

**FAMILIES FIGHTING
FOR
JUSTICE**

**HEALTH & SAFETY
POLICY**

2023 - 2024

**THIS POLICY EXPIRES MAY
2024**

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FAMILIES FIGHTING FOR JUSTICE

HEALTH & SAFETY POLICY

Purpose Statement

Section 2 (3) of the Health & Safety at Work Act 1974 states:

It shall be the duty of every employer to prepare as often as may be appropriate to revise a written statement of his general policy. This will be with respect to the Health and Safety at Work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement, and any revision of it to the notice of all his employees.

Families Fighting For Justice

General Policy

It is the intent that FAMILIES FIGHTING FOR JUSTICE seek to provide the safest and healthiest-working conditions possible to all its employees waged, full time, part time, volunteers, trainees and service users. This is to also include any contractors or persons with specific business or permission at the premises of FAMILIES FIGHTING FOR JUSTICE .

FIGHTING FOR JUSTICE wish to stress the importance of the reading and compliance of Health & Safety documentation, and of good communications at all levels, at all times. The Senior Management Team and Health & Safety Advisor will regard failure in co-operations by any such persons as serious misbehaviour, leading to avoidable damage or accident. This will be treated as gross misconduct.

FAMILIES FIGHTING FOR JUSTICE

HEALTH & SAFETY POLICY

STATEMENT

HEALTH AND SAFETY POLICY

Statement

FAMILIES FIGHTING FOR JUSTICE recognises and accepts the responsibility to provide safe working conditions, and believe that promotion of Health and Safety measures is a mutual objective for management, employees, volunteers, trainees and visitors.

To that end, FAMILIES FIGHTING FOR JUSTICE will take steps, so far as reasonably practicable, to provide:

- A safe place to work, with safe access and egress.
- A Healthy working environment.
- Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own and others Health and Safety at work.

Whilst the company accepts that the general legal responsibility for the Health and Safety rests with them. It is also recognised that it is everyone's legal duty as laid down by section 7, of the Health & Safety at Work Act 1974, to take care of their own and other peoples Safety, and to co-operate with the organisation and its Advisors to enable it to carry out its responsibilities.

In particular staff have a duty to:

- Work safely, efficiently and without endangering the Health and Safety of themselves, their colleagues, the general public or any other person whom has a right of access to the organisations premises at any time.
- Adhere to Safety procedures laid down by FAMILIES FIGHTING FOR JUSTICE and to conform to all the instructions given by those with the responsibility for Health & Safety.
- Report all accidents at work, including injuries however slight to their Manager who will then inform the Health and Safety Advisor. It is the duty of the injured person to arrange for the details to be entered into the 'Accident Book'. It is the duty of the Site Managers to ensure that this is adhered to. Similarly, dangerous occurrences or accidents not resulting in injury should **always** are reported so that a reoccurrence may be prevented.

FAMILIES FIGHTING FOR JUSTICE, will under no circumstance tolerate any act of intimidation, intimidating situations, threats, potential violence or acts of violence to any member of staff

The Health and Safety Advisor will ensure that the accident reports meet statutory Safety obligations including that laid down in section 8 of the Act. This state's 'no person shall intentionally or recklessly interfere with or misuse anything provided in the interest of Health, Safety and welfare in pursuance of any relevant statutory provisions.'

All staff will be inducted into Health & Safety policy and made aware of their own responsibility as regards Health & Safety. It is the duty of the Site Manager to ensure each new staff member or volunteer is familiar with the Safety aspect of his or her job. A copy of this statement will be issued to The Chief Executive of FAMILIES FIGHTING FOR JUSTICE and copies will be readily available from him.

FAMILIES FIGHTING FOR JUSTICE will source information from the following authoritative bodies, professional Institutes and recognised organisations:

- HSE
- Environmental Health
- The Fire Officer
- Local Authority
- British Safety Council
- Institute of Occupational Safety & Health
- Chartered Institute of Environmental Health & Safety

The Organisations Health & Safety Advisor will review, update and constantly develop this working policy.

Signed.....

Mrs Jean Taylor

Date: 31st July 2019

Review Date: 31st July 2020

FAMILIES FIGHTING FOR JUSTICE

HEALTH & SAFETY POLICY

COMPANY POLICY FOR HEALTH & SAFETY AT WORK

Company Policy for Health & Safety at Work

1. General

The Health, Safety and welfare of employees, trainees, volunteers and visitors, is of prime importance to the company and is essential to the efficient operation of its undertaking. The responsibility for the Safety at work rests upon the Chief Executive. The Chief Executive will ensure that the policy is pursued throughout the company. The company will take all reasonable practicable precautions to ensure the Health, Safety and Welfare at Work of its employees, volunteers and visitors by providing:

- a) A safe working environment by the design, construction, operation and maintenance of all plant equipment and facilities.
- b) Safe systems of work.
- c) Adequate instruction, information, training and supervision.
- d) Control of all situations likely to cause damage to property and equipment.
- e) Effective facilities for the treatment of injuries that occur at work.
- f) Effective fire prevention and fire control procedure.
- g) Adequate facilities for consultation between the Chief Executive of FAMILIES FIGHTING FOR JUSTICE and its employees.
- h) The making of such tests, examinations, samples and records as are necessary to monitor the working environment. The results will be made known to The Chief Executive.

The company expects employees, volunteers and visitors to conform to this working policy and to comply with the relevant sections of the Health & Safety at Work etc. Act 1974, and to exercise reasonable care for their own Health & Safety and that of others who may be affected by their acts or omissions.

