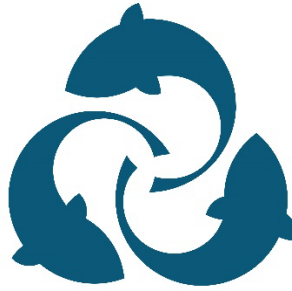


**ANGLING
TRUST**



**FISH
LEGAL**

Angling Trust/Fish Legal

PD36 Health, Safety & Welfare Policy



Health, Safety & Welfare Policy

General Statement of Intent

Angling Trust and Fish Legal, ("the Organisations") believe that excellence in the management of Health, Safety and Welfare is an essential element within the overall business plan – a good Health and Safety record goes hand in hand with high productivity and quality standards.

People are the most important asset to these Organisations, and therefore we are totally committed to ensuring their health, safety and welfare at all times.

The Organisations are committed to ensuring that it, as a minimum, complies with relevant Health and Safety legislation and where it is reasonably practicable to do so, the Organisation will strive to go beyond the requirements of legislation. To achieve this, the Organisations will provide the necessary resources and will seek the co-operation of all its employees and volunteers for the purposes of implementing this policy. Moreover, the Organisations will also ensure all employees and volunteers are adequately qualified and experienced to allow them to carry out their work safely and without risk.

The Organisations are committed to ongoing monitoring and review processes, so that continual improvement in the management of Health, Safety and Welfare can be achieved. Our intentions are:

- To provide adequate control of the Health and Safety risks arising from our work activities.
- To Consult with our employees on all matters affecting their Health, Safety and Welfare.
- To provide and maintain safe equipment.
- To provide information, instruction and supervision for employees and volunteers.
- To prevent accidents and cases of work-related ill health.
- To maintain safe and healthy working conditions, and
- To review and revise this policy at regular intervals.

Signed:

A handwritten signature in black ink, appearing to read 'Jamie Cook', is written over a light blue horizontal line.

Name: Jamie Cook

Date: 5 March 2024

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1. ORGANISATION

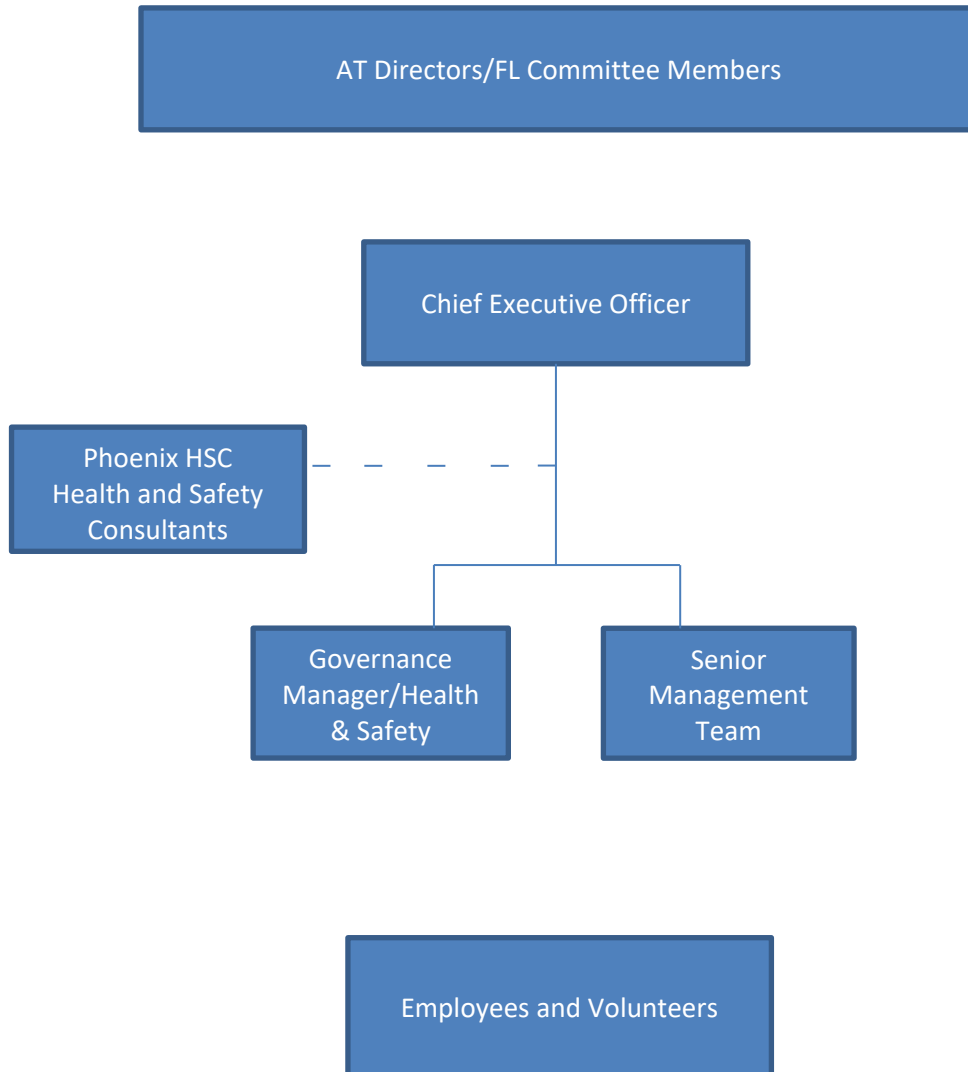
Overall responsibility for Health, Safety and Welfare is that of **Chief Executive Officer**.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the **Governance Manager**.

