



STEPS TO WORK (WALSALL) Ltd

HEALTH & SAFETY POLICY

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SECTION 1

1 GENERAL HEALTH AND SAFETY POLICY STATEMENT

Steps to Work (Walsall) Ltd recognises and accepts its statutory responsibilities as an employer and will strive to secure the health, safety and welfare of its employees and others affected by its activities (e.g. citizens, visitors and contractors, etc.) and is committed to complying with all relevant health and safety legislation in particular the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1992.

1.1 STEPS TO WORK (WALSALL) LTD'S VISION REGARDING HEALTH & SAFETY

In line with Steps to Work (Walsall) Ltd's Corporate Business Plan the company aims to provide services in a way that safeguards both citizens and employees.

The company aims to achieve a positive health and safety culture throughout the organisation in which all employees consider health, safety and welfare issues during their work and make an effective contribution towards maintaining and improving health and safety standards, resulting in an accident free organisation and a healthy workplace and working environment.

1.2 THE COMPANY'S RESPONSIBILITIES

The company will take steps which are reasonably practicable and within its power to meet its responsibilities, in particular paying attention to:

- providing a safe place of work, with safe access to and egress from each workplace,
- providing a safe and healthy working environment,
- providing sufficient support and facilities to enable appointed health and safety representative/employee representatives to carry out their functions in accordance with the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996,
- providing safe plant, equipment and machinery,
- providing safe arrangements for the use, handling, storage and transportation of articles and substances,
- providing safe systems of work
- providing adequate welfare facilities,
- providing information, instruction and training at all levels for the avoidance of hazards, ill health or injury at work,

- providing suitable and sufficient assessments of the risks to the health and safety of employees whilst at work and the risks to the health and safety of non-employees arising out of or in connection with the undertaking for the purpose of identifying the measures which need to be taken to comply with health and safety legislation,
- making and giving effect to arrangements for the effective planning, organisation, control, monitoring and review of preventive and protective measures,
- providing the means to enable employees to contribute positively to their own safety at work,
- providing adequate supervision of activities to ensure health and safety standards are met,
- providing non-employees and contractors with information, instruction and training as necessary to ensure that they are not placed at risk by the company's undertakings.

1.3 DEVOLVEMENT OF HEALTH AND SAFETY

The company will adopt a system of devolving management and in line with this health, safety and welfare matters are also devolved to encourage and enable health, safety and welfare issues to be addressed at local level wherever possible. However, although health and safety management is devolved for practical purposes, the overall responsibility as the employer for health and safety remains with its members.

The devolved structure including health and safety arrangements will be monitored by the Board Members in conjunction with the Chief Executive and the staff to ensure that it remains effective and appropriate.

The Board's role is to ensure that health and safety is a primary consideration in policy development, including monitoring and reviewing the effectiveness of health and safety strategies across the operation.

The Company further recognises the key role to be played by all employees in maintaining and improving health and safety standards therefore all employees should be aware of their legal and moral obligations in respect of health and safety.

SECTION 2

2.0 ORGANISATION

- 2.1 The structure of the organisation to which the Health and Safety Policy relates is described in the Organisational Charts attached.
- 2.2 The Chief Executive of Steps to Work (Walsall) Ltd has delegated authority from the Steps to Work (Walsall) Ltd Board to carry out various tasks which includes personnel functions within the Steps to Work (Walsall) Ltd Team. Responsibility for Health and Safety has been appointed to the Health & Safety Officer who will monitor all Health & Safety issues at all Steps to Work premises. Steps to Work (Walsall) Ltd have made the Health & Safety Officer their competent person to be responsible for Health & Safety matters on a day to day basis.
- 2.3 In addition, Health and Safety is a standing agenda item at Management Team Meetings which are held weekly on a Wednesday and are attended by the Chief Executive, Operational Managers, Personnel Officer, Marketing Officer and Secretary.

SECTION 3

3.0 AREAS OF RESPONSIBILITY

3.1.0 The Chief Executive of Steps to Work (Walsall) Ltd will:

- 3.1.1 Ensure that the responsibilities and duties for safety and health are properly communicated to the employees concerned.
- 3.1.2 Ensure that risk assessments are carried out by nominated individuals in accordance with:
- (a) The Management of Health and Safety at Work Regulations 1992
The Health and Safety (Display Screen Equipment) Regulations 1992
The Control of Substances Hazardous to Health Regulations 1999 (“COSHH”)
The Manual Handling Operations Regulations 1992
Working Time Regulations 1998
and are appropriately recorded
 - (b) and other Acts and Regulations etc, which require them and take steps preferably to eliminate and if not reduce the risks identified. Ensure resources are appropriate to enable compliance with the required preventive measures.
 - (c) Appoint one or more competent persons to assist in complying with the provisions of health and safety law.
 - (d) Plan for adequate resources to carry out the appropriate safety and health training programmes.
 - (e) Ensure that there are arrangements for a health and safety management system, which will include planning, organisation control and monitoring, and review arrangements for the preventive measures identified in the risk assessments.
 - (f) Actively support all persons to whom safety and health responsibilities have been assigned.
 - (g) Maintain regular liaison with the Council’s Principal Safety Officer through the Personnel Officer to ensure that the departmental safety, health and welfare programme is effective and directed to meet agreed objectives.
- 3.1.3 Ensure that first-aid and fire fighting/evacuation arrangements are adequate for all employees of the department.
- (a) Nominate the Personnel Officer and Managers to co-ordinate safety, health and welfare duties within the department.

