Health and Safety Policy

Introduction

Change Please ‘s intention is to provide and maintain a healthy and safe working environment for all its employees and for others who work in the company. As well as ensuring that all that is reasonable and practicable is done to prevent personal injury and to comply with the duties laid upon the company as employer under the Health and Safety at Work etc. Act 1974 and any accompanying regulations.

Should you feel concern over any health and safety aspects of your work, this should be brought to the attention of your line manager immediately.

Objectives

Change Please will ensure that management and staff are aware of and accept their individual and collective responsibilities in the care of health and safety of themselves and others.

All members of management and staff are expected to co-operate in the carrying out of this policy and Change Please will encourage full participation of all employees in matters concerning health and safety within the company.

Change Please will identify and eliminate or control any situations likely to be hazardous to health and safety or cause damage to persons and/or equipment.

Change Please is responsible for providing the necessary resources for the implementation of health and safety legislation and the objectives identified in this policy.

Responsibility for Health and Safety Matters

The overall responsibility for the implementation of this policy in health and safety matters rests with the responsible person who will be required to do all that is reasonably practicable to meet the health and safety standards laid down in this policy and in legislation and to implement and carry out the policy and its aims set out in this document under the guidance of senior management.

The responsible person will identify any necessary preventative and protective measures and prioritise the actions necessary to comply with the relevant legislation and ensure that all staff are aware of the procedures relating to accident or sickness.

Additional responsibilities shall include:

- Updating the Health and Safety Rules
- Ensuring that all new members of staff are aware of this policy and any rules.
- The systematic assessment of all risks to staff, visitors and others using the Organisation’s premises.
• Provide training and re-training where necessary for staff on health and safety matters.
• Ensure that all staff are fully trained to discharge their duties.
• Investigate all accidents.
• Advise managers on safety policies.
• Oversee safety inspections by the Health and Safety Executive and ensure the Organisation’s premises comply with the minimum requirements.
• Co-operate with the local Fire Authority and take adequate steps for fire prevention.
• Ensure all staff are made aware of the Safety Regulations in the event of a fire.
• To ensure that firefighting equipment is sufficient for the purpose and regularly serviced.
• Provide a First Aid box and ensure it is adequately stocked at all times.
• Maintain records of accidents and sickness in the Accident Register.
• Carry out reporting procedures relating to Health and Safety as required by Statute and the Health and Safety Executive and other authorities.
• Implement recommendations of risk assessments identified within the Organisation.

The Responsibility and Role of Employees

Whilst the duty to ensure compliance with Health and Safety matters remains with the responsible person, management and staff are expected to take care of the health and safety of their fellow employees and visitors under their immediate supervision.

All members of staff are expected to observe all hazards and all accidents involving injury which should immediately be reported to their manager/supervisor or responsible person and be recorded in the accident sickness register.

Every member of staff must acquaint themselves with the rules governing health and safety within Change Please and in addition ensure the following:

• Report any faulty or hazardous fixtures, fittings, furniture or equipment.
• Do not attempt to repair faulty electrical equipment.
• Switch off electrical and gas equipment before leaving the area.
• Report all accidents involving injury to their manager or supervisor or responsible person and ensure that they are recorded in the accident / sickness register.
• Keep all areas free of obstructions.
• Observe all rules and procedures relating to evacuation of premises during an emergency.
• Ensure the work area is kept clean and tidy.

Procedure in the event of an accident

An Accident Book is available from your line manager, also in the Bright Safe app, and it is the responsibility of each individual employee to report and record any accident involving personal injury.

Any accident or near miss occurrence (i.e. no one was injured but the incident had the potential to injure or kill) at work should be reported immediately to your line manager.
All employees who are absent from work following an accident must complete a self-certification form, which clearly states the nature and cause of the injury.

For any employee who suffers an injury at work which results in them being away from work, or unable to do their normal work, for three days or more (including weekends, rest days or holidays) it is important that your manager is informed as the Health and Safety Executive also need to be informed by the Company.

Form 2508 (available from www.riddor.gov.uk/f2508.dot) should be completed in conjunction with your line manager. Employees are not expected to complete these forms themselves.

First Aid

The Company believes that best practice is to ensure staff have access to a trained First Aider or Appointed Person (someone who can take charge in the event of an accident). Details of these trained staff will be displayed on your local notice board or from your line manager and you should familiarise yourself with names and contact details.

Fire Safety

Employees should follow these steps to help prevent fires:

- Before you use any electrical appliances carry out a quick check to make sure that the cables, plugs etc are not damaged.
- Do not use any electrical equipment that shows signs of damage, even if you think it is only minor.
- Report any faults you find to your line manager and find an alternative appliance.
- Ensure that you place your rubbish in the proper waste bins. Do not overfill the bins, and ensure that your waste bin is accessible to the cleaners at the end of each day.