To ensure that Health and Safety standards are maintained and improved, the following people have responsibility in the following areas:

Name	Responsibility
Jamie Cook	Strategic and operational implementation and monitoring
Karen Watkinson/SMT	Operational implementation and monitoring
All Directors, Staff and Volunteers	Front Line Implementation

Health, Safety and Welfare Organisational Chart



Individual Responsibilities

To ensure that Health, Safety and Welfare standards are maintained and improved, the following people have responsibility in the following areas:

Directors

Ensure that they have full oversight of the Organisations' policy, be satisfied that this Policy is implemented and promoted throughout the Organisations. More especially ensure sufficient resource and training to promote a culture of safety awareness and prevention of harm is provided.

Chief Executive Officer

The **Chief Executive Officer** will champion and promote best practice for the Health, Safety and Welfare of all employees and volunteers

The **Chief Executive Officer** will delegate much of this work to managers but will ensure, by leadership that they are fully engaged in all elements of Health, Safety and Welfare across the organization and promote an open and honest environment for all staff and volunteers to report unsafe practices.

Chief Executive Officer is responsible for:

- Issuing the Health, Safety and Welfare Policy Statement.
- Ensuring that the Policy Statement and Organisations' Policies are understood and implemented by all staff.
- The appointment of one or more competent persons with the responsibility for providing Health, Safety and Welfare assistance and, ensuring that those appointed have the time available to fulfill their duties.
- Setting objectives for the reduction of risks to Health and Safety.
- Taking appropriate action to deal with any item within the minutes of the Health, Safety and Welfare meetings.
- Ensuring that there are effective means of involvement, communication and consultation with employees and volunteers.
- Ensuring that there are arrangements in place to protect any young person employed from any risks to their Health and Safety at work.
- The co-ordination and monitoring of the Health and Safety Performance of all SMT Members.
- Ensuring that any necessary contact with external services is arranged.
- Ensuring that all employees and volunteers, including senior managers receive relevant training.
- Establishing a review procedure, so that the progress and performance can be assessed.
- Ensuring the Organisations have access to competent Health and Safety advice as required by the Management of Health and Safety at Work Regulations 1999.
- Ensuring that there exists an effective policy for Health, Safety and Welfare management, supplemented by additional documents as necessary, and that these documents are implemented throughout the business.
- Placing on the agenda of each relevant meeting an item entitled "Health, Safety and Welfare" where reports from the management team on the overall safety

performance of the Organisations and any necessary recommendations will be considered.

- Ensuring this policy is routinely reviewed on a **biennial** basis to ensure the arrangements for Health and Safety remain current and valid.
- Ensuring that necessary resources and information is made available for the policy to be effectively put into practice.
- Ensuring that Managers carry out their respective duties regarding Health, Safety and Welfare within their areas of control.
- Co-operating and assisting, as necessary, with all enforcing authorities and any other external body concerned with Health, Safety and Welfare in the course of their duties.

SMT Members

The SMT Members are directly responsible for the sound and effective day-to-day management of the Health, Safety and Welfare arrangements within their area of responsibility. To satisfy their duties, the SMT Member will:

- Ensure that the duties and responsibilities for safe working are properly assigned, accepted and understood by all personnel working under their line management.
- Budget for adequate resources to fully implement the Health, Safety and Welfare policy.
- Ensure that the health, safety and welfare arrangements provided are maintained and available at all times. Take responsibility, as far as is reasonably practicable, for implementing any recommendations arising from any risk assessment carried out within their area of responsibility.
- Ensure that all accidents and near misses are reported and investigated to determine if further controls are necessary to prevent a re-occurrence.
- Ensure that Health, Safety and Welfare training is provided to all new department employees or volunteers as part of the Organisations' overall training programme.
- Ensure that all employees and volunteers have been briefed on and understand the Health and Safety Policy along with any safe working systems/procedures relevant to their work.
- Ensure employees and volunteers have access to all necessary and relevant information appertaining to their health, safety and well-being at work.
- Carry out routine inspections and monitor the activities within their area of responsibility, to ensure all equipment, the working environment, local fire precautions and welfare arrangements satisfy the appropriate standards.

Governance Manager/ Health & Safety Manager/ Advisor

The Governance Manager/ Health and Safety Manager/ Advisor has the responsibility for:

- Monitoring and evaluating the Organisations' Health, Safety and Welfare Policy on all of the Organisations' sites.
- Preparing an annual report on significant matters relating to Health, Safety and Welfare and the appropriate risk control measures to eliminate or reduce and identified risks.
- Evaluating the most cost-effective solutions for meeting the appropriate Health and Safety

provisions.

- Carrying out where necessary an investigation into those accidents, incidents which have been reported to the Health and Safety Executive, as well as any other accidents as necessary.
- Ensuring that the Organisations meet the requirements of Health and Safety legislation, regulations and approved codes of practice as well as the Organisation's own codes of practice and procedures.
- Liaising with the Organisations' relevant Managers to ensure that all statutory inspections and testing in accordance with the Organisations' procedures are being conducted.
- Monitoring that the Organisations' sites are inspected systematically and comply with Health and Safety legislation and Organisations' procedures.
- Monitoring and reviewing periodically the safety performance of the Organisations, including accident statistics, training courses and inspection reports.
- Liaising with Staff Development for the implementation of training programmes within respective departments;
- Reviewing the Health, Safety & Welfare Policy and Codes of Practice and preparing for new legislation which may affect the Organisations.
- Ensuring that accident reports are recorded in the necessary Registers under the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR). Report any notifiable accidents, diseases and dangerous occurrences under RIDDOR to the relevant enforcing body and ensure that the relevant Manager has carried out an investigation of the accident/incident.
- Liaising with visiting enforcement agencies, e.g. Health and Safety Executive Inspectors, and affording them all the facilities that they require. Notifying the Chief Executive Officer of any Enforcement Notices served on the Organisations.

