



Health & Safety Policy

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CHUMS
Mental Health & Emotional Wellbeing Service
For Children & Young People
Health & Safety Policy



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Policy Summary

This policy should be read in conjunction with CHUMS Risk Policy. The CEO is ultimately responsible for discharging the responsibilities as an employer under the Health and Safety at Work Act 1974. However, *all* staff are responsible for ensuring that they:

- Comply with this policy and any other policies/procedures in place to ensure safe and healthy working
- To take reasonable care of themselves and others who may be affected by their acts or omissions
- To follow established safe methods of working and report any concerns or unsafe practices
- To use the accident and incident reporting procedures
- To use safety equipment and/or protective clothing where provided
- To participate in emergency practices such as fire drills
- To undertake and participate in appropriate Health and Safety training

Wherever the term staff is used in this document, it can be taken to apply to volunteers and anyone working/providing services to CHUMS.

Occupational Health

- Occupational Health services are provided through a Service Level Agreement with Luton and Dunstable Hospital
- Occupational Health is accessed by staff through their appropriate manager

Risk Assessments

Managers, or their nominated representative, have a duty to carry out risk assessments as required within their area of responsibility, and to record this information. They must also ensure that any necessary actions identified as a result of the risk assessment are carried out within a targeted timeframe which is reviewed and monitored.

Display Screen Equipment Assessments (DSE)

Under the Display Screen Equipment Regulations (DSE), all 'users' as defined by the regulations (i.e. those using computers for more than an hour a day, or who rely on a computer to do their job), should let their immediate manager know if they have any issues relating to the use of DSE, the first time they begin work and before using a computer.

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Electricity at Work

The premises remain the responsibility of the site manager of the landlord, Wrest Park Enterprise. CHUMS are ultimately responsible for ensuring that all electrical equipment within its own demise is appropriately tested, in accordance with HSE and IET (since 2006) recommendations, by a qualified person, marked and a record kept of the results.

Where it is necessary to use electrical equipment on sites, then only low voltage (110 volts) or battery-operated equipment shall be used. If this is not practicable the equipment shall be protected at the nearest possible point by an appropriate Residual Circuit Device (RCD) or similar.

The use of staff's own electrical equipment is not be permitted, under any circumstances.

Any concerns for the common parts of the building should be raised with the Risk Lead or Site Manager.

First Aid Arrangements

First Aid boxes are provided within the workplace. Details of the location of First Aid boxes and identification of First Aiders will be displayed within work areas. Managers are responsible for ensuring and maintaining adequate First Aid arrangements.

Fire Evacuation Procedures

CHUMS has nominated Fire Wardens who will act as Search Officers for CHUMS in the event that it is necessary to evacuate the building. All staff will be made aware of the evacuation procedure, and on the sounding of the alarm they shall leave the building by the nearest exit and assemble at their designated point, until the all-clear is given. Local evacuation procedures shall apply.

Under no circumstances should any person put themselves or others at risk during the search and evacuation.

Testing of fire alarms shall take place on a regular basis. Staff are required to comply with fire drills which should take place at least once every six months. The site manager of the landlord, Wrest Park Enterprise is responsible for the maintenance and servicing of the fire alarm system. (see CHUMS Fire Safety Policy/Procedure)

Smoking Policy

CHUMS operate a no smoking policy. Staff are not permitted to smoke or Vape in the building, this should take place in the designated smoking areas.

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Accident/Incident Reporting Procedures

The prevention of accidents should be the objective of all staff, and most accidents can be avoided if the correct procedures are followed. Should an accident occur, and you are injured at work you are required by law to inform your employer who will record the information in the Accident Book in line with the local reporting procedures.

In the event of a serious accident the CEO, or nominated manager, must be informed immediately and no member of staff or other person must touch or move any equipment associated with the accident without permission being given.

See additional guidance under:

RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)

<S:\Governance\RISK MANAGEMENT\Risk\Health & Safety\Riddor Guidance HSE 2013.pdf>

and **RIDDOR Covid Guidance**

<S:\Governance\RISK MANAGEMENT\Risk\Health & Safety\RIDDOR COVID GUIDANCE.docx>

Visitors to Premises

Section 3 of the Health and Safety at Work Act 1974 imposes a duty on CHUMS to conduct its business in such a way as to ensure that persons not in its employment are not exposed to risks to their health and safety whilst on its premises. Section 4 extends this duty to the controllers of premises, who must inform visitors of particular hazards they might expect to encounter and appropriate precautions that must be taken in their areas of responsibility. All visitors must report their arrival to reception when entering the building and be issued with an authorised visitor pass. In the event of an emergency, staff must guide and escort all visitors to a place of safety.

Workplace Inspection and Safety Audits

These may be carried out on a regular basis by the Risk and Security Lead.

Staff Awareness Training

Staff will receive Health and Safety training as appropriate. All new staff receive mandatory Health and Safety training as part of the induction process and at the earliest opportunity.

Safe Working Practices

If any member of staff has any doubts about a Health and Safety issue they should report it to their direct manager immediately. If no resolution is achieved through this route then they should raise it with the CEO, or through the grievance procedure.

