



# Health and Safety Policy/Guidance Notes

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## Statement of Intent

1. Energize (“The Employer”) recognises and accepts its legal obligations (under the Health and Safety at Work Act 1974 and all applicable regulations made under it) to ensure, as far as it is reasonably practical, the health and safety and welfare at work of all its employees, persons in training, directors, contractors, temporary workers and volunteers (“Employees”) and the health and safety of Clients, Visitors and other persons who attend or use its premises.
  
2. In accordance with its legal obligations, the Employer has carried out a risk assessment of its activities, equipment, facilities, building and all other related arrangements where matters of health and safety may be involved. This Health and Safety Policy (“The Policy”) is designed to enable the employer to comply with its statutory Health and Safety obligations, to apply the necessary measures identified in its risk assessments and to adopt all other reasonably practical measures (within the limits of available resources) to:
  2. 1 reduce hazards and the risk of personal injury to its Employees and visitors arising out of its activities;
  2. 2 maintain a safe and healthy place of work; and
  2. 3 reduce hazards and the risk of damage to its property.
  
3. In particular, the Employer shall:
  - 3.1 continue to identify hazards and assess risks to health and safety;
  - 3.2 provide and maintain safe equipment and systems of work that are free of risk to health;
  - 3.3 maintain any place of work under its control (including access and egress) safe and free of risk to health;
  - 3.4 provide safe arrangements for the use, handling, storage and transport of articles and substances;
  - 3.5 provide adequate and appropriate information, instructions, training and supervision;
  - 3.6 consult with all Employees on health and safety matters;
  - 3.7 liaise with contractors and other employers where necessary
  - 3.8 monitor, inspect and review the implementations of this policy; and
  - 3.9 review and update this policy annually.
  
4. To this end, proper implementation and application of this Policy by everyone is paramount. Employees are required to comply with the terms of this Policy and any related arrangements or policies from time to time in force; take all reasonable steps to protect their own safety and that of other Employees and clients; and co-operate with management in the implementation of this Policy.
  
5. The ultimate responsibility for overseeing the implementation of this Health and Safety Policy rests with the Energize director Gary Richardson.

SIGNED

Gary Richardson (Director)

DATED

## **1. Management**

- 1.1 The ultimate responsibility for preparing and reviewing this policy rests with the Energize director, Gary Richardson. He shall be assisted by the Energize Management team and Employees appointed by him from time to time.
- 1.2 The Energize Director is also ultimately responsible for the implementation of this policy. However, this responsibility may be discharged through the Energize Management Team, and other staff.
- 1.3 In particular the Project Manager shall be responsible for:
  - 1.3.1 identifying risks within their area of responsibility and putting in place arrangements for controlling and reducing such risks
  - 1.3.2 monitoring the implementation of this Policy;
  - 1.3.3 advising all Employees in their area of responsibility on all matters of health and safety;
  - 1.3.4 monitoring the physical conditions of their premises to ensure that Employees, Clients and Visitors are exposed to the lowest reasonable practical level of risk;
  - 1.3.5 providing and communicating up-to-date Health and Safety information;
  - 1.3.6 providing or arranging Health and Safety training;
  - 1.3.7 liaising with the Health and Safety enforcing authorities; and
  - 1.3.8 providing support for the Director
- 1.4 The Management Team must make appropriate arrangements to monitor the effectiveness of all health and safety arrangements within their working areas (including regular safety audits). Where necessary, remedial action should be agreed on, reported to the Energize Director and carried out within a reasonable time.
- 1.5 In addition, the Director and the Energize Management Team should consult with all the Employees on health and safety matters.
- 1.6 It is the responsibility of the Director to ensure that all new Employees receive relevant health and safety information within a reasonable time of joining Energize.

## **2. Employees**

- 2.1 Employees have a duty to take reasonable care for their health and safety and that of others, which may be affected by their actions or omissions.
- 2.2 In addition, Employees are required to comply with the terms of this Policy to the extent that it applies to them. Failure to do so may result in disciplinary action (including, where appropriate, dismissal). In particular, Employees should become familiar with the provisions dealing with emergencies, fire precautions and procedures.