Line Managers

Line Managers are responsible for the Health, Safety and Welfare of the employees within the area of their control. They can greatly influence the Organisation / Employee / Volunteer relationships by helping to achieve the Organisations' Health, Safety and Welfare policy.

They may call on the help of the appointed competent persons with the responsibility for providing Health and Safety assistance and other specialists to help them in exercising their responsibilities.

They will:

- Ensure that the Organisations' Health, Safety & Welfare policy statement and Organisations' Policies are fully implemented.
- Actively seek the cooperation and suggestions for improvements from all employees and volunteers in relation to our Health, Safety and Welfare Policy.
- Promote a high standard of Health and Safety.
- Ensure that suitable and sufficient risk assessments are conducted, reasonable steps

are taken to minimise all risks found and that the assessments are reviewed regularly.

- Establish written safe operating procedures and instructions, for use within their Department.
- Ensure that all employees and volunteers under their control are fully conversant with, and understand, the Organisations' Health and Safety policy as it applies to them.
- Ensure that no employee is required to undertake any task without adequate training / job instruction, or which exceeds their capability.
- Provide appropriate information, instruction and training to ensure so far as is reasonably practicable the Health and Safety at work of employees and Volunteers.
- Provide and maintain a safe and healthy working environment, with statutory obligations as a minimum requirement.
- Maintain the workplace in a safe and risk-free condition and provide a safe means of access to and egress from the workplace.
- Ensure that all persons under their responsibility have been briefed on and understood Health, Safety and Welfare Policy, are shown where Health and Safety information is held, and receive sufficient training on fire precautions, first aid arrangements and any other emergency procedures relevant to their development.
- Consult and co-operate with the SMT Member when matters arise requiring specialist support.
- Comply with procedures laid down for reporting and investigating accidents taking prompt action to prevent re-occurrence whenever possible.
- Ensure high standards of housekeeping are maintained within their area of responsibility.
- Have arrangements for ensuring the safe use, handling, storage and transport and storage substances.
- Provide and maintain plant, equipment and systems of work that are safe and without risks to health.

Employee and Volunteers

The Health & Safety at Work etc Act 1974 and associated regulations places responsibilities not only on **Angling Trust and Fish Legal** but also on every employee and volunteer. It is expected that all employees and volunteers will conform to any legal requirements, Organisation procedures and instructions necessary for ensuring Health & Safety. As a reminder your commitment should be to:

- Seek advice and instruction from a manager when situations arise, which may affect the Health & Safety of yourself or others.
- Stop work and seek advice if you believe there is an imminent risk of injury to yourself or others.
- Report any unsafe equipment, methods of work or any other safety concerns.
- Use any protective clothing and equipment recommended and provided for your particular work.
- Report any near miss or accident, however slight, and whether or not injury or damage has been sustained.
- Assist at all times in maintaining good 'housekeeping' standards.

- Not interfere with anything provided to safeguard Health & Safety, and
- All employees and volunteers should be aware that non-compliance with Health & Safety rules and procedures can, where necessary and appropriate, result in disciplinary action being taken.

In order to help you achieve these duties, the Organisations will provide you with the appropriate information, instruction and training for the duties that you need to perform. It is essential that you are familiar with the relevant documentation and standards expected of you and that you raise any concerns with a manager, should any arise. If in Doubt Ask.

Never underestimate your value to **Angling Trust and Fish Legal**. You are the face of your Organisation, and your acts and omissions will directly impact on the perception of the Organisation in its entirety.

The Organisations believe that **EVERYONE** has a duty towards Health and Safety, and that constant care and caution, no matter how small, will improve the safety of everyone and such diligence should be everyone's commitment.

Home-Based Staff

Homeworking consists of working based at home rather than the normal place of work; and may involve using IT systems to perform work and to remain in contact with managers and employee/volunteer.

- Home workers will work independently and on their own initiative and motivate themselves.
- Highlight to their line manager any pressures that may arise from home working
- Maintain contact with all affected by the work.
- There should be a separate area set aside for working from home suitable to be able to complete the work effectively.
- The Organisations will not be responsible for maintenance, replacement, or repair of any personal equipment used.
- Before any home working, the employee should have completed a DSE self-assessment which should be reviewed regularly, usually annually, depending on the resultant risk.
- All accidents and near miss reporting procedures apply equally to incidents arising in the relevant home area.

First Aid

The Organisations will provide a first aid box and a person appointed to take charge of first aid arrangements such as calling the emergency services if necessary. Employees must be provided with information about first aid arrangements. The person appointed to take charge should ensure that:

- First Aid Kits are replenished and checked for out of date items
- All accidents are reported in the correct manner and the Line Manager/Governance Manager informed

- The correct level of aid is sourced for the injured party from helping the colleague to locate the first aid kit, through to calling for an ambulance in the most severe cases.

