

Incredible Edible Lambeth CIC

Health and Safety Policy



Registered Office:
The Old Depot, Cormont Road,
London, SE5 9RA

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Authored	Darren Emery - First Response Training & Consultancy Services Ltd
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1. General Health and Safety Statement

Under the Health and Safety at Work etc. Act 1974, our Health and Safety Policy sets out our commitment to ensure the health, safety and welfare of all employees, contractors, temporary workers, customers, suppliers, and others who may be affected by our activities.

Our policy is to:

- Provide adequate control of the health and safety risks arising from our work activities;
- Consult with the client, employees, temporary workers, contractors, and sub-contractors on matters affecting their health and safety;
- Provide and maintain safe plant and equipment and ensure safe handling, storage and use of substances;
- Develop operating procedures that ensure, so far as is reasonably practicable, the safety and health at work of persons working on-site;
- Ensure all persons involved in works are competent to do their tasks and to provide them with adequate information, training, and supervision;
- Prevent accidents and work-related ill health by maintaining a safe and healthy working environment;
- Ensure we have suitable and sufficient arrangements in place to allow us to respond in an emergency situation;
- Monitor and measure the impact of our operation on the environment and local communities in which we operate.
- Ensure, as a minimum, that we comply with relevant statutory requirements and Approved Codes of Practice (ACOP) relating to Environmental Health and Safety (EHS) within the business.

Our Contractors and associates at every level are personally responsible for complying with and making an active contribution to the implementation of this policy. In addition, all Contractors are required to:

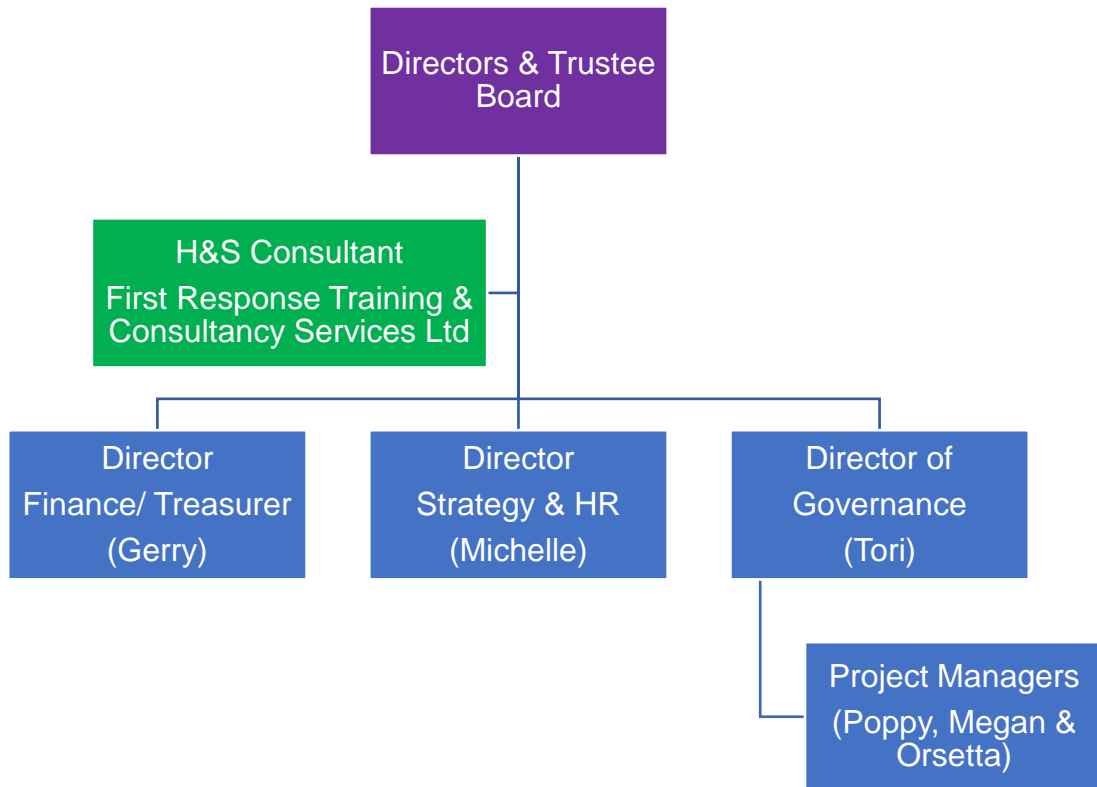
- Co-operate with site supervisors on all health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care for their health and safety and that of others;
- Report all health and safety concerns to their immediate site supervisor.

