

<b>Name</b>	<b>Health and Safety at Work – Statement of Intent</b>
<b>Policy Number</b>	6.1
<b>Date last reviewed</b>	October 2016
<b>Date of next review</b>	October 2018



## Health and Safety Statement of Intent

1. Linkage Community Trust (Linkage) will ensure as far as is reasonably practicable, the health and safety of its employees, learners/service users, visitors, contractors and anyone entering any of its sites. Linkage recognises that excellent Health and Safety has positive benefits and this will be based on hazard identification and risk management.
2. Linkage is totally committed to a positive Health and Safety culture and this will be actively encouraged and supported by senior management and at all levels throughout the organisation.
3. The Trustees are responsible for ensuring sufficient resources are made available to enable the effective implementation and enhancement of the policy, using Health and Safety legislation as minimum standard.
4. The Chief Executive is accountable to the Trustees for the implementation of the policy and developing an overall positive Health and Safety culture within Linkage.
5. Directors and Managers are accountable to the Chief Executive and Trustees for the continued development and implementation of the policy within their respective departments and areas of responsibility.
6. Linkage openly encourages the co-operation of all employees by discussion and consultation with their managers with a view to promoting and developing measures to ensure health and safety at work and to check the effectiveness of such measures.
7. Equally it is the duty of every employee to take reasonable care for health and safety of themselves and their fellow workers or other persons who may be affected by their action at work and to co-operate with any other employee to enable statutory duties or requirements are fulfilled.
8. Linkage will take every reasonable measure as far as is reasonably practicable to ensure the following:
  - Provide and maintain a safe and healthy workplace, working and learning environment and safe access and egress.
  - Undertake all necessary risk assessments and provide safe systems of work as appropriate.
  - Provide all the necessary information, instruction, training and supervision for employees and others as appropriate.
  - Provide Health and Safety induction and training to all learners and service users.
  - Maintain active employee involvement by means of Health and Safety as a standing agenda item and the Health and Safety Manager’s attendance at other meetings.
  - Ensure appropriate systems are developed and maintained for the effective communication of Health and Safety matters throughout Linkage.




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Ensure that any accidents or near misses are investigated as appropriate and that all necessary procedures are put into place to reduce the likelihood of a re-occurrence.

Provide suitable and adequate Welfare facilities.

9. The policy will be brought to the attention of every employee and anyone else to whom it may apply. It will be reviewed regularly and reviewed as appropriate.

<b>Signed:</b>	
<b>Position:</b>	Chairman
<b>Date:</b>	14 Nov 16

<b>Name</b>	<b>Health and Safety at Work – The Organisation</b>
<b>Policy Number</b>	6.2
<b>Date last reviewed</b>	October 2016
<b>Date of next review</b>	October 2018



## The Organisation

### 1. The Trustees

- Be fully conversant with Linkage's Health and Safety policy and the responsibilities that this places upon them
- To ensure that Linkage has in place all of the necessary policies and procedures as per legislation
- Arrange for sufficient resources are made available to meet Health and Safety legislation as a minimum standard.
- Ensure that there is a nominated Trustee with lead responsibility for Health and Safety matters
- Promote the benefits of a positive safety culture within Linkage.

### 2. The Senior Management Team (Chief Executive and Directors)

- Be responsible for implementing the Health and Safety Policy.
- To periodically appraise the effectiveness of the policy and ensure that any necessary changes are made.
- To ensure that appropriate liability insurance is in place and advise the extent to which risks are acceptable whether insured or not.
- To review insurance and loss periodically.
- To ensure all legislation pertaining to Health and Safety is conformed to as a minimum standard
- To seriously consider any representation about health and safety from employees, learners/service users and anyone associated with Linkage
- To ensure each main establishment has a safety representative responsible to the managers of the establishment for health and safety matters.
- Delegate, as appropriate, responsibilities to others, ensuring that they are clear and understood, and that there is a strict accountability.
- To ensure mechanisms are in place to consult staff on Health and Safety matters..
- Not allow unsafe practises to develop.
- Actively promote a Health and Safety culture within Linkage.

### 3. Senior managers

- Be responsible for implementing the Health and Safety Policy
- Be proactive in implementing and updating policies and procedures
- Identify the training needs to ensure that employees under their control possess sufficient information, knowledge and understanding to carry the duties and responsibilities of their work, without endangering themselves or others.
- Be fully conversant with Linkage's Policies and understand the responsibilities that this places upon them.
- Ensure that arrangements are in place for effectively implementing the Health and Safety Policy, reviewing it and complying with all statutory legislation.
- Identify in areas of their control the nature and extent of risks and put into place the necessary precautions to reduce that risk to as low as is reasonably practicable.
- Ensure that all accidents and near misses are investigated as appropriate.
- Ensure that suitable and sufficient necessary protective equipment or safety equipment is provided and correctly used.