The overall responsibility for Health, Safety and Welfare of the company and its personnel is vested in the Chief Executive

The Chief Executive will give full backing to the Health and Safety Advisor of, whose function it shall be to monitor and operate the policy, and will support all those who endeavour to carry it out.

FAMILIES FIGHTING FOR JUSTICE reserve the right to review and update their policy periodically and as required by changes in legislation and applicable Regulations.

The Health & Safety Advisor will assist the Chief Executive by monitoring and reviewing the policy annually and periodically as updating and amendments are performed.

THE HEALTH & SAFETY AT WORK ETC ACT
1974

EMPLOYEES RESPONSIBILITIES

Employees have a duty to co-operate with their employer insofar as that employees must declare any information that will assist the employer to perform their business in a safe and healthy manner.

It is therefore reasonable for the employer to insist that the employee make known any condition whether medical or otherwise that may adversely affect the performance of the employee or that of others.

General duties of employees (s.7)

Two main duties are placed on an employee.

Section 7 (1)

To take reasonable care for the health & safety of them and that of others who may be affected by his acts or omissions at work.

Section 7 (2)

As regards any duty or requirement imposed on his employer or other person by or under any of the relevant statutory provisions, to co-operate with him insofar as is necessary to enable that duty or requirement to be performed by Families Fighting For Justice.

THE MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999

Employees' duties (Regulation 14)

Every employee shall inform his employer (or the person responsible for health & safety matters):

(a). Of any work situation which a person with his training and instruction would reasonably consider to represent a serious and immediate danger to health & safety.

(b). Of any matter which a person with his training and instruction would reasonably consider represented a shortcoming in the employers protection arrangement for health & safety.

(This duty arises insofar as the situation affects the employee's own health & safety, or arises out of his own activities at work).

The ACOP points out those employees have certain duties under s.7 of the HSWA, but this Regulation goes much further. The employee must report to his employer any work situation, which might give rise to a serious or imminent danger to himself or to others if it flows from the work activity. Further he should report shortcomings in the employer's arrangements even when no danger exists so that the employer can take remedial action.

Date 31st July 2019

Review Date 31st July 2020

FAMILIES FIGHTING FOR JUSTICE

HEALTH & SAFETY POLICY

COMPANY INDUCTION BRIEFING

Health, Safety and Welfare Induction

Nature of Company

All persons will be briefed on the nature of the Company and the reasons to their specific task.

Company Site Location and Boundary

All persons will be made familiar with their surroundings with reference being made to existing and proposed work to be carried out by FAMILIES FIGHTING FOR JUSTICE. The persons will be briefed as they are instructed in their specific task.

Working Hours

The company work hours are contained in the Contract of Employment.

Specific Working Areas and Clients Restrictions

All persons will be informed of restricted areas. This restriction must be adhered to (except in cases of emergency). If for any unforeseeable reason they require access, they will report to their Manager requesting permission.

Fire Prevention Regulations and Emergency Procedures

All persons will be briefed on the following areas

- Smoking
- Electricity
- Position of fire extinguishers, and fire call points.
- Fire escape procedure
- Fire escape route
- Location of the hose
- Nearest telephone point
- Accident procedures
- First Aid Boxes
- Name of First Aider and Appointed Person

In respect to working at various locations. It is the duty of the Manager or his delegated person to ensure that fire precautions are within current workplace regulations at those particular premises.

FAMILIES FIGHTING FOR JUSTICE

HEALTH & SAFETY POLICY

PROCEDURES, DUTIES AND RESPONSIBILITIES

NOTICE OF AGREEMENT

Procedures/ Duties and Responsibilities

The overall responsibility for the policy rests with the Chief Executive.

The Chief Executive will delegate some responsibilities for Health and Safety matters within the company.

The Chief Executive will be responsible for meeting any legal requirements in relation to the premises e.g. Fire Regulations and First Aid. It is recognised that in some instances Health and Safety matters will be dealt with immediately in view of risks.

The Health and Safety Manager will have the responsibility for the implementation of the policy.

The Chief Executive shall ensure co-operation and that all staff, volunteers, trainees and visitors comply with Health and Safety procedures in this policy. This includes the fabric of the building, heating, lighting and ventilation, security of the premises, electrical Safety, fire Safety and all other matters referred to.

Safety of Premises

Electricity and Lighting

The Chief Executive will ensure that lighting of offices, corridors, meeting rooms and stairways are adequate and suitable at all times when the building is in use.

Ventilation and Dust Control

The Chief Executive will ensure that adequate and suitable dust control and ventilation be used with particular emphasis in areas where equipment and appliances are used.

Maintenance

The Chief Executive will ensure that all equipment and appliances supplied by FAMILIES FIGHTING FOR JUSTICE and used by staff, trainees, volunteers and visitors is correctly used and regularly maintained.

The Chief Executive further accepts that all new and replacement equipment, appliances and substances incorporate the best practices on Safety and conform to all BS standards applicable.

Storage

The Chief Executive of FAMILIES FIGHTING FOR JUSTICE will ensure that all traffic routes and work permit areas are not cluttered with rubbish and such like. A safe means of storing materials and equipment will be provided. Staff or equipment will overcrowd no such office.

Guarding Excavations, Trap-ends and Openings

The Chief Executive will enforce Safety markings, barriers and guard-rails. They are to bring to the immediate attention any danger that could cause concern to the Health & Safety of any person on the premises. The above will conform to the current workplace (Health & Safety) Regulations 1992 Regulation 12 and 13. The barriers will be moved for supervised access purposes only. The above Regulations refer to the inside and outside boundaries of the premises, including the car park.

Body Protection

It is the intention of the Chief Executive to ensure that all persons are suitably dressed and fully protected for the task they are to perform. The current legislation is within the Health and Safety policy under the section Personal Protection Equipment Regulations 2002 (PPE).