Fire Marshal

Competent and trained Fire Marshals will be appointed by the Organisations with the objective to identify, monitor and review fire safety and to assist in an emergency by:

- Answering all fire calls when on duty (this includes breaks).
- Directing and organising people during a fire evacuation.
- Organising regular fire drills in conjunction with the management team.
- Regularly inspecting workplace premises and fire facilities.
- Providing feedback on inspections and evacuations.
- Taking due care for the safety of themselves and the safety of others.
- Informing the management team of any fire safety related defects.
- Fire Marshals to frequently attend any meetings scheduled
- Attend any training course provided, in particular the three-year refresher certificate.

Volunteers/Visitors

All visitors/volunteers have the following responsibilities:

- To observe warning signs and notices.
- To behave at all times having regard to the Health and Safety of themselves and others who may be affected by their acts or omissions.
- To co-operate with the Organisations to comply with any legal duty or requirement placed upon it.
- Not to interfere recklessly or intentionally with items provided in the interests of Health and Safety.
- In accordance with laid-down procedures all visitors must report to their host:
 - Any injury to themselves or others caused by the Organisations' activities.
 - Any hazards they find, including damage or defect to equipment.
 - Any situation, working practice or procedure which is or might become potentially hazardous.
- All volunteers/visitors are required to wear their protective clothing and use protective equipment issued to them to perform their work/learning activity and must keep it clean and in a safe place, and must not misuse such equipment in any way.
- Any defaults/damage must be reported to your host immediately.
- All volunteers/visitors must where appropriate in the course of their working/learning activity use or operate all machines, plant or other equipment in a correct and safe manner in accordance with manufacturers' and Organisations' instructions. Interference or other action affecting the safety of any machine or other equipment, materials, etc. will be viewed very seriously.
- All volunteers/visitors should ensure that they know the emergency procedures which may apply to their premises or the site where they visit. They must familiarise

themselves with the escape routes, assemble point and the sound of the fire alarm.

- All volunteers/visitors should be reminded that it is a fundamental condition of entry into the Organisations' sites or participation in events that they undertake to comply with the above requirements.

Suppliers

Suppliers are obliged to follow all statutory and Organisation rules and regulations with regards to the health, safety, welfare, hygiene and environmental procedures.

2. ARRANGEMENTS FOR IMPLEMENTATION

All Organisation policies and procedures in relation to Health and Safety are regarded as supplementary to this policy.

3. MANAGEMENT OF HEALTH & SAFETY

Safety Audits & Inspections

The implementation of an **annual** Health and Safety audit will be the responsibility of the **Chief Executive Officer** and will consist of an in-depth examination of all the Organisations' activities and premises.

The safety audit will subject each area of the Organisations' activities to a systematic critical examination. Every component of the total system will be included e.g. management policy, attitudes, training, features of the premises (the design and layout of areas, rooms, etc.), emergency plans and procedures, accident records etc. The audit will aim to highlight the weaknesses and strengths, and the main areas of vulnerability or risk.

Risk Assessment

In accordance with the Management of Health and Safety at Work Regulations 1999, the Organisations will carry out risk assessments of all activities that present a risk to employees or others. These risk assessments will be carried out in line with Health & Safety Executive guidance, and the procedure for doing so is as follows:

1. Identify the significant hazards involved in our activity.
2. Decide who might be harmed and how.
3. Evaluate the level of risk and decide if existing precautions are sufficient, or if more needs to be done.
4. Record the significant findings of the assessment.
5. Review the assessment when things change, or there is reason to believe that it is no longer valid.

The risk assessments will:

- Identify what the hazards are and identify the people who might be harmed by the hazard.
- Disregard insignificant risks.

- Evaluate the risks from the identified hazards.
- Ensure all aspects of the work activity are reviewed, including routine and non-routine activities and operations.
- Take into account any existing control measures.
- Take account of the way in which the work is organized, and the effects this can have on health.
- Take account of the risks to the public.
- Take account of the need to cover fire risks.
- Identify the period of time which it will be valid for, and
- Enable us to prioritise remedial actions.

Risk assessments will be undertaken by appropriately trained members of staff with assistance from **Karen Watkinson**, or our advisors, Phoenix HSC Ltd. Approval for the required action to remove or control risks will be given by **Karen Watkinson**.

Dynamic Risk Assessments

Dynamic risk assessment is a continuous process of identifying hazards. The risk is assessed, and action taken to eliminate or reduce risk. Dynamic risk assessment will be applied in a changing environment. The dynamic assessment will be conducted by the relevant competent person managing the activity.

The competent person must halt the operation if it is believed the risk outweighs the control measures applied.

The **Chief Executive Officer** is responsible to ensure competent people have been trained in dynamic risk assessing.

Please refer also to the document PD40a – Risk Management Strategy, which is available in the Staff Information Area of SharePoint.

Safe Systems of Work

The Organisations will provide written safe systems of work for all operations and tasks where there is a significant risk of injury; where there is clearly an identifiable need to specify the safe and correct way of doing the work and where, in spite of all reasonable control measures being implemented, significant risk remains.

Employees/Volunteers will be instructed in the safe system of work, as appropriate, and a record of competency kept.

Specific Responsibilities

- All **Managers** must identify all such processes and planned activities within their area of responsibility and ensure that suitable written systems are produced, employees trained, and records kept.
- All must familiarise themselves with the safe systems of work and ensure that

employees comply fully at all times whilst carrying out the identified processes.

- All **Employees/Volunteers** must observe and understand the system of work at all times; reporting any circumstances which prevents compliance or undermines its effectiveness to their immediate supervisor or line manager.
- If in Doubt Ask for support.