- Maintain responsibility for in-house Health and Safety inspections to be carried out in their appropriate areas.
- Be proactive in encouraging healthy communication between all levels of staff.
- Ensure that employees under their control possess sufficient information, instruction and understanding necessary to carry out their duties and responsibilities without endangering themselves or others, by means of adequate training and supervision.
- Ensure the Health and Safety of everyone on Linkage premises other than employees
- Maintain written up to date records on all health and Safety subjects relevant to their areas i.e. risk assessments, inspections
- Not allow unsafe practises to develop.
- Set a personal example to all employees

#### **4. Line Managers (local level)**

- Be responsible for implementing the Health and Safety Policy
- Identify the training needs to ensure that employees under their control possess sufficient information, knowledge and understanding to carry the duties and responsibilities of their work, without endangering themselves or others.
- Be fully conversant with Linkage's Policies and understand the responsibilities that this places upon them.
- Ensure that arrangements are in place for effectively implementing the Health and Safety Policy, reviewing it and complying with all statutory legislation.
- Identify in areas of their control the nature and extent of risks and put into place the necessary precautions to reduce that risk to as low as is reasonably practicable.
- Ensure that all accidents and near misses are reported in conjunction with the Linkage accident policy – Accidents 6.4
- Ensure that all employees are aware of the facilities provided for first aid.
- Ensure that all employees under their control are familiar with the procedures for serious and imminent danger including fire, means of escape and the location and use of fire fighting equipment.
- Ensure that suitable and sufficient necessary protective equipment or safety equipment is provided and correctly used.
- Carry out in-house Health and Safety inspections in their appropriate areas.
- Ensure that appropriate risk assessments, safety procedures, rules and safe methods of work are in place and followed at all times.
- Ensure that employees under their control possess sufficient information, instruction and understanding necessary to carry out their duties and responsibilities without endangering themselves or others, by means of adequate training and supervision.
- Ensure the Health and Safety of everyone on linkage premises other than employees
- Maintain written up to date records on all health and Safety subjects relevant to their areas i.e. risk assessments, inspections
- Maintain high standards of housekeeping at all times, ensuring that anything available for Health and Safety is not tampered.
- Ensure all equipment that is used on site is fit for purpose and in good working order. Defective equipment should be reported immediately and removed from site.
- Not allow unsafe practises to develop.
- Set a personal example to all employees

#### **5. Estates and Maintenance Manager**

- Ensure that all safety equipment is provided and maintained in accordance with legislation.
- Maintain written, up to date records on all Health and Safety subjects relevant to their areas i.e. risk assessments, inspections
- Set a personal example to all employees



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- Ensure that maintenance issues are dealt with efficiently, as far as is reasonably practicable.
- Not allow unsafe practises to develop.
- Ensure the Health and Safety of everyone on linkage premises other than employees, as far as is reasonably practicable.
- Ensure that adequate arrangements are made to ensure the safety of any contractor who uses a place of work under the control of Linkage and that the health and safety of employees is not adversely affected by the contractor's activities, as far as is reasonably practicable.
- Ensure all lifting equipment is only used by trained personnel and serviced in accordance to legislation.
- Ensure all statutory tests and certificates are current and on site i.e. gas, electricity, portable appliance testing etc.
- Ensure that all equipment supplied is fit for purpose and suitably maintained in a safe working order.
- Ensure all grounds are maintained in a safe and suitable standard appropriate for the needs of users of any Linkage property.

## 6. Facilities and Procurement Manager

- Report any unsafe practices or damaged machinery plant or equipment to the Estates and Maintenance Manager or in the event of his or her unavailability to the Health and Safety Manager.
- Ensure that all properties and vehicles are provided with any equipment required for the service or to be complaint with legislation.
- Set a personal example to all employees
- Ensure the correct disposal of waste, particularly waste which is hazardous in nature or has implications for the environment.
- Not allow unsafe practises to develop.
- Ensure that all of Linkage vehicles and contents are maintained in a serviceable condition and any notified defects are rectified immediately, as far as is reasonably practicable.
- Maintain written up to date records on all health and Safety subjects relevant to their areas i.e. risk assessments, inspections
- Ensure the Health and Safety of everyone on linkage premises other than employees, as far as is reasonably practicable.