## **Information, Instruction and Training**

### **1. Information**

Health and Safety information comes from numerous sources. Employees who seek Health and Safety information are advised in the first place to contact their Line Manager and to refer to the Health and Safety Manual situated in the office where they work. In addition, Employees may search and download useful information using the World Wide Web (e.g. using the search term 'health and safety'). Free advisory leaflets on a wide range of health and safety issues may be obtained from the Health and Safety Executive (Tel: 01787 881165)

### **2. Instructions**

Specific practical instructions on how to carry out processes or use equipment safely can be obtained from the Line Manager. In addition, manufacturers' instruction manuals should be

consulted before any equipment is used and in the event of any fault, defects, problem or query.

### **3. Training**

The Director and Energize Management Team will arrange Health and Safety training as and when appropriate, and this may be provided internally or externally. In particular, it is envisaged that training shall be provided upon Employees joining the Employer and on their being exposed to new or increased risk (e.g. following the introduction of new equipment, technology or systems of work). Where appropriate, training shall be repeated periodically. Records of all training shall be kept centrally by the Director.

### **General Health and Safety Precautions**

1. Having carried out a risk assessment, the Employer and the Employees are required to maintain a clear understanding of the hazard involved in any particular situation and remain vigilant regarding the general condition of any equipment, materials and other items in use.
2. All known problems and/or defects in equipment or items must be reported to the Line Manager. If necessary, the relevant equipment or item shall be taken for repair.
3. Employees' clothing and footwear must be suitable for the work they do. Where protective clothing and equipment are required, they shall be provided and must be used.

### **Work Arrangements and Working Areas**

#### **1. General Precautions**

- 1.1 Buildings where work may be carried out shall be of sound construction with safe means of access and egress. Working areas shall be designed to ensure adequate space, light, temperature and ventilation for reasonable comfort and safety.
- 1.2 Corridors and staircases must provide safe emergency escape routes and access. They must not be used as storage or work areas. Windows, doors and gates shall be suitably constructed and, if necessary, fitted with safety devices.
- 1.3 Employees are reminded that polished/wet floors may be slippery; there should be no running on bare floors. In addition, all floors must be kept dry and free of litter, goods, trailing cables etc. An employee who detects torn floor surfaces (e.g. carpet) should report this immediately to the appropriate Line Manager.
- 1.4 Access to high-level storage should be made using adequate equipment, which shall be available (e.g. a step ladder, not a revolving stool or chair). Manual handling instructions must be followed when carrying any load.

#### **2. Offices**

- 2.1 Corridors and staircases must provide safe emergency escape routes and access. They must not be used as work or storage areas. In particular, any material or equipment that is combustible; could add to the risk of fire; could assist the occurrence or spread of fire; or could obstruct access/egress must not be stored in corridors or staircases.
- 2.2 Employees shall be provided with adequate seats for the work they do (which shall provide adequate lower back support). Where required, footrests and back rolls will be provided. Employees must not cause uneven loading of the chair, e.g. by sitting on its arms. An employee who discovers that a chair has become unstable or has any fault or

defect must stop using the chair and report the fault immediately to the Office Manager and/or the Line Manager (who shall arrange for the chair to be repaired)

2.3 Shelves and storage racks must be stacked safely and must not be overloaded. An employee who discovers a damaged shelf/storage rack must report the fault immediately to the Office Manager and/or Line Manager and place a note saying 'CAUTION – DEFECTIVE SHELF'.

2.4 Filing cabinets must be kept stable with sufficient weight in bottom drawers to prevent them from tipping over when open. Drawers must be opened one at a time and closed immediately after use. Keys must not be left in locks, to prevent accidental injury to passers by.

2.5 Photocopiers must be positioned and used in well-ventilated rooms only. As far as possible, they should only be used with the lid down. Employees must follow manufacturer's instructions when operating a photocopier and in particular, when removing jammed paper or replacing toner cartridges.

### **3. Lone and After Hours Working**

3.1 As far as it is reasonably practicable, lone/after hours working shall be carried out if:

3.1.1 a mobile telephone is available to the person working alone or after normal hours;

3.1.2 an appropriate and adequate safety procedure is established (e.g. telephone recording system/ on call rota);

3.1.3 appropriate risk assessments have been completed, as outlined in the following section.

### **4. Risk Awareness and Assessment**

4.2 Energize recognises that it is obliged to ensure the safety of all the Employees, Clients and Visitors at Energize, as outlined within the wider Health and Safety Policy:

4.2.2 Our policy is to provide healthy and safe working conditions, equipment and systems of work for all our employees, volunteers and members, and to provide all training and information as necessary. We also accept responsibility for all other people who may be affected by our activities.

