



**DAYSPRING**  
PLACEMENT SOLUTIONS LIMITED

# Health and Safety Policy

Health and Safety Policy Information Pack

**June 2020**

# ***DAYSPRING HEALTH AND SAFETY POLICY***

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## **Purpose**

The purpose of this policy is to outline the health and safety responsibilities of DAYSPRING. It also details the reasonable steps we will take to ensure that the health, safety and welfare of all staff, subcontractors, venue providers and our clients / participants as well as all other persons who may be affected by our operations.

## **Scope**

The policy is intended to ensuring the health, safety and welfare of all staff, subcontractors, venue providers and our clients / participants as well as all other persons who use our services, and the public at large.

## **Rationale**

The policy is necessary to comply with health and safety legislatures; Health and Safety at Work Act 1974, the Health and Safety at Work (Northern Ireland) Order 1978, and any other and further legislatures, especially in our other international training venues. It is also to provide and maintain a healthy, safe work environment.

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## ***Part One: Health and Safety Policy Statement***

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This policy, the organisation and execution, which support it, apply to the Dayspring Placement Solutions training and development activities within and outside the UK.

In addition to elaborating our commitment to ensuring the health and safety of our personnel and any other affected by our corporate activities, the policy will also portray the principles and values of the Dayspring Placement Solutions. These are as follows:


- ✦ Health and Safety will be viewed as a management responsibility, and managers, especially our facilitators will be expected to act as role models to their delegates and staff at all times.
- ✦ DAYSPRING will communicate with, train, develop and expect our work team to act and work safely.
- ✦ The safety performance of our corporate partners will be a prime consideration in their selection. We shall measure, review and monitor their health and safety performances, in order to do this.
- ✦ Our Health and Safety management system will provide a clearly defined process, which requires regular reviews, monitoring of incidents, measurements of performances and the establishment of a clear and achievable target. We will endeavour to use the process as a continuous improvement drive in every activity we are involved in.
- ✦ Team members' career progression will be a product (not entirely), of their competence and demonstrable commitment to the improvement of our overall safety performance.

It is essential for us as an organisation to be fully aware of both our individual and corporate responsibilities to ensuring provision of work materials, places and systems that are safe and with no risk to health. Every team member has a legal responsibility to take care of their own health and safety and that of others, who may be affected by their actions. Team members are also legally expected to cooperate fully with the organisation in fulfilling our statutory obligations.

DAYSRING Safety Management System is designed to help each member of this organisation to comply with our statutory obligations and relevant contractual requirements and provides a guide to HSE best safety practice. It therefore, essential that all team member, corporate partners and everyone that is involved in our training and development activities familiarise themselves with and fulfil the duties assigned to them within the organisation and execution of this Policy.

Our safety behavioural culture and leadership is a part of this organisation and will continue to be the mainstay of our policy in achieving our goal of 100% safe working environment. We have adopted a process of continuous improvement in our Health and Safety performance as we pursue this goal. Specific objectives and goals are established, measured and reported on regular basis as we work towards this corporate Health and Safety goal.

All members of our team are empowered and will be actively encouraged to promote the core statements of this Policy. Our safety culture relies upon everyone in our team, and you are therefore encouraged to demonstrate support of our health and safety goals and objectives through your personal safety behaviour in your everyday activities.



Nicholas Aitalegbe  
Head of Operations

## ***Part Two: Health and Safety Responsibilities***

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2.1 The Executive Director is responsible for ensuring that the overall Policy is implemented and reporting to Board of Trustees (yet to be appointed) and HSE where so required.

2.2 The Team Leader / Line Manager has the specific advisory and monitoring role which is additional to, and not a substitute for, the responsibilities above. DAYSPRING will always use the services of an independent Health and Safety Consultant to assist team leader / line manager in carrying out their Health and Safety responsibilities.

2.3 The Facilitators will act as local safety officers and will be responsible for ensuring Health and Safety in the training venues used. They will normally carry out Risk Assessments and will be involved in Risk Assessment of the training venues.

