



**reconstruct**

# **Health & Safety Policy and Guidance**

**October 2023**

## **Health and Safety Policy and Guidance**

### **Policy**

Reconstruct is committed to ensuring the health, safety and welfare of its employees, in accordance with company policy and statutory requirements. The Health and Safety Management System clarifies how health and safety issues are assessed, monitored and actioned and provides a range of tools and templates for this purpose.

Directors must ensure that Health and Safety Policy and Guidance is in place each service area, and that this meets regulatory requirements. All staff are provided with the policy statement and health and safety expectations as part of their induction/orientation and must be informed of their responsibilities to promote the safety, health and welfare of all stakeholders in the course of their work. It is the responsibility of every line manager to ensure that all staff have access to this policy and guidance, and read appropriate health and safety policy and briefings as appropriate.

Directors are responsible for undertaking evaluation of the management of health and safety within their areas, ensuring that personnel and systems are in place to promote health and safety, and to give prompt attention to any outstanding actions.

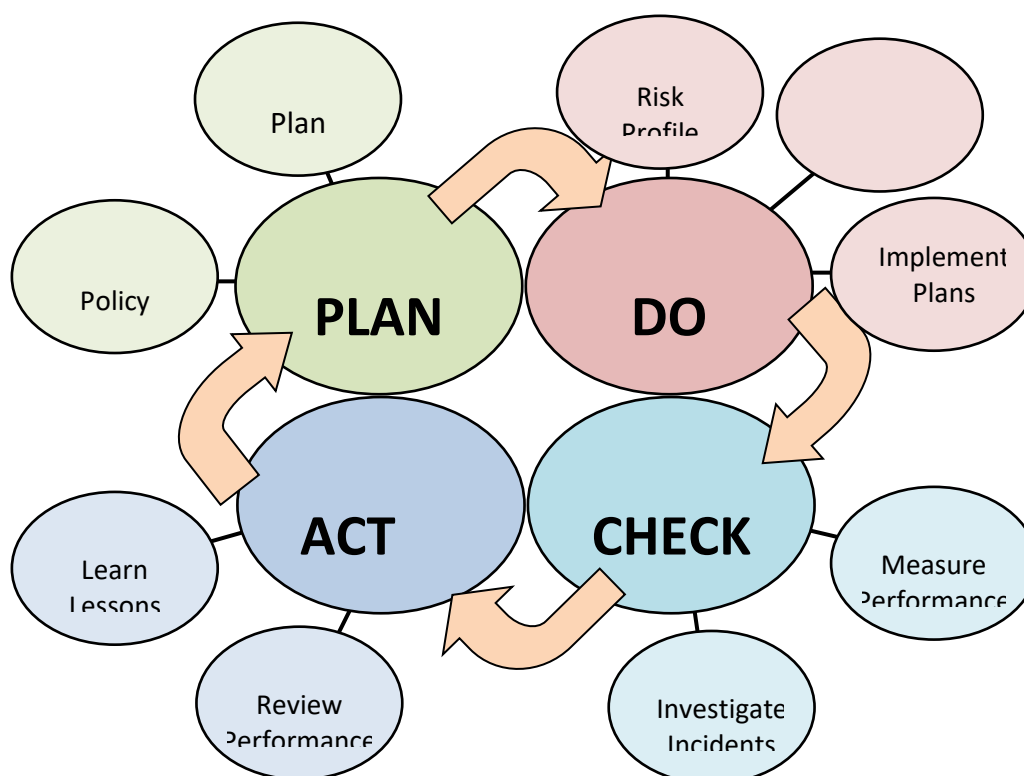
Directors are expected to meet the requirements listed below, in consultation with local Health and Safety Regulatory Bodies and others e.g. Fire Authorities, in order to meet local regulatory requirements and reporting processes. Risk Assessments and other templates should be adapted as necessary to fit with local regulations. Each office must have a Health and Safety Records folder which evidences actions taken to promote and monitor Health and Safety actions on an ongoing basis. Each Director should nominate a Health and Safety Coordinator within each office base who will oversee the health and safety operations and act as advisor to staff on these issues. A Safety records folder and Accident book must be maintained for each building, evidencing how health and safety matters are managed.