4.3 An assessment of risk must be part of the planning process for each activity and/or sessions undertaken by Energize Clients and Employees. This assessment should be undertaken by the staff member responsible for running the session/ activity. Appropriate steps must be taken to minimise the risks identified.

4.3.2 Such checks must always include reviewing medical information of a client to ensure they are able to undertake the activity being planned, and reviewing existing risk assessments contained within the Risk Assessment file, which is located within the ground floor mentoring office (a duplicate risk assessment file is located within the first floor administration office)

4.3.3 Initial Risk Assessment – If there is no current or appropriate existing risk assessment for the planned activity, a full risk assessment sheet should be completed prior to the activity being started.

#### 4.3.3.1 Guidance for completing Initial Risk Assessment

If there is no completed Risk Assessment Sheet for the activity an employee is about to undertake with the client or there are significant differences (e.g. the difference between cycling on the road and cycling on woodland path- different risks) a Risk Assessment Sheet must be completed.

The primary aim of the Risk Assessment Sheet is that it aids the employee to think about the activity planned. Much of the points included may seem like common sense (wear a bike helmet to avoid head injury), but these points should be stressed and clearly recognised by employees prior to starting an activity. It is important to state the obvious risks and the unlikely (realistic) risks for a full and useful risk assessment.

It may also be appropriate to think specifically not just about the activity being undertaken in a risk assessment, but Employees should also consider the people undertaking the task. One Client may present different needs or challenges in a specific activity to a different Client. (e.g. Frank has short attention span, so limiting the time of the activity will reduce the risk of him losing his temper).

The completed Risk Assessment Sheet should have all the key information for the activity- date, location, relevant description of activity. This information provides the context of the risk assessment and again shows that the Employee has a good awareness of the activity.

The completed Risk Assessment Sheet should then be passed to the Duty Manager for checking (someone else may see something that you missed). All fully completed risk assessments are then passed to the Energize Director to be signed off, as per legal requirement.

4.3.4 Ongoing Risk Awareness – Energize Employees are responsible for maintaining an ongoing awareness of risk and safety issues while working with all Energize Clients, Visitors and Staff. Although most of the Risk assessment and awareness is dealt with within the formal Risk Assessment Sheet, it is important to stress the value of ongoing risk awareness.

Energize acknowledges that Client's situations and circumstances can change or develop and an ongoing awareness of risk is the responsibility of Energize Employees, sometimes requiring a change of plan for an activity or session. Energize staff are directed to end an activity or session in an circumstance where they have concerns for the health and safety of themselves, Clients, Visitors or any other person.

#### 4.4 Procedure for safety and Risk reduction

##### Safety issues

- Vulnerability of staff working in isolation
- Vulnerability of staff working with new clients
- Vulnerability of staff visiting unknown or isolated areas
- Up to date whereabouts of staff must be recorded within the Energize building

The following measures must be taken prior to an activity/ session taking place outside the Energize building:

Plan the session in advance

1. Complete a Risk Assessment Sheet if one is not already in existence for your planned activity.
2. Information about the timing, location and any other relevant points to be recorded on the mentoring white board In the mentoring office.
3. Take a mobile phone for use in an emergency, there is a mentoring mobile phone for use if one is not available to you.
4. Take appropriate equipment
5. Should problems or questions arise during the session/ activity, the Duty Manager can be consulted. Ensure you have the Duty Manager contact number before leaving the Energize building.

If you have doubts or concerns regarding the Client's, your own or anyone else's safety during the session, conclude the session and return to the Energize building or adapt as appropriate.

## **5. New and Expectant Mothers**

5.1 An assessment will be carried out of the health and safety risks to female Employees, who are new or expectant mothers. The Employer will take and shall continue to take all reasonable practicable steps to prevent such risks, as required.

5.2 Where it is not reasonably practicable to prevent the risk to health and safety of a particular Employee who is a new or expectant mother, the Employer shall alter the Employee's working conditions or hours of work if this is reasonable to avoid such risk.

## **6. Homeworking**

The terms of this policy, and in particular the provisions relating to visual display equipment, protective personal equipment, manual handling operations, new and expectant mothers, first aid and reporting of accidents, shall apply to the Employer's homeworkers in the same way as they apply to all other Employees.

## **7. Manual Handling Operations**

7.1 Manual handling operations include any task which involves lifting, moving and supporting loads through physical effort (e.g. moving files, desks, PCs etc).