Note: All Health and Safety legislation will be referred to during the Company Induction Programme.

NOTICE OF AGREEMENT

- a) A copy of this file is to be kept at each of the FAMILIES FIGHTING FOR JUSTICE administration offices at all times. A further copy of this document has been passed to the Chief Executive (Main Administration Base).
- b) This document is subject to updating as necessary and a formal annual review.
- c) All staff will read this document and persons authorised at the said Company, initially during induction, and then periodically as updating takes place.
- d) On induction each person will sign a certificate of compliance to the following:
 - I have read and fully understood the Health and Safety Policy Document of The Families Fighting For Justice
 - I agree to abide by their working health & safety policies and procedures

Signed.....

Name.....

Date.....

FAMILIES FIGHTING FOR JUSTICE

HEALTH & SAFETY POLICY

**THE MANAGEMENT OF HEALTH & SAFETY AT WORK
REGULATIONS 1999**

THE MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999

The Health & Safety (Young Persons) Regulations 1997 As amended 1999

FAMILIES FIGHTING FOR JUSTICE recognises the above regulation, with regard to;

- Particular risks to young persons
- What we need to do to comply with the Regulation
- Specific restrictions on the work of young persons
- Compliance to the provision and use of work equipment regulations 1998 to young persons

Risk Assessment, Regulation 3

Regulation 3 requires a sufficient risk assessment of the Health and Safety risks to employees and others, to be undertaken with the appropriate control measures to be put into place. Included in the regulation, **is Any Act of Violence at Work that causes injury to any employee**, which is reportable under the RIDDOR regulations 2013

Risk Assessment Recording, Regulation 4

See Risk Assessment sheet within the Health and Safety Policy.

Risk Assessment Appropriate Action, Regulation 5

The Chief Executive will be advised by the Health & Safety Advisor of the appropriate action to be taken from the information given by Regulation 3.

In adherence to the above Regulations FAMILIES FIGHTING FOR JUSTICE recognise their duty to the Young Person Regulations that are incorporated into the Management of Health & Safety Regulations 1999.

FAMILIES FIGHTING FOR JUSTICE

HEALTH & SAFETY POLICY

GENERAL RISK ASSESSMENT

RISK ASSESSMENT PROCEDURES

Who assesses risk?

FAMILIES FIGHTING FOR JUSTICE recognise their duty to assess hazards and risks to their employees and that of others. Site Managers and/or the Organisations Health & Safety Manager will perform and record such assessments.

What Risks will be assessed?

FAMILIES FIGHTING FOR JUSTICE will assess all hazards that have a potential to cause harm. All Site Managers have access to a competent Health & Safety Manager.

How thorough will the assessment be?

The Health & Safety Manager with competent and professional advice will assist the Site Managers.

When will assessments be performed?

Assessments will be performed prior to any change in operation, environment, individual or equipment. In general any type of change will require a new or revised assessment.

Will all assessments be recorded?

Yes all assessments are recorded and held in the appropriate document.

Reviewing the assessments

All assessments are reviewed annually and updated as required. Assessments are also monitored during Health & Safety performance audits.

What guidance is used during assessments?

The approved HSE guide 'Five Steps to Risk Assessment'
HSE 'A guide to Risk Assessments' INDG218

**FAMILIES FIGHTING FOR JUSTICE
GENERAL RISK ASSESSMENT**

Date.....

Hazardous Activity

Assessed Risk

Can Risk Be Eliminated **YES/NO** (delete)

Severity of Risk (Tick) High.....Medium.....Low.....

Likelihood of Occurrence High.....Medium.....Low.....

Risk High.....Medium.....Low.....

Where will risk occur?

When will risk occur?

Who will be affected?

Can risk be reduced? **YES/NO** (delete)

Method to Reduce Risk

.....
.....
.....
.....
.....
.....

Assessment of Risk

FAMILIES FIGHTING FOR JUSTICE

HEALTH & SAFETY POLICY

**THE WORKPLACE (HEALTH, SAFETY & WELFARE)
REGULATIONS 1992**

THE WORKPLACE (Health, Safety & Welfare) REGULATIONS 1992

Maintenance of Workplace, Equipment, Devices and Systems, Regulation 5

The Health & Safety Advisor will advise the Chief Executive with regard to the above regulation, to ensure its continuous and effective operation. The above will be identified by the Families Fighting for Justice - regulation 3 'Risk Assessment' of the Management of Health & Safety at Work Regulations 1992

Ventilation of the Workplace, Regulation 6

The Health & Safety Advisor will advise the Chief Executive with regard to the above regulation. The only exception being, where the use of breathing apparatus is necessary or specified. The Health & Safety Advisor will perform a risk assessment and meet periodically to discuss, check and record control methods applicable to regulation 6.

Temperature, Regulation 7

The Health & Safety Advisor will monitor temperatures during working hours by means of suitable thermometers in sufficient numbers.

Approved Code of Practice: 16 degrees Celsius and 13 degrees Celsius where physical effort is required.

Lighting, Regulation 8

Suitable and efficient natural light is achieved at FAMILIES FIGHTING FOR JUSTICE; however, due to atmospheric conditions artificial light source is readily available.

FAMILIES FIGHTING FOR JUSTICE

HEALTH & SAFETY POLICY

**THE HEALTH & SAFETY (DISPLAY SCREEN
EQUIPMENT) REGULATIONS**

2007

THE HEALTH & SAFETY (Display Screen Equipment) REGULATIONS 2007

Definitions

- USE:** In connection with work
USER: An employee who habitually uses display screen equipment as a significant part of his/his normal work.