## 7. Employees

All employees of the Trust are required to:

- Make themselves familiar with and conform to the health and safety policy at all times.
- Observe safety rules at all times and ensure that appropriate supervision is available at all times especially where service users are involved.
- Complete accident reports involving injury, damage or lost time and submit such reports immediately to the Health and Safety Manager.
- In any event to report all accidents or damage to either the manager or in the event of his or her unavailability to a Director whether persons are injured or not.
- Assist and co-operate in the investigation of any accidents that may occur with the objective of introducing preventative measures.
- Prevent interference with or misuse of any equipment or systems of work, which have been installed by the Trust. Any misuse must be reported to their Manager and the Health and Safety Manager as soon as is practically possible.
- Comply with relevant legislation to observe safety rules.
- Familiarise themselves with the fire evacuation and other procedures for serious and imminent danger and the location of fire alarms and fire fighting equipment in their area of work.



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- At all times wear the supplied personal protective equipment and put into place safety devices where required.
- Staff will be responsible to ensure that appropriate footwear and clothing is worn in the interests of safety and that equipment requiring special care (e.g. sharp utensils, ladders and trestles etc.) is correctly inspected, maintained, used and stored.
- Report any unsafe practices or damaged machinery plant or equipment to the Health and Safety Manager.
- At all times co-operate with responsible staff and safety representatives on all health and safety matters.

## 8. Health and Safety Manager

- The Health and Safety Manager is the appointed competent person to assist Linkage to fulfil its health and safety responsibilities in accordance with legislation.
- Assists Linkage management in the establishment of policies and procedures and in monitoring the effectiveness of these policies.
- Formulate and recommend Linkage's health and safety arrangements and, by taking action on specific issues, to deal with health and safety problems.
- Provide advice and guidance on the effect of new or existing legislation in health and safety.
- Liaise with the Health and Safety Executive, Environmental Health Officers, Fire Authority and other outside bodies as necessary.
- Assist in the investigation of accidents, dangerous occurrences and other incidents, when required and liaise with management throughout the organisation as appropriate.
- Communicate with all levels of employees as appropriate.
- Carry out inspections as appropriate.

## 9. Visitors and Others

- Observe the Trust's safety rules and the instructions given by persons responsible for enforcing the Trust's safety policy.
- Ensure that they sign in and out of any area within Linkage
- Do not enter any area that is prohibited
- Report and accident/incidents before leaving Linkage premises.
- Only smoke in designated areas

## 10. Contractors

- In relation to contractors this will be undertaken by following the contractors' procedure/ booklet and ensuring that all standards met and maintained.
- Linkage staff may alert a contractor's attention to any working method that is or may create a hazard that could have implications for people's safety. All works must be halted immediately whilst the contractor rectifies the situation.
- Please refer to policy 6.9 Contractors

## 11. Consultation with Employees

- This is achieved by Health and Safety being a standard agenda item on every meeting throughout Linkage.
- The Health and Safety Manager will attend various meetings throughout Linkage.
- From time to time staff are asked their opinions about various subjects.
- Information is relayed by means of emails, memos, bulletins, posters and the Intranet.
- An open door policy exists where staff may disclose any health and safety concerns direct to the Health and Safety Manager.

## 12. Fire Wardens

A linkage fire warden is directly appointed by management, consistent with maximum organisational efficiency. They receive additional training on the role of being a fire warden.



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This is a very important service offered by the staff in the evacuation of buildings in the event of a fire or other incident. It is expected that staff acknowledge the importance of this role and any instructions given to them are carried out immediately.

## 13. First Aiders

- Linkage Community Trust recognises that it has a legal obligation under the health and Safety (First-Aid) Regulations 1981 to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to our employees if they are injured or become ill at work.
- Although not required to by law, Linkage takes into consideration within its first aid provision, all non-employees on Linkage premises at any time of the day or night.
- This policy should be read in conjunction with Linkages first aid risk assessments.
- Please refer to policy 6.15

## 14. Safe Learner

- Linkage Community Trust has a responsibility to ensure the Health, Safety and Welfare of all its learners/service users. This is achieved by following the “Safe Learner Blue print” model.
- This is accomplished by delivering Health and Safety targets throughout all Linkage curricula including areas such as gaining knowledge of health and safety, hazard and risk awareness, personal safety.
- Please refer to policy 6.27

## 15. Monitoring and Review of the Health and Safety Policy

- All employees are to bring to the notice of their immediate manager any areas where arrangements on health and safety appear to be inadequate.
- The policy will be reviewed bi-annually unless:
  - Dictated by legislation, code of practice
  - The nature of the work alters
  - New plant or hazards are introduced into the workplace
  - Change of personnel
- This may take the form of:
  - An amendment slip
  - An amended page
  - Whole revision
- Health and Safety will feature on every meeting agenda throughout Linkage at least once per quarter