7.2 As far as reasonably practical, manual handling operations shall be avoided e.g. by eliminating or redesigning the task or by using handling equipment (e.g. a trolley or castors). Where a manual handling operation has to be carried out, it ought to be assessed and risks of injuries identified. All reasonable practical safety measures must be taken, including informing the relevant Employee of the weight of the load to be carried; altering or splitting of the load; providing and using mechanical aid equipment; and changing the task layout or design. No Employee should be asked or attempt to lift a load that is too heavy.

7.3 Any Employee who carries out a manual handling operation is required to:

7.3.1 check that the area through which and to which the load is carried is clean and tidy

7.3.2 wear shoes which have a good grip and, if reasonably practical, protective toecaps; not wear loose clothing; wear gloves (when necessary); and use all other supplied and necessary protective and handling equipment;

- 7.3.3 stand close to the load and plant feet firmly with legs approximately 30 centimetres apart;
- 7.3.4 squat with bent knees, keeping back straight;
- 7.3.5 grip the load firmly and stand up slowly with the load kept near the body; the load should not be lifted above chest height;
- 7.3.6 use smooth movement; avoid jerking, twisting, jumping etc;
- 7.3.7 lower the load slowly by bending the knees and letting the legs take the strain;
- 7.3.8 take extra care if suffering from a back problem
- 7.3.9 ask for help if necessary

## **8. Visitors**

- 8.1 All visitors must sign a visitor book, and they must be accompanied at all times. The visitor's book is located in the first floor administration office.

## **9. Smoking**

- 9.1 It is the Employer's policy to provide a working environment which is free from tobacco smoke, in adherence to the ban on smoking in public places. Consequently, the Employer (Energize) operates a non-smoking policy in all parts of the Energize building and vehicles.

No smoking signs are appropriately displayed throughout the premises.

## **10. Alcohol and Substance Misuse – Employees**

- 10.1 Alcohol and drugs may have significant detrimental effects on an individual's health and safety at work. Employees must not consume any alcohol or illegal drugs whilst at work. In addition employees must not use illegal drugs or alcohol during the 8-hour period prior to a work shift.
- 10.2 Managers and supervisors shall be given information and/ or training to help them identify signs of alcohol or drug abuse.
- 10.3 Due to the nature of the Energize client group, Energize will operate a zero tolerance policy to drugs and alcohol. In practice, this means that staff involved with or engaged in Energize activities that are suspected of mis-using drugs/alcohol, will be directly and respectfully asked to leave any session/activity and to leave the premises immediately. The Line Manager will request an explanation from the member of staff and the incident will be referred to the Energize Management Team with the possibility of disciplinary action.
- 10.4 Where the law has been broken in any way, the Police will be informed.

## **11. Alcohol and Substance Misuse – Clients and Visitors**

- 11.1 Due to the nature of the Energize client group, Energize will operate a zero tolerance policy to drugs and alcohol. In practice, this means that Clients and Visitors involved with or engaged in Energize activities and suspected of mis-using drugs/alcohol, will be directly and respectfully asked to leave any session/activity and to leave the premises immediately. Appropriate action will be taken to ensure a Client's well-being ie

contacting parent/carer and/or referring worker and a decision will be made as to whether the Client will attend future activities with Energize.

11.2 Where the law has been broken in any way, whether by Client or Visitor, the Police will be informed.

## **12. Work related Psychiatric Illness and Excess Stress**

12.1 Some stress at work is unavoidable and may have a positive effect. All reasonable measures have been and shall continue to be taken, however, to prevent the risk of work related psychiatric illness and excess stress to Employees. Poor attitude, behaviour at work or work performance and increased sickness absence may indicate that an employer is suffering from excess stress/psychiatric illness.

12.2 An Employee who suspects that s/he may be suffering from a work related psychiatric illness or excess stress should inform his/her Line Manager and/or the Energize Director.

12.3 As far as is reasonably practicable, the Employer shall take steps, quickly and adequately, to alter any working conditions which are found to cause the Employee's psychiatric illness/ excessive stress.

12.4 Reasonable efforts shall be made to reduce the risk of future recurrence of such work conditions; where resources allow, the Employer will endeavour to offer stress counselling and/or stress management training.

## **Work Equipment**

### **1. General Precautions**

1.1 Work equipment includes any machinery, appliance, apparatus or tool that is used by an Employee (e.g. photocopier, guillotine, ladder, hammer, lifting equipment and motor vehicle). It may include equipment not in the Employer's ownership (e.g. equipment which is owned privately by an Employee). The use of any equipment, which is not owned by the Employer must be authorised in advance by the Line Manager.

