



Health & Safety at Work Policy

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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 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.

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 will be advised of health and safety policies and emergency procedures in the event of a fire as part of their induction.

4. Related Policies

4.1 Children in Wales Staff Induction, Training and Development 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 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 Administration Manager.

5.2.3 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 Administration Manager or Finance and Facilities Manager
- Any electrical equipment or wiring which appears to be defective should be reported immediately to the Administration Manager or Finance and Facilities Manager
- 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 Finance and Facilities Manager or Administration Manager.

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

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 main admin office and in the development office) and in the admin area in Caernarfon.

5.4.2 All staff should make themselves aware of the location of these First Aid Boxes and also the accident book (kept in the main admin office), where all incidents must be recorded immediately. Accidents that occur at any location, including whilst working from home, should be reported.

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

5.5 No-Smoking Policy

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.

5.6 Positive Health Measures

5.6.1 Management 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 As part of these measures management wishes to encourage regular screening for cervical and breast cancer for all female staff and is anxious to ensure that all female staff have the opportunity to attend cancer-screening clinics. All female staff are therefore encouraged and entitled to undergo cancer screening checks every three year with reasonable paid time off to attend.

5.6.3 This also applies to male members of staff who need reasonable time off for any medical checks.

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

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.

5.9 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.

5.10 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.

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 1 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
- www.rac.co.uk/routeplanner
- 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.