

Sherford Community Land Trust

Policy:	Health, Safety and Wellbeing Policy
Last Review Date:	20/09/2025
Next Review Date:	31/01/2027
Lead:	The Coordinator Judy Talbot Board/Director Steven Williams

General Statement

This document is the Health, Safety and Wellbeing Policy of Sherford Community Lands Trust (SCLT) and should be considered alongside SCLT Community Hub Health and Safety Policy as necessary.

Contents

Health, Safety & Wellbeing Policy - Statement of Intent	2
Environmental Policy & Statement of Intent	3
Section 1: Roles and Responsibilities	5
1.1 Director Responsible for Health, Safety Wellbeing & Environment.....	5
1.2 The Coordinator	6
1.4 Staff	8
1.5 Volunteers	9
1.6 Contractors.....	10
1.7 Health, Safety & Environment Advisor - External.....	10
Section 2: Mental Health.....	10
Section 3: General arrangements for Health, Safety & Wellbeing.....	10
3.1 Communication and Consultation.....	12
3.2 Display of Information.....	12
3.3 Contractor Management.....	12
3.4 Training and Competence	13
3.5 Risk Assessments and Safe Working Procedures.....	13
3.5.1 The Coordinator will ensure:	14
3.6 Permit to Work	14
3.7 Personal Protective Equipment	14
3.8 Employment of New and Expectant Mothers.....	15
3.9 Workplace Monitoring and Safety Inspections	15
3.10 Health Referrals	15
3.11 First Aid Provision	16
3.12 Medication.....	16
Section 4: Incident Recording, Reporting & Investigation -Injuries, Diseases and Dangerous Occurrences, Near Misses	16
4.1 Accident Book Records	17
4.2 Incident Reporting	17
4.3 Incident Investigation.....	17

Section 5: Enforcement Authority Visits.....	17
Section 6: Fire Safety.....	18
Section 8: Welfare Provision	18
8.1 Safety Signage.....	19
8.2 Access and Exit.....	19
Section 9: Workplace Arrangements for Health & Safety & the Environment.....	19
9.1 Chemicals / Hazardous Substances.....	19
9.2 Display Screen Equipment	20
9.3 Dust and Fumes, Respiratory Protective Equipment.....	20
9.4 Electricity and Portable Electrical Appliances	21
9.5 Food Hygiene and Safety.....	21
9.6 Housekeeping	21
9.7 Lifting Operations and Lifting Equipment	22
9.8 Manual Handling Operations	22
9.9 Noise.....	22
9.10 Plant, Work Equipment and Machinery.....	23
9.10.1 Maintenance	24
9.10.2 Hired Plant / Equipment.....	24
9.10.4 Hand / Small Tools	24
9.11 Restricted Spaces	25
9.12 Slips, Trips and Falls	25
9.13 Storage Shelving, Materials Storage and Handling.....	26
9.14 Traffic Management	26
9.15 Vibration.....	26
9.16 Weather Conditions.....	26
9.18 Working at Height / Working on Fragile Surfaces.....	26
9.18.1 General	27
9.20.5 Ladders and Stepladders	34

Health, Safety & Wellbeing Policy - Statement of Intent

SCLT is founded on the principles of mutual trust and respect and the belief that we each have a role to play in caring for each other and those around us. The aim of this policy is to apply this principle whilst reaching and keeping high standards of health, safety, and wellbeing.

SCLT will follow the Health and Safety at Work etc. Act 1974 and Regulations subsequently laid under it and meet the standards required therein.

Steps will be taken to ensure hazards are identified, and the risk of injury, disease or dangerous occurrence will be minimised by the achievement and maintenance of high standards of health and safety and by caring for each other.

These standards will be achieved, as far as is reasonably practicable, by:

- Demonstrating a visible management commitment to high standards of health, safety and wellbeing performance and the promotion of a positive and supportive culture throughout SCLT.
- Providing and keeping a safe and supportive working environment that is without risk to health, together with adequate facilities and arrangements for the welfare of staff.
- Providing and keeping equipment and systems of work that are safe and without risk to health.
- Having in place adequate arrangements for the regular assessment of work activities to identify related hazards and to control associated risk.
- Having in place effective systems to protect staff and other persons affected by SCLT activities.
- Providing and keeping means of access to and exit from the workplace that are safe and without risk.
- Having in place adequate arrangements to ensure safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Having in place effective systems to tackle workplace factors that may negatively affect mental wellbeing, and to develop management skills to promote mental wellbeing and manage mental health problems effectively.
- Providing such information, instruction, training, and supervision as is necessary to ensure the health, safety, and wellbeing of staff.
- Obtaining the co-operation of staff in enabling statutory obligations under health and safety legislation to be met.
- Committing to a process of continual improvement with respect to health, safety, and wellbeing management in all areas of the business, with the active engagement and participation of staff and contractors.

Signed:

Date:

Director Responsible for Health, Safety & Environment: Steven Williams

Review Date: 31.01.27

Environmental Policy & Statement of Intent

SCLT considers environmental management to be of prime importance and is fully committed to fulfilling all environmental responsibilities as well as continuous improvement of environmental performance. As such SCLT will work with clients, contractors, suppliers, and the workforce towards achieving this goal.

The aim of this policy is to reach and keep high standards of environmental performance throughout SCLT.

It is the Policy of the Company to:

- Understand and follow all legal requirements, codes of practice and regulations.
- Organise operations to minimise pollution and disturbance to neighbours and the public.
- Provide help, training and information that may be necessary to personnel at all levels.
- Use materials and resources with regard to long-term sustainability.
- Employ a consistent framework for the management of environmental issues across all its operations.
- Audit environmental performance.

