

HEALTH AND SAFETY POLICY

HS-01

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| Issue Date: | June 2023 |  |
| Version: | 2 |  |
| Status: | Approved |  |
| Review Period | Yearly |  |
| Author: | Health and Safety Officer |  |
| Applies to: | Staff / Volunteers / Contractors / Visitors |  |

Pentreath Ltd is committed to achieving a working environment which provides equality of opportunity and freedom from unlawful discrimination on the grounds of race, sex, pregnancy and maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation.

If you require this document in other formats or languages please contact the author.

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| **EQUALITY IMPACT ASSESSMENT** | | | |  |
| Who does the policy affect? | Staff / Clients / Referrers / Public | | |  |
|  | | Yes | No |  |
| 1. Will the proposal have any impact on discrimination, equality of opportunity or relations between groups? | |  | X |  |
| 2. Is the proposal controversial in any way (including media, academic, voluntary or sector specific interest) about the proposed work? | |  | X |  |
| 3. Will there be a positive benefit to the users or workforce as a result of the proposed work? | | X |  |  |
| 4. Will the users or workforce be disadvantaged as a result of the proposed work? | |  | X |  |
| 5. Is there doubt about answers to any of the above questions  (e.g. there is not enough information to draw a conclusion)? | |  | x |  |

If the answer to any of the above questions is Yes (other than question 3) or you are unsure of your answers to any of the above you should provide further information using the Equality Impact Assessment form

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| If an equality assessment is not required briefly explain why: |  |

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| **DOCUMENT CHANGE HISTORY** | | |  |
| **Version** | **Date** | **Comments (viewed / reviewed / amended etc)** |  |
| 1 | 21/11/2019 | Create overarching H&S policy |  |
| 2 | June 2023 | Update sub-policies |  |
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| Ratification Body | CEO / SMT / Board of Trustees |  |

**1. INTRODUCTION**

* 1. Pentreath will provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and clients, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities. This overarching policy document provides an overview of health and safety and lists a hierarchical set of policy documents (sub-policies) which taken together constitute the Health and Safety Policy of Pentreath.

1. **PURPOSE AND RATIONALE** 
   1. The main health and safety legislation which applies to the work of Pentreath are listed below. These lists are not exhaustive and the relevant legislation should be sought which may apply to any new activities.

* Health and Safety at Work Act 1974
* Offices, Shops and Railway Premises Act 1963
  1. There are also statutory instruments and regulations (with amendments) which apply:
* Control of Substances Hazardous to Health Regulations 2002 (CoSH)
* Health and Safety (Display Screen Equipment) Regulations 1992
* Health and Safety (First-Aid) Regulations 1981
* Health and Safety (Training for Employment) Regulations 1990
* Health and Safety Information for Employees Regulations 1989
* Management of Health and Safety at Work Regulations 1999
* Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
* Workplace (Health, Safety and Welfare) Regulations 1992
  1. These laws and associated regulations and amendments set out the minimum acceptable standards. Pentreath is committed to not only complying with these standards but also operating a best practice system wherever possible which exceeds them.
  2. Pentreath is not only a place of work, but also a centre for providing advice, training and assistance to our clients and in meeting our legal duties we recognise the need to maintain a supportive, non-institutionalised environment. All employees are to be aware that, in the event of any conflict between Company activities and safety, they will receive management support if they reasonably choose the safety of employees or third parties as the priority.
  3. The allocation of duties for safety matters and the particular arrangements that we will make to implement the policy are set out in this document.

1. **POLICY STATEMENT** 
   1. Pentreath will ensure that health and safety is a priority for all people involved in our work activities.
2. **DEFINITIONS** 
   1. **Health and Safety**: regulations and procedures intended to prevent accident or injury in workplaces or public environments.
   2. **Occupational Health**: the promotion and maintenance of the highest degree of physical, mental and social wellbeing of workers in all occupations; the prevention amongst workers of departures from health caused by their working conditions; the protection of workers in their employment from risks resulting from factors adverse to health; the placing and maintenance of the worker in an occupational environment adapted to his physiological and psychological capabilities; and, to summarize, the adaptation of work to the person and of each person to their job.
3. **DUTIES AND RESPONSIBLITIES** 
   1. Board of Trustees

* Overall and final responsibility for health and safety
* Ensure that Pentreath complies with its obligations and responsibilities
  1. Chief Executive
* Ensure all health and safety responsibilities are being fulfilled
* Reprimand any member of staff or volunteer failing to discharge satisfactorily their responsibilities
* Arrange for adequate resources and facilities to meet the requirements of the health and safety policy group.
* Ensure that employees are consulted on matters affecting their health and safety
  1. Health and Safety Officer (currently part of the Compliance Manager role)
* Create and maintain the health and safety policy group.
* Be aware of the requirements of current legislation.
* Carry out company risk assessments as required and review annually.
* Support managers and staff to assess the risk of any new activities
* Ensure that injuries, accidents and dangerous occurrences are recorded and reported in accordance with statutory requirements.
* Implement emergency procedures: evacuation and business continuity plan.
* Carry out routine inspections of procedures and equipment to ensure compliance.
* Report to Senior Management Team and Board of Trustees on health and safety issues.
  1. Line Managers
* Ensure that at all levels staff are given adequate and appropriate health and safety induction and provided with appropriate training, information, instruction and supervision.
* Before entrusting work tasks to employees and volunteers, take into account their capabilities as regards to health and safety and ensure that suitable Risk Assessments are carried out on hazardous activity by liaising with the Health and Safety Officer.
* Ensure that employees and volunteers comply with safety instructions and procedures
* Investigate accidents and incidents and take action to prevent recurrence.
* Report injuries, accidents and dangerous occurrences to the Chief Executive, Health & Safety Officer and/or Human Resources
* Review health and safety with staff during regular supervisions.
  1. Employees, volunteers and clients

