

HEALTH & SAFETY POLICY

VERSION: 7.2



Version	By Author	Reason	Reviewed/ Modified	Date Ratified
7	HB/CC/ TS	<ul style="list-style-type: none"> Review of Section 5 and 7 to reduce risk Removal of Mobile Phone section – new stand alone Policy 	Jan 2021	25/02/2021
7.1	HB/TS	Addition of Section 8 covid/seasonal information	July 2021	06/10/2021
7.2	HB/TS	Small amendment to wording in Section 8	Jan 2023	27/02/2023

This policy is predominantly aimed at members of the Make Some Noise team including Trustees, staff, volunteers and freelance workers, but also may apply to the carer of a beneficiary / or a beneficiary of Make Some Noise services (where relevant).

Policy Aim

Establish and maintain safe working procedures among the staff and children. Supervision to enable all people working on site, including children, to avoid hazards and to contribute positively to their own health and safety. To maintain a safe, healthy place of work and safe access and egress from it.

Monitoring, Reporting and Review

The Chief Executive Officer will ensure that Make Some Noise monitors the effectiveness of this policy (and appendices). Make Some Noise will present Health and Safety reports covering number of cases, outcomes of decisions made and changes made to processes/activities as a consequence of a case to the Board of Trustees quarterly and any subsequent reviews of this policy

Responsibilities

Make Some Noise will, as far as is practical, conduct its activities in such a way as to ensure that people who may be affected by its activities are not exposed to risks to their health and safety.

The Trustees and management of Make Some Noise wish to declare that:

- They are fully aware of their responsibilities under the Health and Safety at Work Act 1974 and the Management of Health and Safety Regulations 1999, as amended, and, as such, expects all employees to have due regard of their legal obligations

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- They are fully aware of their responsibilities under the Health and Safety at Work Act 1974 and the Management of Health and Safety Regulations 1999, as amended, and, as such, expects all employees to have due regard of their legal obligations
- It is considered that Health and Safety is a managerial responsibility, however, effective control of Health and Safety can only be achieved through co - operative efforts from all the team at all levels within Make Some Noise
- Health & Safety is considered important and therefore Make Some Noise will undertake to provide a positive lead by organising regular monitoring and reviews of policy, systems of work and training for all the team on an induction and refresher basis

All team members have the responsibility to co-operate with Make Some Noise to fulfil its obligation to provide healthy and safe workplaces and to take reasonable care of themselves and members of the public taking part in activities. They also have a responsibility for taking care of people who may be affected by their work as set out in the Health and Safety at Work Act 1974.

Risk Assessment and Control

The Chief Executive Officer and Trustees shall ensure that activities are formally identified and appropriate risk assessments undertaken, which identify the risk to workers and the control measures necessary to minimise risks, as far as reasonably practicable. The types of control measures identified from the risk assessment will vary depending on the type of work, location, experience of persons involved and local conditions. See Section 8 for further information on risk assessing.

Training

All workers will be required to undergo induction training, where appropriate, within 3 months of the commencement of their contract of employment or engagement. A record of all training will be retained by the Chief Executive Officer.

Policy Details

Full details of Make Some Noise Health and Safety policies can be found in the following Sections:

- Section 1: General Arrangements, First Aid
- Section 2: General Arrangements, Fire
- Section 3: Guidelines for Manual Handling
- Section 4: Minimising & Managing Stress
- Section 5: Lone Working
- Section 6: Safe Use of Display Screen Equipment
- Section 7: Risk Assessment
- Section 8: Seasonal /Epidemic / Pandemic

General Health and Safety / Building information is displayed on the Health & Safety Noticeboard in the office.

RELEVANT LEGISLATION

- Health and Safety at Work etc Act, 1974
- The Health and Safety (Display Screen Equipment) Regulations 1992 (amended 2002)
- The Management of Health and Safety at Work Regulations 1999
- The Provision and Use of Work Equipment Regulations
- Workplace (Health, Safety and Welfare) Regulations
- Health and Safety (First-Aid) Regulations 1981

FORMS REFERRED TO IN THIS POLICY

- Accident Log
- General Risk Assessment and Guidance Notes
- DSE self-assessment form

LINKED POLICIES

- Disciplinary Policy
- IT & Internet Policy
- Safeguarding Policy
- Whistleblowing Policy
- Mobile Phone Policy

FURTHER INFORMATION

Further background information on this topic is available on the following Websites:

- www.hse.gov.uk
- www.local.gov.uk
- www.who.int

SECTION 1

GENERAL ARRANGEMENTS: FIRST AID

Make Some Noise is a tenant of the local authority and therefore complies with Staffordshire County Council Health and Safety Policy in terms of the provision of first aid staff. Staffordshire County Council ensure that members of the team qualified to administer first aid are appointed and informed that they are being given this responsibility on behalf of the organisation.