The successful management of environmental issues will be achieved by:

- Identification and management of environmental risks and aspects.
- Prevention of pollution.
- Minimisation of waste.
- Provision of prompt response to incidents and emergencies.
- Promotion of environmental issues and good practice; and
- Reviewing and reporting on the content and implementation of this policy.

Signed:

Date:

Director Responsible for Health, Safety & Environment: Steven Williams

Review Date: 31.01.27

Section 1: Roles and Responsibilities

Health, Safety, and Wellbeing is the responsibility of all staff and volunteers.

It is the responsibility of the Coordinator and the Directors to ensure that all personnel, casual staff, volunteers and contractors are properly equipped, trained, and motivated to ensure high HSE standards at work.

- Staff are those persons directly employed, either on a full-time or part-time basis, by SCLT, those who have casual agreements and those self-employed persons who undertake work on behalf of SCLT.
- Volunteers are those persons who volunteer for SCLT but who are not paid staff.
- Contractors are those persons who work for SCLT but who are not direct staff. The term 'contractor' is understood to include all associated sub-contractors.
- Suppliers are those persons who supply goods and/or services.

1.1 Director Responsible for Health, Safety Wellbeing & Environment

The Director Responsible for Health, Safety and Environment (HSE) has overall responsibility for the health, safety, and welfare of all SCLT staff, for the environmental impact of SCLT activities and fulfilment of all legal duties imposed on them, as the Employer, by relevant legislation.

In recognition of the legal duties, the Director Responsible for HSE will:

- Understand the main requirements of the Health and Safety at Work, etc. Act 1974.
- Ensure that every aspect of health, safety and the environment and its implications is given consideration in all executive decisions.
- Set, check, and review the effectiveness of SCLT HS&W Policy, ensuring that it meets current legislative requirements and accurately reflects SCLT activities.
- Ensure adequate resources are available to implement SCLT HS&W Policy and to enable legal and moral obligations to be met.
- Seek advice, as and when appropriate, on HS&W and Environmental issues.

With advice from SCLT's HSE Advisor, the Director responsible for HSE will ensure procedures are in place to enable the Coordinator to undertake the following day-to-day activities:

- Ensure that all new staff and volunteers receive adequate induction training as soon as is reasonably practicable after joining SCLT.

- Ensure all staff and volunteers receive suitable information, instruction, training and where appropriate, and supervision to assure their competence for the work they are to undertake.
- Ensure that all equipment and materials are safe and suitable for the work for which they are to be used.
- Ensure that suitable and sufficient risk assessments of SCLT activities are undertaken to identify and implement effective control measures needed to eliminate, reduce, or control the risk of harm occurring to staff or others who may be affected by the activity.
- Ensure that the results of the risk assessments are effectively communicated throughout SCLT and to others who may be affected by the activity.
- Ensure staff are provided with PPE as identified by risk assessment.
- Ensure staff are trained in the use and maintenance of PPE.
- In respect of hazardous substances, ensure that proper information is available to enable suitable assessment of the process to be conducted.
- Ensure that accidents and near misses are recorded.
- Ensure that all injuries, diseases, dangerous occurrences and significant near misses involving SCLT staff and volunteers are investigated and, where appropriate, reported as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- Maintain effective communication routes throughout SCLT and ensure staff are aware of SCLT HSE Policy and other HSE matters as they arise.
- Take immediate action in respect of:
 - Prohibition and improvement notices.
 - Matters of complaint by Health and Safety Executive Inspectors.
 - Concerns by staff or others, of HSE standards; and accidents, incidents and near misses involving SCLT staff.
- Ensure maintenance of registers and records as required by current legislation.
- Ensure that HS&W management within SCLT is periodically audited to ensure that high standards performance is being kept and to identify areas where improvements are to be made.

1.2 The Coordinator

The SCLT Coordinator is responsible for applying that the provisions of the Health and Safety at Work, etc. Act 1974 associated regulations and ensuring SCLT policies are followed on a day-to-day basis.

The Coordinator will:

- Understand the SCLT HS&W Policy and ensure it is effectively communicated.
- Foster a positive health, safety and wellbeing culture amongst all staff and volunteers to ensure that SCLT HS&W Policy is followed.
- Always ensure a safe working environment.
- Ensure safe working practices and environments are observed (including safe access and exit points).

The Coordinator will work with the Director and SCLT's HS&E advisor to:

- Develop, implement, record, communicate and check the effectiveness of workplace arrangements for Health Safety and Wellbeing specific to their work activities.
- Monitor and review the SCLT Health, Safety & Wellbeing Risk Profile (Appendix 1)
- Allocate necessary resources for Health & Safety management across the organisation.
- Ensure that suitable and sufficient risk assessments have been undertaken for work activities within their area of responsibility.
- Ensure that personnel under their control are inducted, trained, instructed, and informed.
- Ensure that proper equipment is available and kept in a safe condition.
- Ensure that accidents and near misses are recorded and investigated.
- Ensure that all relevant HSE registers, records, and documentation etc are kept, as required by current legislation.
- Carry out routine documented safety inspections of working areas and equipment to identify shortcomings and to start remedial action.
- Immediately bring to the attention of the Director Responsible for HSE matters relating to HS&W standards or performance.
- Ensure personnel at all work locations are fully aware of potential hazards as identified by staff reports, inspections, safety audits, accident reports and near misses.
- Communicate HSE matters to staff and contractors via induction training or briefings.
- Ensure high standards of HSE performance are kept within their area of responsibility.
- Ensure effective communication between Directors and staff, particularly where there are organisational and procedural changes.