We acknowledge our duty, so far as is reasonably practicable:

- To provide a safe working environment for our workforce, fulfil our statutory commitments and actively manage and supervise health and safety at work;
- To identify any risks associated with our business activities, ensure suitable and sufficient control measures are in place, and evidence risk assessments and actions taken.
- Ensure regular consultation with our employees on matters which affect their health and safety.
- To ensure that all machinery and equipment used by our employees is fit for purpose and adequately maintained.
- To provide suitable storage and ensure safe handling of hazardous substances.
- To ensure that appropriate health and safety training is provided for all employees.
- To ensure that staff undertaking risk assessments are trained and competent in their role
- To prevent accidents and cases of work related ill health by risk management and ensuring a robust reporting and investigation system is in place.

- To liaise and communicate effectively regarding health and safety matters when working on other persons' premises.
- To ensure that there is an effective system of induction, training, communication and supervision to other persons visiting or working on our premises.
- To have access to competent advice, which will be provided by our Health and Safety Advisor, who will assist us in the continuous improvement in our health and safety performance and management through regular review and revision of policy and resources.
- Any learning from Health and Safety issues should be incorporated into revisions of practice where necessary.
- Serious risks, accidents or incidents concerning Health and Safety matters, or potential risks to the company reputation or business should be reported to Health and safety lead.

The flowchart below illustrates the continuous process of Health and Safety management which should be integrated into the day to day operations.



## 1 General Health and Safety Management

The company will ensure that our Health and Safety Management System is effective and integrated into our business activities, and will ensure that:

- Suitable health and safety information, instruction and training is given to all workers as is necessary for them to be able to work without risk to their health or safety so far as is reasonably practicable.
- We have access to competent health and safety advice, through the assistance of an external provider H&S Dept. and have our own Health and Safety dedicated advisor.

### 1a Risk Assessment

Risk assessments are undertaken proactively and in accordance with legal requirements, and are regarded as useful tools which help us to prevent accidents and ill-health.

Significant findings from risk assessments must be shared with relevant personnel and control measures to reduce risk promptly acted upon and followed through by staff and contractors.

### 1b Safe Management of Contractors

When we use contractors, their activities can create additional hazards that may pose a risk to our employees. In order to protect the health, safety and welfare of our employees and others (e.g. contractors, visitors etc.) we ensure that all contractors and sub-contractors that we engage are competent, conduct their activities with the minimum risk and are in ownership of any relevant documentation needed to carry out any work necessary.

This will be achieved by:

- Ensuring that contractors used are assessed as being competent, safe and have a suitable health and safety documents and risk assessments governing their work, and that these are followed.
- Checking the competence of contractors and subcontractors and evaluating their health and safety documentation
- Ensuring that contractors and subcontractors comply with our site specific company rules, and are effectively supervised.
- Ensuring that their equipment is tested and maintained in the statutory timescales by competent persons and documentation relating to this confirmed.
- Acting promptly to address any issues/concerns raised.
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## 2. Accident Control

### 2a Accident and Incident Reporting and Investigation

All employees and others (contractors, visitors etc) must report all personal injury or accidents which occur at work. Each office will have an Accident Report Book, containing accident reports, a log of all accidents and any Accident or Incident Investigation reports.

The line manager for the individual concerned, is responsible for ensuring that accidents are reported and ensure that the Director is informed of any serious accidents.

Serious accidents, incidents or health issues may also be reportable to external Health and Safety regulatory bodies. It is important in these situations to ensure that evidence is collected, e.g. witness statements, photographs of the scene of the accident, details of injuries and any equipment involved, diagrams and measurements of the accident area, details of injuries and medical treatment. In this instance use the Accident or Incident Investigation report.

Some examples of reportable major injuries might be – fractures, permanent loss of sight or reduction of sight, head injuries, serious burns or scalds, loss of consciousness through head injury or asphyxia.

Some examples of reportable serious occurrences might be – collapse of elevators, explosions, fire caused by electrical short circuit, collapse of scaffolding.

Some examples of reportable diseases might be – Tendonitis where work involves frequent repetitive movement, occupational dermatitis, where the work involves regular exposure to a known skin irritant.

### **2b First Aid**

First Aid equipment must be available in all of our office. There must also be a sufficient number of trained First Aiders on site during normal hours of operation.

The names of First Aiders must be displayed in the buildings. First Aid boxes must be visible, checked monthly and items replaced as needed.