2.4 The Staff have the responsibility for Health and Safety as detailed in the General Statement of Policy. Also included are the following responsibilities, which do not remove or limit this general responsibility.

The Health and Safety at Work Act 1974 requires staff to:

- Take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions
- Co-operate with DAYSPRING to enable us to comply with our duties under the Act
- Note that it is an offence for anyone to intentionally or recklessly interfere with or misuse anything provided in the interests of Health and Safety or Welfare

2.5 Clients who use our services have a responsibility to comply with the health and safety controls in place. Where practicable, supervision and support to achieve, this will be given by DAYSPRING personnel.

## **Part Three: Detailed Procedures**

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### **3.1 Accident / Incident Reporting**

It is the responsibility of the person who was involved in the accident/incident/near miss to report this to their Manager, who will enter it in the HSE Accident Book and ensure that all the relevant details are inputted.

Some injuries are reportable to the Health & Safety Executive/ Incident Contact Centre to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 ('RIDDOR 95'). They must be first reported to the Manager, who will fill in the form F2508 and a copy must be kept. Further details of reportable injuries can be found in the RIDDOR procedures.

Serious Untoward Incidents and Violent Injuries - A critical incident is defined as the occurrence of a life-threatening event or injury, e.g. training venue fire that affects someone within DAYSPRING. Also the violent death of someone associated with DAYSPRING, the unexpected death (including suicide, serious accident/injury or homicide) of someone within DAYSPRING or death or serious injury to a third party, members of the public etc. caused by a user of DAYSPRING services.

Injuries sustained through acts of violence to staff however minor, are only reportable depending on injury criteria, i.e. only reportable to The Health & Safety Executive if a major injury, over 3 days absence, etc. DAYSPRING's Personal Safety Guidance Notes gives information on lowering the risk of violence and the procedure to follow if this occurs.

### **Accident / Incident Investigation**

DAYSPRING sees accident/incident investigation as a valuable tool in the prevention of future accidents. In the event of an accident resulting in serious injury a report will be drawn up by the appropriate Manager, or a person designated by the Manager, detailing:

- The circumstances of the accident, including photographs and diagrams wherever possible;
- The nature and severity of the injury sustained;
- The identity of any witnesses;
- The time, date and location of the incident;
- The date of the report.

All eyewitness accounts will be collected as near to the time of the accident/ incident as is reasonably practicable. The completed Report will then be submitted to and analysed by the Manager, who will review why the accident/incident occurred and what action should be taken to avoid a recurrence of the problem.

The required 10 day review form must be completed not later than 10 days after the incident was reported

### **3.2 Communication**

The management of DAYSPRING will communicate to staff their commitment to safety and ensure that they are familiar with the contents of DAYSPRING's Health and Safety Policy. This is started with the new employee's induction. Managers must ensure their staff are familiar with and comply with this Health & Safety policy. This knowledge will be refreshed by attendance at health and safety training courses. Managers must have a detailed knowledge of this Health & Safety policy. DAYSPRING will communicate with its staff on health and safety matters orally (in the form of directions and statements from line managers), in writing (in the form of instructions, guidance and through this policy and procedure), and by example.

### **3.3 Contingency Planning**

All DAYSPRING services, but especially where provision of accommodation is involved, should have a contingency plan in place should an event occur that requires evacuation of the building for either a short or long period of time. Managers should consider these issues **BEFORE** an incident occurs and have contingency plans and risk assessments in place to assist with managing such situations. Possible reasons for evacuation are as follows:

- Loss or faulty mains services - gas, electricity and water;
- Natural disasters such as flooding, lightening, subsidence;
- Fire, major accident, police involvement or terrorist threat;
- An outbreak of a contagious or dangerous infection;
- Food/medical poisoning or infestation requiring decontamination;
- A serious injury or death of person(s);
- Major damage or destruction to the building, rendering it unsafe or some event happening locally that threatens the safety of the building;