- Ensure staff are provided with meaningful developmental opportunities.
- Ensure that staff performing a management or supervisory function have sufficient competence to discharge that function in a manner consistent with the maintenance of mental health in the workplace.

1.3 Staff

All staff have legal duties under health, safety, and welfare legislation while at work to ensure their personal safety and that of others who may be affected by their acts or omissions.

In recognition of the legal duties imposed upon them, all staff will:

- Actively promote a positive health and safety culture throughout SCLT.
- Co-operate with the Director Responsible for HSE and the Coordinator to enable legal duties to be met.
- Follow ALL requirements of the SCLT HS&W Policy and associated procedures.
- Advise and support members, contractors, etc. on matters relating to SCLT HSE Policy and all prevailing legislation.
- Not intentionally or recklessly interfere with, or misuse anything, provided by SCLT in the interests of HS&W.
- Only undertake work for which they have been trained and are authorised, qualified, and competent to undertake.
- Follow all SCLT health and safety rules and procedures.
- Use and keep in a serviceable condition all equipment and machinery in accordance with the training provided.
- Use and keep equipment and machinery by following instructions and training given and report the loss or defect of all personal protective equipment provided by SCLT.
- Make themselves aware of all workplace first aid, fire, and emergency procedures.
- Raise all matters of concern relating to H & S as they arise to the responsible person.
- Ensure all accidents and incidents, including near misses are entered in SCLT Accident Book.
- Ensure all accidents and incidents, including near misses, are reported to the responsible person on site to ensure proper investigation can be undertaken.

All staff are to ensure that SCLT is made aware of any form of health condition that is likely to affect their ability to undertake the work they are assigned. The Coordinator must be made aware at the earliest opportunity so that a risk assessment can be carried out and measures taken to ensure that the employee is able to continue to work safely.

1.4 Volunteers

In line with SCLT's Volunteer Policy, all volunteers have legal duties under health, safety, and welfare legislation while at work to ensure their personal safety and that of others who may be affected by their acts or omissions.

In recognition of Volunteer Policy and the legal duties imposed upon them, all volunteers will:

- Actively promote a positive health and safety culture throughout SCLT.
- Co-operate with the Director Responsible for HSE and the Coordinator to enable legal duties to be met.
- Follow ALL requirements of the SCLT HS&W Policy and associated procedures.
- Communicate with members, contractors, etc. on matters relating to SCLT HSE Policy and all prevailing legislation.
- Not intentionally or recklessly interfere with, or misuse anything, provided by SCLT in the interests of HS&W.
- Only undertake work for which they have been trained and are authorised, qualified, and competent to undertake.
- Follow all SCLT health and safety rules and procedures.
- Use and keep in a serviceable condition all equipment and machinery in accordance with the training provided.
- Use and keep equipment and machinery by following instructions and training given and report the loss or defect of all personal protective equipment provided by SCLT.
- Make themselves aware of all workplace first aid, fire, and emergency procedures.
- Raise all matters of concern relating to H & S as they arise to the responsible person.
- Ensure all accidents and incidents, including near misses, are reported to the responsible person on site to ensure proper investigation can be undertaken.

All volunteers are to ensure that SCLT is made aware of any form of health condition that is likely to affect their ability to undertake the work they are assigned. The Coordinator must be made aware at

the earliest opportunity so that a risk assessment can be carried out and measures taken to ensure that the employee is able to continue to work safely.

1.5 Contractors

All contractors who undertake work on behalf of SCLT have legal duties under health, safety legislation while at work to ensure the health and safety of themselves and others that may be affected by their acts or omissions.

In recognition of the legal duties imposed upon them, all contractors who undertake work on behalf of SCLT will:

- Co-operate with SCLT staff and their own Employer to enable them to follow their legal duties.
- Follow ALL requirements of the SCLT HS&W and Environmental Policies and other rules and procedures in place and notified to them.
- Not intentionally or recklessly interfere with or misuse anything provided by SCLT in the interests of Health & Safety.
- Actively promote a positive health and safety culture.
- Only undertake work for which they have been trained, are qualified, and competent to undertake.
- Ensure that risk assessments and method statements relating to their work are presented to the relevant SCLT staff member prior to commencement of work, if they are not following the Safe System of Work provided by SCLT.
- Not undertake an activity until a suitable and sufficient assessment has been conducted by a competent person and the results communicated to them and others who may be affected by the activity.
- When on SCLT premises, follow all SCLT health and safety rules and procedures.
- Use and keep in a serviceable condition all equipment, in accordance with the training provided.
- Use and keep all equipment and machinery in accordance with instructions and training given and report the loss or defect of all personal protective equipment provided by SCLT and their own Employer.
- Make themselves aware of all SCLT first aid, fire, and emergency procedures.
- Raise all matters of concern relating to HSE as they arise to the responsible person.
- Ensure all accidents are entered in SCLT Accident Book and in their Employers Accident Book.
- Ensure all accidents and incidents, including near misses, are reported to the responsible person on site to ensure proper investigation can be undertaken.

1.7 Health, Safety & Environment Advisor - External

SCLT utilises the services of an external organisation to SCLT to fulfil the role of Health, Safety & Environment Advisor (HSE Advisor).

Tamar Safety is appointed as Competent Persons under the Management of Health & Safety at Work Regulations 1999 to advise SCLT personnel on matters of HSE policy, management, good practice, and legislation. They are available on XXXX.