### **2c Hazard Reporting**

All employees and others are encouraged to report any potential hazards that they observe in the workplace, to the health and safety coordinator, in order to ensure that these hazards are dealt with to prevent accidents occurring.

## **3 Work Equipment**

### **3a Display Screen Equipment**

All computer users should be asked to complete a DSE Assessment at the start of employment, and renewed annually. It is important for staff welfare to ensure that their working position and use of equipment is comfortable and unlikely to cause injury, e.g. back and neck pain, work related upper limb disorders. See DSE Self Assessment.

### **3b Office Equipment**

Office equipment should be routinely checked and maintained as required to ensure that it remains fit for purpose and safe. Staff using office equipment should be trained as appropriate. A

## **4 Work Activities**

### **4a Lone working**

There can be an increased risk to the health and safety of employees whilst working alone. A lone worker is an individual who spends some or all of their working hours working alone. This may occur during normal working hours at an isolated location, within the normal workplace, at a client's premises, travelling to and from a client's premises on business and when working outside normal office hours.

We have a responsibility to ensure as far as possible that the welfare of such staff is protected and a risk assessment should be carried out. See lone working policy.

#### **4b Safety in Food Preparation**

The preparation of food can bring with it increased risks with food contamination and use of kitchen equipment. A risk assessment should be carried out for each kitchen and any appropriate actions followed through. Staff responsible for food preparation must be aware of basic food hygiene practice.

#### **4c Special events**

There can be an increased risk to personnel when organising or attending special events, and it is the responsibility of event coordinators to ensure that appropriate risk assessments and any required actions are followed up. If external contractors are delivering a service e.g. caterers, children's activity organisers, they should also be asked to provide a risk assessment for their activities. Suitable arrangements must be made for emergency services, e.g. fire service access, and a nominated person attending the event should be responsible for checking health and safety issues during the day.

#### **4d Use and Storage of Hazardous Substances**

A register of any hazardous substances used should be kept by the Health and Safety Coordinator, and safe storage use and ventilation ensured.

#### **4e Work with Children**

Working with children is an area which can involve increased risk, and the needs and potential behaviours of children should be taken into account in all risk assessments in buildings where children are likely to be present. Any play areas and play equipment provided must also be risk assessed and equipment maintained safely.

### **5 Workplace Transport**

#### **5a Company cars**

Any vehicles provided by the company are for staff use, must be maintained at their specified service intervals or when faults are identified. All staff are expected to take due care in ensuring their vehicles are well maintained and safe, and that any children transported are provided with car seats or boosters as appropriate.

#### **5b Pool cars**

Pool cars should be checked monthly, if in frequent use. Where a pool car is shared by a number of staff, each person must complete the Pool Vehicle Driver Log each time the car is used. This will help in dealing with any maintenance requirements, accidents, and as a driver record in the event of any speeding fines.

### **6 Personnel**

#### **6a Aggression and Violence**

Staff working with service users or customers who have the potential to be aggressive will receive training in recognising and managing aggression, and appropriate support e.g. counselling and occupational health should be made available where necessary.

#### **6b Disability Discrimination Compliance**

People with disabilities should receive equal treatment at work, including equality regarding health and safety at work. In addition, a workplace that is accessible and safe for people with disabilities is also safer and more accessible for all employees, clients and visitors. Reasonable adjustments should be made in the workplace to ensure that the needs of people with disabilities are catered for and appropriate risk assessments carried out.

Refer to the group equality policy.

A Personal Emergency Evacuation Plan should be completed where appropriate to ensure that the needs of the individual are taken into account in the event of a fire.

### **6c Employing Young People**

Young people under 18, employed or on work experience placements with the group must be risk assessed before they start work, and any potential actions carried out.

### **6d Health and Safety Information for Employees**

All employees will receive information on Health and Safety policy and guidance, specific issues relating their place of work, and their responsibilities in maintaining a safe work environment, as part of their induction process. All staff should be made aware of the Health and Safety policy and guidance, receive a copy of Staff guidance.

### **6e Health and Safety Training**

Key personnel must be allocated to undertake a training needs analysis, and provide, manage and monitor Health and Safety training for all employees.

All staff must be adequately trained for the varied of tasks they may be required to do.

A record of health and safety training and attendees should be placed on the Safety Records folder, and each member of staff is responsible for keeping an up to date record of their own training attended.

