



Health & Safety Policy Statement – September 2009

Work House (Norfolk) Ltd. Registered in England no: 6121546

Statement of General Policy

- Work House (Norfolk) Ltd recognises and accepts its responsibility as an employer for ensuring that, as far as possible, every employee and associate has a place to work which is both safe and without risk to health. For the purposes of this policy the term 'staff' or 'member of staff' shall mean all persons working for or on behalf of Work House (Norfolk) Ltd, including employees, volunteers and associates.
- Work House (Norfolk) Ltd will take all reasonable steps to ensure the continued development of health, safety and welfare matters for all staff.
- Appropriate information will be provided to all staff and others who may be affected by the activities of Work House (Norfolk) Ltd.
- This policy will be reviewed on an annual basis and revised as necessary.

Health & Safety Responsibilities

- Overall responsibility lies with the Director responsible for H.R, under the guidance of the Work House (Norfolk) Ltd management team.
- Responsibility for health & safety within individual projects lies with the individual project Manager. Where projects are undertaken by associates registered with Work House (Norfolk) Ltd, the responsibility for health & safety for that project is shared between the associate and venue where the activity takes place.

All Staff

Under the Health & Safety at Work Act 1974 it is the duty of every employee, while at work:

- To take reasonable care for the health and safety of himself/herself and of any other persons who may be affected by his/her acts or omissions at work
- To co-operate with the employer so far as it is necessary, to enable the employer or any other person to perform or comply with any duty or requirements imposed by or under any of the relevant statutory provisions
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

All Work House staff should:

- Know the health and safety organisation and arrangements to be adopted in their own working areas and ensure they are applied
- Exercise good standards of housekeeping and cleanliness
- Report all accidents, defects and dangerous occurrences.

Work House staff members and associates delivering external activities

...are responsible for:

- Establishing and maintaining safe working practices including arrangements for ensuring, as far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and equipment e.g. laptops, Powerpoint projectors, flipcharts, resources.
- Refer to the venue manager any problems they are unable to resolve within the resources available to them.

Premises and Equipment

Work House (Norfolk) Ltd seeks to provide as far as is reasonably feasible a safe environment within which its activities and events take place. External venues will may be designated by the customer or hired by Work House (Norfolk) Ltd, in both cases Work House (Norfolk) Ltd will undertake to ensure that venues are fit for purpose and have relevant H & S policies in place. Work House (Norfolk) Ltd undertakes to ensure that equipment provided will be kept

in a good state of repair, in proper working order and properly maintained. Where equipment is defective it will be taken out of use until repaired. Records will be kept of maintenance, defects and repairs.

Information, instruction and supervision

- The Health and Safety Law poster is displayed on the inside of the office door.
- The first aid box is kept on the white shelf
- All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by Louise Humphries

Heating & Ventilation

Work House (Norfolk) Ltd seeks to ensure that its project and event environments are adequately heated / ventilated when in use.

Lighting

Work House (Norfolk) Ltd seeks to ensure that adequate electric lighting is provided within its project and event environments and will liaise with the building managers if there are problems.

Training

Staff, volunteers and associates will be encouraged to take up training opportunities relating to Health and Safety issues, particularly with regard to working with young people.

Road Safety

All employees and associates will contribute to road safety by adhering to the following guidelines:

- Plan journeys in advance and make time for a break every two hours of driving
- Always wear a seatbelt, even on short journeys
- Switch off mobile phones before they drive off – if contact with the office is required, a hands-free set may be used.
- Ensure that their vehicle is roadworthy, and breakdown cover is place

Personal Safety

- It is imperative that when holding external meetings the Work House staff member / associate informs Work House beforehand of the address they are going to, the name and contact details of whom they are meeting, the approximate length of meeting, and time expected back. Any deviation to the agreed plan must be made known to a Work House staff member as soon as possible.
- If a staff member / associate feels uncertain, uncomfortable or unsafe at any point during the carrying out of their duties, they have the full support of the organisation to cancel or bring to a close a meeting, or leave a situation without explanation, removing themselves to a place of safety as soon as possible.
- Staff members will carry mobile phones with them at all times when carrying out duties outside the office.

Fire and emergency risk procedures

In the event of a fire, staff and volunteers must leave the building immediately and follow the fire safety procedures of the building in which the work is taking place. No-one may re-enter the building until the all clear is given.

Escape routes are checked by Henderson Centre management

Fire extinguishers are maintained and checked by Henderson Centre management

Alarms are tested by Henderson Centre management, each Monday of the week

Emergency evacuation will be tested by Henderson Centre management.

Accidents/Incidents

Where an accident occurs in an external venue, it must be reported to the venue manager, and details must be recorded in the Company's accident book.

Risk Assessments

Risk assessments will be carried out by the facilitator on behalf of Work House where appropriate.

Our Health & Safety Policy is reviewed annually

- Implemented: June 2007
- *Last reviewed: Sept 2009*
- *Next review: Sept 2010*