Tamar Safety supplies the following services according to requirements:

- Monitor the SCLT HS&W and Environmental Policies and associated procedures about HSE and advise on updates as required by legislation and good practice.
- Provide proper support for HSE matters to SCLT personnel.
- Advise on HSE training needs.
- Annually audit and review HSE management at SCLT.
- Provide an annual report to the SCLT.

Section 2: Mental Health

SCLT recognises that mental ill health and stress are associated with many of the leading causes of disease and disability in our society and that promoting and protecting the mental wellbeing of our workforce is an important part of Health & Safety.

Many factors in the workplace influence the mental wellbeing of individuals, understanding and addressing the factors have a wide range of benefits, both for individuals and the organisation.

Mental wellbeing in the workplace is relevant to all staff and everyone can contribute to improved mental wellbeing at work. Addressing workplace mental wellbeing can help strengthen the positive, protective factors of employment, reduce risk factors for mental ill health and improve general health. It can also help promote the employment of people who have experienced mental health problems and support them once they are at work.

As an employer SCLT aims to create and promote a culture where staff can talk openly about their job and mental health problems and to report difficulties without fear of discrimination or reprisal.

Section 3: General arrangements for Health, Safety & Wellbeing

The achievement and maintenance of high standards of HS within SCLT will be achieved by the identification of hazards associated with the activities undertaken by SCLT.

Effective precautions and control measures to eliminate, reduce or control the risk of harm to ALL persons exposed to the hazards will be identified and implemented.

3.1 Communication and Consultation

- HS&W information, where it relates to SCLT activities will be communicated throughout the company as it becomes available by the quickest possible means.
- Meetings and briefing sessions will be held at all levels in the organisation.

At a minimum these will include:

- SCLT staff induction
 - Site induction
 - Safety briefings / toolbox talks – Pre-job / programme meetings
 - Leadership meetings
 - Team meetings
- Concerns over the standards of H&S within SCLT or issues relating to HSE are to be brought at once to the attention of the Coordinator.
 - SCLT consults with its staff on HSE matters in accordance with the Health and Safety (Consultation with Staff) Regulations 1996.
 - In the absence of elected health and safety representatives, SCLT will consult staff individually or in groups on matters of health and safety.

3.2 Display of Information

Relevant health and safety information is displayed in an accessible location at all SCLT premises, and website as follows:

- Health, Safety & Welfare Policy Statement of Intent available on the SCLT website.
- Health and Safety Law poster in the community hub.
- Employers Liability / Public Liability Insurance Policy displayed in the community hub.

3.3 Contractor Management

- Contractors are formally assessed in accordance with the SCLT Procurement Policy to ensure that they are competent to conduct required work and to decide whether their systems for managing HSE meet SCLT standards and requirements, including where appropriate, sub-contractor management.
- A list of approved contractors (and their sub-contractors) authorised to work for SCLT is compiled and kept, together with the risk assessment and method statements.

3.4 Training and Competence

- All new SCLT staff will receive induction training as soon as reasonably practicable.
- All new SCLT volunteers will receive induction training as deemed necessary as soon as reasonably practicable.
- A record of the induction process will be kept.
- Training needs and competence requirements will be analysed to ensure the provision of proper training. The risk assessment process is used to identify specific training requirements associated with the use of hazardous machinery and equipment and for specific work activities (e.g., working at height).
- Individual training needs are initially identified on induction and are reviewed annually.
- Directors and staff all attend health and safety training relevant to their role and work activities.
- Staff will be provided with a suitable level of supervision until considered competent to undertake tasks unsupervised.
- Staff shall only carry out work for which they hold the right competences.
- Further training shall be given:
 - For periodic refresher training.
 - When required by current best practice.
 - When being exposed to new or increased risks.
 - When being transferred or given a change in responsibility; and/or
 - When there is a change in work methods, technology, equipment, or practices.
- A Training Record will be kept for all staff and volunteers.
- All induction and training records and, where issued, certificates of training, qualifications and competence will be held in SCLT office, with copies of relevant records available on site.
- Training standards will be kept under review to ensure that the requirements of current legislation and risk assessments are met.

3.5 Risk Assessments and Method Statements

- Risk Assessments will follow a standard format.
- Risk Assessments will be reviewed at least annually or:
 - When SLCT operations change.
 - Following an incident / near miss.
 - Following a change in legislation or industry best practice.

– SCLT will generate Safe Working Procedures as and when needed.

3.5.1 The Coordinator will ensure:

- Where significant hazards are clear and there is a risk of harm or injury from a work activity, a suitable Risk Assessment will be undertaken and communicated to all those at risk, in accordance with the Management of Health and Safety at Work Regulations 1999.
- Safe Working Procedures are produced based on the findings of Risk Assessments
- That all Risk Assessments and Safe Working Procedures are communicated to all who may be affected by the activity.
- That all personnel who may be affected by the activity are made aware, that if any aspect of the activity or the environment in which it is conducted alters then a review of the Risk Assessment must be undertaken and changes to the safe system of work effected before the work is continued.
- That master copies of all Risk Assessments and Safe Working Procedures are kept centrally on SCLT website and further working copies kept on site.
- Risk Assessments, Method Statements and Safe Working Procedures are presented to the Client prior to work starting on site.

3.6 Permit to Work

Where identified within construction or refurbishment work and in conjunction with the Project Management company and Principal Contractor, a permit system will be in place for high-risk work activities.

3.7 Personal Protective Equipment

SCLT will ensure that:

- Personal Protective Equipment (PPE) is provided and used at work wherever risks to health and safety cannot be controlled in other ways, in accordance with the Personal Protective Equipment Regulations 1992.
- PPE is provided to staff as required by current legislation and as identified by risk assessment to supplement existing control measures.
- PPE supplied is fit for purpose and appropriate to the risk involved.
- Suitable facilities for the storage of PPE are supplied and used.
- Contractors supply and wear PPE to required standards.
- Information, instruction, and training will be given to all staff on the safe use and maintenance of PPE.

