

Health and Safety Policy

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Authority:	Jonathan Ballin – Finance and Services Director
Approved By:	Natalie Keating – Group Managing Director

1. Summary

- 1.1. Inspire 2 Independence (i2i) Ltd (“the Company”) recognises and accepts its responsibilities under the Health and Safety at Work etc. Act 1974 including the responsibility to:
 - provide and maintain a safe and healthy place of work;
 - provide information, instruction, training and supervision;
 - provide and maintain plant and equipment and safe systems of work;
 - ensure safe access to and from the places of work;
 - work to prevent accidents and work related ill health.
- 1.2. It is the policy of the Company to foster a positive health and safety culture throughout the Company because we believe that high standards of health and safety are a moral and commercial pre-requisite.

2. Policy Statement

- 2.1. The Company is committed to achieving the highest standards of health and safety through monitoring performance and continuous improvement of the health and safety culture.
- 2.2. The Company is also committed to the requirements of the Management of Health and Safety at Work Regulations 1999 and other Regulations that apply to the Company’s work activities.
- 2.3. The Company recognises that the talent and energy of its employees are its most valuable assets. It is therefore fully committed to providing safe and healthy working conditions and adequate welfare facilities for all employees. The Company is also committed to ensuring that the work done by the Company does not adversely affect the health and safety of any contractors or of members of the public, particularly its customers and learners.
- 2.4. The Company will strive to maintain excellence in health and safety matters and in this respect, employees and others are encouraged to co-operate with the management in all safety matters, to identify hazards and reduce the risk which may exist during work activities and to report any condition which may appear dangerous or unsatisfactory. The Company will at all times consult with the employees on these matters.
- 2.5. The Company will, so far as reasonably practicable, ensure that it provides satisfactory financial resources and the support needed to meet these objectives and that systems are in place which ensure the effective planning, control, monitoring and review of the measures and arrangements.

3. Scope of Policies and Responsibilities

- 3.1. This policy applies to all employees and officers of the Company and forms part of the employment contract with employees. Its contents are to be regarded by any person as implied, collateral or express terms to any employment contract made with the Company.
- 3.2. This policy also applies to all customers, learners and other shareholders of the Company including any person to whom the Company provides a service.
- 3.3. It is the responsibility of all employees to ensure they are familiar with the contents of this Policy and follow the procedures and guidelines laid out herein. Violation of this policy could result in disciplinary action leading up to and including termination of employment.
- 3.4. This policy and supporting arrangements and procedures are built on the principle that the health, safety and welfare of customers and learners is a fundamental value for the contracting and/or funding bodies to which the Company is contracted and applies to all types

of provision. The policy confirms that the Company will promote the raising of standards of health and safety to protect and benefit all customers and learners. Key to this is the promotion of the 'safe learner' concept and continuous improvement through effective health and safety management.

- 3.5. All employees are expected to participate in awareness raising training and become familiar with this document and to apply it in practice. The Company has a strategy to ensure staff awareness, continuous training and updating on legislation in relation to this and monitoring arrangements to ensure the effectiveness of our Health and Safety Policy and procedures.
- 3.6. The Company takes responsibility for achieving the objectives of this Policy, and endeavours to ensure compliance with relevant Legislation and Codes of Practice. The Company reserves the right to amend and update this Policy at any time.

4. General Duties of the Company

4.1. Under this policy the Company assumes the following duties and responsibilities:

- To comply with the Health and Safety at Work Act 1974 and all other relevant legislation, Codes of Practice, Health and Safety Executive Guidance Notes, and recommendations of HSE Inspectors and Environmental Health Officers during visits or inspections;
- To ensure that requirements under the Regulatory Reform (Fire Safety) Order 2005 and other relevant statutory provisions are met and to co-operate with any Local Authority and/or Fire Service recommendations;
- To ensure the provision and maintenance of safe plant and systems of work especially in relation to hazardous operations;
- To ensure the control of risks to health in handling, storage and the transportation of materials, articles and substances;
- To ensure that Risk Assessments are carried out as necessary and that method statements are prepared and provided as required;
- The identification and provision of adequate information, instruction, training and supervision to ensure the health and safety of employees and all other persons;
- To ensure the provision of Personal Protective Equipment (PPE) as necessary;
- To encourage discussion of safety matters both in and outside the organisation;
- To permit safety representation by the employees in accordance with such regulations as the Secretary of State has prescribed;
- To ensure the provision of adequate welfare facilities and to provide adequate First Aiders/Appointed Persons as required by the relevant statutory provisions;
- To ensure that their operations do not cause injury or damage to any person or adjacent property;
- To ensure proper procedures, which comply with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 are in place;
- To ensure, as far as is reasonably possible, that it will not allow its employees, subcontractors and others engaged, to carry out work or operations whilst under the influence of alcohol or controlled substances (drugs);
- To ensure that all site contractors (where relevant) comply with relevant statutory obligations.