Regulation 2

FAMILIES FIGHTING FOR JUSTICE will perform a suitable and efficient analysis of the workstations, as used by the users and operatives. The findings will be used to assess the Health and Safety risks to which the operatives are exposed as a consequence.

Regulation 3

FAMILIES FIGHTING FOR JUSTICE will adhere to the above regulation, which requires them to ensure that all workstations must meet the requirements to the schedule of the regulations. To include workstation, ergonomics, work chair, light and heating.

Regulation 4

FAMILIES FIGHTING FOR JUSTICE will ensure that the work schedule is planned in order to allow periodic interruptions in order to eliminate RSI (Repetitive strain injury), eyesight defects, fatigue and stress.

Regulation 5

FAMILIES FIGHTING FOR JUSTICE will allow any user the opportunity to have an appropriate eye test after a request and at recommended regular intervals.

Regulation 6

FAMILIES FIGHTING FOR JUSTICE will endeavour to provide adequate Health and Safety training in the use of any workstation that an employee is required to work on. Furthermore, Training and Risk Assessments including control measures will be ongoing. Should the workstation be modified in anyway Regulation 7 will ensure that regulations 5 & 6 respectively are adhered too.

FAMILIES FIGHTING FOR JUSTICE

HEALTH & SAFETY POLICY

**THE CONTROL OF SUBSTANCES HAZARDOUS TO
HEALTH REGULATIONS (COSHH)**

2002

THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002 (COSHH)

FAMILIES FIGHTING FOR JUSTICE intends to prevent workplace disease with the use of a control framework

ASSESSMENT

CONTROL

MAINTENANCE

MONITORING

Regulation 6

FAMILIES FIGHTING FOR JUSTICE recognises that a suitable assessment is an essential requirement. The assessment will be a systematic review of the substance present, to include its form, quantity, effects, storage, handling, transportation, its affect and for how long.

Regulation 7

The use of Personal Protective Equipment (PPE) to be used, including (Regulation 8) FAMILIES FIGHTING FOR JUSTICE shall ensure that the PPE is properly used and those employees must make full and proper use of what is provided.

Regulation 9

FAMILIES FIGHTING FOR JUSTICE will maintain its control measures in working order and good repair.

Regulation 12

Suitable information and training will be given to an employee who undertakes work that may expose them to a substance that is hazardous to Health.

FAMILIES FIGHTING FOR JUSTICE

HEALTH & SAFETY POLICY

THE PERSONAL PROTECTIVE EQUIPMENT REGULATIONS

1992

PERSONAL PROTECTIVE EQUIPMENT AT WORK REGULATIONS 1992 (PPE)

PLEASE NOTE THAT THE CHIEF EXECUTIVE REGARDS PPE AS A LAST RESORT. ALL EFFORT WILL BE MADE TO ENSURE THAT EVERY CONCEIVABLE CONTROL MEASURE IS EXHAUSTED.

Regulation 4

FAMILIES FIGHTING FOR JUSTICE will provide suitable PPE to each of its employees who may be exposed to any risk while at work, except where others have adequately controlled any such risk equally or by more effective means.

Regulation 6

The Manager, who will ensure it is used correctly, will supervise assessment of PPE.

Regulation 7

The Manager will ensure that all PPE is properly maintained and (Regulation 8) allow suitable accommodation for it to be stored correctly.

Regulation 9

FAMILIES FIGHTING FOR JUSTICE will ensure that adequate, appropriate, instruction and training will be readily available in the use of PPE.

Regulation 11

All employees must note that under the above regulation they are required to report any loss or defect of the equipment.

FAMILIES FIGHTING FOR JUSTICE

HEALTH & SAFETY POLICY

THE REGULATORY (FIRE SAFETY)

REFORM ORDER 2005

Fire Reform Order 2005

The(Fire Safety) Reform order 2005

Fire precaution procedure will vary from location to location and task to task. If the Chief Executive is in doubt about fire precautions he will contact the Local Fire Advisor or the Health & Safety Advisor for advice.

General procedure in the event of fire.

If you discover a fire:

- Immediately operate the nearest alarm
- Call the fire brigade
- Leave the building and report the fire
- **DO NOT RE-ENTER THE BUILDING**

Fire Drills

These will be organised by the Operations Director.

It is the intent that the company ensures that no staff member, trainee, volunteer or visitor attempt to fight any fire unless previously trained.

Appropriate Fire-fighting equipment is installed (as advised) throughout the premises

Appropriate Emergency routes and exits are provided, and appropriately signed.

All equipment and devices provided are subject to a suitable system of maintenance.

Regulatory Reform (Fire Safety) Order 2005

The Regulatory Reform Order may only be used to reform existing legislation; it cannot be used to create an entirely new provision. A new burden may be imposed if it is linked to the removal of other onerous burdens.

FAMILIES FIGHTING FOR JUSTICE recognise their responsibilities in ensuring that:

The responsible person will make a suitable and sufficient assessment of the risks to which relevant persons are exposed. It will be performed for the purpose of identifying the general fire precautions they need to take, and to

comply with the requirements and prohibitions imposed on their Organisation under the order.