Monitoring Health & Safety Performance

In addition to the reactive monitoring of accidents/ill-health, the Organisations will also carry out proactive monitoring of Health and Safety performance. To check our working conditions and ensure our safe working practices are being followed. **Relevant Managers** will conduct routine inspections of the workplace and review the effectiveness of our risk assessment and work practices.

Consultation with Employees

The Organisations will consult with their employees/volunteers in accordance with the Health and Safety (Consultation with Employees) Regulations 1996. Consultation with employees/volunteers will be provided direct to individuals and through E mails and meetings as necessary.

Employees/ Volunteers Working on Site of 'Another'

Where any of the Organisations' **employees/ volunteers** are working or are likely to be working at premises belonging to another party ("the third party"), the **relevant manager/ supervisor** shall:

- Advise the third party of the position and, if appropriate, supply him with the Organisations' general Health, Safety and Welfare policy.
- Obtain the third party's Health and Safety policy.
- Obtain from the third-party adequate information, instruction and training requirements on any risks to which the Organisations' employees/ volunteers will be or may be exposed whilst at the third party's premises, and
- Ensure that before any employees/volunteers of the Organisations are given guidance and advice in specific factors related to the type or works to be undertaken.

Health & Safety Advice

In accordance with the Management of Health and Safety at Work Regulations 1999, the Organisation has access to competent Health & Safety advice. This advice is available from:

Karen Watkinson

Information, Instruction, Training and Supervision

The Organisations will provide adequate information, instruction, training and supervision to employees and volunteers in accordance with the general duties on employers under Section 2 of the Health and Safety at Work etc. Act 1974 and associated regulations.

All employees and volunteers will be provided with information on any risks relevant to their particular activity and work area. All information, instruction and training given to employees and volunteers, will be recorded on individual training records. In certain instances,

employees and volunteers will be asked to sign to confirm receipt or understanding of the training.

Training and Instruction

Induction training for all new employees and volunteers is the responsibility of **Relevant Manager**. Job specific training and instruction will be identified, arranged and monitored by the **Relevant Manager**, and supported by **Karen Watkinson**

The Health and Safety component of induction training will contain the following:

- Health, Safety and Welfare Policy.
- Accident reporting / first aid procedures.
- Fire precautions and procedures, including our emergency plan.
- Introduction to safety legislation – the Employee/volunteer will be introduced to the legislation that applies to our Organisations and the workplace, e.g. COSHH and manual handling.

Job-specific

Training will include skills training, explanations of applicable safety regulations and organisational rules, and a demonstration of the use of any personal protective equipment that may be required including correct fit and cleaning. The use of risk assessment findings will be used as a training aid to identify training needs.

Information

The Health and Safety Law Poster is displayed in the **Main Offices**.

A copy of the Employers Liability Insurance certificate is displayed in the Main Offices

Further information on Health and Safety is available in document PD36A – Health and Safety Handbook which is available in the Staff Information Area of SharePoint

Supervision & Management

Training at all levels is necessary to ensure that responsibilities are known, and the Organisations' policies are carried out. Key points to cover in the training of SMT Members and Line Managers are:

- The organisations' safety policy or programme.
- Legal framework and duties of the organisation, its management, employees and Volunteers.
- Specific laws and rules applicable to their environment.
- Safety inspection techniques and requirements.
- Causation and consequences of accidents and their reporting, recording and investigation.
- Basic accident prevention techniques.
- Disciplinary procedure and application.
- Control of hazards in the workplace and use of personal protective equipment.

- Techniques for motivating employees/volunteers to recognise and respond to organisational goals in Health and Safety.
-

Specialised Training

Specialised Health and Safety training will be required to cover both legal requirements and others necessary for the safe running of the organisation, for example:

- First aid, considering the nature of the work and the size of the organisation.
- Use of fire-fighting appliances such as extinguishers.

Reinforcement or Refresher training

Reinforcement or refresher training will be required at appropriate intervals. These requirements will depend on the outcome of observation of the workforce, i.e. during a training needs assessment. Factors to be taken into account are the complexity of the information to be held by the employee, and the amount of practice required and the opportunity for practice in the normal working requirement. Assessment will also be required of the likely severity of the consequences of behaviour that does not match training objectives. Refresher training is vital in areas such as response to plant emergencies.

Karen Watkinson will ensure the following procedure will be followed:

- Arrange for the induction training to be given to all employees and volunteers.
- Comprehensive and relevant information will be provided to the employee/volunteer in respect of risks to his / her Health and Safety and on preventative and protective measures.
- Information will be provided on the Organisations' emergency arrangements, including staff nominated to help if there is an evacuation.
- Ensure that the employee/volunteer understands all the information provided to them and that they have the opportunity to ask any questions in relation to the training.
- After a suitable length of time the training should be followed up with the employee/volunteer to assess its effectiveness and to correct any misunderstandings.

New and Expectant Mothers

The Organisations have strong obligations towards their employees who become pregnant or who have recently given birth. In accordance with Regulation 16 of the Management of Health and Safety at Work Regulations 1999 the Organisations on notification, will assess the individual and their workplace to ensure they, (and the unborn child) are not exposed to undue risk.

There is no authoritative medical evidence of abnormal pregnancy implications linked to the use of computers, but **DO** ensure you notify a manager as soon as you are aware that you are pregnant, so that a Specific Risk Assessment can be carried out to ensure your continued comfort and general well-being at work.

Employees becoming pregnant or having recently given birth are to notify **Karen Watkinson** so that an assessment can be carried out and appropriate arrangements made.