If a situation arises in which no qualified first aiders are accessible from Staffordshire County Council, as a matter of urgency training will be arranged for members of Make Some Noise team nominated by the Chief Executive Officer.

Staffordshire County Council policy dictates:

- All appointed persons shall undergo refresher first aid training every year and revalidation training three yearly
- The organisation shall maintain an appropriately stocked first aid box
- The organisation shall maintain an accident log (using the *Make Some Noise Accident Log Book*)
- The accident log shall be accompanied by guidance for completion of incident reports
- The organisation shall nominate members of the team responsible for the upkeep of the first aid box.

Staffordshire County Council will ensure that the following is clearly displayed at the organisation's premises:

- The location of the SCC first aid box
- The location of the SCC accident log
- The names and contact details for all appointed SCC administrators of first aid.

Make Some Noise office-based team members will familiarise themselves with the Staffordshire County Council First Aid procedures.

SECTION 2

GENERAL ARRANGEMENTS: FIRE

Whilst Make Some Noise is a tenant of the local authority the Chief Executive Officer will ensure that Make Some Noise complies with the health and safety policy of its landlord, including action to be taken in the case of fire, and the maintenance of fire safety equipment.

The Chief Executive Officer will establish a communications protocol with the relevant local authority officer to ensure that Make Some Noise is fully briefed on changes to procedures and any special circumstances with health and safety implications.

The Make Some Noise team will comply with any fire safety drills held by the local authority.

The Make Some Noise team will read the Staffordshire County Council Fire Safety Policy to familiarise themselves.

SECTION 3

GUIDELINES FOR MANUAL HANDLING

Manual Handling means the transporting or supporting of a load, including the lifting, putting down, pushing, pulling, carrying or moving by hand or bodily force.

The Make Some Noise team shall observe the following for manual handling:

- All bulky/unwieldy /heavy items over 25kg shall be lifted by two persons
- Wherever possible mechanical aids must be used
- The lifting technique to be utilised is:
 - Assess the weight of the item
 - Check path of travel
 - Bend knees
 - Keep back straight
 - Grasp item with both hands and feet either side
 - Come up slowly, looking forward and keeping back straight
 - Do not twist before becoming upright
 - The items lifted should not be carried excessive distances.

It is essential when manual handling to:

- Ensure that appropriate clothing, footwear is worn and that personal effects are not likely to cause harm to them or the load or other person during a handling activity
- Co-operate with Policy in making assessments of hazardous manual handling tasks
- Comply with safe systems of work and use of safety equipment, reporting any defects in mechanical aids and handling equipment to their manager
- Participate in any training given in manual handling including regular refresher training
- Inform their manager if they feel they require further training
- Report pregnancy or any medical conditions which might affect their ability to handle loads safely
- Report any changes in working conditions, personnel involved in handling or a significant change in the nature of the task or load which may necessitate a review of the assessment
- Ensure they have read all relevant manual handling risk assessments so they are aware of the safe systems of work
- Report any incidents, accidents or ill health due to manual handling activities to their manager.

SECTION 4

MINIMISING AND MANAGING STRESS

Make Some Noise recognises that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

Definition of stress: The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress, which can be detrimental to health.

Make Some Noise will:

- Identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed
- Provide training for all managers and supervise a team member in good management practices
- Provide confidential counselling for a team member affected by stress caused by either work or external factors
- Provide adequate resources to enable managers to implement Make Some Noise’s agreed stress management strategy.

The Chief Executive Officer and Trustees will:

- Ensure good communication between management and workers, particularly where there are organisational and procedural changes
- Ensure team members are fully trained to discharge their duties
- Ensure team members are provided with meaningful developmental opportunities
- Monitor workloads to ensure that people are not overloaded
- Monitor working hours to ensure that team members are not overworking
- Monitor holidays to ensure that team members are taking their full entitlement
- Attend training as requested in good management practice and health and safety
- Ensure that bullying and harassment is not tolerated within their jurisdiction
- Be vigilant and offer additional support to a team member who is experiencing stress outside work e.g. bereavement or separation
- Provide specialist advice and awareness training on stress
- Support team members who have been off sick with stress and advise them and their management on a planned return to work
- Refer to specialist agencies as required
- Monitor and review the effectiveness of measures to reduce stress
- Inform the team member of any changes and developments in the field of stress at work
- Give guidance to managers on the stress policy

- Help monitor the effectiveness of measures to address stress by collating sickness absence statistics
- Advise managers and individuals on training requirements
- Provide continuing support to managers and individuals in a changing environment and encourage referral to occupational workplace counsellors where appropriate.

