

HEALTH AND SAFETY POLICY

GENERAL POLICY STATEMENT

CEDA's statement of intent and Responsibilities

- To provide adequate control of health and safety risks arising from our work activities;
- To consult with our employees on matters affecting their health and safety;
- To provide and maintain safe equipment
- To ensure safe handling and use of substances
- To provide information, instruction and supervision for employees;
- To ensure all employees are competent to do their tasks, and to give them adequate training
- To prevent accidents and cases of work related ill health;
- To maintain safe and healthy working conditions;
- To review and revise this policy as needed at regular intervals.

Specific Responsibilities

The overall and ultimate responsibility for Health and Safety within CEDA rests with the members of the Board of Trustees.

Day to day responsibility for ensuring this policy is implemented and properly adhered to rests with the management team, the named person being Craig Bowden.

Staff Responsibilities

All employees, whether paid or voluntary, have a responsibility for Health and Safety including the safety of others that may be affected by their acts or omissions. As such, they should familiarise themselves with the Health and Safety Policy of CEDA and the safe practices appropriate to their place of work.

All employees must -

- Take reasonable care of their own health and safety in the workplace
- Co - operate with supervisors and the management team on health and safety matters;
- Not interfere with anything provided to safeguard health and safety;
- Report all health and safety concerns to the management team;
- Report incidents that have led or may lead to injury or damage;

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Occupational stress management policy, guidance on dealing with stress at work and HSE management standards

1 CEDA is committed to providing a healthy and safe workplace for all its employees. This commitment extends to all aspects of occupational health and safety including the effects of stress.

2 CEDA accepts that it has a duty to take reasonable care to ensure that employee's health is not placed at risk through excessive and sustained levels of stress arising from the way his or her work at CEDA is organised, the way people deal with others or from the day to day demands placed upon staff members.

3 CEDA is taking the following steps to tackle the causes of occupational stress and to provide support to staff members. These include:

A. Communication - good two-way communication is essential. CEDA will continue to develop systems to ensure that staff members are kept informed and can make themselves heard.

B. Working Environments - regular inspection and monitoring of health and safety arrangements is undertaken

C. Guidance on Dealing with Stress at work - CEDA has provided guidelines for managers and staff that give information on what stress is, how to avoid it and how to deal with it.

4 CEDA will take steps to implement arrangements to ensure stress in the workplace is effectively managed. (HSE has identified six key areas (or 'risk' factors) that can be causes of work related stress and has set standards for managing these factors that if achieved should minimise the risk of occupational stress related illness. The HSE's Management Standards are set out at the end of the 'Guidance on Dealing with Stress at Work').

All staff are responsible for:

- a) talking to their managers/supervisors about their jobs and its demands
- b) identifying and taking the initiative regarding their developmental needs
- c) letting managers/supervisors know if they are overloaded or underloaded
- d) taking an active part in performance management and staff development
- e) voicing any concerns about job security, changes in job structures, etc to managers

RISK ASSESSMENT

Introduction

CEDA is required by the Management of Health & Safety at Work Regulations to carry out risk assessments for all activities. Risk assessments are also required by other legislation, i.e. COSHH, Manual Handling, Visual Display Screen Equipment etc. and where this has been carried out, for the activity in question, this obviates the need for a separate assessment. If there is perceived to be a 'medium' or 'high' risk to staff, service users or visitors, then a written assessment is required. The results of the assessment and subsequent control measures must be made known to the staff, service users and visitors concerned.

Statement of Intent

CEDA will continue to assess all activities and establish written risk assessments for those areas which indicate the presence of risk. This policy should be used in conjunction with the Health & Safety policy.

Assessments

Assessments will continue to be carried out using CEDA's Risk Assessment form, or another agreed document as specified in the Risk Assessment Procedure, by those persons having control and immediate responsibility for the activity. The Health & safety Officer will keep a record of the assessment and ensure that all staff and students involved are aware of the requirements of the assessment. A copy of each assessment will be retained in a central file.

Training

All staff who will continue to be required to carry out written risk assessments will be trained for this purpose. This training will be carried out by either the health & Safety Officer or the Service Co-ordinator or by an external Health & Safety provider.

Using contractors

If CEDA employs outside contractors the work undertaken must be assessed for risk. In addition to this, a copy of the contractor's insurance documents must be produced to ensure that all work undertaken, and potential problems arising, are properly insured.