### **6f Manual Handling**

Any work which requires lifting equipment or items which through size or weight pose a hazard, must be risk assessed.

### **6g New and Expectant Mothers**

There can be increased risks in the workplace for pregnant women, or women who have recently given birth. A Maternal Risk Assessment should be undertaken as soon as the manager is informed of the pregnancy, and reviewed as appropriate. Any actions required to promote the safety and wellbeing of the employee must be carried out.

### **6h Occupational Health/Health Surveillance**

It is our policy to provide, so far as is reasonably practicable, a safe and healthy working environment for all of our employees. We will take steps to monitor and prevent the occurrence of any work-related disease. We will also take steps to provide working conditions which are not only healthy and comfortable, but which will encourage optimum performance from staff. Where appropriate we will seek advice from Occupational Health services in relation to individual health issues, monitor any patterns of work related illness, and follow recommendations for maintaining a healthy work environment for all.

### **6i Stress in the Workplace**

Occupational stress can pose an increased risk to the health of employees, and all managers must maintain an overview of the workload and welfare of individuals they are responsible for.

Where an employee appears to be vulnerable to or suffering from work related stress a risk assessment should be completed by their line manager, and controls put in place where

appropriate to reduce stress.

#### **6j Substance and Alcohol Abuse**

Substance and alcohol abuse can present risks in the workplace if not effectively managed. Prompt action should be taken if any concerns arise, or if employees are in breach of the policy.

#### **6k Welfare and the Working Environment**

The company will ensure that any working environment/living environments are maintained safely and in good order. Our buildings should present as welcoming spaces which are conducive to effective working for employees, quality living for residents and hospitable environments for visitors. This includes appropriate meeting facilities, refreshments and washrooms.

#### **6l Health and Safety Consultations**

Health and safety is everybody's business and managers must ensure that staff are not only aware of their responsibilities, but also have the opportunity to bring issues to the attention of managers as appropriate. Any concerns relating to health and safety, new policies, information or expectations must be shared with staff in the most appropriate manner, e.g. email, briefing, training, workshops, team meetings.

### **7 Premises**

#### **7a Asbestos**

We have a legal responsibility to our employees and other (contractors, visitors etc.) to ensure that any Asbestos Containing Materials (ACMs) that are present in our buildings are identified and managed to minimise any risk to health associated with asbestos. This is more likely to be the case where buildings were constructed before 1999. We must identify whether ACMs are present in the building structure of our premises, and if this is the case request an asbestos survey report from a qualified contractor, and a risk assessment and plan to manage the risks. Employees and visiting contractors must be made aware and only licenced contractors used for any removal work or repairs.

#### **7b Building Services**

There may be an increased risk to the health and safety of our employees and others (contractors, visitors etc.) associated with inadequately controlled building services (i.e. electricity, gas, water, lighting, heating, ventilation, air-conditioning and sewerage). Any contractors working on premises must be assessed as competent, safe and providers of quality services.

Controls must be in place to reduce risks for all stakeholders, and to ensure buildings are kept secure whilst any work is being carried out. Any contractor should be asked to evidence identity if not known to staff.

#### **7c Cleaning**

All buildings must be maintained to a high standard of cleanliness. Regular checks should be carried out to ensure that cleaning contractors are working effectively, and ensuring that buildings are secured when they leave. There should be a two-way communication record between Carter Brown and the cleaners to ensure that any concerns or issues are dealt with.



#### **7d Control of hazardous and non-hazardous waste**

There must be suitable arrangements in place for disposal of all waste materials. Confidential paperwork must be shredded or disposed of via safe storage and collection by an appropriate contractor. Any hazardous materials e.g. chemicals, sharps, must be disposed of according to recommended guidelines.

#### **7e Electrical Safety**

Electrical equipment in the work place must be checked regularly for safety. An initial inspection by a qualified electrician should be conducted in relation to the electricity supply and any fixed electrical appliances, and PAT tests repeated when required.

Where possible all electrical appliances should be turned off and unplugged when not in use, due to fire risk. Electrical air fresheners must not be used at all in buildings.

#### **7f Gas Safety**

If gas or any other fossil fuel (wood, oil, coal) is used for the boiler, heating or cooking, an annual inspection should be carried out by a qualified gas contractor and a certificate supplied, with any required actions carried out promptly.

#### **7g Carbon Monoxide Safety**

Carbon monoxide testing should be carried out regularly where fossil fuels are used.