The overall and final responsibility for health and safety rests with the Board of Directors.

This policy will be reviewed and revised annually to ensure it continues to provide acceptable standards of health and safety at work within our business.

Name:	Victoria Sherwin	Director of Governance
Signature:		
Dated:	16 th June 2022	

2. Health and Safety Organisation Chart



3. General Health and Safety

- 3.1 The overall responsibility for health and safety lies with the Board of Directors
- 3.2 The Director of Governance has the day-to-day responsibility for managing health and safety across the organisation's activities, assisted by the Project Managers
- 3.3 The Board of Directors is committed to complying with the requirements of the Management of Health and Safety at Work Regulations 1999, the Manual Handling Operations Regulations 1992, and all other Board of Directors Regulations that apply to running a community interest organisation.
- 3.4 The Board of Directors will ensure that assessments of all potentially hazardous activities such as working at height, electricity, tools, manual handling, fire and evacuation, and acts of God, including weather conditions, are carried out regularly to minimise the hazards and will ensure procedures or controls are put in place to prevent any injuries.
- 3.5 The Board of Directors will work with all direct staff/contractors/volunteers in all safety matters. All direct or sub-contracted staff will be required to report any

situation which may appear dangerous or unsatisfactory.

- 3.6 The Board of Directors will ensure that the organisation provides adequate financial resources to meet these objectives so far as reasonably practicable.
- 3.7 Copies of this policy are available to all employees, subcontractors, and other interested parties.

4. Director's Duties:

- 4.1 The Board of Directors will have at least basic knowledge and understanding of the Health and Safety at Work etc. Act 1974 and its associated Regulations and Approved Codes of Practice.
- 4.2 It will be the responsibility of the Board of Directors to keep all employees advised as to their responsibilities in respect of health and safety matters.
- 4.3 In order to protect the safety and health of employees and others, the Board of Directors will:
 - 4.3.1 Take reasonable steps to familiarise themselves with the hazards and risks associated with running the organisation and the precautions that need to be taken to eliminate or control those risks.
 - 4.3.2 Establish procedures to deal with any emergencies.
 - 4.3.3 Appoint a suitably trained and competent person to assist them in carrying out their health and safety duties.
 - 4.3.4 Ensure that employees receive sufficient training and information to carry out their duties safely and competently. Ensure adequate funds and facilities are available for this purpose. Before entrusting work tasks to employees, consider their capabilities as regards health and safety and ensure that suitable Risk Assessments are carried out on any hazardous activity.
 - 4.3.5 Initiate an annual review of the Health and Safety Policy and ensure it is promoted to all employees and others working on behalf of the organisation.
 - 4.3.6 Ensure that all employees carry out the health and safety responsibilities allocated to them.
 - 4.3.7 Ensure the organisation's safety performance is monitored and take action to remedy any identified deficiencies.

4.3.8 Ensure that adequate provision is made for welfare facilities and that adequate first aid provisions are made.

4.3.9 Ensure that all necessary PPE is provided to employees and that instruction is given on its use.

5. Director, Governance in liaison with the H&S Consultant:

5.1 To ensure that the Board of Directors and all staff, including subcontractors where relevant, are aware of their health and safety responsibilities.

5.2 To report on all matters relating to safety, including new training requirements and updates in directives or legislation.

5.3 To initiate and/or recommend any changes, developments, and amendments to the policy as and when necessary.

5.4 To monitor the effectiveness of the organisation's Policies for Health, Safety and Welfare against the actual safety performance of the organisation and report to the Board of Directors accordingly.

5.5 To inform the Health and Safety Executive of all notifiable accidents. Investigate any accidents or dangerous occurrences and recommend means of preventing re-occurrence.

5.6 To arrange appropriate training for all employees and, where appropriate, for sub-contractors.

5.7 To create and maintain a training matrix for all staff.

5.8 To carry out Risk Assessments (including, where appropriate, Working at Height, Electrical Safety, Manual Handling etc.). To ensure follow-up action as needed.