### **3.4 Disabled Persons**

The Disability Discrimination Act 1995 brought in measures to prevent discrimination against disabled people. When carrying out a risk assessment, this must include hazards that could affect disabled people and implement controls to reduce those hazards. For example:

- Adjusting the layout of the service to ensure the gangway widths are suitable for wheelchair use;
  - Always remove unnecessary obstacles;
- A handrail next to a step or short flight of steps makes a big improvement to access for many disabled people. If this handrail was also a contrasting colour to the wall and easier to grip it would be more useful;

### **3.5 Fire Safety**

DAYSPRING Fire Safety procedures must take account of any special fire hazards in specific areas of the workplace and these must be recorded to comply with The Regulatory Reform (Fire Safety) Order 2005.

All DAYSPRING staff have a duty to report immediately any fire, smoke or potential fire hazards to the fire service. All staff and volunteers have a duty to conduct their work in such a way as to minimise the risk of fire. This includes taking care when smoking, keeping combustible materials separate from sources of ignition, and avoiding the unnecessary accumulation of combustible material.

Managers are responsible for undertaking fire risk assessments, keeping work areas safe from fire, ensuring their staff are trained in proper fire prevention practices and emergency procedures. Fire risk assessments must be documented. Every service must have a Fire Action Plan/Fire Notice to follow in the event of an emergency evacuation. This must be displayed for all personnel to see. Visual signs showing Fire Exits must be used. Regular evacuations must occur in each building.

Every building must have a competent person responsible for fire safety. Where relevant regular Fire Alarm tests and an annual inspection of the system by a qualified engineer must be carried out. There must also be an annual inspection of Fire Extinguishers and testing of Emergency Lighting at six month intervals. If you have any queries regarding Fire, Fire Drills, Fire Extinguishers or Fire Alarms you must speak to your Manager.

DAYSPRING will assess that all the furniture used complies to The Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended in 1989 and 1993) which

came into effect on 31 December 1996, which sets levels of fire resistance for domestic upholstered furniture, furnishings and other products containing upholstery.

### **3.6 Fire Fighting Equipment**

Fire Extinguishers must be located at strategic points throughout the workplace. Staff and volunteers are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so. This should be done after raising the alarm.

#### **Fire Exits**

Fire Exits should be located and clearly identified as required throughout the workplace. Exit doors and corridors must never be locked, blocked or used as storage space.

#### **Emergency Evacuation Procedure**

In the event of the Fire Alarm being activated or in any other emergency situation (such as a bomb threat) everyone must leave the building by the nearest available Exit and assemble at the designated Assembly Point. The Assembly Point must be clearly identified in the Fire Action Plan/Fire Notice.

#### **Smoking**

DAYSRING will comply with Smoke Free legislation and the Smoking Policy, we will allow a designated smoking room at all times.

### **3.7 First Aid**

Appropriate first aid facilities must be made available. A First Aider notice should be displayed on Staff Notice Boards detailing the name of the Appointed First Aider. A member of staff will be trained in first aid. The level of training will be determined by the risk assessments.

A fully stocked First Aid Box, containing a Contents List, should be easily available in each service. It is the responsibility of the appointed person to ensure that this is fully stocked at all times and that every employee knows where it is. All staff and volunteers should be made aware of where to go in case of an accident. First Aid Boxes and First Aid Travelling Kits should contain a sufficient quantity of suitable first aid material but no pills or creams.

### **3.8 Gas and Electricity**

Where DAYSRING is a Landlord it will comply with The Gas Safety (Installation and Use) Regulations 1998, to make sure all gas appliances (boilers, cookers and gas fires) are maintained in good order and checked for safety every 12 months by an engineer with a current registration on the Gas Safety Register. Landlords are obliged to give tenants a copy of the report within 28 days, and this report must be kept for two years. Rethink has Gas and Electric Appliance Guidance Notes which details safe working practices.

