



**Health & Safety at Work Policy**

<b>Version &amp; Notes</b>	<b>Submitted to F&amp;HR</b>	<b>Outcome</b>	<b>Submitted to TB</b>	<b>Outcome</b>	<b>Review Date</b>
Version I July 2010					
Version II January 2014	21.2.14	Approved	12.3.14	Approved	April 2015
Version III November 2017	6.2.18	Amended & Approved	7.3.18	Approved	2021



## Health & Safety at Work Policy

### 1.0 **General Statement**

- 1.1 Children in Wales is committed to the provision of a safe and healthy working environment for all its employees and requires members of staff at all levels to give proper consideration to the Health & Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999. It also acknowledges a similar responsibility for members of the public who visit Children in Wales' premises.
- 1.2 Children in Wales will ensure compliance with the relevant health, safety, environmental and fire control legislation. It will provide and maintain to the highest practical standards all premises, plant and equipment in a safe operating condition, will ensure safe working practices, provide appropriate training and education and will promote the health of employees.
- 1.3 Catriona Williams, Chief Executive, has overall and final responsibility for health and safety in relation to Children in Wales.
- 1.4 There is a designated Health & Safety lead (HSL) who has day to day responsibility for ensuring this policy is put into practice. The HSL is the Finance & Facilities Manager.

### 2.0 **Principles**

- 2.1 This policy is designed to ensure a safe and healthy working environment for all those working for and with Children in Wales, whether at a premises managed by Children in Wales or at another location.

### 3.0 **Scope of Policy**

- 3.1 This policy includes guidance for staff on their day to day working arrangements, lone working, safe driving and use of IT equipment.

- 3.2 This policy also relates to Assessors, Tutors and Trainers, including Associates of Children in Wales involved in delivering accredited and other training, or when representing Children in Wales in any respect
- 3.3 All new staff, including agency staff, temporary staff, volunteers, interns, work experience students and staff employed by other organisations but working at Children in Wales' premises, will be advised of health and safety policies and emergency procedures in the event of a fire as part of their induction.

#### **4.0 Related Policies**

Induction, Training and Development Policy  
Safeguarding Children Policy  
Safeguarding Adults at Risk Policy

#### **5.0 Guidance**

- 5.1 All employees are reminded that they have legal responsibilities to safeguard themselves, colleagues and members of the public and should not put themselves or other people, plant or property in jeopardy. Those who seriously neglect their responsibilities are liable to disciplinary action.

#### **5.2 Risk Assessment**

- 5.2.1 In order to put the above into practice, Children in Wales makes suitable and sufficient assessment of the risks to health and safety of the employees to which they are exposed whilst at work, and the risks to the health and safety of persons not in employment arising out of or in connection with the conduct of the employees, visitors or agents.
- 5.2.2 The health and safety of pregnant employees or nursing mothers, and of those with disabilities will be specifically assessed.
- 5.2.3 To do this effectively, Children in Wales will identify all the hazards, evaluate the risks and measures to control the risks. A health and safety risk assessment will be carried out at all Children in Wales' offices bi-monthly and a record of this kept by the HSL.
- 5.2.4 Children in Wales will keep the workplace safe by properly maintaining the premises and equipment, keep floors and walkways free from obstruction, have windows that can be opened and cleaned safely, and make sure that any transparent glass doors or walls are protected or made of safety material.

5.2.5 It is a requirement that all staff should be aware of possible hazards within the premises and pay particular attention to the following:

- Damaged floors, floor coverings, stairs, desks, chairs etc can all constitute possible hazards and should be reported to the HSL.
- Any electrical equipment or wiring which appears to be defective should be reported immediately to the HSL.
- Never leave any drawers open as they can cause injury to people passing by
- Never pull out more than one drawer at a time, as this can cause a cabinet to topple forward
- Do not attempt to lift or carry anything that is too heavy or bulky. Make sure you can see where you are going when carrying objects. It is recommended that use is made of a trolley when transporting heavy objects.
- Never use a chair to stand on to reach high objects. Always use a step stool
- Safe use of hazardous substances, eg cleaning materials.