1.2 Incorrect and/or careless use of equipment can result in personal injury to any person and damage to property or equipment.

1.3 All equipment must be used with due care, for its intended purpose and in its intended conditions only. Equipment must be used in accordance with its instructions for use and any applicable directions and training (e.g. about the time and manner of use).

1.4 Where necessary, Employees shall receive information, instructions and training before they begin to use any equipment (and thereafter, if necessary). This shall include information about: potential hazards; safe conditions and method of use; use of protective equipment; possible emergencies and emergency action. Only trained and authorised Employees may use hazardous equipment. Use of hazardous equipment by unauthorised Employees may result in disciplinary action.

1.5 All equipment must be maintained in safe and efficient condition and good repair. Storage and maintenance must be suitable for the specific equipment. Where necessary, equipment shall be inspected to ensure that it is safe for use without risk to injury or damage and appropriate records shall be kept up to date.

1.6 Employees are required to report any fault/defect which they notice in any work equipment or safety device attached to it, or any personal protective equipment to their Line Manager and/or Office Manager, immediately on discovering the said fault/defect.

Equipment must not be used until defects/faults have been rectified – unless it has only minor defects, which do not carry risk to health and safety, and where employees receive prior, written authorisation from their Line Manager.

- 1.7 Where necessary, safety devices shall be attached to equipment (e.g. protective devices, markings or warnings). Equipment must be operated with or in accordance with any safety devices attached to it. Safety devices must not be removed, circumvented or otherwise tampered with. An Employee who removes, circumvents or otherwise tampers with a safety device may be subject to a disciplinary action (including, where appropriate, dismissal)
- 1.8 Where appropriate, Employees shall be provided with personal protective equipment. Employees must use such equipment at all times when operating, working, or being in the vicinity of the relevant equipment.
- 1.9 When buying new work equipment or disposing of old equipment, relevant legal requirements and product safety regulations shall be followed. For example; where required all new equipment must carry the CE mark or appropriate international kitemark.
- 1.10 Employees may not take any work equipment out of the Employer's premises, except with the prior written authorisation of the Energize Management Team or for appropriate planned and risk assessed activities

## **2. Visual Display Screen Equipment**

- 2.1 Any employer who uses visual display units (VDU) for a significant part of his/her normal work (for example, an Employee who on average and in total, uses a computer for 2 hours per day) will be responsible to risk assess their work station using forms, which comply with health and safety guidelines, provided by the Employer. The Employer is committed to making any necessary changes that arise from a risk assessment to ensure the workstation is suitable.
- 2.2 VDU Employees are encouraged to take periodical breaks from using the equipment (e.g. 10 minutes every hour)
- 2.3 On request, once a year, VDU Employees shall be reimbursed by the Employer, on production of a receipt, for the cost of an eye and eyesight test by an approved optician. If an employee requires special corrective appliances for display screen work only and a normal appliance cannot be used, the Employer shall bear the cost of such basic appliance (e.g. the cheapest frame and basic lenses for glasses)
- 2.4 Any VDU Employee who wishes to get information relating to health and safety aspects of display screen equipment should contact the Office Manager or the Management team.
- 2.5 Employees must switch off all monitors and display screen equipment at the end of their working day, to avoid the risk of fire.

## **3. Ladders and Other Access Equipment**

- 3.1 Ladders and other access equipment must be inspected regularly, including before and after use. If any defect is found, remedial action must be taken immediately and the ladder/access equipment must not be used until remedial action has been completed. Wooden ladders/access equipment must not be painted. They must be checked for rot, decay, mechanical damage, splintering; and wear and tear of the stiles, head and foot of the stiles, and rungs. Metal ladders and access equipment must be checked for corrosion and excessive wear, oxidation, distortion and twisting.

- 3.2 Whenever using a ladder, Employees must ensure that the ladder is placed securely to prevent it from slipping or falling. A ladder must stand level, on firm footing, at an angle of 75 degrees (approximately 25 centimetres horizontal for each 1 metre vertical). The ladder must be supported to prevent undue swaying and sagging.
- 3.3 Ladders longer than 3 metres should be securely fixed at the upper end or, if this is not practical, near the lower end. If neither of these is practical, and the ladder is less than 6.5 meters long, a person must hold the ladder at its foot to prevent it slipping.
- 3.4 Over-reaching and the carrying of loads should be avoided when using a ladder.

