**

The Association will comply with Working Time Regulation 1998 (amended 2003). The Regulations state that all staff are entitled to all basic rights and protections, as follows:

- limit of an average of 48 hours a week which a worker can be required to work, although they can choose to work more if they want to.
- right to 11 hours rest a day.
- right to a day off each week or 2 consecutive days off in a fortnight.
- right to a 20-minute rest break if the working day is longer than 6 hours.
- right to paid annual leave of 5.6 weeks per year.

### **3.26 Asbestos**

The respective landlords of our rented offices must keep in place its own records and a written plan to manage asbestos and they are required to provide information about the location and condition of the asbestos to anybody who is liable to disturb it. This would typically include tenants, contractors and employees. Asbestos surveys have been carried out on both Francis Crick House and CAN Mezzanine.

### **3.27 Legionnaire's Disease**

An initial independent legionnaire's risk assessment has been carried out within our offices at Francis Crick House by a specialist approved contractor and recommendations contained therein actioned upon. Future assessments will be carried out on a bi-annual basis. Regular water temperature checks are taken by the Facilities Team as required by the COSHH regulations (documented).

The landlord of Francis Crick House and CAN Mezzanine have a legal responsibility for carrying out legionella testing within the communal areas of both buildings in accordance with current legislation. This is checked by the Facilities Manager at the annual inspection.

### **3.28 Passenger Lifts**

The passenger lift insurance inspections and regular servicing at our properties are the responsibility of the respective landlords and are carried out by approved contractors.

### **3.29 Slips, trips and falls**

Documented inspections of Francis Crick House, including the staircases, are regularly carried out by the Facilities Team. Cleaning of the building takes place out of normal operational hours. Staff are advised to report any hazards.

The landlords Operations Team at CAN Mezzanine are responsible for the inspection, maintenance, and cleaning of the offices.

## **4 Contractors**

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### **4.1 Approved Contractors**

The Association will only use contractors who have proved able to discharge their primary responsibility to safeguard their employees and other persons who may be affected by their undertakings. Contractors are requested to provide evidence of their Health and Safety Policy, suitable insurance, method statements and risk assessments.

The Facilities Manager will ensure the inclusion of health and safety considerations in contracts for construction, maintenance, refurbishment, cleaning and similar work and services undertaken by outside contractors.

Under the Construction (Design and Management) regulations 2015 (CDM 2015) certain works are reportable to the Health and Safety Executive (HSE) by way of a Construction Phase Plan. The principal contractor will be required to produce this documentation to the Facilities Team prior to commencement of the works.

## 5. Organisation of Health and Safety

### 5.1 Organisation & Responsibilities

The Association has a corporate duty to comply with a wide range of legal health and safety requirements applying to employees and volunteers and others. These are laid down in legislation, notably the Health and Safety at Work Act 1974 etc. and in specific regulations made under the Act, which set the minimum standards. For the purposes of this policy any persons working under short term professional contracts or as volunteers of the Association, will be regarded as 'employees' of the Association and will be expected to follow its requirements.

#### **Chief Executive**

The Chief Executive has overall responsibility for health and safety and is responsible for ensuring that objectives in relation to workplace safety are set and that the necessary financial resources, consistent with the risks, are allocated to achieve the highest standards of safety that are reasonably practicable. The Chief Executive has the delegated responsibility on behalf of the Association to ensure that responsibilities for the various health and safety aspects are delegated to appropriate employees and that the necessary arrangements and procedures are in place for the effective management of health and safety.

#### **Director of Finance**

The Director of Finance is responsible for, and accountable to The Chief Executive, in assisting in formulating and recommending corporate safety policies and for monitoring the implementation and coordination of the Association's Health and Safety Policy and Procedures.

#### **Facilities Manager**

The Facilities Manager who is NEBOSH qualified is responsible for the implementation, monitoring and fulfilment of the procedures identified in the arrangements section of this policy, including receiving reports of accidents and near misses and maintaining the Health and Safety records required by law. This role is also responsible at an operational level for fire safety, control of asbestos and legionella and will ensure that appropriate liaison is maintained with persons in control of other premises where Association's employees and volunteers may be required to work.

#### **Representatives of Employee Safety (RoES)**

The representatives of employee safety make representation on behalf of staff to the Facilities Manager on matters concerning general health, safety and welfare or on potential hazards or dangerous situations that may arise in the workplace.



## **Employees' and Volunteers' Responsibility**

Employees and volunteers at all levels are responsible, via the normal management chain, for the safety of operations under their control.

Each employee and volunteer is responsible for following safe working practices, for taking a personal interest in promoting health and safety at work and for making a personal contribution to the achievement of high safety standards.

Employees and volunteers must comply with safety instructions applicable to their work and ask for advice from their immediate supervisor/manager if in doubt on any safety matter.

Employees and volunteers have legal responsibilities and duties under the Health and Safety at Work Act 1974 and associated regulations including:

- i. to take reasonable care for their own health and safety and that of any others who may be affected by their actions or omissions at work and to co-operate with the employer in meeting statutory requirements.
- ii. not intentionally or recklessly interfering with or misusing anything provided by the employer in the interests of health and safety at work.
- iii. to use equipment in a safe manner and in accordance with instructions and to report any defect in equipment which might compromise its safe use.
- iv. to adhere to site rules when working on other employers' premises and not knowingly placing themselves at risk by reporting hazards and deficiencies.

## **Fire Marshals**

The Fire Marshals are responsible for ensuring the safe evacuation of the buildings in the event of an emergency.

## **First Aiders**

The First Aiders are responsible for administering first aid to injured persons and for contacting the emergency services where applicable. They are also required to ensure that all accidents are reported to the Facilities Manager for recording in the Accident Book.

## 5.2 Governance

The Facilities Team reports quarterly to the Directors Team on health and safety matters pertaining to the following:

- accidents.
- near misses.
- health and safety activity (e.g., risk assessments performed and outcomes).
- relevant changes in Health and Safety law and practice.
- health and safety training.
- other relevant matters.

Directors review the quarterly updates and request adjustments to Health and Safety practice where appropriate.

Where an incident occurs, which the Facilities Manager considers to be of a sufficiently serious nature (e.g., an incident which must be reported to RIDDOR), this is also reported to Directors at the earliest opportunity.

The quarterly report is also presented for consideration at the Finance & Audit Committee to ensure that Trustees are aware of Health and Safety risks, controls and incidents. The report should also be submitted to the whole Board of Trustees for information only.

## Organisation & Responsibilities Flowchart