- Staff and contractors will, in accordance with instructions given, make full use of all PPE provided by SCLT and keep it in a serviceable condition and report its loss or defect at once.
- On work sites, PPE is provided and worn in accordance with the requirements of the Client.
- Gloves, masks and protective goggles are worn when using cutting, drilling, or grinding equipment.
- The Coordinator will check PPE use and enforce compliance. Disciplinary action may be taken if staff do not wear PPE as directed.

3.8 Employment of New and Expectant Mothers

- Risk assessments of the activities undertaken by SCLT will consider the needs of pregnant staff and new mothers, in accordance with the Management of Health and Safety at Work Regulations 1999. The assessment will identify and address the risks to the unborn child, a child of a woman who is still breastfeeding and to the mother and will decide which tasks the employee can perform.
- The assessment will ensure that adequate steps are taken to avoid the risk to new and expectant mothers arising from exposure to physical, biological, and chemical agents and from working conditions.
- Where the risk cannot be avoided then working hours may be temporarily adjusted or suitable alternative work will be offered. If this is not viable then suspension on full pay will be exercised for as long as is necessary to protect the health and safety of the mother and that of her child.

3.9 Workplace Monitoring and Safety Inspections

- Monitoring systems will be put in place to ensure that the activities of staff and contractors are carried out in a safe manner in compliance with SCLT risk assessments and safe systems of work.
- Monitoring systems will be put in place to ensure that plant, equipment, and the general working environment are kept in a safe condition in line with SCLT risk assessments and safe systems of work and where appropriate, manufacturers' requirements.
- Periodic, documented workplace safety inspections will be conducted by management.

3.10 Health Referrals

- Staff will be referred to a medical professional as and when necessary if any concerns are raised with respect to their health or fitness to perform work duties.

3.11 First Aid Provision

- SCLT will provide adequate and proper equipment, facilities, and personnel to ensure their staff receive immediate attention if they are injured or taken ill at work, in accordance with the Health and Safety (First Aid) Regulations 1981.

- Suitably trained persons will be nominated as qualified First Aiders or Emergency Responder to ensure adequate provision of first aid. These details will be prominently displayed throughout SCLT workplaces and will be communicated via induction training.
- A qualified First Aider or Emergency First Aider shall be present or at once contactable for help at all times whilst routine work is being undertaken.
- SCLT staff will familiarise themselves with workplace first aid arrangements and facilities.
- Where work is conducted on outside of a SCLT spaces or buildings, staff are to familiarise themselves with the first aid facilities and procedures available.

3.12 Medication

- Tablets and medicines are not kept in first-aid kits as first aid at work does not include giving tablets or medicines to treat illness. The only exception to this is where aspirin is used when giving first aid to a casualty with a suspected heart attack, in accordance with currently accepted first-aid practice.
- Staff who have their own medication are expected to administer this themselves if able to do so and must not use these to treat any other staff. First-aiders should not administer medication to other staff but may help them to do so themselves and/ or contact emergency services as appropriate.

Section 4: Incident Recording, Reporting & Investigation - Injuries, Diseases and Dangerous Occurrences, Near Misses

4.1 Accident Book Records

- An Accident Book, compliant with general data protection requirements, is kept in SCLT Spaces and offices.
- Accident report forms are to be removed from Accident Books and passed to the Coordinator where are held securely in personnel files found in the Hub and in other premises, in accordance with general data protection requirements.
- All injuries occurring no matter how trivial are to be recorded in the Accident Book provided on the site where the accident takes place and in SCLT Accident Book held at the Community Hub.
- Partners or community members utilising the Community Hub can report an accident to the Coordinator and via the info@sherfordtrust.org.uk email address if the event takes place outside of normal working hours.

4.2 Incident Reporting

- All recordable incidents and near misses are notified to the Coordinator, responsible for Health and Safety.
- All reportable accidents and dangerous occurrences occurring on SCLT premises are to be reported to the Coordinator, who is responsible for Health and Safety so that an investigation can be conducted.
- SCLT notifies their insurers of any RIDDOR reportable incident.
- In case of a written diagnosis of an occupational disease, a specified injury or fatality occurring to a SCLT employee statutory reporting requirement under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 will be met.
- Accidents involving a member of the public / third party resulting in direct transport from the scene of the accident to hospital for treatment will be reported in accordance with RIDDOR 2013.
- All accidents, dangerous occurrences and near misses occurring on site are to be reported to the Coordinator, in the first instance, so that an investigation can be started.
- Reports of accidents involving contractors will be sent to their Employer to enable statutory reporting requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 to be met.

4.3 Incident Investigation

- All accidents, near misses and dangerous occurrences involving SCLT staff or third parties will be investigated to a proper degree in accordance with the actual / potential severity of outcome, to figure out root causes and identify remedial actions to prevent recurrence.
- Learning outcomes and remedial actions taken are issued throughout SCLT following an incident investigation to reduce the potential for recurrence.

Section 5: Enforcement Authority Visits

- HSE Inspectors, Environmental Health Officers and Fire Officers all have statutory authority to visit SCLT premises and associated sites to enforce legislation under their control.
- The SCLT Coordinator and directors will ensure the fullest co-operation with all visiting enforcement officers and SCLT will always be responsive to recommendations and advice received. The Director responsible for Health and Safety and SCLT staff will communicate with visiting Enforcement Officers and ensure that they are accompanied, as needed, during their visits.