Team members are responsible for:

- Seeking help early if pressure at work is getting out of hand or beyond control from their line manager, Chief Executive or the Chair
- Accepting their responsibility for, and role in, resolving any problem in which their feelings of stress are affecting their work
- Taking care of themselves, and recognise and respect the need for breaks, lunch periods, holidays, control of work demands, control of working hours and need for a proper work-life balance
- Not avoiding or ignoring situations of pressure at work that they are finding difficulty coping with, but instead identify and discuss them early and try to be constructive in looking for solutions
- Respecting the rights and needs of others and their wellbeing
- Co-operating in the risk assessment process, pressure management survey and other processes undertaken to identify sources of excessive pressure in the workplace
- Adhering to any control measures identified in risk assessments
- Understanding and act in accordance with other, associated Make Some Noise policies covering areas that can impact on stress and wellbeing at work, such as those for bullying and harassment
- Seeking help from their GP if they feel that they are becoming ill as a result of pressure either at work or at home.

SECTION 5

LONE WORKING

Introduction

Make Some Noise is committed to meeting its legal duties with respect to lone and out of hours working.

The general duties of the Health and Safety at Work etc, Act 1974 and more specific duties of the Management of Health and Safety at Work Regulations 1999 (as amended) requires Make Some Noise to provide a safe environment, safe equipment and safe systems of work for its employees and those working on its premises. These requirements are applicable to all work situations, including where team members (and others) are working alone or outside normal working hours.

There are many situations where Make Some Noise team members work alone. In most cases this will be without significant risk (e.g. persons working alone in offices where appropriate safety precautions are in place). However, there will be occasions when this is not so.

Working alone can introduce or accentuate hazards (e.g. lack of assistance if needed, inadequate provision of first aid, sudden illness, violence from others, emergencies, failure of services and supplies, etc.). This section of the Make Some Noise Health and Safety Policy contains generic guidance to assist the Chief Executive Officer and Trustees with identifying, through the risk assessments process, those tasks that may be undertaken by a lone worker and those that may not.

Definition

Lone working is intended to cover all work proposed to be undertaken alone where the risk to the lone worker may be increased either by the work itself, or by the lack of on-hand support should something go wrong.

Information, Instruction and Training

The Chief Executive Officer and the Head of Operations & Programmes must ensure that everyone who is required to work alone is competent to do so, having received suitable and sufficient information, instruction and training (including refresher training) to enable them to work safely. The extent of the instruction and training provided will vary according to the level of risk identified.

It is the responsibility of all team members to undertake work (including lone working) in accordance with the findings of the risk assessment, to comply with any procedures, information and training received and to report immediately any problems or concerns (where necessary referring to the team member's nominated emergency contact number).

Supervision of Lone Working

Although lone workers are not subject to constant supervision, the Chief Executive Officer/ line manager is still required to ensure appropriate control of the work. Supervision complements information, instruction and training, ensuring that the team understand the risks associated with their work, and that necessary safety precautions are being carried out. It can also provide guidance in situations of uncertainty.

The extent of the supervision required depends upon the risks involved and the proficiency and experience of the person carrying out the work. Persons new to a job, undergoing training, doing a job that presents special risks, or dealing with new situations may need continuous supervision until such time as they are competent to work alone. The extent of the supervision is a management decision, which should be established through the risk assessment process using the General Risk Assessment form and guidance notes. It should not be left to individual team members to decide that they require assistance/supervision.

SECTION 6

SAFE USE OF DISPLAY SCREEN EQUIPMENT

Definitions

Display Screen Equipment: computers, laptops, and other screens from which employees work which are located in the mid sight range.

Workstation includes: for the purposes of assessments carried out in accordance with this policy the following need to be assessed:

- The whole workstation including any computer equipment, furniture and the work environment
- The job being done; and
- Any special needs of individual team members.

User: A user is a person who habitually uses display screen equipment as a significant part of their normal work for continuous spells of one hour or more.

Prolonged use of Display Screen Equipment (DSE) may present risks to health in particular musculo-skeletal disorders such as back pain or upper limb disorders, visual fatigue and mental stress. While the risks to individual users are low they can still be significant if good practice is not followed.

Provision for Changes of Activity or Breaks

The need for breaks depends on the nature and intensity of the work. Whenever possible, jobs using DSE should be designed to consist of a mix of screen-based and non-screen based work. Where the job unavoidably contains spells of intensive DSE work these should be broken up by periods of non-intensive, non-DSE work. Where work cannot be so organised e.g. work requiring only data or text entry or screen monitoring requiring sustained attention and concentration, deliberate breaks or pauses must be introduced.