#### **7h Fire Safety**

There must be a system in place for the management and monitoring of fire safety arrangements. This includes fire safety induction for all new employees, training on fire safety for all staff, identifying and training fire marshals, and provision of a range of fittings and equipment to reduce the risk of fire and promote the safety of all stakeholders.

This includes:

- Annual Buildings Fire Risk Assessment for all buildings
- Testing the fire warning system, ensuring that different call points are used when necessary.
- Testing Battery Operated Smoke Alarms –
- Servicing / maintaining the fire detection and warning system
- Maintaining/servicing Emergency Lighting annually
- Testing the emergency lighting
- Checking fire doors monthly.
- Ensuring that Fire Extinguishers are tested annually – certificate to be provided by contractor
- Inspecting Fire Extinguishers
- Testing the evacuation procedure every 6 months by carrying out a fire drill.
- Ensuring that Personal Emergency Evacuation Procedures are completed and communicated to any employee who might have difficulty in safely evacuating the premises.

### **7i Lifts, Elevators or Hoists**

All lifts, elevators or hoists must be serviced and maintained by appropriate contractor, with a certificate provided. A risk assessment should be carried out in each building to assess potential risk and risk reduction for all stakeholders, and in particular vulnerable service users. Access to operating machinery should be restricted and signs advising not to use the lift in a fire emergency.

### **7j Pest Control**

Qualified contractors should be promptly engaged to deal with rodents, insects or other pests in the building, and any hazardous materials managed in a safe manner using Safe Systems of work.

### **7k Premises**

Visitors and contractors may bring additional risks when on premises, and risk assessments should be undertaken as appropriate, e.g. replacing windows, electrical work etc. It is our responsibility to ensure that any actions required as the result of a risk assessment are carried out and communicated to those affected.

### **7l Radon Gas**

Radon testing should be carried out where this is appropriate, by competent contractors and any required actions carried out promptly.

### **7m Slips trips and falls**

Employees and others entering our buildings should be protected as far as possible from the risk of slipping, tripping and falling on uneven, and wet floors. Warnings should be put in place as appropriate e.g. floors which are wet from cleaning, change in levels, carpets/mats must be monitored for fraying and loose ends, electrical wires should be secured away from walkways etc. Any equipment or materials placed at a height should be checked in order to prevent falling.

### **7n Staff Amenities and Rest Rooms**

Facilities must be provided appropriate to staff numbers and access needs, and well serviced and hygienic.

### **7o Water temperature**

Water temperature should be monitored to prevent scalding, and control measures put in place to reduce temperature or warn staff where appropriate.

## **Homeworkers – Also see home working policy**

With regards to health and safety, a home worker is a “lone worker” and is afforded the same protection under health and safety legislation as an employee who works on Company premises as a lone worker. As such, all the Company’s health and safety policies and procedures apply to home workers and the home working environment would be inspected by Company representatives prior to commencing home working and at regular intervals thereafter to ensure that all required health and safety requirements are in place. In particular, the Company will take appropriate steps to ensure that:

- **the actual workspace is checked to ensure that it is adequate for the employee’s needs,**
- **all equipment and systems of work in the employees’ home are safe,**
- **all articles and substances are safely handled and stored,**
- **a risk assessment and hazard identification of the workspace and workstation is conducted,**

- **information and training are provided on the safe use of any equipment that the employee will be using, including computer equipment and display screen equipment.**

In addition, home working employees must report any work-related accidents.

Where it is agreed that an employee can work from home, the employee has a duty of care and is responsible for their own health and safety and the health and safety of others, as if they were working on Company premises. As such a home working employee must work in a safe manner, follow all Company health and safety policies and procedures, use any protective equipment or clothing provided by the Company and always act in a way that would not in any way endanger the employee or anyone else.

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## VERSION CONTROL

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Version	Revision Date	Section Revised	Person undertaking Revision	Reason for Revision
V_2	11/10/23	All	AD	Rebranded
V_2	05/2020	Home working	LM	All staff homeworking due to lockdown
V_3	11/10/23	All	AD	Rebranded

This policy will be reviewed by the external Health and Safety company H&S Dept at yearly intervals. Proposed changes will be subject to consultation with the Health and Safety lead and senior management.

Statutory changes will be incorporated automatically, and any legal or organisational developments may prompt more frequent reviews