Section 6: Fire Safety

The Coordinator for Health and Safety is the designated Responsible Person tasked with ensuring that SCLT fulfils its duties under the Regulatory Reform (Fire Safety) Order 2005. The Responsible Person will be trained in Fire Safety Management.

- Following Article 8(1) of the RRFSO, the Responsible Person ensures that General Fire Precautions are in place.
- SCLT has an established and comprehensive Fire Safety Policy in place and this should be consulted for further information.
- SCLT has an established Fire Risk Management Strategy in place.
- Fire Risk Assessments to identify fire and explosion risks for SCLT premises will be undertaken prior to commencement of work, in accordance with the Regulatory Reform (Fire Safety) Order 2005 and the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR).
- Based on the results of the Fire Risk Assessment, adequate means of raising the alarm, fighting the fire and means of escape will be supplied to ensure the safe evacuation of personnel if a fire occurs on SCLT premises.
- Fire precautions and prevention measures will be taken appropriate to the level of risk throughout SCLT premises.
- The Fire Plan and Emergency procedures, including evacuation routes and assembly points, will be communicated to all staff, volunteers, contractors and visitors as part of their induction.
- Consideration will be given to neighbours who may be affected by a fire to ensure that they are made aware of the fire and evacuate safely.
- Whilst working on SCLT premises, contractors are to familiarise themselves with emergency procedures and evacuation routes.

Section 8: Welfare Provision

- Welfare provision will be in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992.
- Ventilation will be adequate to ensure the comfort of staff. Where mechanical ventilation or air conditioning is provided, regular cleaning, maintenance and inspection will be conducted.
- In offices, temperature will be kept not less than 16°C but whenever practicable will be kept in the range 19.4° C – 22.8° C. Windows, skylights or glass partitions will not allow excessive temperatures to be reached in the offices during hot weather.

- Lighting will be suitable and sufficient and, as far as is reasonably practicable be from natural light to enable people to work, use facilities and move from place to place safely and without experiencing eye strain.
- Eating and rest facilities with adequate access to boiling water and a means to heat food will be provided.
- Welfare facilities will be adequate with sufficient toilets, hand washing and drying facilities. A wholesome supply of drinking water will be available.
- Workstations will be comfortable, with safe and suitable chairs and sufficient space.

8.1 Safety Signage

- Appropriate safety signs and notices will be posted throughout SCLT premises, as identified via risk assessment and in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996.

8.2 Access and Exit

- All workplace access and exit routes are always kept clear.
- Emergency escape routes are unobstructed. Stores or materials shall not be left along access or exit routes where they may hinder escape in an emergency.
- If staff are unable to access their working area safely, they must inform the Coordinator and not take personal risks.

Section 9: Workplace Arrangements for Health & Safety & the Environment

The following topics have been identified as significant in terms of workplace hazards and detail SCLT's policy on how the risk to personnel exposed to them will be reduced or controlled.

9.1 Chemicals / Hazardous Substances

All hazardous substances / chemicals used or generated by SCLT will be subject to a CoSHH assessment to identify the measures needed to reduce the risk of harm occurring to staff because of exposure, in accordance with the Control of Substances Hazardous to Health (CoSHH) Regulations 2002 (as amended).

SCLT will ensure that:

- All hazardous substances / chemicals used by SCLT are identified and inventoried.

- REACH Safety Data Sheets for all hazardous substances used by SCLT will be obtained from suppliers
- A comprehensive assessment of the processes involving the use of hazardous substances or those generating hazardous by-products such as dust and fumes is carried out.
- Regular reviews of assessments of processes involving the use of, or contact with, hazardous substances are undertaken.
- Appropriate control measures are put into place to prevent, reduce, or control the exposure of all personnel to the harmful effects of hazardous substances and by products of processes.
- Appropriate information, instruction and training will be given to staff exposed to hazardous substances and materials.

9.2 Display Screen Equipment

- SCLT recognises the need to protect staff from the risks of working with display screen equipment (DSE), such as PCs, laptops, tablets, and smartphones.
- All staff who use DSE daily, for an hour or more at a time, are classified as 'DSE users' and are subject to the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992.
- In accordance with DSE regulations, all DSE users will be the subject of an ergonomic assessment to identify the measures needed to reduce the risk of harm because of DSE use.
- Staff whose work requires them to use DSE daily for a significant part of the day will be entitled to a free vision screening or eye test on request. Where such examinations identify the requirement, SCLT will provide, free of charge, corrective appliances needed specifically for DSE work.
- Staff whose work requires them to use DSE for a significant part of their working day are to vary their work routine such that they perform other work activities away from their display screen equipment. Where practicable, discretion will be exercised as to when staff can take breaks. It is recognised that short, frequent breaks are more satisfactory than occasional, longer breaks e.g., a 5–10-minute break after 50-60 minutes continuous screen and/or keyboard work is likely to be more effective than a 15–20-minute break every 2 hours.

9.3 Dust and Fumes, Respiratory Protective Equipment

- No staff or volunteers should work in any area where dust and fumes are generated.

9.4 Electricity and Portable Electrical Appliances

SCLT recognises the need to ensure that all fixed electrical installations shall always be safe. This will be achieved by:

- Conducting a documented inspection of the fixed electrical installation at intervals not exceeding five years, or at a frequency specified on the Electrical Installation Condition Report.
- Ensuring access to electrical distribution panels is unobstructed.
- Ensuring all electrical distribution panels and points of electrical isolation are clearly marked, showing the circuits and equipment they control.
- Restricting access to all rooms containing electrical installations to authorised persons only.
- Ensuring adequate signage is in place warning of access restrictions and potential hazards (fire, electrocution).