The responsible person will take such general fire precautions as will ensure so far as is reasonably practicable, the safety of any of his employees, and in relation to relevant persons who are not his employees. He will take such general fire precautions as may reasonably be required in the circumstances of the case to ensure that the premises are safe. The general fire precautions to be taken include:

- Measures to reduce the risk of fire on the premises and the risk of fire spreading.
- Measures in relation to means of escape
- Ensuring that the means of escape can be used effectively and safely
- Measures in relation to fighting fires on the premises
- Measures in relation to detecting fires on the premises
- Measures in relation to detecting fires and giving warnings
- Measures in relation to action to be taken in the event of fire, including instruction and training of employees and mitigation of the effects of fire

FAMILIES FIGHTING FOR JUSTICE

HEALTH & SAFETY POLICY

THE HEALTH & SAFETY (FIRST AID) REGULATIONS

1981

THE HEALTH & SAFETY (First Aid) REGULATIONS 1981

First Aid

The Chief Executive or his nominee is responsible for ensuring the provisions below are implemented. The nominated persons are:

Individual Site Managers

The Health & Safety Advisor

Training

FAMILIES FIGHTING FOR JUSTICE will use HSE approved organisations for its training.

First Aiders / Appointed Persons

These may be volunteers and no special liability is added by these Regulations. Should they be sued for any reason in connection with going to help someone in the workplace, Employers Liability Insurance will cover it.

First Aid Boxes

The appointed person will ensure that all First Aid boxes contain only approved items and nothing else, and ensure that monthly checks are made of the contents.

It is not part of the First Aiders responsibility or function to advise individuals to take drugs or to give them out. There will be no drugs of any description kept for these purposes.

Records / Notices

Within various locations of FAMILIES FIGHTING FOR Justice notice with the following information will be displayed:

Name of First Aider / Appointed Person

Location of:

Nearest Eye Injury Unit

Nearest Casualty Dept

Nearest Burns Unit

Nearest Coronary Care Unit

Accident at Work – Recording

The Site Manager will be responsible for reporting all accidents, which happen within the boundaries of their specific Site.

It is the injured person's responsibility to enter the details of the accident into the Accident Book. It is the Site Managers responsibility to ensure that it has been entered.

All persons are to be made aware of the importance of registering accidents.

Dealing with Accidents at Work

All persons will be briefed on induction in:

- Accident prevention
- Where the nearest First Aid boxes are kept
- Who is the First Aider or Appointed person

Prevention

Falling causes many accidents at work. Be aware of this, and report the following to the Estates Manager

- Spilt liquids
- Worn floor covering
- Slippery floor surfaces
- Trailing telephone or electric leads
- Missing or damaged handrails
- Fallen materials

The above list is not exhaustive.

Updating & review

The Health & Safety Advisor will annually update and review the list of Appointed Persons and First Aiders

In the event of an accident, it is the Site Managers responsibility to inform the Operations Director or his nominated person. The Operations Director or his nomination will inform the Health & Safety Advisor with immediate effect.

FAMILIES FIGHTING FOR JUSTICE

HEALTH & SAFETY POLICY

**THE REPORTING OF INJURIES, DISEASES &
DANGEROUS OCCURANCES REGULATIONS (RIDDER)**

1995

THE REPORTING OF INJURIES, DISEASES & DANGEROUS OCCURRENCES REGULATIONS 1995 (RIDDOR)

The procedure for reporting deaths, major injuries and dangerous occurrences is set in detail in the company policy and associated documentation. A summary of the main requirements is set out below.

The following, must be reported immediately to the appropriate authority by the quickest practical method (usually by Telephone) and a report presented on the approved form within 10 days:

- Death of any person as a result of an accident at work.
- An accident to any person at work resulting in a major injury or serious condition specified in the Regulations.
- Any dangerous occurrences listed in the regulations (see summary below)

The H&S Manager will ensure:

- All fatal accidents must be reported to HM Coroner via the local Police Station.
The police have the right to investigate along with the Health & Safety Executive Inspectors.
- Form F2508 will be completed

Major injuries and serious conditions:

- Any fracture of any bones, other than to the fingers, thumbs or toes
- Any amputation
- Dislocation of the shoulder, hip, knee or spine
- Loss of sight (whether temporary or permanent) or any other listed eye injury
- Electric shock or burn causing unconsciousness, or requiring resuscitation, or hospitalisation for more than 24 hours
- Any injury leading to hypothermia, heat induced illness or to unconsciousness requiring resuscitation or admittance to hospital for more than 24 hours
- Acute illness or unconsciousness caused by any poisoning by any route
- Acute illness caused by exposure to material or biological agent.

Summary of reportable dangerous occurrences:

- Electrical short-circuit with fire or explosion
- Explosion or fire caused by any material resulting in any stoppage of work or plant for more than 24 hours
- Bursting, explosion or collapse, or fire involving a pipeline

Keeping records:

Records will be kept of all reportable deaths, injuries and dangerous occurrences. The particulars that will be kept are:

- Date and time of the accident or dangerous occurrences
- Injured person
- Full name and occupation
- Nature of injury

In the event of an accident to a non-employee

- Full name
- Status (e.g. Contractor, Staff, Customer, Visitor or Bystander)
- Nature of injury
- Place where accident or dangerous occurrences happened
- A brief description of the circumstances in which the accident or dangerous occurrences happened
- The date on which the event was reported to the enforcing authority
- The method by which the event was reported.

FAMILIES FIGHTING FOR JUSTICE would like it noted that the term “Accident” includes non-consensual physical violence done to a person at work.

Any assault on any employee is reportable under The RIDDOR 1995 Regulations, thus the Health and Safety Advisor will complete the appropriate form and forward it to the HSE who may fully investigate the matter. The Health and Safety Advisor will also complete an internal investigation.

FAMILIES FIGHTING FOR JUSTICE

HEALTH & SAFETY POLICY

THE ELECTRICITY AT WORK REGULATIONS

1989

THE ELECTRICITY AT WORK REGULATIONS 1989

FAMILIES FIGHTING FOR JUSTICE shall ensure that all equipment purchased by themselves for use by their employees shall meet all applicable BS standards and carry a CE mark of conformity.