#### **4. Personal Protective equipment**

- 4.1 Personal protective equipment appropriate for the risks involved, suitable for the job in hand and for the particular Employee doing it shall be supplied. This equipment must be used at work whenever there is a risk to health and safety, which cannot be adequately controlled by alternative means. Personal protective equipment must be used or worn in accordance with the instructions for use and with any other directions and training given from time to time.
- 4.2 In all cases, Employees must wear adequate footwear and clothing for their work/work area
- 4.3 Any Employee whose work may involve for whatever period of time:
- 4.3.1 falling or flying particles (e.g. through load lifting), dust or projectiles, shall wear goggles, face screens, or filter face piece as may be appropriate;
- 4.3.2 falling or flying objects, risk of head bumping or hair entanglement, shall wear a helmet, bump cap, skullcap, or other hats as may be appropriate;
- 4.3.3 Abrasion, risk of contact with contaminated sharp objects, extremes of temperature, cuts, impacts, or skin infection or disease, shall wear gloves.
- 4.4 Personal protective equipment must be maintained and stored properly and in accordance with any relevant instructions (e.g. manufacturer's maintenance schedule). Any defects must be reported immediately on discovery to the Line Manager or Energize Director.

### **Electricity and Electrical Equipment**

#### **1. General Precautions**

- 1.1 Anyone using electricity and electrical equipment must be aware of the risks of electrocution, electric shock, burns, fire and explosion. All precautions must be taken to reduce such risks. Assessment of all foreseeable risks of personal injury or death associated with work activities involving electricity has been undertaken and shall be reviewed by law. The Employer has devised safe systems for working with well-maintained electrical equipment.
- 1.2 Fixed electrical installations (including wiring and the socket outlet or isolator) shall be checked regularly and at least annually to ensure that they are not dangerous.
- 1.3 Switches, isolators, etc. must be labelled clearly with the current, voltage and equipment they supply, where this is not obvious.

- 1.4 Employees must report any fault or defect that they notice in any electrical installation or equipment to the Office Manager, Line Manager or Energize Director as soon as they discover it. Defective installation/equipment must not be used until fully repaired.
- 1.5 All electrical incidents/accidents must be reported to the Line Manager and/or Office Manager in accordance with the procedure set in this Policy's section on reporting of accidents.

## **2. Electrical Equipment**

2.1 All electrical equipment must be safe and suitable for its intended use and must be used in accordance with the manufacturer's instructions and with any other information, instructions and training provided by the Employer, in particular:

2.1.1 electrical equipment must never be used with wet hands;

2.1.2 electrical equipment must be positioned safely and securely (e.g. not too close to walls and partitions and allowing for adequate ventilation and cooling);

2.1.3 conductors and equipment containers (e.g. a cup of tea) must be kept clear of all electrical equipment;

2.1.4 electrical equipment and the mains supply must not be overloaded.

2.2 All electrical equipment and their location shall be record in a designated book, to enable necessary tests to be made. The records for PAT tests are the responsibility of the Office Manager.

2.3 All Employers electrical equipment will be visually inspected and tested regularly and should normally bear a record or sticker to show this. The results of testing shall be recorded. Out of date equipment must not be used.

2.4 Faults can occur between checks, therefore, whilst undertaking working duties, Employees should look out for the following potential faults/defects:

2.4.1 damage to the insulating sheath around an electrical cable;

2.4.2 damage to a plug;

2.4.3 joints in the cable, other than due to proprietary cable connections;

2.4.4 damage to the external casing of equipment;

2.4.5 overheating (this may be evidenced by burn marks or discoloration to plugs, casing or cables);

2.4.6 evidence of inappropriate use, e.g. if equipment is wet;

2.4.7 any loose connections

2.5 Employees must report any fault or defect that they notice in any electrical equipment to the Office Manager or the Line Manager as soon as they discover it. Faulty or defective equipment should not be used until repaired. If electrical equipment cannot be repaired immediately, its power supply should be switched off and it should be isolated. All equipment shall have a means of isolation, which is easily accessible and identifiable. The isolation point must be secured (e.g. by removing the plug) or, if this is not possible or cannot be done safely, by attaching a clear notice (e.g. DO NOT USE – FAULTY EQUIPMENT"). Barriers must be used where necessary.