The assessment is to be reviewed at regular periods with the individual to ensure any necessary adjustments to the work or workplace can be identified and taken. In some cases, special provisions, such as altering the individual's conditions or hours of work if it is reasonably practical to do so will be taken. Alternatively, dependent on the circumstances at the time, the Organisations may suspend the individual from further work, on full pay, in accordance with the Employment Rights Act.

In order to protect the unborn child, if the Organisations become aware of any case of Rubella (German Measles) among the staff the expectant mother will be informed immediately and given to opportunity to be suspended from work (on full pay) in order to minimise the risk of exposure.

Lone Working

A Lone Worker is a person who works where there are no other members of staff present on the same floor at the same time and without close or direct supervision in a wide variety of situations. This could include being off-site or outside a building.

Lone Workers should not be at more risk than other employees, although such activities may require extra risk control measures. Precautions should take account of normal work and foreseeable emergencies, e.g. fire, equipment failure, illness and accidents. **Relevant Managers** shall identify situations where people work alone and ensure site specific assessments are completed where required.

Staff who come into contact with members of the public could be exposed to verbal abuse or even threats of violence. Whilst such occasions are rare, all staff are trained in managing conflicting situation by dynamically assessing the situation and employing suitable responses.

Karen Watkinson is responsible for:

- Ensuring that written role and task risk assessments are carried out and reviewed regularly.
- Ensuring **Relevant Managers** put procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone.
- Ensuring that individuals identified as being at risk are given appropriate information, instruction and training.
- Ensuring that response arrangements are clear, workable and appropriate support is given to those involved in any incident.
- Managing the effectiveness of preventative measures through a system of reporting, investigating and recording incidents.
- Ensuring that Lone workers are suitably experienced, have received suitable supervision, instructions and, training on the risks they are exposed to and the precautions to be used.

Lone Workers are responsible for:

- Taking reasonable care to look after their own Health and Safety.
- Co-operating and complying with any control measures designed to eliminate or reduce the risk of lone working.
- Safeguarding the Health and Safety of other people affected by their work.
- Participating in training designed to meet the requirements of the Health and Safety policies and procedures.
- Operating authorised equipment in accordance with relevant safety instructions and any training they have been given.
- Reporting any dangers or identified areas of risk as soon as practicable to an appropriate manager. This will include any accidents, or incidents that could have given rise to an accident.
- Notifying their manager, at the first opportunity, of any change in their ability to undertake their role, including any adverse medical conditions.

Employees requiring advice or who have concerns regarding lone working can seek advice from **Karen Watkinson** who will, if necessary, arrange specialist advice and assistance to determine the appropriate course of action to eliminate or control the risk factors.

Home Working

The Line Manager will undertake a risk assessment of the work activities carried out by home workers. Line Managers must ensure regular contact with the home worker and make them aware of the Employee Assistance Programme.

Home Workers have a duty to co-operate in this process and bring to the attention of their manager any matters which may affect the validity of the assessment.

The **Home Worker** is to ensure their workplace and/or home insurance provider are aware of their working from home.

Fitness for Work

If an Employee has a medical condition that could affect their fitness for work, that Employee must inform the **Relevant Manager** of the likely impact of the medical condition on their fitness for work. The Employee is not obliged to disclose confidential medical information, however the Organisations will, where necessary, confer with relevant external experts to confirm whether a Fitness for Work plan is required.

Any person taking prescribed medication must seek the advice of their doctor before working, written evidence of their fitness to work whilst taking the drugs may be required and held by **Relevant Manager**.

Occupational Stress

Systems of work that give rise to risk of stress are clearly not safe, and the Organisations

therefore has a legal duty to make improvements, at least "as far as is reasonably practicable" to eliminate or adequately control the risk in accordance with the Management of Health and Safety at Work Regulations 1999.

The Health and Safety Executive defines stress as "the adverse reaction people have to excessive pressure or other types of demand placed on them". This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

The Organisations are committed to protecting the health, safety and welfare of all our employees and recognises that workplace stress is a Health and Safety issue and acknowledges the importance of identifying and reducing workplace stressors.

To achieve this, the Organisations will:

- Ensure jobs are 'do-able', matching the job with the person in it.
- Strive to identify all workplace stressors and control the risks from stress.
- Monitor stress levels through a combination of sickness absence monitoring and periodic surveys.
- Provide an Employee Assistance Programme.

Employees requiring advice or who have concerns that they are affected by stress can seek advice from the **HR Manager** who will, if necessary, arrange specialist advice and assistance to determine the appropriate course of action to eliminate or control the risk factors.

Drugs, Alcohol and Smoking

The Organisations will take all reasonable steps to ensure the Health and Safety of employees at work is not put at risk by smoking, alcohol, drug or substance abuse recognizing the effects of health, safety and welfare to the user and potential impact on work colleagues and the business. The Organisations therefore operate a policy which ensures that employees'/volunteer's health and performance is not impaired at any time they are on Organisations' premises.

The Disciplinary Procedure will be followed in any case where an employee/volunteer is found to disregard this Policy and/or to be under the influence of or in possession of any alcohol or illegal substance whilst at work or on Organisations' premises.

The Organisations will encourage employees/volunteers with drug or alcohol abuse or dependency problems to seek help and treatment voluntarily through their own GP. Help and advice will however be available from the **HR Manager**.

Employees who suspect an employee/volunteer to be suffering from drug or alcohol problems will refer the individual to the **Relevant Manager**, who will assist them in finding

advice and treatment. In certain circumstances, disciplinary action may be taken against employees who fail to accept or co-operate with a course of treatment.