Refer to full risk assessment policy for procedure details

ACCIDENTS

Prevention and Reporting

Maintenance of property and equipment to ensure personal safety is the overall responsibility of the Management team. All employees, whether paid or voluntary, are responsible for the correct and safe use of all property and equipment in the Provision and for the reporting of any faults or hazards to their supervisor or the Management team

The aim of any policy relating to accidents must stress that in the first instance every effort should be made to avoid an accident happening. The following list provides an indication of areas that require special attention:

- Beware of wet floors;
- Equipment should not be left turned on when unattended and in such a position as to cause others to trip over it;
- Doors and drawers should be closed when not in use;
- Equipment should be stored in a safe manner in cupboards;

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- Filing cabinets should not be overloaded;
- Climbing onto chairs or desks is not permitted. Appropriate equipment should be used to reach high levels;
- Step-ladders must be properly adjusted and secured. If more than the three lower steps are to be used it needs to be supported by a second person;
- Correct methods must be employed when lifting or moving heavy objects;
- Working areas must be kept tidy and clear of obstruction;
- Fire doors must not be wedged open.
- Wheelchair safety guidelines should be adhered to at all times (see attached guidelines)

This list is not exhaustive!

In the event of an accident, employees, paid or voluntary, have a duty to report to their immediate supervisor any such incidents; to assist in determining the cause and to help in any subsequent investigation with the aim of preventing a recurrence. A report of all accidents should be brought to the attention of the Management team.

Accident Record Books

- All accidents resulting in personal injury must be recorded in the relevant accident book. The accident book is kept in the filing cabinet in the Director's office

RIDDOR

(The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.)

In brief you must report certain work-related incidents to the Health and Safety Executive. They have an Incident Contact Centre – telephone 0845 300 9923. They can advise you if you do need to report specific incidents and about what records you should keep.

You should report any of the following that happens to a member of the public, including a parent or child, or an employee on your premises:

- A death or major injury, which includes a fracture (but not of fingers, thumbs or toes), an amputation, dislocation, permanent or temporary loss of sight, and an injury from an electric shock;
- A reportable disease;
- A dangerous occurrence, which didn't but could have resulted in a reportable injury;
- An injury resulting in hospital admission.

First Aid Boxes

There are three first aid boxes. They are kept in the kitchen, the main office and the children's room. It is the responsibility of the designated first aider to ensure directly, or by delegation, that the box is properly stocked.

CLEANLINESS OF PREMISES

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Creating Opportunities with Disabled People

CEDA recognises that it has a duty to set appropriate standards of cleanliness throughout its premises and to maintain these by:

- Investigating and acting upon any accidents/incidents that have occurred due to lack of cleanliness;
- Providing enough funding to achieve and maintain a good standard of cleanliness;
- Providing facilities for the safe and convenient storage of cleaning equipment and materials;
- Promoting good housekeeping practices amongst employees and other users of the premises.

All employees, whether paid or voluntary, have a responsibility to maintain a good standard of cleanliness by:

- Observing good personal and environmental hygiene practices;
- Carefully disposing of rubbish into appropriate bags/containers provided, particularly where broken glass or dangerous waste is concerned;
- Tidying up and putting away equipment and materials after use;
- Cleaning up spillages, debris, litter etc., as soon after the occurrence as possible;
- Reporting any shortfalls in standards to the appropriate person.

The Control of Substances Hazardous to Health Regulations (COSHH)

Chemicals are widely used for a variety of processes in office work and cleaning, and some are extremely hazardous. To comply with these regulations a list will be kept by the management team of all hazardous or potentially hazardous substances that are used at CEDA. A copy of this list will be kept centrally.

In addition to chemicals, all body fluids are to be treated as substances hazardous to health and should be carefully dealt with using protective gloves and materials that can be safely disposed of in the clinical waste bins located in the downstairs and upstairs bathrooms. The management team is to be informed of any hazardous substances which it proposes to bring onto the premises for use by employees, paid or voluntary or other users.

Any person(s) using such chemicals must observe the following guidelines:

- all substances, which are included on the COSHH list, including bleach and general household chemicals, are to be stored in a safe place preferably under lock and key;
- all hazardous substances eg bleach, solvents, glues containing solvents are to be used with care;
- always read the label before use and follow the manufacturer's instructions;
- avoid inhalation, ingestion and skin contact of all chemical substances;
- always wear the appropriate protective clothing eg gloves etc;
- products must never be mixed as this could give rise to hazardous by-products eg bleach will give off chlorine gas if mixed with an acidic cleanser such as Harpic;

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- Those using the substance must be familiar with the First Aid procedures to be used in the event of an accident.

In the interests of Health and Safety, substances hazardous to health should only be used if there is no less harmful or harmless alternative.

DRIVING SAFETY

CEDA has a responsibility to ensure that where any of our services arrange transport for their users, those people who do the driving are aware of the Driving Safety Policy.

All persons driving on behalf of CEDA have a responsibility for their own safety and to ensure that their acts or omissions do not endanger the safety of others. They also have a responsibility to adhere to the principles laid out in this Policy.

