



8/6/23

Policy and compliance review – June 2023

No changes in legislation relevant to this policy have been introduced since it was last reviewed.

Section 10: *Homeworking* was tweaked during the Covid-19 pandemic, in light of the government advice for people to work from home where possible during that time.

The office has now reopened, although the Trust has adopted a 'hybrid' model, with staff and consultants working some days in the office and some days from home, so the guidance in section 10 still applies.

We are satisfied that we are in full compliance with this policy.

Andrew Skilton
June 2023



HEALTH AND SAFETY POLICY

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1. POLICY STATEMENT

The Butler Trust accepts its responsibilities under the Health and Safety at Work etc Act 1974, the Regulatory Reform (Fire Safety) Order 2005, the Fire Safety (Employees' Capabilities) (England) Regulations 2010 and the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002). We will ensure the risks to the health and safety of employees, visitors and others affected by our operation are as low as is reasonably practicable.

Our statement of general policy is:

- to provide adequate control of the 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 plant and 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 assess fire risks and eliminate or reduce these as far as is reasonably practical
- to have an emergency plan and ensure that everyone on the Trust's premises can escape safely in the event of a fire
- to review and revise this policy as necessary at regular intervals.

Where the word "employee" is used, this should be taken to include volunteers and secondees.

The Butler Trust and its employees all have a responsibility to work safely and not to endanger others or themselves by committing or condoning unsafe actions – please remember your personal responsibilities and encourage your colleagues to do likewise.

Michael Spurr
Chair

Simon Shepherd
Director

June 2023
To be reviewed June 2024

2. STRUCTURE AND RESPONSIBILITY

The Butler Trust accepts responsibility for the health and safety of its employees as far as reasonably practicable.

a. Overall and final responsibility for health and safety is that of:

- **The Director**

b. Day-to-day responsibility for ensuring this policy is put into practice is delegated to **the Health and Safety Officer**, who is:

- **The Operations Manager**

The Health and Safety Officer will keep a record of all safety issues brought to his/her attention and the action taken.

c. To ensure health and safety standards are maintained/improved, the following people have responsibility for the following areas:

Name	Area
The Health and Safety Officer	Office, Unit 302

d. Responsibility for the safety of the common areas of China Works and the fire escape route is that of:

- **The Centre Manager, Workspace Group PLC**

e. All employees should:

- co-operate with the Director and Health and Safety Officer on health and safety issues
- not interfere with anything provided to safeguard their health and safety
- take reasonable care of their own health and safety
- report all health and safety concerns to the Director or the Health and Safety Officer.

3. RISK ASSESSMENTS

a. Health and safety risk assessments and fire risk assessments will be carried out by:

- The Health and Safety Officer

b. The findings of the risk assessments will be reported to:

- The Director

c. Action required to remove/control risks will be approved by:

- The Director (and Trustees as necessary)

d. Responsibility for ensuring the action required is implemented, and that the implemented actions have removed/reduced the risks, lies with:

- The Director

e. Risk assessments will include any fire-related risks associated with tasks assigned to employees, and will consider employees' abilities to deal with those risks.

f. Risk assessments for the whole of China Works, including the common areas, will be carried out by:

- The Centre Manager
- g. Risk assessments will be reviewed annually or when the office environment or work activity changes, whichever is soonest.

4. WORKSTATIONS AND DISPLAY SCREEN EQUIPMENT (DSE)

This section applies to employees who are identified as DSE users. A DSE user is someone who falls into ALL the following categories:

- Uses DSE for continuous or near-continuous spells of an hour or more at a time
- Uses DSE in this way more or less daily
- Has to transfer information quickly to or from the display screen equipment.

and at least ONE of the following categories:

- Needs to apply high levels of attention and concentration
- Is highly dependent on DSE to do the job
- Has little choice about using DSE
- Needs special training or skills to use the equipment.

Workstation Assessments:

- a. The Health and Safety Officer will ensure that workstations can be appropriately adjusted and used without unacceptable risks to health and safety.
- b. The Health and Safety Officer will show employees how to adjust workstations and equipment and will provide training and information on how to work safely.
- c. Workstation assessments will be carried out by the Health and Safety Officer in the following situations.
 - For a new employee during induction.
 - For an existing employee when there is a change to the furniture, display screen equipment or environment of the workstation
 - For an existing employee who notifies the Trust of pregnancy or of a concern (including a change in health status) relating to the suitability of workstation arrangements.
- d) The Health and Safety Officer will arrange any reasonable adjustments which are needed to improve the suitability of the workstation, as identified through the assessment process.