### **5.3 In Case of Fire**

5.3.1 With regard to fire, this is a specific safety hazard and all staff must be aware of existing instructions regarding fire emergencies. All employees are asked to obey the emergency procedure in the event of a fire and details are available from the HSL.

5.3.2 All regulations regarding smoking, obstruction of fire exits, stairways etc must be adhered to and emergency exit signs, appropriate fire extinguishers and blankets are available and maintained regularly. The Finance and Facilities Manager shall set up systems to monitor fire drills for the building.

### **5.4 First Aid & Accidents at Work**

5.4.1 All First Aid requisites are available at the Children in Wales' Offices and are kept on each floor at the Cardiff Office (in reception, the large office on the first floor and in the large office on the second floor) and in the admin area in the north Wales office.

5.4.2 All staff should make themselves aware of the location of these First Aid Boxes.

5.4.3 Appointed staff are trained in Emergency First Aid and refresher courses are arranged as necessary.

- 5.4.4 The HSL is responsible for ensuring that the First Aid Boxes are in place and properly equipped.
- 5.4.5 All accidents or incidents that occur at any location, including whilst working from home, should be reported immediately to the HSL and recorded in the accident book. The accident book is kept in the main admin office in Cardiff.
- 5.4.6 The Chief Executive is responsible for reporting serious incidents in line with regulations under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) to the Health & Safety Executive. Examples could include:
- accidents resulting in the death of any person
  - accidents resulting in specified injuries to workers
  - non-fatal accidents requiring hospital treatment to non-workers and
  - dangerous occurrences

Such a report must be made within 10 days of the incident. Full guidelines on reporting incidents and how to do so can be found on the Health & Safety Executive website at <http://www.hse.gov.uk/riddor/index.htm>

## **5.5 No-Smoking Policy and the use of e-Cigarettes**

- 5.5.1 In accordance with Children in Wales' no-smoking in the building policy and with the The Smoke-free Premises etc.(Wales) Regulations 2007, smoking is not permitted anywhere in any building or premises owned by or leased to the organisation.
- 5.5.2 Smoking must not take place in any shared vehicle being used for work related purposes.
- 5.5.3 In the interests of other work colleagues, visitors and service users of Children in Wales (and in particular children and young people), users of e-cigarettes and other electronic smoking devices are kindly asked to abstain from using them anywhere in any building or premises owned by or leased to the organisation or in any shared vehicle being used for work related purposes.

## **5.6 Positive Health Measures**

- 5.6.1 Children in Wales recognises the constructive role it can play in

encouraging and supporting positive health measures for all staff, whether this is through the introduction of policies relating to workplace smoking, alcohol abuse or other such policies.

- 5.6.2 All staff are encouraged and entitled to undergo cancer or other medical screening checks with reasonable paid time off to attend.

## **5.7 Display Screen Equipment**

- 5.7.1 Children in Wales recognises that staff are required to spend long periods using display screen equipment. A self-assessment form is provided to all staff to help monitor possible adverse effects arising from the use of display screen equipment. In addition staff using this equipment are encouraged to visit the optician for an eye examination every two years and will refund the cost of this examination up to £20.

## **5.8 Working Time, Rest Breaks and Welfare at Work**

- 5.8.1 The standard working week for full time staff is 35 hours per week. These hours are usually worked from 9am to 5pm on weekdays, unless alternative arrangements are made by negotiation with the staff member's line manager.
- 5.8.2 Variations to the established working week or patterns of work will be reasonable and subject to adequate notice.
- 5.8.3 These working arrangements comply with relevant Health & Safety legislation, including the European Working Time Directive and its associated UK legislation.
- 5.8.4 The Working Time Regulations 1998 set out that the average maximum weekly hours for the majority of workers should be 48 in total.
- 5.8.5 Under the Working Time Regulations 1998 all workers who work more than six hours per day are entitled to an unpaid rest break of 20 minutes. In the case of adolescent workers, 16-18 year olds, this is increased to a 30 minutes unpaid rest break when daily working time is more than 4.5 hours.
- 5.8.6 All staff are entitled to one hour's unpaid lunch break, unless alternative arrangements have been negotiated. In any event, in calculating daily hours, staff must include at least one half-hour unpaid lunch break during days on which they work more than four hours.

