




NAME	Health and Safety Policy		CODE	VERSION	DATE
			POL_HEALTH	4	June 2019
Purpose	Porchlight will ensure, so far as reasonably practical, the health, safety and welfare of staff, volunteers and others that may be affected by Porchlight's undertakings.				
Scope	Employees, volunteers and those affected by Porchlight's undertakings.				
Inputs	The Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and other supporting Regulations.				
Outputs	All health and safety procedures as outlined in the arrangements section of the policy				
Author	Head of H&S	Review Date:	June 2020	Approved by:	Board
Statement of Intent	<p>This policy recognises that effective health and safety management is critical to prevent injury and ill-health whilst also ensuring the long-term sustainability of the charity through risk mitigation and the procurement of new contracts and funding. Therefore, Porchlight will ensure, so far as reasonably practical, the health, safety and welfare of staff, volunteers and others that may be affected by its undertakings as required by the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and other supporting Regulations. Porchlight will also follow relevant Approved Codes of Practices and Guidance Notes published by the Health and Safety Executive.</p> <p>Porchlight is committed to:</p> <ul style="list-style-type: none"> • The provision and maintenance of safe plant and systems of work that are without risk to health. • Safe use, handling, storage and transportation of articles and substances. • The provision of information, instruction, training and supervision to ensure the health and safety of employees. • Maintaining safe places of work and accommodation that are without risk to health. • The provision of safe access and egress to all sites. • The provision of adequate welfare facilities. • Consulting employees, volunteers and service users about matters that affect their health and safety through health and safety representatives. • The provision of access to competent persons for providing health and safety advice. • Systematically identifying and assessing risk and implementing controls by conducting suitable and sufficient risk assessments. • Investigating accidents and ill-health. • Implementing emergency procedures. <p>Porchlight's health and safety objectives over the next 12 months are to:</p> <ul style="list-style-type: none"> • Implement the health and safety action plan • Implement a dedicated housing management team to effectively manage health and safety in accommodation. <p>Signed: </p> <p>Mike Barrett, Chief Executive</p> <p>Date: 21st June 2019</p>				



Organisation

All employees and volunteers have either specific duties or general duties relating to health and safety. Responsibilities are outlined as follows:

- **Board of Trustees:**
 - the board is ultimately responsible for health and safety and must ensure that its decisions support Porchlight's health and safety objectives. The board must allocate adequate resources to ensure the successful implementation of Porchlight's health and safety management system.
 - The board will appoint a lead trustee for health and safety.

- **Chief Executive:**
 - the CEO is responsible for ensuring that health and safety issues are sufficiently addressed by the board and at all levels of the organisation. The CEO will allocate adequate resources to ensure the successful implementation of Porchlight's health and safety management system and ensure senior managers and others undertake their duties in accordance with policy and procedure.

- **Director of Operations:**
 - Support the CEO in meeting their duties by advocating the health and safety management system and encouraging a positive and proactive health and safety culture.
 - Ensure arrangements are suitable and sufficient to comply with health and safety regulations and support Porchlight's health and safety objectives.
 - Chair the Health and Safety Working Group.
 - Provide regular health and safety reports to the board of directors.

- **Head of Health & Safety**
 - Act as Porchlight's competent person for health and safety by providing professional advice.
 - Support the Director of Operations by reporting on the performance of the health and safety management system.
 - Assist Heads of Service with the development and review health and safety policies and procedures.
 - Monitor compliance with policy and procedure by inspecting offices and projects.
 - Review the quality of inspections and risk assessments.
 - Reviewing accident and incident records, including near misses, and monitoring trends.
 - Oversee arrangements for the management of contractors and ensure compliance with the Construction (Design and Management) Regulations 2015.



- Heads of Services
 - Ensure arrangements within their services are suitable and sufficient to support the implementation of Porchlight's health and safety management system and achieve its health and safety objectives.
 - Ensure sufficient resources and information, instruction, training and supervision are provided to implement the arrangements.
 - Communicate and consult with employees.
 - Monitor the effectiveness of the arrangements.

- Line Managers
 - Ensure direct reports are provided with sufficient information, instruction, training and supervision to implement the arrangements and discharge their duties.
 - Support direct reports by addressing any health and safety concerns that they raise in a timely manner.

- Health and safety representatives
 - Represent employees at the Health and Safety Working Group meetings and other forums as appropriate.
 - Actively participate in consultation on matters affecting health and safety.

- Fire Wardens
 - Supervise fire and emergency arrangements for their nominated area.

- First aiders: administer first aid, fill in accident records, restock first aid kits.

- All employees & volunteers
 - Take reasonable care for the health and safety of themselves and of other persons that may be affected by their acts or omissions at work.
 - Co-operate with Porchlight's policies, procedures and instructions to enable the charity to fulfil its legal duties.



Arrangements

Porchlight recognises that there are significant hazards associated with its work activities and commits to controlling these, as far as reasonably practical, so that the residual level of risk is low. The primary sources of risk are:

- Violence and aggression
- Lone working
- Hazards associated with conducting maintenance activities (working at height, exposure to substances hazardous to health and manual handling).
- Fire

All arrangements for managing health and safety risks are outlined in the procedures below which contain rules, guidance and supporting reference materials including ACOP's and Guidance Notes provided by the HSE.