Risk assessments and evaluations, will be performed by the Health & Safety Advisor.

FAMILIES FIGHTING FOR JUSTICE will require all employees, to make full and proper use of any electrical equipment or system provided by them. All employees authorised to use the equipment will undergo tuition and training from the Chief Executive or appropriate supervisor.

FAMILIES FIGHTING FOR JUSTICE insist that **under no circumstances** may any employee waged or unwaged, volunteer, trainee or visitor, attempt to operate any electrical equipment or tamper with any electrical circuits, unless they have been trained or under supervision from a competent person. This duty is in addition to the general duties of employees under Regulations 7 & 8 of the Health & Safety at Work Act 1974.

FAMILIES FIGHTING FOR JUSTICE

HEALTH & SAFETY POLICY

THE ELECTRICITY EQUIPMENT

(SAFETY) REGULATIONS

1994

THE ELECTRICITY EQUIPMENT (SAFETY) REGULATIONS 2016

FAMILIES FIGHTING FOR JUSTICE shall ensure that all equipment shall be:

- The **Electrical Equipment (Safety) Regulations 2016** implement the Directive into UK law. The **Regulations** apply to all **electrical equipment** that is designed or adapted for use between 50 and 1,000 volts (in the case of alternating current) and 75 and 1,500 volts (in the case of direct current) purchased after December 2016
- Safe
- Constructed in accordance with acceptable standards.
- Carry all applicable BS standards and a CE mark of conformity.
- Provide a level of protection to the user when connected to the electricity supply.

Risk assessments and evaluations, will be performed by the Health & Safety Advisor who may request assistance from a competent person.

FAMILIES FIGHTING FOR JUSTICE forbid any employee, visitor, volunteer, trainee or work placement to tamper or interfere with any electrical circuitry or equipment. The appropriately qualified and competent persons will receive authorised instruction from the Operations Director or Building Manager to perform such works.

FAMILIES FIGHTING FOR JUSTICE

HEALTH & SAFETY POLICY

THE GAS SAFETY (MANAGEMENT)

REGULATIONS 1996

THE GAS SAFETY (MANAGEMENT) REGULATIONS 1996

Regulation 7 (1). Gas escape

FAMILIES FIGHTING FOR JUSTICE recognises that Transco has an absolute duty to provide a continuously staffed telephone service within Great Britain.

Regulation 7 (7). Responsible person

FAMILIES FIGHTING FOR JUSTICE shall ensure that if their responsible person for their premises knows of or has reason to suspect that gas is escaping from a gas fitting in those premises supplied with gas from a network, they shall immediately take all reasonable steps to cause the supply to be shut off at such a place as may be necessary to prevent further escape of gas.

Regulation 7 (8). Notify Transco

If gas continues to escape into the premises after the supply has been shut off or if the smell of gas persists, the responsible person carries the responsibility to immediately give notice to Transco.

Regulation 7 (9). Reconnection

Where an escape of gas has been stopped by shutting off the supply, no person shall cause or permit the supply to be re-opened, (other than in the cause of a repair by a competent person), until all necessary steps have been taken to prevent a recurrence of such escape.

In the event of an emergency evacuation.

No person shall re-enter a building following an evacuation that has resulted from a proven or suspected gas leak/escape. The following persons will authorise re-entry into the building:

1. A Transco Engineer
2. Fire Advisor or HSE Inspector (If in attendance)
3. An Operations Director
4. The Health & Safety Advisor

FAMILIES FIGHTING FOR JUSTICE

HEALTH & SAFETY POLICY

THE NOISE AT WORK REGULATIONS 2005

THE NOISE AT WORK REGULATIONS 2005

FAMILIES FIGHTING FOR JUSTICE will ensure that all reasonably practical methods will be used to ensure that noise is kept to a minimum both in the office and scheduled places of work.

Risk assessments will be carried out by the Site Manager or the Health & Safety Advisor.

FAMILIES FIGHTING FOR JUSTICE recognises that a competent person using the appropriately calibrated noise metering equipment must perform evaluations and monitoring.

FAMILIES FIGHTING FOR JUSTICE

HEALTH & SAFETY POLICY

**THE MANUAL HANDLING OPERATION REGULATIONS
1992**

THE MANUAL HANDLING REGULATIONS 1992 amended in 2002

The Manual Handling Operations Regulations 1992, as amended in 2002 ('the Regulations') apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying.

The Regulations require employers to:

- avoid the need for hazardous manual handling, so far as is reasonably practicable;
 - assess the risk of injury from any hazardous manual handling that can't be avoided;
- and
- reduce the risk of injury from hazardous manual handling, so far as is reasonably practicable. This is a web-friendly version of leaflet INDG143(rev3), published 11/12 Health and Safety Executive Manual handling at work: A brief guide Page 2 of 10
- These points are explained in detail under 'Avoiding manual handling' and 'Assessing and reducing the risk of injury'

Employees have duties too.

They should:

- follow systems of work in place for their safety;
- use equipment provided for their safety properly;
- cooperate with their employer on health and safety matters;
- inform their employer if they identify hazardous handling activities;
- take care to make sure their activities do not put others at risk.

Avoiding manual handling Check whether you need to move it at all For example:

- Does a large work piece really need to be moved, or can the activity (eg wrapping or machining) be done safely where the item already is?

Controlling the risks

As part of managing the health and safety of your business, you must control the risks in your workplace. To do this you need to think about what might cause harm to people and decide whether you are doing enough to prevent harm. This process is known as a risk assessment and it is something you are required by law to carry out. A risk assessment is about identifying and taking sensible and proportionate measures to control the risks in your workplace, not about creating huge amounts of paperwork. You are probably already taking steps to protect your employees, but your risk assessment will help you decide whether you should be doing more. Think about how accidents and ill health could happen and concentrate on real risks – those that are most likely and which will cause the most harm.