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Home Working

The Health and Safety at Work Act 1974 applies to home workers as well as to staff in the workplace and therefore a suitable and sufficient risk assessment should be undertaken (Section 2.27 refers).

Pregnant Workers

CHUMS accepts that certain tasks, environmental factors and hazardous substances are potentially dangerous to female staff (or their unborn child or new baby) who are pregnant or who are defined as being 'new mothers'.

A member of staff or new mother must notify their immediate manager as soon as they receive medical confirmation of their pregnancy (section 2.14 handbook refers).

On receipt of this notification, a risk assessment will be carried out taking into account her job, environment and substances she may be exposed to, to ensure that there is no greater risk 'at work' than when away from work. Appendix A refers.

Where personal circumstances change during pregnancy, women must notify their manager if the risk assessment needs to be reviewed.

To be used in conjunction with various other policies which cover specific areas of risk

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Appendix A

Risk Assessment Form

Employee name	
Managers name	
Date of risk assessment	

Physical risks	No	Yes – how to rectify?
<p>Movements and postures</p> <p>Standing – continuous standing during the working day may lead to dizziness, faintness and fatigue. It can also lead to increased risk of premature childbirth and miscarriage.</p> <p>Sitting – Pregnancy specific changes pose a relatively high risk of thrombosis or embolism, particularly with constant sitting. In the later stages of pregnancy, women are more likely to experience backache, which can be intensified by remaining in a specific position for a long period of time.</p> <p>Confined space – It is hazardous working in confined workspaces, or with workstations which do not adjust sufficiently to take account of increased abdominal size, particularly during the later stages of pregnancy. This may lead to strain or sprain. Dexterity, agility, co-ordination, speed of movement, reach and balance may need consideration.</p> <p>Manual Handling – Pregnant workers are especially at risk from manual handling injury.</p> <p>Shocks and vibration – Regular exposure to shocks, low frequency vibration or excessive movement may increase the risk of miscarriage.</p> <p>Noise – Prolonged exposure to loud noise may lead to increased blood pressure and tiredness.</p> <p>Ionising radiation – Significant exposure to ionising radiation can be harmful to the unborn child.</p> <p>Non-ionising electromagnetic radiation – Over exposure to radio frequency radiation could cause harm by raising body temperature.</p>		

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Biological or Chemical Agents – Infectious diseases – New and expectant mothers at work for reference		
	No	Yes – How to rectify
Is expectant or new mother exposed to any biological or chemical agents that may create a risk?		
	No	Yes – How to rectify
<p>Examples include:</p> <p>Mercury and mercury derivatives</p> <p>Chemical agents that may be absorbed through the skin (this includes some pesticides).</p> <p>Carbon Monoxide exposure</p> <p>Lead and lead derivatives – in so far as these agents are capable of being absorbed by the human organism.</p>		
Working Conditions new and expectant mothers at work		
	No	Yes – How to rectify
<p>Facilities</p> <p>Resting facilities – rest is important for new and expectant mothers, is there a facility, if needed, where she can sit down comfortably with privacy and without disturbance.</p> <p>Hygiene facilities – Easy access to toilets (and associated hygiene facilities).</p> <p>Mental and physical fatigue and working hours – Because they suffer from increasing tiredness some pregnant women may not be able to work irregular or late shifts or night work.</p>		
<p>Occupational stress – New and expectant mothers can be particularly vulnerable to occupational stressors, for various reasons.</p> <p>Passive Smoking – Cigarette smoke is mutagenic and carcinogenic and a known risk to pregnancy where the mother smokes.</p> <p>Extremes of heat or cold – Prolonged exposure of pregnant workers to hot environments should be kept to a minimum, as there is a greater risk of the worker suffering from heat stress.</p>		
<p>Work with display screen equipment – DSE is aware that anxiety about radiation emissions from display screen equipment and possible effects on pregnant women used to be widespread. However, there is substantial evidence that these concerns are unfounded. Women who are pregnant and worried about working with VDUs should be given the opportunity to discuss their concerns with someone</p>		

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<p>adequately informed of current authoritative scientific information and advice.</p> <p>Working alone – Pregnant women are more likely to need urgent medical attention.</p> <p>Work at heights – It is hazardous for pregnant women to work at heights, for example ladders, platforms.</p> <p>Traveling either inside or outside the workplace – Traveling during work and to and from the workplace can be problematic for pregnant mothers.</p> <p>Work-related violence – If a woman is exposed to the risk of violence at work during pregnancy, when she has recently given birth or breastfeeding this may be harmful. This risk particularly affects workers in direct contact with customers and clients.</p> <p>Hazards as a result of inappropriate nutrition - Adequate and appropriate nutrition and liquid refreshment at regular intervals is essential to the health of the new or expectant mother. Particular needs concerning rest, meal and refreshment breaks must be established by consulting the individual concerned.</p>		
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Signed by employee		Date	
Signed by manager		Date	

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Governance Committee Authorisation

Signature *

Name Print: Dee Hogman

Position/Role: Head of Quality, Interim Chair of Governance Committee

Date: October 2021

Date of Review: October 2024

- Authorised signatory must be the chair (or deputising chair) of Governance Committee