## 16. Occupational Health

- Linkage offers a service called “BHSF” which provides staff and their eligible dependents with unlimited access to the member care centre 24 hours a day, 7 days a week for medical information and advice for people who have been diagnosed with a serious medical illness or injury.
- Linkage also works alongside an external occupational health specialist and makes referrals from recommendations from risk assessments.
- Please refer to Linkage intranet/support services/HR



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<b>Name</b>	<b>Health and Safety at Work – Arrangements</b>
<b>Policy Number</b>	6.3
<b>Date last reviewed</b>	November 2015
<b>Date of next review</b>	November 2017

## The Arrangements

### Carrying Out the Policy

1. The arrangements for carrying out the health and safety policy include general and specific procedures for safe working and precautions to be taken for ensuring employees', service users, visitors' and contractors' health and safety.
2. Individual areas are covered by policies within the Health and Safety manual.
3. All areas will display the statement of intent.
4. Main sites will hold the full manual.
5. All Linkage employees are responsible for ensuring that the policy is carried out in full.

### Safety Training

1. Linkage recognises that Health and Safety training is an integral and important part of an employee's development.
2. No person will be employed on work involving any significant risks, unless they have received adequate training to help them understand the hazards involved and the precautions to be taken.
3. Line managers must ensure that "on the job" training is given to new employees or those new to a job.

### General Safety Rules

#### 1. Housekeeping

- It is essential that all employees maintain Linkage's premises to a high standard and areas are clean and tidy.
- Learners/service users should be encouraged to do the same.
- Any rubbish should be regularly removed from the area.

#### 2. Fire

Under the regulatory reform (Fire safety) order 2005 Linkage has a duty to protect, so far as is reasonably practicable, its entire staff, service users / students, visitors, contractors, volunteers etc. This is achieved by ensuring that all controls are in place and that this is continuously monitored and reviewed.





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- Linkage Community Trust reviews its individual fire risk assessments annually.
- All staff will familiarise themselves with the fire procedures relating to their premises and with the location of fire-fighting equipment. Each residence has a named member of staff responsible for instructing staff in these and who will arrange instruction.
- Fire drills and evacuation procedures will be practiced a minimum of 3 times per year. Data resulting from evacuation practices will be recorded in the fire files.
- Fire-fighting equipment will be inspected annually by a recognised representative of a company qualified to offer such inspections. Faulty equipment will be repaired immediately or replaced.
- Each site has a designated smoking area. Please refer to 6.8d
- In accordance with COSHH regulations all flammable substances will, whenever appropriate, be stored outside. (e.g. paint in the paint store) and staff will take care of risk when storing these substances.
- It will be the responsibility of all staff to be at all times aware of fire risk and to immediately advise management if any potential risk is identified.
- Any incident of fire, no matter how small, will be reported to management immediately so it can be analysed and any lessons learned from it. Please note: in the event of fire the fire service should be contacted even if we have put the fire out to ensure it has been put out properly.
- Fire doors closed. Fire doors should not be propped open unless with an automatic safety device.
- All sites have their own assembly points; these will be covered in fire induction. All residential homes have their own assembly points and staff working in these houses will be made aware of these by the manager of individual homes.  
**(Please refer to policy 6.14 for fire safety)**

## 3. Personal Protective Equipment

- Personal protective clothing will be supplied by the staff member's line manager when a risk assessment is carried out on the activity and in the interest of safety it is deemed necessary.
- If supplied it must be worn at all times whilst undertaking that activity.
- It is the staff member's responsibility to ensure that the equipment is kept in good working order.
- A full maintenance system should be in place to ensure that the equipment remains defect free.  
**(Please see policy 6.24)**



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## 4. Electrical equipment

The Electricity at Work Regulations 1989 – all electrical systems must be maintained at all times to prevent danger. Linkage ensures that all electrical installations have a maximum of 3 year safety inspections, as at discretion by the inspector.