The **Chief Executive Officer** will endeavor to provide sufficient information, instruction and training to ensure the Health, Safety and Welfare of persons on Organisations premises is not affected by smoking, alcohol, drug or substance abuse.

Managers will be trained in awareness of alcohol and substance abuse and will be advised of the action necessary when an employee is found to be in contravention of this Policy. There is to be no on-site smoking.

Violence

The Organisations will take all reasonable steps to ensure the Health and Safety of employees at work is not put at risk by violent, abusive or aggressive behaviour occurring in the workplace.

The Organisations recognise that verbal and physical abuse at work can affect the health, safety and welfare of the victim and can have an impact on work colleagues and the business. The Organisations therefore operate a zero- tolerance policy which ensures that people on the Organisations' premises are not put at risk of bullying in any form.

The Disciplinary Procedure will be followed in any case where an employee is found to be displaying violent or aggressive behaviour towards any person on the Organisations' premises.

The **Chief Executive Officer** will endeavour to provide sufficient information, instruction and training to ensure the Health and Safety of persons on the Organisations' premises is not threatened by violent, abusive or aggressive behaviour by the Organisations' employees and volunteers.

Managers will be trained in awareness of bullying in the workplace and will be advised of the action necessary when an employee/volunteer is found to be in contravention of this Policy.

Premises - Control of Asbestos Containing Materials

In conjunction with the Landlord, where appropriate, the Organisations will assess and control health risks from exposure to asbestos in accordance with the Control of Asbestos Regulations 2012 to particularly prevent employees from exposure to asbestos and asbestos containing materials (ACMs). To achieve this, the **Chief Executive Officer** is responsible to ensure:

- That reasonable steps are taken, with the assistance from accredited specialists, to determine the location and condition of materials likely to contain asbestos.
- A record of the location and condition of the ACMs or presumed ACMs in our offices is made.
- Assess the risk of the likelihood of anyone being exposed to fibres from these materials.
- Prepare a plan setting out how the risks from the materials are to be managed.

- Take the necessary steps to put the plan into action.
- Review and monitor the plan periodically, and
- Provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.

Should the situation arise, approval for any necessary action to remove asbestos containing materials will be given by the **Chief Executive Officer** who is to assist in the appointment of specialist advisors and licensed contractors competent in handling and disposing of such hazardous materials.

Plant, Machinery and Work Equipment

The Organisations will ensure that all plant and equipment is suitable and without risks to Health and Safety, in accordance with legislation such as the Provision and Use of Work Equipment Regulations 1998, the Lifting Operations and Lifting Equipment Regulations 1998 and the Electricity at Work Regulations 1989.

All employees are required to carry out a visual check of any equipment before it is used. In some cases, this check will need to be documented. The Organisations will advise when this is the case.

Portable Electrical Equipment

Portable electrical appliances are tested “in house” by an engineer at selected intervals in accordance with HSE guidance. Notwithstanding this general inspection/test programme, very high usage common use facilities (i.e. kettles, microwave ovens) are inspected/tested every **12 months** and replaced as necessary to ensure high standards of provision and electrical safety is maintained for all employees

Fixed Electrical Systems

The fixed electrical installations throughout the premises is inspected and tested by a competent NICEIC registered contractor. The **Chief Executive Officer** will ensure that testing is carried out by the Landlord and/or arrange for the electrical systems integrity and safety to be inspected and retested every **5 years**.

Defects and Problems

It is recognised that even with the best pre-planned maintenance programmes, problems and defects with plant and equipment will occur from time to time. Accordingly, any problems with plant or equipment should be reported in the first instance to the **Relevant Manager**.

Housekeeping

Poor housekeeping is a common cause of accidents and fire related incidents. The three basic precautions for the prevention of poor housekeeping are:

- Return equipment and materials to their designated locations.
- Remove waste daily, and
- Report problems.

Workplace inspections will be carried out on a regular basis by the **Relevant Manager** to identify areas where standards require improvement. These areas will be highlighted for remedial action. Storage areas will be defined within the workplace and requirements will be reviewed periodically when necessary. Articles and substances will be stored in defined areas at all times. Floors will be cleaned on a regular basis and waste bins emptied regularly. Rubbish will be kept in suitable containers and will not be allowed to overflow. Combustible waste will be kept away from ignition sources.

Welfare Facilities

The Organisations are committed to providing suitable and sufficient welfare facilities to employees, in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992.

Adequate numbers of clean toilets and washing facilities are provided for the number of staff and visitors required to use them. Toilet paper, hot/cold water, soap and means for drying hands will always be available.

In addition, drinking water and a means to prepare hot drinks and food are provided in the **kitchen at each office**. To ensure that a high standard of cleanliness and good hygiene is maintained, the facilities are cleaned **regularly**. Notwithstanding this planned cleaning programme, any employee who has concerns with the standard of cleanliness and hygiene should report the matter to the **Relevant Manager** who will investigate and advise accordingly.

4. ACTIVITIES

Manual Handling

In accordance with the Manual Handling Operations Regulations 1992, the Organisations will eliminate the need for manual handling wherever possible. Where elimination is not possible, the risks from manual handling will be assessed and reduced, so far as is reasonably practicable by job design and the provision of mechanical aids etc. Manual handling risk assessments will be carried out by the **Relevant Manager**. Approval for the required action to remove or control risks will be given by the **Relevant Manager**.