SCLT recognises the need to ensure that all electrical equipment shall always be safe. This will be achieved by:

- Electrical appliances used outdoors (such as electrical pressure washers) will be protected by a 30mA RCD (Residual Current Devices). RCDs will be tested regularly by operation of the test button and will undergo a joint inspection and test, conducted by a competent person, at regular frequencies in accordance with HSE guidance.
- Sufficient socket outlets will be provided. The use of adaptors and extension leads is to be discouraged. Sockets are not to be overloaded.
- Staff and members are allowed to bring their own electrical appliances into SCLT premises and are encouraged to ensure that items are in-date for PAT testing.

9.5 Food Hygiene and Safety

- Staff involved in the preparation of food are all trained in food safety and hygiene. Copies of certificates are held on file.

9.6 Housekeeping

- To promote a safe working environment and good hygiene standards, high standards of housekeeping will always be kept throughout SCLT premises.
- All materials will be stored to reduce the risk of injury to personnel and to minimise fire risk.
- Combustible materials will not be stored next to heat / ignition sources.
- Rubbish will not be allowed to accumulate and will be safely disposed of on a regular basis.
- All spillages will be cleared up at once.
- Vehicular and pedestrian access and exit routes shall always be kept, both internally and external to buildings. Routes are to be kept clear for emergency purposes.

9.7 Lifting Operations and Lifting Equipment

We recognise that all lifting operations by staff and volunteers shall be safe at all times, and subject to induction. No staff member or volunteer should feel uncomfortable about they are unsure of.

SCLT recognises the need to ensure that all lifting equipment and lifting operations shall be safe at all times. This will be achieved by:

9.8 Manual Handling Operations

SCLT recognises the need to ensure that all hazardous manual handling operations shall be avoided, or where this is not practicable be assessed and made as safe as reasonably practicable at all . This will be achieved by ensuring:

- Staff will be trained in correct manual handling techniques and the use of any handling aids provided.
- Staff will follow the established safe system of work and use any handling aids provided, in line with training.
- Appropriate information relating to the weight, centre of gravity or the heaviest side of the load will be provided to those personnel involved in the manual handling of the load.
- Where vehicles are used to eliminate or reduce manual handling operations, loads shall be checked as secure by the driver prior to moving the vehicle.

9.9 Noise

- SCLT aims to protect staff hearing from excessive noise whilst at work, in accordance with the Control of Noise at Work Regulations 2005.
- SCLT will seek to ensure, as far as is reasonably practicable, that all equipment used, hired, or purchased will only generate noise levels below those recommended by applicable approved codes of practice and official guidance notes.
- Where noise levels are likely to exceed the Lower Exposure Action Value perceived at the operator's ear an assessment will be conducted and control measures identified and implemented to reduce or control personal exposure.
- Suitable ear defenders providing adequate reduction will be provided where appropriate to all affected personnel, at no cost to them, together with proper instructions on their use.

- Where noise levels are likely to exceed the Upper Exposure Action Value perceived at the operator's ear the wearing of hearing protection will be enforced and hearing protection zones identified.
- In no situation will the exposure limit value (ELV) be exceeded.
- All staff will use hearing protection provided for their protection.
- When planning events SCLT and co-organisers shall be aware of guideline figures given for audience exposure to noise. HSE strongly recommends that the A-weighted equivalent continuous sound level over the duration of the event (Event LAeq) in any part of the audience area should not exceed 107 dB, and the C-weighted peak sound pressure level should not exceed 140 dB.
- Where the Event LAeq is likely to exceed 96 dB, advice to the audience of the risk to their hearing will be provided in advance, eg either on tickets, advertising or notices at entry points.

9.10 Plant, Work Equipment and Machinery

- Where appropriate, a Work Equipment & Machinery Assessment will be conducted for plant and work equipment.
- SCLT staff will only use plant and work equipment that is correct and suitable for the job and will ensure that the plant / equipment is kept in an effective state, in efficient working order and in good repair, in accordance with the Provision and Use of Work Equipment Regulations 1998.
- Sufficient clear and unobstructed working space will be provided around plant / work equipment to allow persons to work without the risk of injury.
- Adequate lighting and ventilation will be supplied to allow personnel to use plant / work equipment safely.
- Plant and equipment will be regularly inspected and tested as required by current legislation and defects or loss reported at once. Records of inspection and maintenance will be held in the Community Hub Shared drive XXXX.
- Defective equipment will be taken out of service at once to a place where it cannot be brought back into use until it has been repaired by a competent person.
- Only authorised and competent persons will undertake maintenance, repairs, testing, installation, or alterations of any nature to any plant or equipment.
- Where required all safety devices and guards will be operable and in use.
- Where the use of the equipment involves a specific risk to health and safety, the use of the equipment will be restricted to personnel who are trained, competent and authorised in its use.
- All staff will receive adequate training and instruction in the use and safe operation of all plant and equipment that they are required to use.

- Plant and work equipment must not be used when unprotected members of the public are present.
- Volunteers that utilise work equipment and machinery, whether owned and maintained by themselves or SCLT, shall be expected to have the necessary competencies to operate them in a safe manner that will not create additional health and safety risks to themselves, others and members of the public. Further information is provided in Section 10 of this policy.