5.8.7 Children in Wales will provide staff at all premises with access to toilets and hand basins with soap and towels or a hand dryer, drinking water, a place to hang coats and, where practicable, seating to eat meals.

5.8.8 Children in Wales will ensure that office space provided has good ventilation, a reasonable working temperature, adequate lighting, enough room and space with suitable workstations and seating, and a clean workplace with appropriate waste containers.

## **5.9 Lone Working**

5.9.1 There may be occasions when staff will be working in one of the offices alone. Staff should have due regard for their own safety and wellbeing at all times, particularly in respect to security, and also ensure that they do not attempt to move or carry objects that are heavy or bulky. Staff in the Cardiff office should not travel in the lift when alone in the building. All staff should ensure that they are familiar with the alarm and locking procedures for their place of work and that they have emergency contact details for their line manager or other member of staff.

5.9.2 If staff are asked to stay away from home overnight, care will be taken to ensure that any accommodation booked is in a safe area and that meals and refreshments are available on site or within a safe walking distance.

5.9.3 Occasionally, staff may request to work from home and when doing so, should comply with the Working Time Regulations 1998, set out above, ensuring that they take adequate rest breaks and do not exceed the maximum weekly hours. Staff working at home should also ensure that any equipment they are using is well maintained and that their workstation has sufficient lighting and adequate seating, etc. Staff are advised to fit working smoke alarms at home and seek advice from the Finance & Facilities Manager regarding the safety of any electrical equipment they use.

5.9.4 Staff working alone with members of the public including children and young people should follow the strict guidance set out in the Safeguarding Children Policy or Safeguarding Adults at Risk Policy.

## **5.10 Safe Driving**

5.10.1 Staff will occasionally be required to drive long distances in the course of their work and should refer to advice in the appendix to this policy.

## 6.0 **Appendices**

6.1 Appendix 1 – Safe Driving Guidance

## Appendix 1 – Safe Driving Guidance

1. Driving is a very mentally demanding task. Always consider alternative methods of travel where possible. A well planned journey reduces the risk of drowsiness and falling asleep at the wheel, and is more efficient, saving you time, stress and money.

2. Before starting your journey, consider the following;

### 2.1 Distance

Can the journey be made by alternative means, e.g. train, bus, etc?

Can the journey be shared with another driver?

If not, then we would expect you to follow the guidelines set below:

- A 12hrs maximum working day, which includes driving for work;
- 400 miles mileage capping in a one off journey;
- 200 miles mileage capping if a regular journey.

### 2.2 Route

Learn the route before you set off. Access any of the various route planner internet websites to assist you e.g.

- [www.theaa.com](http://www.theaa.com)
- [www.rac.co.uk/routeplanner](http://www.rac.co.uk/routeplanner)
- [www.greenflag.co.uk/routeplanning/index.asp](http://www.greenflag.co.uk/routeplanning/index.asp)

### 2.3 Time

Take time to estimate how long your journey will take. Plan this time into your schedule – don't under-estimate your journey times during the peak travel times of the day. Remember that time allocated to your journey is critical to the avoidance of speeding.

### 2.4 Breaks

It is recommended that you take a 15 minute break away from the vehicle for every 2 hours of driving and that these rest-breaks be planned in advance of starting your journey e.g. where and when you stop. Breaks are a critical factor of avoiding driver fatigue.

### 2.5 Weather

Check the weather forecast before starting your journey. Driving in snow, fog and conditions conducive to black ice, flooding etc., should only be considered if there is no alternative and the journey is

absolutely essential. Should you have reached your destination but assess that the return journey could be hazardous, then consider an overnight stay.

**3. If you start to feel tired whilst on your journey;**

- 3.1 Take a break. Many drivers will try to stay awake by turning up the air conditioning, opening the window or listening to the radio. These will only work for a few minutes, to give you time to find somewhere safe to stop.
- 3.2 Try to avoid driving in the peak sleepiness period. Sleep related accidents tend to occur between 2am and 6am and between 2pm and 4pm.
- 3.3 The only cure for tiredness is sleep. So, if necessary, find somewhere safe to stay overnight.