It is the policy of DAYSRING to comply with the law as set out in the Electricity at Work Regulations 1989. All Electrical Equipment must be maintained and where appropriate portable appliances tested by a competent person annually and will ensure that the equipment is in an efficient state, good working order and in a good state of repair.

The definition of portable electrical equipment is operated by a flexible lead fitted with plug and socket connection which are in general use and not of a specialist nature, for example computing and other electronic equipment. Ensuring the safe condition of such specialised electrical equipment is the responsibility of the user. The manager will be responsible for electrical safety and employing competent contractors. All staff must look critically at the electrical equipment prior to use check for damage to the equipment as well as the lead and plug and never take the plug apart. If the equipment appears to be damaged it must not be used.

Where we are the Landlord, we will comply with The Electrical Equipment (Safety) Regulations 1994, where all electrical installations in the property are checked and serviced. Records must be kept by the manager. Domestic Appliances must comply with The Plugs and Sockets etc (Safety) Regulations 1994, where most appliances are pre-fitted with a compliant (BS 1363) plug.

### **3.9 General Office Safety**

Office work must be conducted in a safe manner as follows:

- The floors and walkways must be kept clear of boxes, files and other stationery;
- Access to shelving and other high items must only be undertaken with the footstool or steps provided;
- Filing cabinets should not be overfilled with no more than one drawer opened at any time, to prevent overbalancing;
- All trailing electrical cables must be adequately covered;
- All electrical equipment must not be interfered with or panels removed, particularly in regard to photocopiers;
- Care taken with the use of Safes and the hazard of trapping minimised by keeping the door closed;
- Care taken with the use of chemicals and substances, particularly toner, tippex and thinners;
- Manual handling risks are to be kept to a minimum and assistance provided when moving heavy loads.

### **3.10 Lone Working Facilitator**

Where lone working is part of the service model, detailed risk assessments must be carried out, recorded and control measures implemented to lower the risk. Lone workers should not make home visits to a person using our service without having full knowledge of the client, based on access to relevant records. The lone worker must inform a designated person of their work movements and make contact at regular intervals. Controls such as mobile phones and the Guardian system (telephone monitoring system) can lower the risks. Staff and volunteers must inform their manager of any changes to the time/day/venue. Extra hours or work out of hours without the consent of your manager is not allowed. Staff must keep to their timetable at all times. Rearranging hours, without notifying your line manager, could put yourself at risk as the manager will not know where your location is. Complacency can be a hazard, knowing the individual for a number of months or years does not mean that an injury will never happen to you.

Lone staff and facilitators should refer to DAYSPRING's Health and Safety Procedures for Lone Working Facilitators.

### **3.11 Manual Handling Operations**

It is the policy of DAYSPRING to comply with the law as set out in the Manual Handling Operations Regulations 1992 (as amended in 2002) Manual Handling operations will be avoided as far as is reasonably practicable where there is a risk of injury. In cases where lifting is carried out, safe techniques are to be adopted such as correct positioning and keeping the load close to the body. Where it is not possible to avoid manual handling operations an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. The person responsible for undertaking assessments must be adequately trained. The specific manual handling assessments must be used to identify whether the risk is high medium or low.

An assessment will be reviewed if there is any reason to suspect that it is no longer valid. Specialised assessments will be undertaken where necessary. All possible steps will be taken to reduce the risk of injury to the lowest level possible. Mechanical devices

will be used instead of than manual handling wherever reasonably practicable to carry out the lifting and moving of objects.

### **3.12 Monitoring and Review**

For the Health & Safety Policy and Procedures to remain effective, it must be monitored regularly by means of audits and reviewed at least once every 24 months. This is to ensure that DAYSPRING keeps up-to-date with changes in legislation and that the policy is adequate. Every DAYSPRING personnel must have a copy of this policy.