- Unauthorised personnel must not tamper with, or try to repair any electrical installation or piece of equipment.
- Maintenance personnel must not work beyond their agreed boundaries.
- All equipment must be isolated before work can be commenced.
- Electrical equipment must be treated with respect and used correctly
- All defects suspected or apparent should be reported Assistant Business Manager and removed from site or if not applicable unplugged and clearly labelled “not in use”
- No personal appliances are to be used on site unless tested by an approved person.
- Portable Electrical items are all tested as per their risk rating but no more than every three years.
- Any equipment that has not been tested will be removed from the premises and held until such time as it is tested and deemed safe.
- All electrical equipment should be visually checked by the operator before use and any defects reported.  
**(Refer to policy – 6.11)**

## 5. Work Equipment

- To establish and set out the safety procedure for the safe management and control of work equipment at work by *Linkage College* or its sub-contractors.
- The Provision and Use of Work Equipment Regulations (PUWER) define work equipment as **“any machinery, appliance, apparatus, tool or installation for use at work (whether exclusively or not)”**
- PUWER therefore applies to a wide range of everyday things used at work. From items used in the office such as copiers and binding machines up to heavy equipment used on site including hand tools; ladders; circular saws; hoists; dumpers; tower cranes; etc. Almost everything we use is work equipment.  
**(Refer to procedure 6.31)**

## 6. Risk assessments

- Linkage Community Trust is committed to ensuring the safety of our staff, students, service users, visitors etc so far as is reasonably practicable. To enable this to happen Linkage will endeavour to risk assess all hazards associated with our work. Linkage will



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then use a hierarchy of control to reduce those risks to an acceptable level, as far as is reasonably practicable.

***(Refer to procedure 6.26)***

## 7. Pregnant workers

- Workers must receive a risk assessment completed with their line manager, as soon as they have informed them of the pregnancy. This risk assessment should be reviewed regularly during the pregnancy and upon their return from having the child.
- All Generic risk assessments must take into account that female members of staff of child bearing age may become pregnant and do not have to tell their employer straight away.

***(Refer to policy 3.15 Staff personnel – maternity, paternity and adoption).***

## 8. Control of Medication

- All student/resident medication will be kept under lock and key under the control of the house staff, except where it has been decided by the manager, that student/resident should keep his/her own medication for self-administration.
- Any staff wishing to bring medicine for personal use onto linkage property must ensure that at all times it is not accessible to anyone else.

***(Refer to Medication 6.19 and 6.29)***

## 9. Working at heights – Ladders / Portable Ladders

- Damaged ladders will not be used in any of our work activities; any damaged units shall be repaired or replaced. The use of ladders on any work activity will be in strict accordance with the information and recommendations of HSE. Guidance note INDG 402 'Safe Use of Ladders & Stepladders' (Employers Guide).
- Generally, ladders will only be used for access; however, for simple short duration maintenance work may be used if adequate controls are in place. All ladders will be tied at or as close to the top as possible and placed at an angle equivalent to one unit out to every four units up.
- Where circumstances prevent adequate restraints, ladders will only be used with a second person footing at the base. In these circumstances no one must use a ladder unless arrangements have been made to work as a team.
- Stepladders will only be used for access and the top step shall never be used as a work platform unless the particular stepladder has been specifically designed for this use.
- All staff using ladders will be issued with HSE “top tips for ladder and stepladder safety.
- Linkage uses the “Scafftag” system for checking and maintaining equipment for working at height.

## 10. Lifting Equipment

- The Lifting Equipment and Lifting Operations Regulations (LOLER) define
- lifting equipment as ***“any equipment that is used for lifting or lowering of loads and, includes attachments for anchoring, fixing or supporting it”***.



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- This also includes attachments for lifting i.e. chains, shackles, lifting beams etc. The regulations apply to all lifting equipment across all industry sectors i.e. passenger lifts in general office buildings.
- All items of lifting equipment are also items of work equipment  
**(Refer to 6.17)**

## 11. Moving and handling

- Moving and handling is any action required as part of a person's job that involves movement of a person or inanimate object by hands or bodily force. This includes activities such as lifting, lowering, pushing, pulling, carrying and supporting a load.

**(Refer to 6.21 Moving and Handling)**

## 12. Aggression towards staff

- Under the Health and Safety at Work regulation 1974, Linkage has a duty of care to ensure the safety of its entire staff, service users, visitors, contractors and anyone who may be entering a Linkage premise.
- Staff have the right to feel safe whilst at work and Linkage will endeavour to do everything to ensure that they are not exposed to undue or unreasonable risk.
- Such aggression will be dealt with in a professional and considered manner consistent with our established training programme (Non-Violent Crisis Intervention).
- This policy applies to all staff without exception. Linkage takes the stance that violence directed towards staff will not be tolerated  
**(Refer to procedure 6.6)**

## 13. Infection Control and Communicable Diseases

- Linkage has a duty of care to ensure that staff and service users' so far as is reasonably practicable, are protected from infection by various control methods as identified in the guidance below.
- The guidance is aimed at reducing the risk of cross contamination to as low as is reasonably practicable.  
**(Refer to policy 6.4)**