9.10.1 Maintenance

- SCLT owns a range of equipment which is inspected, serviced, and kept in accordance with manufacturers' instructions or at a suitable period based on the frequency of use.
- In line with statutory requirements, and where applicable, plant, machinery and equipment are subject to documented examination by a competent person (accredited to BS EN ISO/IEC 17020:2004) and has a current Certificate of Thorough Examination.
- Records of statutory examinations, inspections, services, and maintenance are held on file.
- A defects / repair log is used to record all reactive maintenance work carried out.
- Defective equipment is tagged, and tags are only removed once equipment is repaired / safe for use.

9.10.2 Hired Plant / Equipment

- Where required, plant / equipment will be hired as and when necessary from a reputable company.
- All reasonable precautions shall be taken to ensure that hired plant / equipment is safe to use.
- When plant / equipment is hired in for use by SCLT, suitable instruction, training, and demonstration of its safe use is to be provided by the Hirer to SCLT before it is used by staff.
- If staff are not considered competent to use the hired plant or equipment, a competent operator will be obtained to use that equipment.

9.10.4 Hand / Small Tools

- All hand / small tools are of a suitable quality and are used only for their intended purpose and in the correct manner.
- All hand / small tools are kept clean, well maintained, and are stored in a safe manner and condition so as not to cause an obstruction or danger to others when not in use.
- Staff and members are trained in the use of hand / small tools.

9.11 Restricted Spaces

- Under no circumstances is work undertaken in a designated confined space. A confined space is defined as a place that is substantially, though not necessarily entirely, enclosed and where there is a foreseeable risk of injury from hazardous substances or conditions within the space or from nearby.

9.12 Slips, Trips and Falls

- Trailing leads and hoses are laid to minimise the risk of trips. Cable protection is fitted when possible to reduce the risk of tripping. Where practicable, trailing cables are eliminated by routing cables above head height.
- Floor coverings will be sound and in good state of repair. All spillages will be cleared away at once.
- All corridors, accesses, exits and stairwells will be adequately lit and kept clear of obstacles and rubbish.
- Offices and working areas will always be kept tidy and all rubbish will be removed at the end of each day.

9.13 Storage Shelving, Materials Storage and Handling

- All shelving designed for the storage of materials will be fit for purpose and capable of supporting the required loads.
- All shelving systems will be of good mechanical construction, of sound material, adequate strength and installed and maintained in accordance with the manufacturer's instructions.
- Shelving will be securely fixed to the floor or walls.
- The maximum safe working load and design configuration is conspicuously displayed.
- SCLT personnel will be trained in safe methods of stacking and removing materials on the shelving.
- Materials will be stored and stacked to reduce the risk of manual handling injuries and injuries from falling objects.
- All storage racking will be visually inspected on a weekly basis and a record of inspections will be kept on file.

9.14 Traffic Management

- SCLT will ensure that there is adequate segregation between plant, vehicles, and pedestrians on work sites / in the workplace and that adequate arrangements are in place to prevent persons being put at risk from operated plant and vehicles.

This will be confirmed and ensured via event specific risk assessments.

9.15 Weather Conditions

Consideration of the predicted weather conditions will be given to ensure that suitable precautions are taken to safeguard those undertaking or those who may be affected by the work.

- Staff are aware of the increased risk of slips, trips and falls in wet, muddy, and icy conditions and the need to wear right footwear.
- Staff are aware of the effects of working in cold conditions and the precautionary measures to take to avoid hypothermia or cold stress.
- Staff are aware of the effects of strong sunlight and the precautionary measures to take to avoid sunburn or heat exposure.

Industry guidance will be consulted when deciding the maximum wind speeds for working at height.

The decision to continue or suspend work at height will be based on wind speed, control measures already in place to prevent the fall of personnel or materials, position and height of the work activity and the size of materials being handled.

9.16 Working at Height / Working on Fragile Surfaces

9.16.1 General

- All work at height will be conducted in accordance with the Work at Height Regulations 2005 (as amended).
- SCLT's overriding principle is to do all that is reasonably practicable to prevent anyone from falling.
- SCLT shall:
 - Avoid work at height where they can.
 - Use work equipment or other measures to prevent falls where they cannot avoid working at height.
 - Where they cannot eliminate the risk of a fall, use work equipment, a risk assessment or other measures to minimise the distances and consequences of a fall should one occur.
- Volunteers are not permitted to carry out working at height operations without the express permission of management who may approve after project outline and risk assessment have been discussed or documentation witnessed.

9.17.2 Ladders and Stepladders

- All persons using ladders and stepladders will be fully trained and aware of the hazards and risks
- Ladders, including stepladders, used by SCLT will be of the correct type (Class 1 or EN 131 Professional) and in good condition. Measures must be taken to ensure that ladders and stepladders are secure, on a solid footing and, in the case of access ladders, are effectively secured to prevent movement.
- Ladders will be the subject of regular inspection by a competent person and defective ladders will be taken out of service at once and reported to management.

Appendix 1: SCLT Risk Profile

The SCLT Risk Profiles sets out a high-level analysis of the primary areas of Health, Safety and Wellbeing risk in relation to our areas of business and will be reviewed regularly by the SCLT H&S Director and the Coordinator.

Risk Area	Steps taken to mitigate risk
Development, planning, and management of public events	<ul style="list-style-type: none"> • Activity Risks Assessments • Commissioning of 'specialist services' in accordance with SCLT Procurement Policy • Public Liability Insurance
Direct work with vulnerable/at risk individuals and groups	<ul style="list-style-type: none"> • Activity Risk Assessments • SCLT Safeguarding Policy • SCLT Lone Working Policy
Lone working	<ul style="list-style-type: none"> • Team support networks
Under capacity/qualified/skills gaps for service delivery	<ul style="list-style-type: none"> • Activity Risk Assessments • SCLT Training & Development Plan
Hirers Independent use of Community hub?	