Accident and incident reporting and investigation:

- PRO_SAFETY_2 Incident & RIDDOR procedure
- Procedures for reporting all accidents and other incidents including near misses and RIDDOR, internally and to external stakeholders such as the Health and Safety Executive, insurers and contractual partners including the KCC. Includes incident investigation procedures.

Aggression and violence at work:

- PRO_HEALTH_3 Management of violence in the workplace
- Procedures for managing risks associated with physical violence, abuse and threatening behaviour that may be encountered by staff whilst carrying out their duties as well as reporting and monitoring of these incidents.

Alcohol and drugs

- PRO_HWB_STAFF_13 Alcohol & drugs procedure
- Procedures regarding the misuse of alcohol and drugs in relation to work and support for staff who have disclosed substance abuse.

Asbestos Management

- PRO_HEALTH_28 Asbestos Management
- Procedure to identify, assess, control and monitor the risks associated with exposure to asbestos fibres released by disturbance of deterioration of asbestos containing materials.

Consultation & health and safety representatives

- PRO_HEALTH_26_ Health and Safety Consultation
- The primary purpose of the working group is to provide a mechanism for communication and consultation on health and safety issues between all levels of employees throughout the organisation.

Contractor management:



- PRO_INFO_4 external suppliers and contractors procedure
- Procedures for selecting contractors based on their health and safety merits and for managing contractors carrying out work on premises controlled by Porchlight.

Control of substances hazardous to health (COSHH).

- PRO_HEALTH_12 Control of substances hazardous to health (COSHH)
- Procedures to identify, assess, control and monitor the risks to health from exposure to hazardous substances which may include those used in or produced by work activities.

Display screen equipment (DSE):

- PRO_HEALTH_10 Working with display screen equipment (DSE)
- Procedures for minimising pain and disorders attributable to poorly designed workstations or incorrect use of DSE including PCs, laptops, tablets and smartphones.

Electrical safety:

- PRO_HEALTH_13 Electrical safety
- provides general precautions for staff working around electricity as well as requirements for portable appliance testing (PAT) and fixed electrical installations in buildings.

Emergency procedures and first aid:

- PRO_HEALTH_7 First aid at work
- Business Continuity and Disaster Recovery Plan.
- Procedures for the provision of first aid kits and restocking, competent persons for administering first aid and reporting procedures.
- Procedures for what to do in the event of reasonably foreseeable emergencies.

Fire procedures:

- PRO_HEALTH_6 fire safety
- Procedures relating to risk assessments, provision and maintenance of fire detection and firefighting equipment, information for staff and service users and general fire safety precautions.

Infectious diseases:

- PRO_HEALTH_4 Infection Control
- Procedures to protect staff from being infected by infectious diseases, such as Hepatitis, whilst carrying out their duties. Potential sources of risk include needle stick injuries and exposure to bodily fluids whilst cleaning.

Legionella:

- PRO_HEALTH_27 Water Hygiene & Legionella



- Procedures to assess, prevent and control the risk of Legionella bacteria associated with hot and cold water systems.

Lone working:

- PRO_SAFETY_4 Lone working
- Procedures for the avoidance of lone working, as far as reasonably practical, and risk mitigation when lone working is unavoidable.

Maintenance:

- PRO_SAFETY_7 Maintenance
- Procedures outlining maintenance requirements, responsibilities and recording.

Manual handling

- PRO_HEALTH_8 manual handling
- Procedures to mitigate injuries, as far as reasonably practical, from manual handling activities including lifting, lowering, pushing, pulling or carrying.

PUWER & power tools

- PRO_SAFETY_9 Use of power tools
- The Provision and Use of Work Equipment Regulations 1998 (PUWER) places duties on anyone who owns, operates or controls work equipment. Porchlight's procedure primarily relates to the safe use of power tools that will predominantly be used by the Maintenance Team. It contains procedures for selecting the right equipment for the task, maintaining and inspecting the equipment and ensuring it is used by competent persons.

Risk assessments

- PRO_HEALTH_20 Risk assessments
- PRO_SAFETY_6 Risk assessment of service users.
- PRO_HEALTH_22 Risk assessments for new and expectant mothers.
- Procedures for identifying and assessing potential sources of harm, who might be harmed and how, and implementing controls, as far as reasonably practical, so that the residual level of risk is low.

Stress from work activities

- PRO_HWB_STAFF_6 Management of stress at work
- Procedures to proactively identify, assess and control foreseeable causes of work related stress and the provision of support to staff experiencing work related stress.

Training

- Training Prospectus
- PRO_LEARN_1 Learning and development procedures



- Details of mandatory training to ensure staff are competent and can discharge their health and safety duties.

Wellbeing

- PRO_HWB_STAFF_11 Flexible working procedure
- Procedures to provide flexible working arrangements.

Working at height

- PRO_SAFETY_8 Working at height procedure
- Procedures for the effective use of ladders and access equipment for low risk activities completed by Porchlight staff and criteria for engaging contractors to complete higher risk tasks.