5. Directors' Duties and Responsible Person

- 5.1. The 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.
- 5.2. The Directors take ultimate responsibility for health, safety and welfare throughout the Company. The overall responsibility for health and safety lies with the Group Managing Director, Natalie Keating. To assist with this responsibility, Jonathan Ballin, Finance and Services Director has been nominated the Responsible Person for all health and safety issues. Details of the Responsible Person are as follows:

Name: Jonathan Ballin
Position: Finance and Services Director
Email: jonathan.ballin@enteri2i.com
Mobile: 07764 968006
Head Office: 01904 606000

- 5.3. It will be the responsibility of the Directors to keep all employees advised as to their responsibilities in respect of health and safety matters.
- 5.4. In order to protect the safety and health of employees and others affected by the Company's operations, the Directors will:
 - Take reasonable steps to familiarise themselves with the hazards and risks associated with working at the Company and with the precautions which need to be taken to eliminate or control those risks;
 - Establish procedures to deal with any emergencies;
 - Appoint a suitably trained and competent person to assist them in carrying out their health and safety duties;
 - Ensure that employees receive sufficient training and information so that they can carry out their duties safely and competently. Ensure adequate funds and facilities are available for this purpose. Before entrusting work tasks to employees, take into account their capabilities as regards health and safety and ensure that suitable Risk Assessments are carried out on any hazardous activity;
 - Initiate the timing and annual review of the Health and Safety Policy and ensure it is promoted to all employees and others working on behalf of the Company;
 - Ensure that all employees carry out the health and safety responsibilities allocated to them;
 - Ensure the safety performance of the Company is monitored and take action to remedy any identified deficiencies;
 - Ensure that adequate provision is made for welfare facilities and that adequate first aid provisions are made;
 - Ensure that all necessary PPE is provided to employees, and that instruction is given on its use.

6. Duties of the Responsible Person

6.1. The duties of the Responsible Person in relation to Health and Safety are:

- To ensure the Company fulfils its responsibilities under the Health and Safety at Work etc. Act 1974 and associated legislation and regulations;
- To ensure that all Company Directors, Managers and Staff are aware of their individual Health and Safety responsibilities;
- To report to the Board on all matters relating to safety, including new training requirements and updates in directives or legislation;
- To initiate and/or recommend any changes, developments and amendments to the policy as and when necessary;
- To monitor the effectiveness of the Company's Policies for Health, Safety and Welfare against the actual safety performance of the Company, and report to the Board accordingly;
- To inform the Health and Safety Executive of all notifiable accidents. Investigate any accidents or dangerous occurrences and recommend means of preventing re-occurrence;
- To arrange appropriate training for all employees;
- To ensure Risk Assessments are carried out including where appropriate, Fire Safety, Premises, Staff Activity, Lone and Mobile Working, Expectant Mothers, DSE/Ergonomic, etc. To ensure follow up action as needed;
- To promote an interest and responsible attitude towards Health and Safety matters throughout the Company.

7. Responsibilities of Employees

7.1. Each employee is responsible for ensuring that his/her actions do not cause danger to themselves or to anyone else. The primary responsibilities of the employee are to:

- Take reasonable care of their own health and safety;
- Use equipment appropriately and in accordance with training received;
- Follow appropriate systems of work.

7.2. Employees who fail to meet and uphold these responsibilities may face disciplinary action.

8. Prevent Duty and British Values

8.1. Pursuant to section 26 of the Counter-Terrorism and Security Act 2015, the Company will have "due regard to the need to prevent people from being drawn into terrorism" in relation to its own employees and also customers and learners who access the services of the Company. This will be collectively referred to as the Prevent Duty. Employees also have a duty to actively promote fundamental British Values – democracy, the rule of law, individual liberty, mutual respect, tolerance of different faiths and beliefs – and not to promote views or theories as fact which are contrary to established scientific or historical evidence and explanations (see Safeguarding Policy for full details on Prevent and British Values).

8.2. Terrorist groups often draw on extremist ideology, developed by extremist organisations. Some people who join terrorist groups have previously been members of extremist organisations and have been radicalised by them.