Short, frequent breaks are better than longer less frequent ones and should be taken before the onset of fatigue, not in order to recuperate, and the timing of the break is therefore a matter for individual user judgement.

Breaks must allow users to vary their posture. Exercise routines which include blinking, stretching and focusing eyes on distant objects can be helpful.

Employees who believe that their workload at DSE does not permit adequate breaks should bring this to the attention of their line manager. Similarly, suggestions regarding tasks that can add variety to a user's job which can reasonably be built into the work process should be made to the line manager.

Eye and Eyesight Tests and supply of corrective eyewear

DSE users have a right to have an appropriate eye and eyesight test upon request or in the event of them experiencing eye or eyesight problems.

Where a user requests an eye or eyesight test, Make Some Noise will arrange for these tests at a designated Optician and will cover the cost up to a maximum value of £30.00. Where a user obtains a test independently, Make Some Noise will not be responsible for the costs incurred.

A user needing 'special' corrective appliance will be prescribed a special pair of spectacles for display screen work. Make Some Noise's liability for the cost of these is restricted to payment of the cost of a basic appliance, ie of a type and quality adequate for the user's work. 'Normal' corrective appliances are at the user's own expense.

Workstation and Software Design

It is a legal requirement that the Chief Executive Officer ensures that:

- Upon appointment or when first identified as a DSE user, the CEO shall arrange for the user to carry out the SCC on-line training module before carrying out a self-assessment of their workstation completing the DSE self-assessment form
- When they have completed the self-assessment form a DSE user should return it to the CEO (or other designated person) who will investigate identified problems and take appropriate corrective action
- The CEO has responsibility for ensuring the solutions are actioned and for monitoring the effectiveness of any remedial action taken
- Where the CEO is unable to identify solutions, the CEO will identify a relevant skilled person for advice
- When a user notifies the CEO of ill-health symptoms the CEO should investigate and request medical advice if needed
- The user will review the self-assessment after any significant changes and at least once every two years.

User Health Problems

Where an employee raises a matter related to health in the use of DSE, the Chief Executive shall take all necessary steps to determine with the employee the circumstances, take corrective measures where appropriate and advise the employee of the actions taken.

Where it is apparent that a user is experiencing health problems associated with the use of DSE, the matter shall be promptly investigated by the Chief Executive.

SECTION 7

RISK ASSESSMENT

What is a risk assessment?

A risk assessment is a systematic process of evaluating the potential risks that may be involved in a projected activity or undertaking.

As part of managing health and safety, the risks in the workplace need to be controlled. There is a requirement to consider what might cause harm to people and decide whether we are taking reasonable steps to prevent that harm.

A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks in the workplace.

When to carry out a risk assessment?

- **Routine tasks / projects**
- **Non-routine tasks / projects**
- **Check manufacturers' instructions** or data sheets for chemicals and equipment as they can be very helpful in spelling out the hazards and putting them in their true perspective
- **Look back at your accident and ill-health records** - these often help to identify the less obvious hazards
- **Take account of non-routine** operations (eg maintenance, cleaning operations or changes in production cycles)
- **Remember to think about long-term hazards to health (eg loud noise etc)**

When thinking about your risk assessment, remember

- a **hazard** is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer etc
- the **risk** is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

Things to consider in a risk assessment

- Identify the risk(s) using the Make Some Noise General Risk Assessment Form and guidance notes
- Consider who can be harmed and how
- Evaluate the level of risk
- Decide on Precautions
- Record your findings
- Review and Update on a regular basis, when changes occur and/or when it is no longer valid

More information can be found: <http://www.hse.gov.uk/risk/index.htm>

SECTION 8

SEASONAL / EPIDEMIC / PANDEMIC

Definitions

- **Epidemic:** a widespread occurrence of an infectious disease in a community at a particular time
- **Pandemic:** where an infectious disease is prevalent over a whole country or the world

The World Health Organisation (WHO) continues to monitor developing health risks on a global scale. The conditions that allow a new virus to develop and spread continue to exist and some features of modern society, such as air travel, could accelerate the rate of spread. Experts agree that there is a high probability of another pandemic occurring, although timing and impact are impossible to predict.

Epidemic / Pandemic measures

During an epidemic or pandemic Make Some Noise will adhere to Government guidelines to endeavour that no members of the team or participants are put at risk.

Seasonal illness measures

When staff experience seasonal illness (cold, flu, norovirus etc) they will be encouraged to work from home to limit the spread of infection to other members of the team – with the agreement of their line manager. This is especially encouraged during the time of the Coronavirus – Covid – pandemic.