



HEALTH & SAFETY POLICY

1. Health and Safety Policy Statement

The Cornwall Community Foundation (CCF) recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its employees (paid or volunteer) and other visitors to its premises under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care.

The objective of this policy is to attain and maintain high standards of health and safety performance throughout CCF and detail the standards expected of employees and contractors who undertake work on behalf of CCF.

The attainment and maintenance of high standards of health and safety within CCF will be achieved by the identification of hazards associated with the activities undertaken by CCF. Effective precautions and control measures to eliminate reduce or control the risk of harm to ALL exposed to the hazards will be identified and implemented.

2. Responsibilities for Health and Safety

Overall responsibility for the health, safety and welfare of all employees of CCF lies with the Board of Trustees who are the employer. This responsibility, and the responsibility for implementation and monitoring, has been delegated to the Chief Executive as the senior member of staff of the CCF.

All employees of CCF have legal duties under health and safety legislation while at work to ensure the health and safety of themselves and others that may be affected by their acts or omissions.

Failure to comply with the requirements of the CCF Health & Safety Policy, and any legal duties under Health & Safety Legislation may lead to disciplinary action (including dismissal) in accordance with the terms of CCF's Disciplinary Policy.

3. General

Health and safety will be addressed as an agenda item at Board and team meetings.

Concerns over the standards of health and safety within CCF or issues relating to health and safety are to be brought immediately to the attention of the Chief Executive.

Health and safety information, where it relates to the activities of CCF will be displayed on the staff notice boards and communicated throughout CCF.

4. Training

All new employees of CCF will receive induction training as soon as reasonably practicable.

The training requirements of CCF employees will be identified and appropriate training provided to ensure that all employees are qualified and competent to undertake the work they are engaged in. CCF shall keep adequate records of all training given.

5. Risk Assessments and Safe Systems of Work

The Chief Executive will ensure;

- a. that where significant hazards associated with the activities of CCF exist, an appropriate risk assessment is undertaken and communicated to all those at risk;
- b. that where appropriate, written procedures detailing safe systems of work are produced, based on the findings of the risk assessments;
- c. that where required, risk assessments are made available to employees of CCF and sub-contractors who undertake work on behalf of CCF;
- d. that all risk assessments and safe systems of work are communicated to all who may be affected by the activity.

Risk assessments will be carried out, or reviewed, to identify and address the risks to young persons (i.e. those under the age of 18), when employed by CCF.

The Chief Executive will ensure that risk assessments of the activities undertaken by CCF take into account the needs of employees with disabilities.

The Chief Executive will ensure that risk assessments of the activities undertaken by CCF take into account the needs of new or expectant mothers. The assessment will identify and address the risks to the unborn child, a child of a woman who is still breastfeeding and to the mother.

6. Health & Accidents

Employees are to declare any aspect relating to their health that may put them or others at risk while undertaking the work for which they are employed or that may be affected by the environment in which it is to be undertaken.

The Chief Executive will nominate a suitably trained person or persons to ensure adequate provision of first aid. These details will be prominently displayed and communicated through induction training. All injuries, no matter how trivial are to be recorded in the Accident Book held in CCF office or on the site of events organised by the CCF.

The Chief Executive will ensure that all accidents, near misses and dangerous occurrences are thoroughly investigated.

In the event of a Dangerous Occurrence or reportable accident occurring to an employee the Chief Executive will ensure statutory reporting requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 are met.

7. Mental Health & Work-Related Stress

The CCF promotes a positive working culture and has a clear commitment to employee wellbeing and a culture of openness. If you feel you have a problem, the sooner you do something about it, the better – it can stop you becoming more unwell. If you feel you have a mental health problem, it is a good idea to raise it with your line manager, the Chief Executive or someone else in the workplace. You could make use of scheduled meetings, appraisals or informal chats about progress that you have with your manager – these can give you both a chance to talk about any problems you have.

The Chief Executive and line managers monitor working hours and overtime to ensure that staff are not overworking. Holidays are also monitored to ensure that staff are taking their full entitlement. Raise issues of concern with the Chief Executive or your line manager and accept opportunities for counselling when recommended.

8. Fire Prevention and Precautions

The Chief Executive will ensure that an adequate fire plan is in place and prominently displayed in CCF office and, if appropriate, on site and communicated to all employees, sub-contractors and visitors.

Emergency procedures and evacuation routes will be communicated to all employees and sub-contractors as part of their induction training.

In the event of a fire in CCF offices or premises under the control of CCF, the priority will be to raise the alarm and ensure all employees, sub-contractors and visitors are evacuated safely. The alarm is to be raised and the local fire authorities summoned.

To reduce the risk of fire within the offices, good housekeeping will be enforced and electrical circuits will not be overloaded. PAT testing will be carried out annually. Employees are prohibited from bringing in and using their own electrical devices unless those devices have been PAT tested first and approved by the CEO second.

9. Substance Abuse

CCF recognises that substance misuse can affect a person's health, social functioning and/or work capability or conduct.

CCF acknowledges its legal obligations under the Misuse of Drugs Act 1971 to prevent illegal drugs being used or distributed on its premises.

Misuse is defined as inappropriate or illegal use of alcohol, controlled substances, drugs, medically or non-medically prescribed, or any other substances e.g. Glue.

Any substance misuse whilst engaged on Company business, will cause disciplinary action, which may result in dismissal.