DSE work at a location outside the office

- e) If an employee works regularly with DSE at a location outside the office for a minimum of two hours per day, for two or more days per week, the employee will be asked to complete a self-assessment of that workstation. The self-assessment will be reviewed by the Health and Safety Officer. If a need for adjustment is identified, the Director will decide whether the employee should

continue to work in that location. This may be dependent on adjustments to the workstation being arranged by the employee and/or the Trust.

Breaks from Working with Display Screen Equipment (DSE)

- f) When allocating work to and supervising an employee, the line manager will take into account the need for adequate breaks, for example a 5-10 minute break after 50-60 minutes of continuous use of a screen and/or keyboard. This does not necessarily mean a break from work altogether, but can be work of a different type which allows a change of posture, such as filing.

Eye examinations and spectacles

- g) The Trust will pay for eye examinations requested by employees who use DSE, as required by the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002).
- h) The Trust will pay for basic spectacles if they are required by employees specifically for DSE work.

5. CONSULTATION WITH EMPLOYEES

The Health and Safety Officer and the Director will ensure as far as reasonably practicable that monitoring and consultation is carried out and that arrangements are made for promoting and co-ordinating Health and Safety procedures.

Consultation with employees is by means of:

- Email
- Circulation of draft risk assessments
- Team meetings
- Staff supervision
- Appraisal.

6. SAFETY OF EQUIPMENT

- a. The person responsible for maintenance of equipment is:

- The Health and Safety Officer

Any problems found with equipment should be reported to the Health and Safety Officer.

- b. Maintenance procedures will be prepared by:

- The Health and Safety Officer

Equipment will be regularly checked for damage or wear and tear, and any damaged items will be removed/replaced. Electrical equipment will be checked annually.

- c. The person responsible for ensuring effective maintenance procedures are implemented is:

- The Director

- d. The responsibility for ensuring as far as reasonably practicable that new equipment meets health and safety standards before it is purchased lies with:

- The Health and Safety Officer

7. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

- a. The person who will identify substances which need a COSHH assessment, and will carry out the COSHH assessments, is:
 - The Health and Safety Officer
- b. Responsibility for ensuring as far as reasonably practicable that all actions identified in the assessments are implemented lies with:
 - The Director
- c. New substances will be checked for safe use by:
 - The Health and Safety Officer
- d. Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

8. INFORMATION, INSTRUCTION AND SUPERVISION

- a. Health and Safety Law poster or leaflets are provided by:
 - The Health and Safety Officer
- b. Health and Safety advice is available from:
 - The Health and Safety Officer or www.hse.gov.uk
- c. Staff supervision and assignment of tasks will take into account any fire-related risks and the employee's ability to deal with those risks.

9. TRAINING

- a. Induction training will be provided for all employees by:
 - The Health and Safety Officer
- b. Health and safety training records will be kept by
 - The Health and Safety Officer
- c. Training will be identified and monitored by:
 - The Director
- d. Training will be arranged by:
 - The Health and Safety Officer

Any updates or changes to these arrangements will be discussed at team meetings and supervision sessions. Employees will be offered further health and safety training to support identified needs appropriate to their work tasks.

10. HOMEWORKING

- a. The Butler Trust recognises that there may, on occasion, be circumstances when it would be more beneficial (or, in the case of the coronavirus outbreak, necessary) for employees to work at home.
- b. Employees who work from home may have some equipment provided by the Trust. Any equipment provided by the Trust for the purposes of working at

home is the responsibility of (and will be inspected and maintained by) the Trust. The employee is required to take reasonable care of all equipment, to keep it secure and to use it in accordance with operating instructions.

- c. The Trust is not responsible for any equipment used by the homeworker which is not provided by the Trust.
- d. Employees will be made aware of risks to which they might be subjected when working at home, along with how to minimise them. However, employees are required to take reasonable care of their own health and safety and that of any third party with whom they come into contact during the course of their homeworking.