## 14. VDU

- The objectives of the regulation are to improve working conditions at display screen equipment by providing ergonomic solutions to obtain eye tests and information about hazards, risks and control measures associated with their workstations. The minimum requirements are as follows:
    - Risk assessment to be carried out on each operative
    - Work breaks/activity change arranged via Line Manager (max. 2 hours using screen)
    - Eye tests paid for by Linkage Community Trust
    - Information, instruction, training and supervision provided by Linkage Community Trust
- (Refer to Eye examinations DSE 6.31)**



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## 15. COSHH

- COSHH is the control of substances hazardous to health regulations 2002. The regulations aim to protect people who come into contact with hazardous substances as part of their work. Linkage will ensure that the exposure of employees, service users and visitors to substances hazardous to health is either prevented or, where this is not reasonably practicable, adequately controlled.  
**(Refer to procedure 6.10)**

## 16. Accidents

- It is the Trust's Policy that, so far as is reasonably practicable, every step will be taken to ensure accidents are kept to a minimum. In the event of an accident there are statutory guidelines which must be adhered to and these are set out in the procedure below. Linkage has followed guidance as set out in Health & Safety Guidelines (HSG) 245.  
**(Refer to procedure 6.4)**

## 17. Emergency plans

- The aim of the plan is to promote a rapid post crisis recovery and in doing so minimise disruption to the Trust's main businesses and keeping financial loss to a minimum.

For the purposes of this plan a crisis and/or disaster is defined as "a sudden and/or unexpected significant incident which threatens personnel, buildings and services or the operational structure of the Trust, requiring urgent special measures to be taken to respond and, if possible, to restore things to normal operational activity as soon as is practically possible".

For more detail please refer to Linkage's Disaster Recovery plan and Business Continuity Management Plan.

## 18. Office and Workplace statement

The office / workplace will be managed with appropriate consideration given to the health, safety and well-being of the operatives and visitors. The following safety considerations will be addressed in our office safety inspections:

- Maintain safe and unobstructed access to the office at all times.
- All office walkways to be kept clear.
- Fire escape routes are kept free from obstruction.
- Avoid trip hazards from stored materials, paper bins and telecommunications leads.
- Comfortable workstations provided.
- Space will be no less than 11 cubic metres per person.
- Adequate ventilation provided.
- Adequate heating provided.
- Lighting appropriate for the use of the room.



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- Ensure that all electrical equipment is properly earthed, fused, and that the power supply or individual sockets are not overloaded.
- Ensure that all fire escape routes are maintained and unobstructed.
- Ensure that adequate fire extinguishers are maintained and include CO<sup>2</sup> and dry powder.
- Adequate first-aid facilities maintained.
- Adequate welfare facilities are available: toilets, water supply (hot and cold), food preparation facilities and changing rooms.

## 19. Safe Learner

- Linkage Community Trust has a responsibility to ensure the Health, Safety and Welfare of all its learners/service users. This is achieved by following the “Safe Learner Blue print” model.
- This is accomplished by delivering Health and Safety targets throughout all Linkage curricula including areas such as gaining knowledge of health and safety, hazard and risk awareness, personal safety.

***(Please see policy 6.27)***

## 20. Leisure

- Members of staff involved with learners/service users in leisure activities will be responsible for ensuring the leisure activities are appropriate to those learners/service users participating.
- No leisure activities involving high risks (e.g. parachuting, scuba diving, flying etc) will be used without both the approval of the Directors and the learner/service users own family in writing together with clearance from insurers.
- It is staff responsibility to ensure appropriate supervision is given during activities where a learners/service users disability indicates it, e.g. when an epileptic is swimming.
- An external trips risk assessment must be completed prior to going on a leisure trip.
- If Linkage are participating in an activity where we rely on the safety of an external body, it may be appropriate to request copies of both their competency training and maintenance certificates of equipment.

***(Refer to external trip procedure 6.13)***

## 21. First Aid

- Linkage Community Trust recognises that it has a legal obligation under the health and Safety (First-Aid) Regulations 1981 to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to our employees if they are injured or become ill at work.
- Although not required to by law, Linkage takes into consideration within its first aid provision, all non-employees on Linkage premises at any time of the day or night.
- This policy should be read in conjunction with Linkages first aid risk assessments
- First aid stations will be established in all departments of Trust premises so as to be reasonably accessible to all learners/service users and employees. These will be



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suitably stocked at all times. First aid must only be administered by staff that have received the appropriate training.