2.6 It is recommended to unplug equipment that is not in use. All equipment should be switched off and/or unplugged before cleaning or making adjustments. Where possible, tools and power socket outlets should be switched off before plugging or unplugging.

2.7 Employees who are in doubt about the use of any electrical equipment or who require advice in relation to any such use or equipment should contact their Line Manager and/ or Office Manager.

### **3. Portable Electrical Equipment**

3.1 The use of any portable electrical equipment that is not owned by the Employer must be authorised in advance by the Line Manager or the Duty Manager and the equipment must be tested regularly.

3.2 Portable equipment should be connected to the nearest socket outlet available. Special attention should be paid to the condition of any flexible cable and its termination at the portable equipment and plug.

### **4 Electrical Cables**

4.2 All flexible cables must be examined frequently to ensure that they are free of damage and the earth continuity is maintained. Trailing frayed and loose cables must be reported immediately, in order to be fixed.

4.3 In so far as is possible all cables must be:

4.3.1 kept clear of the floor or be protected to prevent heavy objects being placed or dropped on them or people walking or tripping over them;

4.3.2 protected where they pass over or around sharp objects or corners;

4.3.3 laid so as to avoid being trapped in doors.

## **Emergencies**

### **1. General precautions**

1.1 In the event of an emergency, the fire alarm will sound and the Duty Manager shall assume control, carrying out the following:

1.1.1 Evacuation of all persons present to their assembly point;

1.1.2 Contact the emergency services when required;

1.1.3 Ensure compliance with any relevant emergency procedure.

1.2 The paramount consideration in all cases of emergency is human safety.

1.3 For the duration of any emergency, the Duty Manager has overall control. Employees, Visitors and Clients are required to co-operate with instructions given to them by the Duty Manager present at the scene and to use common sense. Employees, Clients and Visitors are advised not to rush or attempt to pass others when leaving the scene of an accident.

1.4 All exits and exit routes must be kept clear at all times and must allow safe and free passage in the event of an emergency.

1.5 It is the responsibility of the Fire Safety Supervisor and/or the Line Manager to remind Employees of the correct emergency procedure at least once every 6 months.

## **Fire Precautions**

### **1. General Precautions**

1.1 All Employees, Clients and Visitors are required to familiarise themselves with the position of fire alarms, telephones and fire extinguishers nearest to them and of all exits and routes to emergency exits in the building(s) in which they work or which they visit.

- 1.2 In addition, Employees, Clients and Visitors are required to know the sound of the Employer's fire alarm system and understand its meaning. The fire alarm system shall be tested weekly by the Energize landlord and the results recorded in a designated book located in the fire folder.
- 1.3 All exits and exit routes must be kept clear at all times, allowing safe and free passage in the event of a fire. Corridors and staircases should not be used as working or storage areas. All exit doors should be able to be opened easily and immediately from within (in the direction of escape) and without the need for a key. Fire doors must be kept closed at all times, except when actually used or when large items have to be moved through them.
- 1.4 Emergency routes and exits shall be indicated by clear signs and, where necessary, shall be illuminated.
- 1.5 Fire alarms, detectors and extinguishers shall be inspected, tested and maintained regularly as appropriate to ensure that they are in an efficient state and working order and in good repair.
- 1.6 The fire evacuation procedure will be exercised at least once every 6 months in co-ordination with and the approval of the Fire Safety Officer and House Manager. The Fire Safety Officer and or/Line Manager will review the exercise and compile report.
- 1.7 Employees, Clients and Visitors must comply with the fire evacuation procedure on hearing a fire alarm. Failure to do so may result in disciplinary action, or the warning procedure being invoked.
- 1.8 All areas have been and shall continue to be assessed periodically for risks from fire and all necessary preventive action shall be taken.

## **2. In the Event of a fire**

- 2.1 Each site has specific fire procedures that must be followed. These procedures are outlined in the fire folder and displayed in the appropriate places throughout the building.
- 2.2 Employees, Clients and Visitors must remain in their assembly point (or move to any other area when directed by the Duty Manager or emergency services) until authorised to re-enter buildings.
- 2.3 On completion of evacuation, the Duty Manager must be able to confirm that all Employees, Clients and Visitors evacuated the premises and/or whether there are any remaining Employees, Clients or Visitors within the premises and if so, their identity.
- 2.4 Every event of fire shall be reported to and recorded in writing by the Fire Safety Officer (immediately after the event) who shall report this to the Health and Safety Executive, as required by law. Any fire outbreak may be investigated and suitable procedures and/or arrangements put in place to prevent the future occurrence of similar incidents.