The Government has defined extremism as *“vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism, calls for the death of members of our armed forces.”*

- 8.3. The Prevent strategy deals with all forms of terrorism and with non-violent extremism, which can create an atmosphere conducive to terrorism and can popularise views which terrorists then exploit. It also made clear that preventing people becoming terrorists or supporting terrorism requires challenge to extremist ideas where they are used to legitimise terrorism and are shared by terrorist groups. The strategy also means intervening to stop people moving from extremist (albeit legal) groups into terrorist-related activity.

9. Managing Health and Safety

- Corporate Governance Steering Group

- 9.1. A Corporate Governance Steering Group, consisting of representatives from all divisions of the business, will meet on a regular basis to discuss the management of health and safety within the Company. The Corporate Governance Steering Group will be chaired by the Finance and Services Director and other senior managers as appropriate.
- 9.2. The Corporate Governance Steering Group will be responsible for reviewing health and safety training for staff, customers and learners and reviewing the Health and Safety policy.

- Risk Assessments

- 9.3. The Company will conduct risk assessments for all areas and activities of employment and provision. These risk assessments will be carried out at least annually with interim reviews as necessary. Some risk assessments will demand more regular completion.
- 9.4. The risk assessments will be recorded in writing, with an agreed target date for any actions that have been identified. If there are any risks that cannot be eliminated employees working in that area will be made aware.

- Accidents

- 9.5. Although every effort will be made to ensure a safe environment it is accepted that accidents can occur.
- 9.6. If an accident does occur this must be reported immediately to the Line Manager. It must also be recorded in the accident book.
- 9.7. If any of the following occur they must be reported by the Responsible Person to the Health and Safety Executive under the RIDDOR procedures (see www.riddor.gov.uk):
- Fatal accidents;
 - Major injuries;
 - Accidents resulting in a period of absence of more than 7 days;
 - Injuries to the public where they have to be taken to hospital.
- 9.8. In addition, some work-related diseases and dangerous occurrences must be reported to the Health and Safety Executive. Any reporting under RIDDOR procedures will be conducted by i2i's Health, Safety and Governance Manager.

9.9. Following any accident the situation will be investigated to determine whether changes need to be made to equipment, training or systems to work so that a similar occurrence can be prevented in the future.

- Personal Protective Equipment

9.10. The Company is responsible for supplying employees with any personal protective equipment (PPE) that is required.

9.11. If an employee does not have the appropriate PPE for a specific task then the employee should inform their line manager immediately and not perform that task until the PPE is available.

9.12. The employee is responsible for taking care of the PPE that has been issued. If any PPE is damaged the line manager should be informed immediately. Employees are required to return all PPE that has been issued on leaving the organisation.

- Chemicals and other substances

9.13. All chemicals and other substances that are hazardous to health must be stored and used in accordance with the manufacturers' instructions. Such materials will have a COSHH (Control of Substances Hazardous to Health Regulations 2002) label on them, and the guidance on this label must be followed in full. Material safety data sheets will be provided for approved products.

- Manual Handling

9.14. All employees who are involved in any lifting or carrying will be provided with training in relation to manual handling. The Company is responsible for ensuring that all employees requiring this training participate in the training at the appropriate time.

10. Reporting Procedures

10.1. Any health and safety issue must be reported in the first instance to the line manager. If the line manager is unable to resolve the issue or requires further advice and/or guidance, the line manager will contact the Responsible Person.

10.2. Employees may also use the 'Whistleblowing Form' to report any health and safety issue anonymously.

10.3. In the event of a Health & Safety concern being reported where it is linked to a service user belonging to one of Inspire 2 Independence's prime contractors, the staff at Inspire 2 Independence will follow the reporting procedures outlined by Inspire 2 Independence within our Health & Safety policy. At the point where the lead contact for Health & Safety confirms that the concern is one that involves a learner/situation linked to a prime contractor. The Health & Safety lead will immediately contact the Health & Safety lead of the according prime contractor and escalate all of the information using the appropriate and secure processes. The Health & Safety lead of Inspire 2 Independence will then await direction from the Health & Safety lead of the prime contractor and support as required. Inspire 2 Independence will retain copies of all concerns raised, actions taken and the outcome within our internal reporting systems

10.4. All records will be stored in line with the General Data Protection Regulations 2018, Data Protection Act and the Company's Document Retention Policy

Appendix 1 – Arrangements and Procedures

It should be noted that not all of the arrangements and procedures detailed below will relate directly to the work undertaken by employees of the Company. However, these arrangements and procedures are included due to the work that may be carried out by customers or learners.