***(Refer to First Aid procedure 6.15)***

## 22. Asbestos

- Linkage will ensure as far as is reasonably practicable the health and safety of its staff, service users, visitors, contractors and public.
- This will be achieved by complying with the control of Asbestos regulations 2012.

***(Refer to procedure 6.7)***

## 23. Occupational Health

- Linkage has a duty of care to protect as far as is reasonably practicable it's staff and service users. Occupational health is concerned with the effect of work on health, whether through injury or long term exposure to agents with latent effects on health;

***(Refer to Occupational Health policy 6.22)***

- Needle stick injuries – appendix 6.22.1
- Infection control procedure – appendix 6.22.2
- Vibration – see appendix 6.22.3/4/5
- Noise – see appendix 6.22.6
- Biological agents – refer to Communicable diseases policy and appendix, 7 and 8
- Legionella – refer to appendix 6.22.11
- Moving and handling – See policy 6.21
- Movement and posture-related hazards (i.e. hazards which could lead to upper limb disorder) – refer to DSE assessment
- Temperature – consult your line manager
- Chemicals – refer COSHH policy 6.10
- Psychosocial/organisational hazards (e.g. style of management, culture of organisation) – refer to stress policy

## 24. Children on Linkage Sites

- Under the Health and Safety at work act 1974 section 3, Linkage have a duty of care to ensure so far as is reasonably practicable the safety on anyone other than employees on Linkage premises.
- **It is with this in mind that the decision has been taken not to permit employees children on the premises whilst they are working.**

***(Please refer to policy 6.8)***

## 25. Kitchen Clothing

- Linkage has a duty of care to ensure the safety of its staff, learners/service users and volunteers whilst carrying out Linkage duties. A formal kitchen dress code will be enforced in all non-domestic kitchens throughout Linkage.

***(Please refer to policy 6.16)***



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## 26. Stress

- Linkage has a duty in law to ensure that the health of its employees is not adversely affected by their work. This policy and associated guidance set out what the Trust does to manage work-related stress.

It is the policy of Linkage to take all reasonable and practicable steps to safeguard the health and safety of employees while at work. Linkage Community Trust recognises that excessive levels of stress, especially if, endured for long periods can lead to ill health.

Harmful levels of stress can arise as a result of factors both in the workplace and from employees' personal and family lives. While it has no control over external factors, the Trust's objectives are to:

- Identify sources of harmful levels of stress and prevent, as far as is reasonable and practicable, employees being exposed to harmful levels of stress at work;
- Enable managers, supervisors and individual employees to recognise, at an early stage, problems which might be related to harmful levels of stress;
- Provide support for those who are suffering ill health due to work related stress and provide assistance to enable employees to recover their full potential as soon as possible.
- Linkage recognises that a policy on work related stress cannot sit in isolation. It must be supported by other Trust policies which address matters which might result in harmful levels of stress.





# Linkage Community Trust Health and Safety Manual

<b>Name</b>	<b>Accidents</b>
<b>Policy Number</b>	6.4
<b>Date last reviewed</b>	November 2015
<b>Date of next review</b>	November 2017

## Policy

It is the Trust's Policy that, so far as is reasonably practicable, every step will be taken to ensure accidents are kept to a minimum. In the event of an accident there are statutory guidelines which must be adhered to and these are set out in the procedure below. Linkage has followed guidance as set out in Health & Safety Guidelines (HSG) 245.

## Procedure

### Dealing with an Accident

- In the event of an accident occurring to anyone on the premises and/or service users or staff (on duty) off the premises, the member of staff should take necessary emergency first aid action appropriate to any injury sustained. Details of the nature of the accident and action taken should be entered as soon as practicable in the accident book.
- If there is any doubt as to the necessity to seek further medical attention for the injured person, this must be sought immediately either by taking the injured person to the accident and emergency department of the local hospital, telephoning 999 and seeking the ambulance service or contacting the local GP. If in doubt, always seek medical opinion.
- Having dealt with the immediate situation, the staff member should notify the relevant Care Manager, Estates and Maintenance Manager, Health and Safety Manager or Director and the Commission for Social Care Inspection.

### The Accident Book

- Any accident that occurs should be entered as soon as possible after the event.
- All accidents without exception should be recorded. If the accident was as a result of, or results in, an item requiring maintenance, the repair work necessary should be entered in the maintenance book at the earliest opportunity. If necessary remove faulty equipment.
- The accident book/sheets should be monitored regularly by the Health and Safety Manager and any remedial work necessary should be brought to the attention of the Registered Manager, Estates and Maintenance Manager, Health and Safety Manager or Director at the earliest opportunity. Sheets should be filled in as per the procedure.
- Reportable accidents (RIDDOR) must be in place by relevant timescales.