The following might help:

- Think about your workplace activities, processes and the substances used that could injure your employees or harm their health. Health and Safety Executive Manual handling at work: A brief guide Page 3 of 10
- Ask your employees what they think the hazards are, as they may notice things that are not obvious to you and may have some good ideas on how to control the risks.
 - Check manufacturers' instructions or data sheets for chemicals and equipment, as they can be very helpful in spelling out the hazards.
- Some workers may have particular requirements, for example new and young workers, migrant workers, new or expectant mothers, people with disabilities, temporary workers.

Having identified the hazards, you then have to decide how likely it is that harm will occur. Risk is a part of everyday life and you are not expected to eliminate all risks. What you must do is make sure you know about the main risks and the things you need to do to manage them responsibly. Generally, you need to do everything reasonably practicable to protect people from harm. Make a record of your significant findings – the hazards, how people might be harmed by them and what you have in place to control the risks. Any record produced should be simple and focused on controls. If you have fewer than five employees you do not have to write anything down. But it is useful to do this so you can review it at a later date, for example if something changes. If you have five or more employees, you are required by law to write it down.

FAMILIES FIGHTING FOR JUSTICE

HEALTH & SAFETY POLICY

**THE PROVISION & USE OF WORK EQUIPMENT
REGULATIONS 1998**

THE PROVISION & USE OF WORK EQUIPMENT REGULATIONS 1998

Regulation 4

FAMILIES FIGHTING FOR JUSTICE will ensure that work equipment supplied by them is suitable for the purpose for which it is used.

Regulation 5

FAMILIES FIGHTING FOR JUSTICE will ensure that the equipment is maintained, Further, (Regulation 7) users and supervisors will be given sufficient Health & Safety information and written instructions (if applicable) to the work equipment.

Regulation 11

FAMILIES FIGHTING FOR JUSTICE will take all reasonably practical measures to prevent access to dangerous parts of machinery; these measures will consist of guards and Safety devices as far as practicable.

Regulation 19

All work equipment supplied by FAMILIES FIGHTING FOR JUSTICE will have a means to isolate it from its means of energy. This will be visible, identifiable and accessible and all authorised users will be informed of the above.

Regulation 21

FAMILIES FIGHTING FOR JUSTICE will ensure that all places where work equipment is to be used will be suitably and sufficiently lit.

Regulation 24

All warnings will be appropriate for Health & Safety Regulations.

FAMILIIES FIGHTING FOR JUSTICE

HEALTH & SAFETY POLICY

THE CONTROL OF ASBESTOS REGULATIONS 2012

THE CONTROL OF ASBESTOS REGULATIONS 2012

Control of Asbestos Regulations 2012

The Control of Asbestos Regulations 2012 (COAB) are designed to ensure the safe handling of asbestos, both for the benefit of those handling it, and the general public in the surrounding area.

Who has a duty to manage asbestos under COAB?

- Building owners
- Building managers, even if you have no formal contract to manage it
- If you are responsible for the building by way of a contract or tenancy agreement
- Those who have a duty to manage asbestos under COAB are called 'Duty Holders'.

What buildings are affected by COAB?

- Non-domestic buildings of any type
- Common areas of domestic buildings (e.g. stairwells, lift shafts, roof spaces)

All other domestic buildings are not affected.

What duties are imposed by COAB on Duty Holders?

1. You must find out if there is asbestos in the premises, its location and its condition. If a material may contain asbestos, you should assume that it does unless you have strong evidence to the contrary.
2. You must make and keep up to date a written record of the location and condition of any asbestos containing (or potential asbestos containing) materials in your property
3. You must assess the risk from any such material and plan how to manage that risk.
4. You must actively manage any risk caused by asbestos containing (or potential asbestos containing) materials.
5. You must provide this information to anyone who is working on and / or is likely to disturb that material.

How to identify asbestos

- Sprayed asbestos was used as fire protection in ducts and ceiling voids

- Lagging containing asbestos was used as thermal insulation for pipes and boilers
- Asbestos insulating boards were used as fire protection in wall partitions and ducts
- Asbestos cement products were used in water tanks and roofing
- Products containing asbestos were used in decorative plaster and paints
- Bitumen containing asbestos was used in roofing felt and ceiling tiles

If you suspect that asbestos is in your property, particularly if you plan to carry out renovation works, it is often best to instruct a specialist to carry out an asbestos survey. Organisations that sample and analyse asbestos are accredited by the United Kingdom Accreditation Service (UKAS). A list of UKAS accredited experts can be found at www.ukas.com/tools/contact-ukas.asp.

What to do if asbestos is discovered

If you discover asbestos in your premises, what action(s) you take will depend upon its condition.

Good condition:

- Monitor the condition of the material at regular intervals
- Where practical, label the material as containing asbestos
- Inform any contractor who is likely to work on or disturb the material about your concerns

Minor damage:

- Repair the material
- Monitor the condition of the material at regular intervals
- Inform any contractor who is likely to work on or disturb the material about your concerns

Poor condition:

- Any asbestos in poor condition should be removed by a suitably experienced and accredited contractor.

Likely to be disturbed:

- No matter what condition asbestos or asbestos containing products are in, if they are likely to be disturbed, they should be removed by an accredited contractor for safety reasons.