### **3.13 Personal Safety/Violence**

DAYSPRING recognises the vulnerability of persons who use our services, staff, participants and the public to violence in the course of our work. Aggression can be verbal and physical. All cases must be reported to the line Manager and documented. Person Centred Risk Assessments must be carried out following the guidance provided by the Integrated Governance Group. DAYSPRING is committed to taking action which will prevent violent incidents occurring and where it does occur minimising its consequences.

### **3.14 Risk Assessment**

It is DAYSPRING policy to comply with the Management of Health & Safety at Work Regulations 1999. Risk assessments are carried out for each job and venue and documented. A team approach is adopted to manage risks. Risk assessments need to be monitored and reviewed on a regular basis. DAYSPRING will endeavour to lower the risk where reasonably practicable. A competent person with the knowledge of the activity and the risk assessment process must carry out the assessments. We will co-operate and co-ordinate with the landlord of the premises. Risk assessments are a proactive approach to look at how accidents could happen and how they can be prevented. To ensure that the assessments are comprehensive, the work activity, work area and human factors must be assessed. It is vital to communicate with staff to establish any hazards that are relevant to their work. Hazards are the potential to harm and the risk is the likelihood of harm occurring. The risk will be determined by stating what existing controls are in place. If these are not adequate additional controls will be required.

- To evaluate the risk the following must be taken into account:
- Severity of injuries if an accident occurred.
- Numbers of people at risk
- Frequency of activity/exposure to hazard
- Adequacy of the current precautions.
- The likelihood of the accident occurring

The rating will be high, medium or low. A high factor would indicate that a serious accident could happen. Everyone at risk must be stated including contractors and visitors. The hierarchy of controls must be used to reduce risks as follows:

- Eliminate
- Reduce
- Substitute for a safer alternative
- Isolate
- Control
- Information Instruction, training and supervision
- Personal Protective Equipment

Once the findings are established, controls including safe working procedures e.g. lone working, must be written and put into practice. Person centred risk assessments, where appropriate, should be carried out for relevant persons who use DAYSPRING services. It is essential that the Manager ensures that the information in their risk assessments is correct. Audits will be carried out to monitor this. Risk assessments must be reviewed

annually or when there are changes to the equipment, staff, environment and activities. A post accident risk assessment must be undertaken to ensure that no one else could be hurt. Some risk assessments must be done each time a different activity is to be carried out e.g. taking persons who use our services on holiday or day trips, as each outing will have different hazards and therefore require different controls. If remedial action is not carried out, it should be brought to the attention of your line Manager and recorded in writing.

### **3.15 Records Keeping**

Risk assessments should be kept for 6 years, the maximum time limit for a civil claim. Accident records must be kept for a minimum of six years.

### **3.16 Safety Rules**

Safety rules must be followed to prevent accidents. Failure to do so could result in the disciplinary procedure.

- All staff and facilitators should be aware of, respect and adhere to the rules and procedures contained in this policy statement;
- All staff and facilitators shall immediately report any unsafe practices or conditions to the relevant Manager;
- Any person under the influence of alcohol or any other intoxicating drug, which might impair motor skills or judgement, shall not be allowed to work;
- "Horseplay", practical joking or any other acts, which might jeopardise the health and safety of any other person, are forbidden;
- Staff and volunteers shall not adjust, move or otherwise tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties;
- All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other staff and volunteers;
- No worker should undertake a job which appears to be unsafe;
- No worker should undertake a job until he or she has received adequate safety instruction and is authorised to carry out the task;
- All injuries must be reported to the Line Manager promptly;
- Staff and facilitators should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to the Line Manager;
- Work shall be well-planned and supervised to avoid injuries in the handling of heavy materials and while using equipment;
- No staff and facilitator should use chemicals without the knowledge required to work with such chemicals safely;
- Suitable clothing and footwear will be worn at all times. Personal protective equipment shall be worn wherever appropriate;
- All staff and facilitators will be expected to attend safety meetings.