3.1.4 Ensure that all persons within the department have received a copy of the relevant risk assessment and policy statement and such amendments as may be issued from time to time.

(a) Ensure that staff receive suitable and sufficient training e.g. on recruitment and when there are changes made to the working environment which introduce new risks or increase those risks.

(b) Ensure that the Steps to Work (Walsall) Ltd Board receive adequate advice as to the levels of financial and other resources to enable this policy to be effectively carried out.

3.1.5 Accidents and violent incidents are reported and recorded in the appropriate manner and an investigation carried out where required.

3.2.0 The designated competent persons will have delegated responsibilities to ensure that:-

3.2.1 Staff understand their responsibilities under the health and safety policy and that they are adequately equipped to play their part.

3.2.2 At all times, a safe and healthy working environment is maintained and that all work is carried out in accordance with all relevant statutory requirements and Council Codes of Practice.

3.2.3 A suitable and sufficient written risk assessment of the risks to the health and safety of employees is made for the purpose of identifying the significant risks at the workplace and the measures which need to be taken to eliminate or reduce those risks and this information is brought the employees' attention.

3.2.4 Completion of a suitable and sufficient written assessment of the risks to the health and safety of non-employees within their area of control which may result from their own employees' work activities, for the purpose of identifying the significant risks at the workplace and the measures which need to be taken to eliminate or reduce those risks and this information is brought the employees' attention.

3.2.5 Ensure that risk assessments are reviewed on a regular basis or when there has been any significant changes in the matters to which the risk assessment relates.

3.2.6 Where the activities of the employees or non-employees interact, e.g., shared premises or workplaces, ensure that co-operation takes place to ensure their respective obligations are met.

3.2.7 Equipment is provided and maintained in a safe condition and that safe access to and egress from places of work are always maintained.

3.2.8 Accidents and incidents of violence and dangerous occurrences occurring within their areas are appropriately reported and investigated in accordance with the approved procedures whether injury is sustained or not.

3.2.9 Defective equipment or plant is reported and taken out of use and dealt with by competent persons.

- 3.2.10 Areas of work are maintained to a high standard of good housekeeping.
- 3.2.11 Approved items of first aid are available under the control of the designated first aider as required by the relevant statutory regulations and all employees are made aware of their location.
- 3.2.12 Appropriate and suitable (i.e. appropriate to the risks involved) protective clothing or equipment is used when necessary, and is maintained so that it continues to provide the level of protection for which it was designed.
- 3.2.13 Any matters relating to Health and Safety brought to their attention by an employee or Safety Representative receives prompt and appropriate action.
- 3.2.14 The attention of the Chief Executive of Steps to Work (Walsall) Ltd is immediately drawn to the breach of any statutory requirement or unsafe method of work.
- 3.2.15 Suitable welfare facilities are provided and maintained to an appropriate standard.
- 3.2.16 Fire escape doors and alarms in their areas are at all times kept clear of obstruction and that escape doors can readily be opened from the inside.
- 3.2.17 Safe working practices are at all times maintained to ensure the Health and Safety of employees and members of the public who may be affected thereby.
- 3.2.18 Information necessary for the upkeep of all statutory registers is maintained.

3.3.0 Employees and Seconded Officers Responsibilities

3.3.1 The Health and Safety at Work etc Act places general responsibilities on all employees.

3.3.2 These responsibilities are as follows:-

It shall be the duty of every employee:-

- (a) To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and
- (b) To co-operate with the employer to enable him to comply with his statutory duties. To notify the employer of any shortcomings in the health and safety arrangements so that the employer can take such remedial action as necessary.

“ No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety and welfare in pursuance of any statutory provisions.”

- (c) Every employee has a particular duty to persons other than employees, no operation or method of work can be employed, that is in any way hazardous to a member of the public or colleague.