Action to take when the fire alarm goes off:

- Immediately stop what you are doing and walk (do not run) to the nearest available safe fire exit. If your nearest exit/route is obstructed, choose another route. Make sure that you are aware of the fire exits and routes in your area.
- Follow the instructions of your designated Fire Warden.
- Direction signs should indicate the route to your fire exit. These comprise a white arrow on a green background sometimes accompanied by the words ‘FIRE EXIT’ and also a pictogram of a running man. The arrows indicate the direction of the nearest fire exit.
- Do not use a lift to leave the building - always use designated stairs.
- Make your way to the appropriate assembly point.
- Once you are at the assembly point you should report to the Fire Warden, so that they can account for the people in their designated area.
- Do not leave the designated assembly point, or attempt to re-enter the building, until you have been instructed to do so by the Fire Warden.

Action to take if you discover a fire:
• RAISE THE ALARM! This can be achieved by breaking the glass on the call points or by shouting the instruction “Fire – call the fire brigade”.
• Raise the alarm even if your building is fitted with an automatic fire alarm system, which has not yet activated - you must not wait for it to do so of its own accord.
• The alarm must be raised for every occurrence of a fire, no matter how small it appears to be. This will ensure that people in the building have adequate notice to evacuate should it begin to spread quickly. In addition, modern furnishings may allow the fire to develop unnoticed, so time is of the essence if everyone is to get out safely.
• Call the fire brigade at the earliest available, and safe, opportunity and do not attempt to tackle the fire unless you have been appropriately trained and can safely do so e.g. a small fire in a waste paper basket. Unless you have been trained you could be putting yourself or somebody else at risk.

Personal Safety

Generally, you should try to avoid working alone whenever this is possible.

Procedures will be put in place to monitor lone workers to see you remain safe

Lone working training will be given to every employee.

However, if you have to work alone, then you need to develop an awareness of the risks and how to minimise them and have completed the information, instruction and training provided. Your line manager should be made aware of any work that requires working alone. You will not be permitted to working alone where risks cannot be controlled to an acceptable level.

• Prior to making an appointment with someone you do not know, obtain as much information as possible about the person you are meeting and arrange to meet the person in Company premises.
• Always ring back the telephone number you have been given to confirm that it is legitimate. If a mobile number is given you should always ask for an alternative fixed line number.
• If visiting, let your colleagues know where you are going, with whom and what time you are expecting to return. If you think that you are going to run over your original timescales, let your colleagues know.
• If you are at all concerned that you are being placed in a dangerous situation through your employment, you must discuss this with your line manager.

Maximum lifting weight limits

Below are the recommended maximum lifting weights for employees involved in manual lifting.

Change Please will also:
• Carry out Manual Handling Risk Assessments where your work regularly involved manual handling.
• Provide manual handling training to all employees

The recommended maximum weight limit should be adjusted depending on how the load is being lifted, how close to the body the weight is held, and how high or how low the weight is lifted.

The guidelines suggest that the maximum weight a person should lift at work is 25kg. This relates to loads held close to the body at around waist height. The recommended maximum weight is reduced to 5kg for loads being held at arm’s length or above shoulder height.

**Lifting a weight below the maximum limit does not always make the load ‘safe’**

The weight of the load is not the only factor to be taken into account. There are a number of factors to take into account when assessing whether a load is ‘safe’ for an employee to lift at work.

The guidelines assume that the manual handling and lifting is taking place in reasonable working conditions. It is also assumed that the load is easy to hold and easily grasped with both hands. The guidance is also based on the assumption that the weight is being lifted by a reasonably fit, well-trained individual.

The weight of a load may need to be reduced below the maximum guideline weights for various factors

These factors include:

• any lifting which involves twisting or bending
• if the manual handling is being carried out in a confined space
• or if the lifting activity is being repeated.
There are therefore a number of factors to assess when considering whether the load a person lifts at work is ‘safe’.

**Stress in the Workplace**

Change Please recognises and accepts its responsibility to alleviate any excessive pressure or demands placed on employees, which might cause them to suffer stress, which has a detrimental effect on their health.

This does not include normal and reasonable pressures associated with a job, which an employee should be able to manage appropriately.

**Employment of persons under 18 years old and expectant mothers**

A separate health and safety risk assessment will be carried out by a responsible person if either under 18yr olds or expectant mothers are employed.

**Date of Implementation**

This policy is effective from the effective date and shall not apply to any actions that occurred prior to this date.

**Alteration of this policy**

This policy will be subject to change and updating as and when required after regular rev