## **3. Fire Extinguishers**

- 3.1 Prompt and correct use of fire extinguishers can prevent a fire from spreading. The correct type of fire extinguisher must be used to avoid increased risk and danger to the operator. Training in use of fire extinguishers may be arranged through the Fire Safety Officer and the Energize Director.
- 3.2 A **water type** (silver, red or silver band or label on red) extinguisher should be used for all carbonaceous materials (e.g. wood, paper, fabric's etc)

A **foam type** (cream/cream band or label on red) extinguisher should be used on carbonaceous material and flammable liquids (e.g. petrol or oil)

**Carbon Dioxide** (black/black label or band on red) extinguisher or **fire blanket** should be used on all electrical fires, flammable liquids and gasses, solvents, petrol, oil and similar materials.

A **dry powder** (blue/blue band or label on red) or halon (green/green band or label on red) extinguisher can be used on all fires)

**Water and water based** extinguishers must never be used on electrical fires.

#### 4. Other Information

4.1 For the more detailed information, see the Fire Safety Policy and Procedures located at each site. These procedures are specific to the individual sites.

#### First Aid

##### 1. General Precautions

1.1 It is the responsibility of the First Aid Supervisor to maintain adequately stocked first aid boxes; obtain (or make arrangements to obtain) first aid supplies; select and provide training to staff. The First Aid Supervisor should also place a full list of trained staff and the location of the First Aid boxes in the office, on the communal notice board in large downstairs mentoring room and at the front of the First Aid Folder.

1.2 First aid boxes are located in the main first floor office, ground floor mentoring office and Energize vehicles. Employees are required to familiarise themselves as to the exact position of the First Aid boxes.

1.3 Where First Aid has been administered, however minor, it is necessary to fill in the Accident Book, located in the main administration office on the first floor. Incident Forms must be completed where the situation is more serious and submitted to RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). More detailed information is provided under Reporting of Accidents below.

#### Reporting of Accidents

1. Any accident at work or in connection with work (whether involving an Employee, Client, Visitor or other person, whenever and wherever it occurs on the Employer's premises) must be reported in the Accident Book located in the main administration office on the first floor. For more serious accidents, see below.

2. It is the responsibility of the Energize Management Team and/or Energize Director to report to the HSE's Incident Contact Centre or Local Authority's Environmental Health Department the incidents described in clauses 2.1-2.4 below, in the manner prescribed by law:

3. Any accident (whether involving an Employee, Client, Visitor or other person. whenever and wherever it occurs on the Employer's premises) arising out of or in connection with work and resulting in death or major injury (e.g. amputations, most fractures and major dislocations; temporary or permanent loss of sight; serious injuries from electrical accidents; most injuries leading to loss of consciousness; acute illness which results from exposure to harmful substances or biological agents; injuries following an assault at work);

2.2 Any accident (whether involving an Employee, Client, Visitor or other person, whenever and wherever it occurs on the Employer's premises) arising out of or in connection with work and resulting in injury requiring hospitalisation for more than 24 hours or any injury requiring

Employee being absent from work for more than 3 days (including non-work days) after the day of the accident.

2.3 Any dangerous occurrence (whether involving an Employee, Client, Visitor or any other person, whenever and wherever it occurs on the Employer's premises). Examples of dangerous occurrences include, but are not limited to: collapse, overturning or lift/lifting equipment failure; electrical short circuit or overload causing fire or explosion; unintended collapse of any building or structure under construction, a wall or floor in a work place; explosion or fire causing suspension of normal work for over 24 hours; accidental release of a substance which may damage health;

2.4 Any reportable work related disease which an Employee suffers (e.g. occupational dermatitis, skin cancer or acne; lung diseases such as occupational asthma and asbestos; infections such as hepatitis, tuberculosis and tetanus; occupational cancer and hand arm vibration syndrome).

3. It is the responsibility of the Line Managers to ensure that the Energize Management Team is informed, in writing, of any incident that requires being reported through RIDDOR. Every report to the Energize Management Team and to the Incident Contact Centre /Local Environment Health Department must include the date, time and place of injury, disease or occurrence; personal details of those involved and brief description of the nature of the event / disease.

4. Record of any reportable injury, disease or dangerous occurrence shall be kept by the Energize Management Team in the appropriate Accident Book for at least 3 years from the date of the record.