1. Induction, Training and Supervision

- 1.1. It is the Company's policy that all new employees, customers and learners are given information on health and safety relevant to their role, as part of their overall induction into the Company or provision.
- 1.2. Ongoing training will be provided to ensure that employees at all levels are:
 - Competent to carry out their duties and to operate specialist tools, plant and work equipment as applicable;
 - Aware of their health and safety responsibilities.
- 1.3. Decisions relating to ongoing training of employees will be reviewed on a regular basis. The Responsible Person will have responsibility for identifying and implementing health and safety training needs. Records of the training will be kept and stored securely.

2. Legislation and Regulations

2.1. Risk Assessments

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

All work activities shall undergo a suitable and sufficient Risk Assessment. Upon the establishment of the risk, preventative measures are identified which are then introduced, maintained and periodically revised within our safe systems of work. It shall be the duty of the Responsible Person to ensure Risk Assessments are carried out and reviewed periodically.

2.2. Workplace Safety

(The Workplace (Health, Safety and Welfare) Regulations 1992)

The Company will ensure that its workplace meets the Health, Safety and Welfare needs of all its employees, visitors, contractors, including wherever practicable, people with disabilities. Through the Responsible Person, the Directors will ensure that the working environment, whether at the Company premises or elsewhere, is adequate in respect of lighting, heating, ventilation, eating and drinking facilities, hygiene/toilet facilities and general cleanliness.

2.3. Control of Substances Hazardous to Health

((COSHH), Regulations 2002)(as amended)

Assessments and Material Safety Data Sheets (MSDS) of hazardous substances used will be kept at the Company offices. It is the duty of the Responsible Person for health and safety to ensure Risk Assessments are carried out and regularly reviewed. From the Risk Assessments the Management 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 authorisation of their Manager.

2.4. Control of Asbestos at Work Regulations 2012

In the unlikely event that any Company staff or sub-contractors encounter any substance suspected to be or contain asbestos, it will be reported immediately to a line manager. All works in the area will cease until the substance has been identified and, if appropriate, made safe or 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.

2.5. **Manual Handling Operations Regulations, 1992 (as amended)**

The Company will assess all manual handling operations within the workplace, to take an ergonomic approach and where possible change the nature of any task or provide mechanical aids in order to reduce or lighten the manual handling of loads. The Company will ensure that adequate Risk Assessments are carried out to identify hazards associated with manual handling and will ensure that suitable training and supervision is given, and where needed, lifting aids provided. It will be the duty of the Responsible Person to ensure that the requirements outlined in the Regulations are satisfactorily met.

2.6. **First Aid**

(Health and Safety (First Aid) Regulations, 1981)

The Company shall ensure that nominated employees are trained as First Aiders or Appointed Persons. The Responsible Person will assess the requirements and advise the Management as to the quantity and level of training required. This will be re-assessed annually or upon any major change in personnel or work practices.

2.7. **Accident Reporting**

(Reporting of Injuries, Diseases, Dangerous Occurrences Regulations 2013)

All accidents and incidents must be recorded in the accident book at the particular site where the accident occurred, irrespective of whether any injury occurred. Any reportable accidents, incidents, or dangerous occurrences will be reported to the enforcing authority by the Responsible Person as soon as reasonably practicable.

2.8. **Electricity**

(Electricity at Work Regulations, 1989)

Equipment within office environments will be PAT tested every 24 months; site and factory equipment will be tested every 6 months. Appliances will be tagged/labelled and records kept at the Company offices. It is Company policy that, wherever possible, all tools supplied and used will be 110v. Where this is not possible a Residual Current Device (RCD) will be used.

2.9. **Noise**

(Control of Noise at Work Regulations, 2005)

The Company is committed to continually assessing noise levels within its business activity. Where needed, noise assessments will be carried out at the Company premises. If the noise levels exceed acceptable levels the first aim will be to reduce noise at source. Where the plant, machinery or process cannot be reasonably silenced or enclosed the Company will ensure that suitable ear protection is freely available. It is the Company policy to ensure that all new tools and equipment purchased and used by employees have noise reduction built in to the design.

The aim of the Noise Regulations is to ensure that employees' hearing is protected from excessive noise at their place of work, which could cause them to lose their hearing and/or suffer from tinnitus (permanent ringing in the ears).

2.10. **Vibration**

(Control of Vibration at Work Regulations 2005)

Where necessary the Company shall ensure the tasks and tools used are properly assessed to ensure the continued wellbeing of its employees. The company will ensure that where the use of vibration causing hand tools cannot be reduced, that suitable safeguarding procedures are brought in, including where appropriate, anti-vibration gloves.