10. Chemicals

Where chemicals are used, a risk assessment will be carried out and communicated to all employees.

Material safety data sheets for such hazardous substances are to be obtained from the supplier to enable an assessment of potential exposure to be made and the identification and implementation of suitable precautions to be taken to reduce the risk of harm occurring.

11. Display Screen Equipment

All workstations under the control of CCF consisting of Display Screen Equipment (DSE) will be the subject of an ergonomic assessment to identify the measures required to reduce the risk of harm occurring to the users of such workstations.

Employees whose work requires them to operate their DSE workstation daily for a significant part of the day will be entitled to a free vision screening or eye test. Where such examinations identify the requirement, CCF will provide, free of charge, corrective appliances required specifically for DSE work.

Employees whose work requires them to be at their DSE workstation for a significant part of their working day are to vary their work routine such that they perform other work activities away from their display screen equipment for approximately 10 –15 minutes per hour.

12. Environment

Ventilation will be adequate to ensure the comfort of employees. Where mechanical ventilation or air conditioning is provided, regular cleaning, maintenance and inspection will be conducted.

Temperature will be maintained not less than 16° C but whenever practicable will be maintained in the range 19°C – 22°C. Windows, skylights or glass partitions will not allow excessive temperatures to be reached in the offices during hot weather.

Lighting will be suitable and sufficient and, so far as is reasonably practicable be from natural light to enable people to work, use facilities and move from place to place safely and without experiencing eye strain.

Eating facilities with adequate access to boiling water will be provided.

Welfare facilities will be adequate with sufficient toilets, hand washing and drying facilities. A wholesome supply of drinking water will be available.

Workstations will be comfortable with safe and suitable chairs and sufficient space.

13. Manual Handling

Wherever possible, the requirement to conduct manual handling operations is to be avoided. Where manual-handling operations cannot be avoided then mechanical aids are to be utilised, or the load split to reduce the risk of harm, or group-handling techniques are to be used.

Appropriate information relating to the weight, centre of gravity or the heaviest side of the load is to be provided to those personnel involved in the manual handling of the load.

An assessment of all manual-handling operations is to be conducted to identify control measures required to protect those at risk and communicated to them.

14. Work Equipment

Employees are only to use work equipment that is correct and suitable for the job and are to ensure that the equipment is maintained in an efficient state, in efficient working order and in good repair.

Work equipment is to be regularly inspected and tested as required by current legislation and defects or loss reported immediately.

An authorised and competent person is to undertake maintenance, repairs, testing, installation or alterations of any nature to any plant or equipment.

Where the use of the equipment involves a specific risk to the health and safety, the use of the equipment is to be restricted to personnel who are trained, competent and authorised in its use.

15. Working at height

Take a sensible approach when considering precautions for work at height. There may be some low-risk situations where common sense tells you no particular precautions are necessary and the law recognises this.

Before working at height you must work through these simple steps: avoid work at height where it is reasonably practicable to do so; where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment; minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

16. Driving & Vehicles

For some posts and as stated in your Contract of Employment, you are required to hold and continue

to hold a full driving licence valid for the United Kingdom for a motor car. Where this means a vehicle, except a motor cycle or agricultural tractor which is built or adapted to carry passengers or carry or haul a load but which is not a large passenger vehicle or a goods vehicle. Loss of your driving licence resultant from a breach of the Road Traffic Act will result in disciplinary action being taken which may include dismissal.

You must provide your original driving licence to be seen by CCF, upon request a copy of which will be kept on file.

Use of Own Employee Vehicle

Where you are required to travel on company business and use your own car, this must be deemed roadworthy and suitable by CCF. Your insurance must cover the vehicle for business use.

Where you use your own vehicle, you will be eligible for travel expenses at the agreed current rate.

Use of Mobile Phones

It's an offence to use a hand-held phone whilst driving a motor vehicle. Never use a hand-held phone while driving – switch it off or let a passenger make or answer a call. When travelling on Company business, all drivers are instructed to strictly adhere to this requirement.

If you need to make a call during a journey, you must find a safe place to park and stop driving before doing so. Do not stop on motorway hard shoulders. Never make notes or look up numbers whilst driving.

Alcohol & Drugs

It is an offence to drive, attempt to drive or be in charge of a motor vehicle on a road or other public place, having consumed excessive alcohol. This includes consideration of after effects on the morning after alcohol is taken. You must therefore not drive any vehicle whilst under the influence of alcohol. This restriction also extends to controlled substances, drugs, or any other substances e.g. Glue.

Where you are prescribed medication by a physician or pharmacist, it is your responsibility to inform them that you drive as part of your employment. Where prescribed medication may affect concentration or promote drowsiness, you must inform your manager.

Particular care must be taken with over the counter medication which may cause drowsiness or loss of concentration. Always read labels thoroughly regarding the possible side effects. If you are in any doubt about your ability to drive, do not do so.

17. Staff with relevant qualifications

First Aid at Work:

Rachel Mill, Alison Mitchelmore, Genna Williams, Francis Baring, Fiona Radcliffe, Tamas Haydu

Mental Health First Aiders:

Genna Williams, Donna Wheadon, Tamara Sherston-Baker, Tamas Haydu

Date	July 2015
Review dates	25 July 2019, 18 May 2023
Approved By	Board of Trustees
Next review date	Q2 2025