11. FIRST AID ARRANGEMENTS

- a. The first aid box and first aid manual are located:
 - Top shelf, left hand side of the red cupboard by meeting table.
- b. The Appointed Person to take charge of first aid arrangements is:
 - The Health and Safety Officer
- c. All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept:
 - Top shelf, left hand side of the red cupboard by meeting table.
- d. All accidents and work-related ill health, diseases and dangerous occurrences will be reported to the appropriate authorities by:
 - The Appointed Person

12. PROCEDURES IN CASE OF ACCIDENT OR ILL HEALTH

- a. Procedures in case of accident or ill health will be kept up to date and displayed by:
 - The Health and Safety Officer

The procedures are located inside the accident book on the top shelf, left hand side of the red cupboard by meeting table.
- b. The Health and Safety Officer will give employees training in the procedures in case of accident or ill health as part of their induction, and will provide periodic updates at staff meetings.
- c. Employees should keep themselves familiar with the procedures and should follow them in the event of any accidents or ill health.
- d. All staff should provide the Health and Safety Officer with details of who to contact in case of emergency, and should update the Appointed Person with any changes.

Emergency contact details are kept in section 2 of the lever arch file labelled 'Office' which is located on the top shelf of the stationery cupboard.

13. REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES

- a. Employees should report injuries when:
 - there has been an accident which caused the injury; and

- the accident was work-related; and
- the injury is of a type which is reportable.

An accident is 'work-related' if any of the following played a significant role:

- the way the work was carried out; or
 - any machinery, plant, substances or equipment used for the work; or
 - the condition of the site or premises where the accident happened.
- b. Employees must report diagnoses of certain occupational diseases where these are likely to have been caused or made worse by their work: These diseases include:
- carpal tunnel syndrome;
 - severe cramp of the hand or forearm;
 - tendonitis or tenosynovitis of the hand or forearm.
- c. Employees who have suffered a work-related injury, or have been diagnosed as suffering from a work related reportable disease, should inform the:
- Health and Safety Officer
- d. If employees are concerned that the Health and Safety Officer has not made a required report, they should ask them if they have reported the incident, and/or identify and discuss the incident with:
- The Director

14. FIRE SAFETY AND EMERGENCY PROCEDURES

- a. Responsibility for overseeing the evacuation of Butler Trust staff and visitors in the event of an emergency lies with **the Fire Marshall**, who is:
- The Operations Manager
- The Fire Marshall will oversee evacuation only as long as there is no risk to him/herself. Personal safety must always take priority.
- b. The fire emergency procedures will be kept up to date and displayed by:
- The Fire Marshall, in liaison with the Health and Safety Officer
- The fire emergency procedures are posted on the back of the office door.
- c. The Health and Safety Officer or Fire Marshall will give employees training in the fire emergency procedures as part of their induction, and will provide periodic updates at staff meetings.
- e. Responsibility for weekly testing of the fire alarm and alarm call points lies with:
- The Centre Manager
- f. Fire extinguishers and smoke alarms are maintained and checked annually by:
- A qualified service engineer (arranged by Workspace)
- g. An evacuation drill will be organised biannually by:
- The Centre Manager
- h. All employees should:

- co-operate with the Director, the Health and Safety Officer and the Fire Marshall on fire safety issues
- not interfere with any equipment provided for fire safety
- not block, restrict or endanger access to the fire extinguishers or exit route
- keep fire doors closed
- follow the written locking up procedures when vacating the office, including switching off electrical equipment as directed
- keep themselves familiar with the fire emergency procedures
- follow the emergency procedures in the event of a fire or on hearing the fire alarm.

15. GENERAL OFFICE SECURITY

- a. Visitors: If someone presents himself or herself to reception as a visitor to The Butler Trust, the receptionist will phone the office to gain confirmation. Employees should check who they are and that they have an appointment or other valid reason for visiting before confirming with reception.

16. MONITORING AND REVIEW

- a. We will review this policy annually or alternatively:
 - in the light of any changes in regulations/legislation
 - if there are any significant alterations to the premises, or a change in the location of the premises
 - in response to the results of monitoring and risk assessments
 - in the light of any incidents or accidents which may have occurred.
- b. Investigation of accidents and work-related causes of sickness will be conducted by:
 - The Health and Safety Officer
- c. Responsibility for acting on investigation findings to prevent a recurrence lies with:
 - The Director