If on occasions, a person uses their own vehicle for transporting service users, it is their responsibility to ensure that their vehicle is properly insured, taxed, has a current MOT and is roadworthy.

CEDA's own vehicles should only be driven by those who are authorised by the management team to do so.

Principles of Safe Driving

- All drivers must hold a current and relevant licence;
- All drivers must read and observe the Highway Code;
- Speed limits must be observed;
- Seat belts must be worn at all times and approved clamping systems should be used for wheelchairs;
- The authorised number of passengers must not be exceeded;
- Passengers must not be allowed to alight until it is safe for them to do so;
- Vehicles must not be left with the engine running when parked or being refuelled;
- Drivers must not be under the influence of alcohol during the Provision's business; Drivers are reminded that smoking or other distracting actions whilst driving is not safe practice;
- The safety of the unborn child must be considered in the case of pregnant female drivers and medical advice in relation to pregnancy and driving must be respected;
- Drivers should notify their insurance companies to ensure that they are adequately covered;
- Mobile phones must not be used unless there is a hands free application in the vehicle.

ELECTRICAL SAFETY

It is the responsibility of all users to inspect appliances for loose wiring, faulty plugs etc, BEFORE using them. Electrical faults must be reported immediately. Faulty equipment must be removed from usage and clearly labelled as such. No-one should attempt to repair the equipment themselves.

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The following list shows examples of electrical faults:

- Equipment not working;
- Loose wiring;
- Broken casing around wires or applications;
- Electrical arcing (sparks);
- Plugs becoming warm...etc.

All employees, whether paid or voluntary, have a responsibility to observe basic principles of electrical safety as well as inspecting appliances before use, ie:

- Ensure that hands are dry before using an electrical appliance;
- Ensure that adequate instructions are obtained before using unfamiliar electrical equipment and comply with the manufacturer's instructions;
- Leads should never be pulled to remove a plug or to lift or move an appliance;
- Switch off at the mains, unplug and put away all electrical equipment (where appropriate) when not in use;
- Sockets must not be overloaded by the use of adaptors (when in doubt err on the side of safety/seek qualified advice);
- If extension cables are used then these must be placed in such a way so not to cause a hazard to anybody else.

All electrical equipment will be maintained on a routine basis.

ENVIRONMENT AND THE WORKPLACE

CEDA is legally obliged to maintain a safe and acceptable working environment in as far as is reasonable and practicable. Employees, paid or voluntary, have a responsibility to co-operate to maintain this environment.

Lighting

Must be suitable and sufficient in every part of the Provision through which people either pass or work. Doorways and potential hazards like steps must be well lit. Artificial lighting apparatus must be properly maintained and fluorescent lights must be flicker free.

Noise at work Regulations 1989

Apply to all workplaces requiring assessment of noise levels and the taking of appropriate preventative action where excessive.

Space

Space around machinery and equipment (including wheelchairs and hoisting/manual handling equipment) must be adequate to ensure that safe working practices are achievable.

Heating

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CEDA must ensure that a reasonable temperature (not less than 16 degrees centigrade) can be maintained in every room in which people are employed to work.

Signage

CEDA must ensure that appropriate signage (e.g. Fire Exit) must be clearly displayed where appropriate.

Ventilation

Ventilation should be effective and suitable to ensure circulation of adequate supplies of either fresh or artificially purified air.

VDUs (visual display units)

For safe operation the equipment needs to be properly installed and consideration given to the following points:

- Make sure that the screen is sharp, clean and individual characters can be easily read;
- The characters should not flicker or move;
- There should be no reflection on the screen;
- Ensure that there is adequate lighting to the desk surface adjacent to the machine;
- Ensure that the user's chair has an adjustable height and back support so that a proper sitting position can be maintained.

FOOD HANDLING

The Provision has a responsibility to maintain acceptable levels of hygiene and health and safety with respect to food.

All employees, paid or voluntary, who handle food, have a responsibility to:

- Maintain a high standard of personal hygiene;
- Refrain from handling food when they or anyone at home are suffering from an infectious disease or have boils, ulcers, cuts or rashes, diarrhoea, eye, ear or throat infection or any untoward discharge;
- Report shortcomings to the appropriate person, eg faulty or damaged storage, preparation and service equipment.

Principles of Safely Handling Food

- All foods must be checked to ensure that they are of the quality, substance and temperature required and that they are within their use-by-dates;
- All foods must be stored under conditions that will prevent their deterioration. Instructions on the label, if present, should be followed.