All employees, clients and volunteers must:

* take reasonable care for the health and safety of themselves and of other persons who may be affected by what they do or fail to do;
* co-operate with others so far as is necessary to enable compliance with statutory duties and requirements;
* take positive steps to understand the hazards in the workplace

In particular employees and volunteers should:

* Comply with safety rules and procedures.
* Use the correct tools and equipment for the job.
* Use safety equipment and protective clothing supplied.
* Report defects in plant or equipment to person in charge/line manager/Health & Safety Officer.
* Develop a personal concern for the safety and health of themselves and others and warn new employees of known hazards.
* Avoid improvising which entails unnecessary risk.
* Refrain from horseplay and the abuse of welfare facilities.
* Suggest ways of eliminating hazards.
* Report accidents, incidents and any defects found or obvious health risks to the person in charge.

1. **POLICY DETAILS**
   1. This top level document lists a set of other sub-policy documents which together constitute the Health and Safety Policy of Pentreath. All of these documents are of equal standing. Although this policy set should be internally consistent, for the removal of any doubt, if any inconsistency is found between this overarching policy and any of the sub-policies, this overarching policy will take precedence.
   2. Each of the sub-policy documents only contain high-level descriptions of requirements and principles. They do not, and are not intended to include detailed descriptions of policy implementation. Such details will, where necessary, be supplied in the form of separate procedural documents which will be referenced from the relevant, individual sub-policy documents.
   3. All employees, volunteers, and other persons who may fall under Pentreath’s Health and Safety responsibilities must be made aware of Pentreath’s policies and of any amendments made to them. Individuals must also confirm that they have read and understood these policies and how they apply to the activities they do.
   4. Pentreath has adopted the following principles:
2. Protect the wellbeing of staff and clients in line with all relevant Pentreath policies and legislation
3. Provide adequate control of the health and safety risks arising from our work activities;
4. Consult our employees on matters affecting their health and safety;
5. Provide and maintain safe plant and equipment;
6. Ensure safe handling and use of substances;
7. Ensure safe access to and from the places of work;
8. Provide information, instruction and supervision for employees;
9. Ensure all employees are competent to do their tasks;
10. Prevent accidents and cases of work related ill health;
11. Maintain safe and healthy working conditions.
12. **MONITORING COMPLIANCE AND EFFECTIVENESS** 
    1. Responsibility for the production, maintenance and communication of this top level policy document and all sub-policy documents lies with Pentreath’s Senior Management Team (SMT)

* 1. This Health and Safety policy set has been approved by Pentreath’s Board of Trustees. Substantive changes may only be made with further approval of the Board.
  2. Each of the documents constituting the Health and Safety Policy will be reviewed annually. It is the responsibility of the Health and Safety Officer to ensure that these reviews take place. It is also the responsibility of the Health and Safety Officer to ensure that the policy set is and remains internally consistent.
  3. Changes or additions to the Health and Safety Policy may be proposed by any member of staff, via the SMT. Any substantive changes made to any of the documents in the set will be communicated to all relevant personnel.

**8. TRAINING AND COMPETENCY REQUIREMENTS**

The Health and Safety Officer must ensure an awareness of all tasks which have a health and safety risk carried out by Pentreath and must make sure they comply with current legislation. It is expected that all staff should receive health and safety training and have an annual update to support compliance with this policy.

All managers and board members must be kept up to date on governance requirements

**9. ASSOCIATED DOCUMENTS**

# Sub-Policy Document List

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| **ID** | **Name** |  |
| HS-02 | Health and Safety for Lone Workers | This policy is intended to control working practices to allow staff and volunteers to be safe while lone working. |
| HS-03 | Incident Policy | This policy is to try to minimise the risk of violent incidents or the threat of violence and to offer guidelines as to how to respond should such incidents occur |
| HS-04 | Fire Safety Policy | This policy is a reference for all staff to identify what their duties are concerning fire safety. |
| HS-05 | Pink Diary Policy | This policy sets out the additional safety measure put in place to support lone workers. |
| HS-05a | Pink Diary Procedure | This document shows the procedure and script for using the pink diary |
| HS-06 | Inclement Weather Policy | This policy outlines the expectations of staff with regard to disruptions caused by severe weather conditions. |
| HS-07 | Stress Policy | This policy sets the expectations and responsibilities for the good management of stress, to provide a healthy and supportive work environment. |
| HS-08 | Transport Policy | Pentreath’s Transport Policy addresses both the safety aspects and the procedural aspects of transport and driving. |
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**10. APPENDICES**

10.1 For the avoidance of any doubt the appendices in this policy are to constitute part of the body of this policy and shall be treated as such.