3.4.0 In addition to the above every employee / participant has a responsibility to:-

- 3.4.1 Ensuring they familiarise themselves with and work in accordance with the guidance given in the risk assessment and preventive measures in particular with regard to:
 - 3.4.2 The Management of Health and Safety at Work Regulations 1992
 - The Health and Safety (Display Screen Equipment) Regulations 1992
 - The Control of Substances Hazardous to Health Regulations 1988
 - The Manual Handling Operations Regulations 1992
 - The Smoke Free (Premises and Enforcement Regulations) 2007and any other relevant Acts, Regulations, Codes of Practice etc.
- 3.4.3 Use correctly all work items provided by the employer in accordance with the training and instruction received.
- 3.4.4 Conform to all instructions, whether written or verbal given to ensure personal safety and the safety of others.
- 3.4.5 Be sensibly and safely dressed for their particular working conditions.
- 3.4.6 Conduct themselves at all times in an orderly manner in the work place and refrain from any horseplay.
- 3.4.7 Correctly use all personal protective equipment, safety equipment and/or protective clothing as may be provided.
- 3.4.8 Avoid improvisation in any form which could create unnecessary risks to health and safety.
- 3.4.9 Maintain tools and equipment in good condition reporting and defects to their supervisor.
- 3.4.10 Report all accidents, dangerous occurrences and incidents of violence, whether injury is sustained or not, to their supervisor as appropriate, as soon as possible.
- 3.4.11 Attend training course designed to further the needs of health and safety, as required.
- 3.4.12 Acquaint themselves with all processes, materials and substances used by them and to seek advice, if in doubt ask your immediate supervisor.
- 3.4.13 Be aware of the fire evacuation procedure and the position of the fire alarms and equipment.
- 3.4.14 All employees have a duty to co-operate at all times in the furtherance of these objectives. Steps to Work (Walsall) Ltd insists on safe working methods and employees wilfully and persistently disregarding safety rules and procedures drawn up for their benefit will be liable to disciplinary action not excluding dismissal.
- 3.4.15 When operating in a work environment outside the direct control of the Steps to Work (Walsall) Ltd Chief Executive, will identify and report to the person controlling the site so as to be informed of any special hazards and be advised as to site safety rules or special

requirements. Steps to Work (Walsall) Ltd employees will thereafter conform in all ways to the site rules.

- 3.4.16 Should an investigation need to be carried out under Local Authority Financial Regulation No 6, i.e. possible financial irregularities or fraudulent activities, staff involved may be in a more hazardous position than they would normally be in. As far as is reasonably practicable staff may be given instructions concerning known hazards by someone other than their usual Manager, otherwise it shall be the duty of the employee to take reasonable care for the safety of themselves and other.

3.5.0 Visitors

3.5.1 The Health & Safety at Work etc Act places general responsibilities on all visitors.

3.5.2 These responsibilities are as follows:-

It shall be the duty of every visitor

- (a) To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions whilst on Steps To Work premises.
- (b) To co-operate with Steps to Work and its officers to enable them to comply with their statutory duties. To notify the Chief Executive of Steps to Work of any shortcomings in the health and safety arrangements so that Steps to Work can take such remedial action as necessary.

“No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety and welfare in pursuance of any statutory provisions”.

- (c) Every visitor has a particular duty to persons other than themselves, no operation or method of work can be employed, that is any way hazardous to a member of the staff, public, colleagues or other visitors.

3.6.0 In addition to the above every visitor has a responsibility to:-

- 3.6.1 Conform to all instructions, whether written or verbal given to ensure personal safety and the safety of others.
- 3.6.2 Be sensibly and safely dressed for their particular working conditions
- 3.6.3 Conduct themselves at all times in an orderly manner in the workplace and refrain from any horseplay.
- 3.6.4 Correctly use all personal protective equipment, safety equipment and/or protective clothing as may be provided.
- 3.6.5 Avoid improvisation in any form which could create unnecessary risks to health and safety.
- 3.6.6 Report all accidents, dangerous occurrences and incidents of violence, whether injury is sustained or not, to their supervisor as appropriate, as soon as possible.

3.6.7 Be aware of the fire evacuation procedure and the position of the fire alarms and equipment.

The above responsibilities imposed upon employees under the Health and Safety at Work etc Act may from time to time be revised in the light of new or revised Legislation/Codes of Practice issued by the Health and Safety Commission and the Health and Safety Executive.

This policy will be reviewed and updated annually, and any modifications will be brought to the attention of employees on staff circulation lists and staff notice boards.

4.0 SAFEGUARDING POLICY

Steps to Work aim to adopt the highest possible standards and take all reasonable steps in relation to the safety and welfare of children, young people and vulnerable adults.

The policy applies to all staff, trustee's and volunteers who may be working with and have access to information with regards to children (i.e. those aged under 16), young persons (i.e. those aged 16 to 18) and vulnerable adults (i.e. as defined by section 59 of the Safeguarding Vulnerable Groups Act 2006 and/or those persons aged over 18 who by reason of mental or other disability, age or illness are or may be unable to take care of themselves or are or may be unable to protect themselves against significant harm or exploitation) whom Steps to Work encounters through its delivery as well as through its outreach programmes.

The Health and Safety Officer should complete a risk assessment before any new or changed programme, event, visit or any other activity involving children, young people or vulnerable adults, or before employing an under-18.

Mr John Brewer

CHIEF EXECUTIVE OF STEPS TO WORK (WALSALL) LTD

Revised January 2010