5.9 To promote a responsible attitude towards Health and Safety matters throughout the organisation.

6. Health and Safety Policy Arrangements and Procedures

This section looks specifically at how Incredible Edible Lambeth CIC manages its health and safety needs.

6.1 Training and Supervision

It will be the policy of the organisation that health and safety information relevant to the activities at hand is given to all employees and sub-contractors.

Ongoing training will be provided to ensure that employees at all levels are:

- competent to carry out their duties, operate specialist tools and work equipment; and
- aware of their health and safety responsibilities.

Decisions relating to the ongoing training of employees will be reviewed on a regular basis. The person with day-to-day responsibility for Health and Safety will be responsible for identifying and implementing health and safety training needs. The training records will be kept on each employee's file, and an organisational Training Matrix will be maintained.

Checks will be made to ensure that sub-contractors/volunteers are competent to carry out the tasks allocated to them and that they have health and safety management systems in place appropriate to their work.

6.2 Risk Assessments

(Reg. 3) Management of Health and Safety at Work Regulations, 1999

The Management Team will ensure that all hazardous work activities undergo a suitable and sufficient Risk Assessment. Upon the establishment of the level of risk, preventative measures will be introduced, maintained, and revised as needed.

6.3 Workplace Safety and Welfare

Health and Safety at Work etc Act 1974 and The Workplace (Health, Safety and Welfare) Regulations 1992; and The Management of Health and Safety at Work Regulations 1999 and The Equality Act 2010

The Director of Governance will ensure that all workplaces meet the health, safety and welfare needs of all those who use them, including contractors, volunteers and, wherever appropriate, people with disabilities. Where works are to take place where members of the public have access, measures will be taken to ensure that they are not adversely affected.

To this end, the organisation is committed to providing, maintaining, and promoting a healthy and supportive working environment.

6.4 Lone Working

Health and Safety at Work etc. Act 1974

The organisation accepts that its responsibility extends to when the employee is working alone and will ensure so far as reasonably practicable that there are means to maintain a safe and healthy place of work.

To provide the provision and maintenance of equipment or tools as is necessary for the employee to carry out their work.

To provide safe access to and from the places of work, so far as is within the control of the organisation, and that adequate information and training is provided to the employee.

6.5 Control of Substances Hazardous to Health

COSHH 2002

Where needed, Risk Assessments and all Material Safety Data Sheets of substances used will be kept at the unit. From the Risk Assessments, the Director of Governance will instigate the principles of good practice for the control of exposure as detailed in Schedule 2A Regulation 7(7). No employee will introduce any substance without the specific consent of their Manager.

6.6 Asbestos

Control of Asbestos at Work Regulations 2012

In the event that any substance suspected to be, or containing asbestos is found during the course of the task being undertaken, all works in the area will cease immediately to avoid any exposure. Work will be suspended in that area until the substance has been identified and, if appropriate, made safe/removed by specialist contractors. No works will be carried out that may disturb suspect substances without a suitable Asbestos Survey having been undertaken by a specialist contractor.

6.7 Manual Handling

Manual Handling Operations Regulations, 1992

The Director of Governance will assess all manual handling operations within the workplace, and, where possible, change the nature of any task or provide mechanical

aids in order to reduce or lighten the manual handling of loads. They will ensure that adequate Risk Assessments are carried out to identify hazards associated with manual handling and ensure that lifting aids are provided where needed.

6.8 First Aid

The Health and Safety (First Aid) Regulations, 1981

The designated H&S person shall ensure that all employees have access to adequate First Aid provision at all times. The level of cover shall be determined by risk assessment.

6.9 Accident Reporting

Reporting of Injuries, Diseases, Dangerous Occurrences Regulations 2013

All accidents and incidents will be recorded in an accident book, and personal details kept secure to comply with Data Protection legislation. Any reportable accidents, incidents, or dangerous occurrences will be reported to the HSE.

6.10 Electricity

Electricity at Work Regulations, 1989

It is the policy of the business that, wherever possible, all hand tools will be battery-powered or 110v. Where this is not possible, a Residual Current Device (RCD) will be used.

6.11 Vibration

Control of Vibration at Work Regulations 2005

The designated H&S person will ensure that where the use of vibration-causing hand tools cannot be reduced, suitable safeguarding procedures are brought in, including anti-vibration gloves.