### Definitions

According to H.S.G. 245, Health and Safety Executive (H.S.E.) Approved Code of Practice for investigation of accidents and incidents an adverse event includes:

- Accident – an event that results in injury or ill health.
- Incident – **near miss**: an event that while not causing harm has the potential to cause injury or ill health.
- **Undesired circumstance**: a set of conditions or circumstances that have the potential to cause injury or ill health.



# Linkage Community Trust Health and Safety Manual

## **Accident and near miss reporting**

All accidents and near misses should be reported without exception. Accident books can be found at various locations across Linkage and it is the individual's responsibility to ensure that they are familiar with the whereabouts. The near miss form is found at Appendix 6.6.4.

Once the accident form has been submitted to the Health and Safety Manager any further changes in the condition of the injured party must be reported to them as soon as possible, see guidance on how to complete an accident form (Appendix 6.4.3).

## **Reporting of Diseases and Dangerous Occurrence Regulations (RIDDOR)**

Accidents that are reportable under RIDDOR are to be made as per the regulations by the Health and Safety Manager.

The Health and Safety Manager keeps a RIDDOR reporting file. This is so all details of reportable incidents are easily accessible and any instances of when Linkage has sought advice from the incident contact centre on whether or not an accident / incident is reportable.

In cases where it is apparent immediately that the injured persons injuries were sustained as a result of a RIDDOR accident, contact should be made with them within three days. When it is not apparent that the injuries will result in an over seven days then contact should be made as soon as Linkage is made aware. See guidance notes for RIDDOR (Appendix 6.4.2).

## **Transportation**

Linkage recognises that it is in the best interest of the injured person to be transported to further medical assistance if this is required such as GP Surgery or A&E. The vehicle preferably should be a Linkage one within reason rather than a staff member's personal one.

## **Reporting of Accidents not on Linkage Premises**

If the accident is off site and as a direct result of a problem with either the site or equipment, the accident should be reported before you leave the premises.

## **Woolf Reform**

The Woolf reform was introduced to speed up the processes by which people obtained compensation through the Civil Courts and make justice more accessible via management of costs. Pre-action protocols are intended to encourage the settlement of lower value claims without recourse to litigation.

With this in mind Linkage must complete all investigations quickly and efficiently to enable our insurers to have to hand all the necessary facts in the decision to make a Part 36 offer to settle or to proceed to Court.

## **Care Quality Commission (CQC)**

In certain circumstances accidents should be reported to the CQC as per the classification under RIDDOR. This is a notification 37 Report and is made by the relevant Registered Manager.

Contact details are below:

Cambridge 01223 771350 or  
CSCI  
North Eastern Regional Contact Team  
St Nicholas Building  
St Nicholas Street



# Linkage Community Trust Health and Safety Manual

Newcastle Upon Tyne  
NE1 1NB  
Tel: 0191 2333300  
Fax: 0191 2333301  
E Mail: [enquiries.northeastern@csci.gsi.gov.uk](mailto:enquiries.northeastern@csci.gsi.gov.uk)

## **Individual funding authority**

All RIDDOR reportable accidents should be reported to the Individual funding authority. This should be completed by the Learner Services Manager in conjunction with the Health and Safety Manager.

## **Accident Investigation**

All RIDDOR reportable accidents will be fully investigated by the Health & Safety Manager. They should be completed on Adverse Investigation Report and Accident Investigation Form (Appendix 6.4.5).

Witness statements must be copied and sent to the Health and Safety Manager in case of a claim made against Linkage.

At each main site two non RIDDOR reportable accidents will be investigated to maintain standards. When deciding upon this common themes will be given priority such as slips, trips and falls or kitchen accidents.

## **Risk Assessments**

The approved Code of Practice for the management of Health & Safety regulation 1999 regulation 3 paragraph 26 states that "adverse events should be a trigger for reviewing risk assessments". This is the responsibility of the area manager. In the case of a RIDDOR reportable accident the original and reviewed risk assessment should be stapled to the investigation documentation.

## **Appendices**

Appendix 6.4.1	Guidance notes for RIDDOR
Appendix 6.4.2	Guidelines for dealing with an accident
Appendix 6.4.3	How to complete accident forms
Appendix 6.4.4	Near miss form
Appendix 6.4.5	Adverse event report and accident investigation form
Appendix 6.4.6	Adverse Event Analysis