2.11. Working at Height

(Work at Heights Regulations 2005)

Where staff need to carry out works at height, the Responsible Person will assess the use of steps and ladders for each task requiring the use of them. Wherever practicable mobile towers, 'podium hop ups', or similar will be used. Ladders and steps will only be used for short term access or where the use of mobile towers or 'podium hop ups' etc. is deemed unsuitable or unnecessary by the site supervisor or manager due to the duration of the works, or the working area. A site specific Work at Height Risk Assessment will be carried out before any works commence, and suitable control measures put in place to ensure the safety of the Company personnel and those who will be working in the vicinity.

2.12. General work equipment

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

The Responsible Person will ensure that the Company:

- Provides suitable equipment for the tasks to be done (Reg. 4);
- Ensures that equipment will be maintained in an efficient state, in efficient working order and in good repair. (Reg. 5);
- Ensures that all equipment and plant shall be inspected as required by Regulation 6;
- Ensures that persons who are required to use work equipment will receive adequate training, information, instruction and supervision as necessary (Regs. 8 & 9).

The Responsible Person's duties will include an assessment of risks and implementation of preventative measures, guards etc. It will be the responsibility of the users/operators to ensure the tools are checked prior to use and are maintained in good working order. Procedures will be implemented to ensure that all plant and tools owned by the Company are tested in accordance with recommended intervals.

On occasion the Company may need to hire in equipment due to either the specialised nature of the work or the quantity of work. The equipment will only be obtained from approved hire companies who supply the appropriate safety documentation and, where necessary, supply training to ensure all employees and/or sub-contractors are suitably trained in the use of the equipment.

2.13. Fire

(The Regulatory Reform (Fire Safety) Order 2005)

It will be the responsibility of the Responsible Person to ensure suitable and sufficient fire extinguishers are made available at the Company premises.

A Fire Risk Assessment will be carried out and the Fire Evacuation Procedure will be published on the notice board. Employees working at other employers' premises or sites must observe all Fire Precaution Notices and take note of existing fire prevention measures already in place and make themselves familiar with the site Fire Evacuation Procedures.

All fire extinguishers are to be checked annually by a specialist contractor.

2.14. Computer screens

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

The Responsible Person 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 general working environment.

2.15. Personal Protective Equipment (PPE)

(The Personal Protective Equipment at Work Regulations (PPE) 1992)(as amended)

The Company recognises that this Regulation clearly states that PPE should only be used when risks cannot be avoided or sufficiently reduced by other preventive measures or through work re-organisation. A sufficient supply of PPE will be provided as required and all employees will be suitably trained in the use and correct storage of PPE.

All PPE issued will be stored as per the manufacturer's specification. It shall be the duty of each employee not to misuse or interfere with any health and safety equipment including PPE supplied for their safety. (s7 HASAW 1974)

2.16. Consultation with Employees

(Health and Safety (Consultation with Employees) Regulations 1996)

Through the Responsible Person, the Company will consult with employees on matters relating to Health, Safety and Welfare and furnish them with the information which is deemed necessary. Such information is to be seen on the Company notice boards as displayed in the workplace, and on the Company website. The Company encourages employees to join in with the spirit of the regulations by actively taking part in discussions with their managers. It is the responsibility of all managers to ensure that this consultation takes place.

Appendix 2– Young Persons and Adults at Risk

- Protection of Young Persons and Adults at Risk
 - 1.1. The Company shall ensure that young persons and adults at risk employed by them are protected at work from any risks to their health and safety which are a consequence of their lack of experience, or the fact that young persons have not yet fully matured and may not comprehend certain hazards in the workplace
 - 1.2. A young person is defined as:
 - is anyone under the age of 18 years old
 - A child is anyone who has not reached the official minimum school leaving age (MLSA) Pupils will reach MLSA in the school year in which they turn 16.
 - 1.3. An adult at risk is defined as an individual with protected characteristics including:
 - Disability
 - Care leavers up until the age of 24
 - New and Expectant Mothers
 - Migrant Workers
 - Age (older workers)
 - Adults in vulnerable circumstances
- Managing Health and Safety for Young Persons and Vulnerable Adults
 - 1.4. Inspire 2 independence (i2i) Limited will manage health and safety for young persons and vulnerable adults by:
 - Performing a specific Young Person's Risk Assessment and identifying the risks that they may come into contact with through tasks and or activities,
 - Where the individual concerned is a child (i.e. someone under 16 years of age), in addition, this assessment must be communicated to a person having parental responsibilities/rights for that child. Where the young person is on an organised scheme i.e. work placement, then a competent person at the placement organisation shall be involved in the assessment process
 - reducing the risks as far as reasonably practicable by;
 - looking at alternatives
 - written safety procedures
 - supervision
 - training
 - issue of protective equipment
 - monitoring the tasks and activities
 - reviewing annually, when there has been a change of circumstances, practice or equipment