Keep it Clean – Keep it Cool – Keep it Covered

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- Food and food only, must be stored in areas designated specifically for that purpose (refrigerators, cupboards etc.);
- Any food or liquid spillage must be cleaned up immediately;
- When cooking food, recipes or packet instructions must always be followed;
- Food not eaten at the meal for which it was prepared/issued must not be kept or offered for service at a later time;
- Signs of any type of pest infection must be reported immediately.
- Correct usage of colour coded cloths and equipment will be used.

Principles of Safely Using Equipment in Catering Areas

- All electrical equipment must be switched off and the plug removed from the power source when it is being cleaned or not in use;
- Refrigerators, freezers and other types of temperature control equipment must be routinely checked to ensure their effectiveness;
- All equipment must be used according to manufacturer's instructions;
- Doors and lids of equipment in use should fit securely;
- Hob burners, grills, ovens etc., must always be turned off when not in use;
- All cooking equipment should be checked when in use to ensure that it is functioning correctly. Any slight electrical shocks received from the equipment must be reported immediately;
- All equipment and working surfaces must be kept in a clean and hygienic condition;
- Cleaning chemicals should be used at the prescribed dilution rate.
- Saucepan handles should not overhang stove or worktop edges;

HEALTH AND HYGIENE

The Provision recognises that hygiene is a basic part of any health and safety programme. As such, the Management Committee is responsible for ensuring that the premises are cleaned regularly and that a good standard of cleanliness is achieved overall. Washing and toilet facilities are provided and maintained. Any shortcomings should be reported immediately to the Management Committee who will ensure that the necessary action is undertaken.

Employees, paid or voluntary and other users, have a responsibility to ensure that their personal hygiene meets an acceptable standard and that they observe good environmental hygiene practices, eg by using the appropriate waste bin for the disposal of rubbish.

Contagious illnesses

To minimise the spread of infectious diseases, service users, staff and visitors are asked to be responsible when entering the building. If you are unwell then please consult the spotty book for advice on whether or not your illness is contagious and if so how long you should refrain from entering the building.

Drug and alcohol misuse

Any service user, visitor or staff member (paid or voluntary) will be refused admittance to the building if under the influence of alcohol or other substances.

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Staff members will face disciplinary action under these circumstances.

CEDA'S premises are designated as No Smoking.

INDUCTION AND TRAINING

All employees, paid or voluntary, must read through this policy as part of their induction programme. The Management committee has a duty to ensure they are aware of current legislation and that relevant information is disseminated to the appropriate person. Health & safety issues will be discussed regularly at staff meetings and all key staff are required to carry out risk assessments in their area of responsibility. Concerns regarding staff understanding and compliance with this policy will be discussed during the supervision process or sooner depending on the urgency of the matter. Training needs for all matters surrounding health and safety will be reviewed at each supervision session.

LIFTING AND MANUAL HANDLING

CEDA has a moral and legal responsibility to its employees, paid or voluntary, to reduce the risk of work associated back problems and other lifting and carrying injuries.

It is important to note that the handling of loads applies to lifting, lowering, carrying, pushing, pulling, holding or moving by bodily force any discreet moveable object including a person.

For general guidance, all employees may from time to time have to lift or handle some objects. Firstly consider whether it is necessary to lift the object, consider if there are any alternatives and if you are at all unsure do not attempt to lift. You are responsible for your own safety and for the safety of those you work with.

If you decide to proceed with the lifting activity the correct way to lift is as follows:

- Keep the back straight;
- Place the feet slightly apart;
- Bend the knees;
- Grip firmly (with palms not fingertips), then lift slowly holding the object as close to your body as possible;
- Do not twist the body during the lifting procedure.

Manual Handling of Service Users

The manual handling of service users should only be attempted by those who have been trained to do so. No manual handling of service users should be attempted by voluntary staff or those on work experience placements at CEDA.

All service users should have manual handling risk assessments and plans and all manual handling should be carried out following these.

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Repetitive Strain Injury

Employers have a legal duty to take action to prevent the occurrence of risks of injury or illness which are reasonably foreseeable in relation to their employees. All such preventative action should be based on a systematic assessment of risks as required by the Health and Safety at Work Act 1974, including the Management of Health and Safety at Work, Display Screen Equipment and Manual Handling Operation Regulations. Such risk assessments must be subject to regular review and to monitoring.

Thus, in relation to RSI, such preventative action should include:

- Comprehensive, regular workstation risk assessments, conducted by fully trained competent risk assessors;
- Consequent changes to workstations when necessary, based on good ergonomic principles;
- Changes to job tasks when needed, which may include greater task variety or job rotation;
- Regular breaks from repetitive and/or fast-paced work;
- Appropriate training about posture, exercise and breaks.

REVIEWING THE POLICY

The Policy will be reviewed every year unless a change in legislation necessitates a shorter review period or there are changes in the activities or personnel of the Provision that require changes to be made.

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