FAMILIES FIGHTING FOR JUSTICE

HEALTH & SAFETY POLICY

THE CONTROL OF WORK RELATED ROAD SAFETY

2005

THE CONTROL OF WORK RELATED ROAD SAFETY 2005

HASAW Act 1974. (S2)

FAMILIES FIGHTING FOR JUSTICE recognises the Health & Safety At Work Act 1974 (S2), which requires them to ensure, so far as is reasonably practicable the Health and Safety of all employees while at work. This Act is intended to ensure that the public and other road users are not put at risk by work related driving activities.

Management of Health & Safety Regulations 1999. (S3)

Under the above Regulations FAMILIES FIGHTING FOR JUSTICE recognise their responsibility to ensure that work related driving risk assessments are performed by Site Managers (where Sites require employees to perform driving duties as part of their normal working duties).

Provision and Use of Work Equipment Regulations 1998 (PUWER)

FAMILIES FIGHTING FOR JUSTICE will ensure that any vehicle used for work purposes that is supplied by them will be suitable for its intended purpose, (Provision & Use of Work Equipment Regulations 1998)

(PUWER) Regulation 5

FAMILIES FIGHTING FOR JUSTICE will ensure that all of their company owned vehicles are maintained.

(PUWER) Regulation 7

Site Managers will ensure that users will be given sufficient Health & Safety information and written instructions (if applicable) to the familiarisation of the vehicle and its equipment.

Site Managers will evaluate the following risks:

The Driver – Competency

The Vehicle – Suitability *

The journey – Routes, scheduling, time, distance, weather conditions

Driving hours.

* Suitability of privately owned vehicles that are used for business use.

Do private vehicles carry the correct insurance and road licence?

Do private vehicles over 3 years old carry an appropriate MOT certificate?

It is the responsibility of Site Managers to ensure that staff who use their privately owned vehicles for company use, perform annual checks on the correct vehicle documentation. For example:

- The Correct insurance that covers business use
- A valid MOT Certificate (If applicable)
- A current road fund licence (Tax disc)
- A full driving licence

Site Managers must also ensure that company owned vehicles are not used for personal use without prior authorisation from their Site Manager. Staff will be made aware that personal use of company vehicles may lead to changes in a person's rate of tax.

FAMILIES FIGHTING FOR JUSTICE

HEALTH & SAFETY POLICY

THE CONTROL OF WORK RELATED SOLVENTS

2005

THE CONTROL OF WORK RELATED SOLVENTS 2005

HASAW Act 1974 (S2)

FAMILIES FIGHTING FOR JUSTICE recognises the Health & Safety At Work Act 1974 (S2), which requires them to ensure, so far as is reasonably practicable the Health and Safety of all employees while at work. This Act is intended to ensure that employees, the public and others are not put at risk by work related use of solvents.

Management of Health & Safety Regulations 1999 (S3)

Under the above Regulations FAMILIES FIGHTING FOR JUSTICE recognise their responsibility to ensure that work related use of solvent risk assessments are performed by Site Managers (where Sites require employees to use such chemical substance as part of their normal working duties).

FAMILIES FIGHTING FOR JUSTICE will make known to all employees that different solvents may affect Health in a variety of ways. Short-term effects include:

Irritation, headache, nausea, dizziness and breathing problems.

FAMILIES FIGHTING FOR JUSTICE will make known to all employees how solvents can enter the body.

All employees will receive an initial induction and training prior to the use of solvents.

Comprehensive risk assessments will be performed.

Water and cleaning solutions will be readily available for all employees.

FAMILIES FIGHTING FOR JUSTICE will supply PPE and ensure that it is readily available for all employees. (PPE Regulations 1992).

FAMILIES FIGHTING FOR JUSTICE will ensure that the Workplace (Health & Safety) Regulations 1992 will be in force during any solvent operations.

FAMILIES FIGHTING FOR JUSTICE

HEALTH & SAFETY POLICY

THE FOOD SAFETY REGULATIONS

1995

(General Food Hygiene)

THE FOOD SAFETY REGULATIONS (General food hygiene) 1995

Management of Health & Safety Regulations 1999 (S3)

Under the above Regulations FAMILIES FIGHTING FOR JUSTICE recognise their responsibility to perform risk assessments relating to general food hygiene.

The Food Safety (General Food Hygiene) Regulations 1995

FAMILIES FIGHTING FOR JUSTICE will ensure that food –

- Preparation – Processing – Manufacturing – Packaging – Storing – Transportation – Distribution and Sale are carried out in a hygienic manner.

All employees will receive an initial induction and training prior to the preparation of food for human consumption.

A competent person will hold certified accreditation in the appropriate food preparation qualifications.

Water and cleaning solutions will be readily available for all employees.

FAMILIES FIGHTING FOR JUSTICE will supply PPE and ensure that it is readily available for all employees. (PPE Regulations 1992).

Food Safety (Temperature control) Regulations 1995

The temperature of food is controlled by the above Regulations.

FAMILIES FIGHTING FOR JUSTICE shall ensure that certain temperatures will be achieved and maintained during various related food processes and preparation.

Dermatitis

The Management of Health & Safety at Work Regulations 1999 and the Control of Substances Hazardous to Health 2005 require FAMILIES FIGHTING FOR JUSTICE to assess whether dermatitis is a risk. If an employee suspects that they are suffering from work related/occupational dermatitis, they must inform the Health & Safety Advisor who will request a doctor's confirmation. The Health & Safety Advisor must report any

confirmation to the HSE or the Environmental Agency under the RIDDOR Regulations 1995.

The most Senior Manager carries overall responsibility for the Health, Safety and welfare of:

- Employees
- Visitors
- Contractors
- Volunteers
- Members of the public.

Government authoritative bodies perform Fire, Environmental and Health & Safety enforcement for example:

HSE

Environmental Authority

The Local Fire Officer

Signed.....

JEAN TAYLOR

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