### **3.17 Safety Training**

Safety training is regarded as a vital component of an effective health and safety programme. It is essential that every worker in the organisation be trained to perform their job effectively and safely. If a job is not done safely then it is not done effectively. All staff and facilitators have an agreed competency level which is underpinned with relevant training. Induction training will occur as soon as a member of staff commences work. A one day course in health and safety is mandatory for all staff to complete within six months of their job appointment. All staff and volunteers will be trained in safe working practices and procedures prior to being allocated any new role. Managers will be trained on specific risks related to their role. Training records must be kept in every service to provide clear evidence that all staff have received health and safety training.

Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned and the formulation of emergency contingency plans. Training sessions will be held as often as is deemed necessary and will provide another opportunity for staff and volunteers to express any fears or concerns they might have. All training must be documented.

### **3.18 Monitoring of Subcontractors, Contractors and Visitors**

DAYSRING recognise their legal responsibility for all non-staff visitors and work contractors who must sign in when on our premises.

A contractor is either:

- Contractors approved via a tendering process. This would be for contractors used for licensed works or long-term contractors;

Or

- Contractors used by the service for one-off emergencies/jobs; i.e. Short

Term Contractors.

Contractors and visitors must abide by DAYSRING's health and safety rules and policies. The manager is responsible for assessing the competence of contractors.

### **3.19 Vehicle Safety**

To ensure the safety of staff, facilitators and participants when travelling with people using DAYSRING services during journeys in vehicles, the following procedures must be followed to comply with the Road Traffic Act 1972 (Amended).

The Manager will undertake an annual check on the car insurance of vehicle occupants to ensure that they are covered for business purposes. In addition, an up-to-date photocopy of driver's car insurance certificate and driving licence must be kept on file. It is the responsibility of the individual to discuss the nature of business use with their insurer, to confirm that 'business use' is adequate for carrying persons who use our services. Company vehicles will be insured and maintained by DAYSRING.

Mobile Phones are a valuable control measure; however it is illegal for a driver to use a hand-held mobile phone, whilst driving - even if the vehicle is stationary in a traffic jam or at traffic lights. Making or receiving a call, even with a handsfree phone, can distract your attention from driving and can lead to an accident. Further information is found in the Vehicle and Driving Guidance notes and Mobile Phone Policy.

### **3.20 Work Equipment**

It is the policy of DAYSRING to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1998. DAYSRING will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used. The manager shall ensure that all staff and facilitator will be provided with adequate information, instruction and training to enable them to use work equipment safely. Certain equipment will require specialised training and instruction for staff and volunteers. The use of any work equipment which could pose a risk to the well being of persons, in or around the workplace, will be restricted to authorised persons.

The manager shall ensure that all work equipment will be inspected, adequately guarded, tested and maintained in good working order and repair. Competent contractors must be used. Where equipment is borrowed or hired maintenance records will be required. Staff must have suitable training and the equipment must be inspected and stored safely. All staff and volunteers will be provided with such protection as is adequate to protect them from the dangers occasioned by the use of work equipment. All work equipment will be clearly marked with health and safety warnings where appropriate. No person under the age of 18 years is allowed to use, operate or clean dangerous machines.

### **3.21 Workplace Inspections**

It is the policy of DAYSPRING to comply with the Workplace (Health, Safety & Welfare) Regulations 1992. The Service(s) Manager will ensure monthly inspections of the workplace are carried out. In addition inspections will be conducted in the relevant areas whenever there are significant changes in the nature and/or scale of our operations. Areas to inspect include:

- Equipment maintenance and cleaning
- Lighting
- Temperature
- Roadways
- Doors
- Stairs
- Toilets
- Workstation and seating
- Floors walls and ceilings

Workplace inspections will also provide an opportunity to review the continued effectiveness of the policy and to identify areas where revision of the policy may be necessary. Rest facilities and storage for clothing must be provided. The Health and safety Poster must be displayed in every service detailing the Environmental Health department and competent persons.