6.12 Working at Heights

Work at Heights Regulations 2005

Where the business activities involve 'work at height', the designated H&S person will assess the task beforehand and will consider the most suitable means of access. Suitable control measures, such as exclusion zones, will be put in place to ensure the safety of any others who will be in the vicinity. A record will be maintained of monthly checks and maintenance of all such equipment.

6.13 The Construction (Design and Management) Regulations 2015 (CDM 2015)

The organisation will make suitable arrangements for managing a project, including making sure: other duty holders are appointed as appropriate. sufficient time and resources are allocated

6.14 General Work Equipment

The Provision and Use of Work Equipment Regulations (PUWER) 1998 and the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998

It will be the responsibility of the Director of Governance to ensure:

- Suitable equipment is supplied for the tasks to be done (Reg. 4)
- That the equipment will be maintained in an efficient state, in efficient working order and in good repair (Reg. 5)
- That all equipment and plant shall be inspected as required by Regulation 6
- That those tasked with using the equipment are competent to use it. (Regs. 8 & 9)

6.15 Fire

The Regulatory Reform (Fire Safety) Order 2005

The Director of Governance will be responsible for ensuring adequate fire extinguishers are available at all work locations. All fire extinguishers are to be checked annually by a specialist contractor.

Where any hot works, such as welding or soldering, are to take place, we will ensure that a suitable fire extinguisher is to hand at all times.

6.16 Computer screens

The Health and Safety (Display Screen Equipment) Regulations, 1992

The Director of Governance will ensure suitable assessments are carried out for all persons who use display screen equipment. The assessments will consider the amount of time a person uses a VDU and the work done, the usability of their workstation and the general working environment.

6.17 Personal Protective Equipment (PPE)

The Personal Protective Equipment at Work Regulations (PPE) 1992

The Director of Governance will ensure that all individuals have access to a sufficient supply of PPE when required.

6.18 Stress and Mental Health and Wellbeing

The Management of Health and Safety at work Regulations 1999 (regulation 3) and The Equality Act 2010

The organisation recognises its duty to manage sources of stress in the workplace by adhering to the six Management Standards that cover the primary sources of stress at work. These are:

1. Demands – this includes issues such as workload, work patterns and the work environment.
2. Control – how much say the person has in the way they do their work.
3. Support – this includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues.
4. Relationships – this includes promoting positive working to avoid conflict and dealing with unacceptable behaviour.
5. Role – whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles.
6. Change – how organisational change (large or small) is managed and communicated in the organisation.

The organisation also recognises its duties in relation to mental ill-health and its association with many of the leading causes of disease and disability in society. Mental wellbeing in the workplace is relevant to all employees, and everyone can contribute to improved mental wellbeing at work.

6.4 Infection Control/National Health Alerts

Health and Safety at Work etc. Act 1974 and (Reg. 3) Management of Health and Safety at Work Regulations, 1999

The Board of Directors will monitor the guidance issued by HM Government and experience of epidemics/pandemics and ensure that a risk assessment appropriate to the business is implemented. The risk assessment should be reviewed regularly and in line with government advice.

7. Review Commitment

The Policy and health and safety arrangements will be reviewed annually or when there is a change in circumstances, in work practices or the introduction of new legislation.

Name:

Position: Director of Governance on Behalf of the Board of Directors

Date: 16th June 2022

Signature:

8. Health and Safety Templates

All weekly/monthly or quarterly audit documents and templates, including historical records, are uploaded and stored 'electronically'; see below examples:

- Accident Investigation Form
- COSHH Assessment
- Display Screen Equipment Self-Assessment Form
- Expectant Mothers Risk Assessment
- Fire Assessment Quarterly Audit
- Fire Door Checklist
- Fire Monthly Audit
- General Activity Risk Assessment
- Health and Safety Committee
- Hot Works Permit
- HSMS Amendment Record
- Inspections, Maintenance & Servicing Records Register
- Ladder Inspection Checklist
- Manual Handling Risk Assessment Model
- Meeting Agenda Guidance
- Meeting Agenda Model
- Near Miss Report Form
- Permit to Work – Working at Height
- Personal Emergency Evacuation Plan (PEEP)
- Provision and Use of Work Equipment Risk Assessment Model
- Staff Training Matrix
- Third-Party Supplier / Contractor Assessment Questionnaire
- Working at Height Works Permit
- Young Person's Risk Assessment Training Matrix