All employees should:

- Seek alternatives to the manual handling of loads, such as use of trolleys, sharing the load, or change of process (e.g. not storing heavy boxes on the top or bottom shelves).
- Be aware of your own or other people's physical limitations, and err on the side of caution.
- When lifting, use the muscles in arms, legs and thighs, rather than the back. Keep the back as straight as possible.

- Make sure you have a good grip, not just with your fingertips.

Display Screen Equipment (Computer Users)

The Organisations will assess and control health risks from exposure to display screen equipment in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992. Employees that are classed as habitual Display Screen Equipment users are entitled to free eye tests on request and to vision correction appliances but only where these are needed specifically for work with display screen equipment.

Display Screen Equipment workstation assessments will be arranged by the **Relevant Manager** who will also give any necessary approval for corrective action to remove or control risks. Habitual Display Screen Equipment users will be required to complete an on-line self-assessment of their workstation. The completed assessment is to be returned to **Karen Watkinson** who will review and arrange for any necessary corrective actions.

Employees who have declared a disability or existing upper limb disorder to the **Relevant Manager** will be individually assessed to ensure all necessary adjustments are made to their workstation and job tasks to allow them to continue working.

Further information on working with display screen equipment can be found in PD36a – Health and Safety Handbook.

Hazardous Substances

The Organisations will assess and control health risks from exposure to hazardous substances in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002. All reasonable steps will be taken to ensure that all exposure of employees to substances hazardous to health is prevented or at least controlled to within statutory limits. We will not supply or use those substances prohibited by law.

The responsibility for identifying all substances that need a COSHH assessment and for obtaining the Chemical Safety Data Sheets is that of **Karen Watkinson**.

COSHH assessments will be carried out and any actions identified implemented by the **Relevant Manager** who will also ensure all relevant employees/volunteers are advised. The COSHH information will also be made readily available to affected employees/volunteers for reference.

The Organisations will ensure that the exposure of employees/volunteers to substances hazardous to health is either prevented or, where this is not reasonably practicable, adequately controlled. Where exposure cannot be adequately controlled the Organisation will provide appropriate personal protective equipment (PPE) free of charge.

The **Relevant Manager** is responsible to ensure all employees/volunteers will be provided with

comprehensive information and instruction on the nature and likelihood of their exposure to substances hazardous to health. The Organisations' risk assessments will be reviewed regularly and particularly if either there is a significant change in the work or the validity of one of our original assessments.

For further information on water borne risks, please see PD36a – Health and Safety Handbook.

Driving and Mobile Phones

The Organisations are committed to reducing the risks which our employees face and create when driving in the course of their work and may provide a suitable vehicle for this purpose. Alternatively, the Organisations may also authorise **Employees/Volunteers** to use their own vehicles for work purposes.

Authorised **Employees/Volunteers** who are required to drive for work purposes in their own vehicle must ensure that it always complies with the law, is in a safe and roadworthy condition and is suitable for its purpose. In order for the Organisations to fulfil their responsibility in a reasonably practical manner all employees that drive their own vehicles for work purposes are required to:

- Ensure their vehicle is taxed and has a valid MOT certificate (where appropriate).
- Ensure their motor insurance policy includes business use cover for the amount of business mileage they undertake.
- Ensure that the vehicle is serviced regularly.
- Present the vehicle's MOT certificate, insurance policy for inspection on request.
- Present their driving licence for inspection on request.
- Report road safety problems, including accidents, incidents, summons and convictions for any offence, including vehicle defects.

The overall responsibility for managing road risk, monitoring the effectiveness of the Organisations' procedures through periodic checks of vehicle documents, and for maintaining appropriate records is that of **Karen Watkinson**.

It is currently illegal to hold and use a mobile phone whilst driving even if stationary in traffic. It is also illegal to be using a mobile phone on hands free where it affects your care or attention when driving. The preferred policy therefore is that mobile phones should not be used whilst driving and all those issued with a mobile phone are not obliged to use them whilst driving. The driver should find a safe place to stop the vehicle to make or receive the call. Under no circumstances may text messages be read or written when driving.

5. Emergency & Continuity

Accidents, First Aid and Work-related Ill-health

The Organisations are committed to preventing accidents and cases of ill-health to employees and others who may be affected by its work activities. However, the Organisations recognise that failures can occur and will investigate all accidents and ill-health

to identify the immediate and underlying causes so as to prevent recurrence.

First Aid Provision

The **Chief Executive Officer** will ensure that adequate first aid provision and equipment is available, in accordance with the Health and Safety (First Aid) Regulations 1981.

The **SMT Member** is responsible for ensuring the location of the first aid kit, accident reporting forms and the names of FirstAiders are known to all employees. **Quarterly** checks on provisions are to be made by the **First Aider** and any shortfalls addressed.

Accident Reporting

All accidents and incidents are to be recorded in the accident book. The **SMT Member** is to ensure that **Karen Watkinson** is also notified when the accident or incident is RIDDOR reportable.

The **SMT Member** is responsible for investigating accidents and incidents of ill-health and is also responsible for acting on the findings of the investigation to prevent a recurrence. **Karen Watkinson** is to be notified of the findings of all investigation so that any deficiencies that may have implications elsewhere in the Organisations may be addressed.

Reporting of Accidents/Incidents to the Authorities

All reportable incidents, as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013(RIDDOR) will be reported by the **Chief Operating Officer** to the enforcing authority within the relevant timeframes. The following types of work-related incident/accident need to be reported:

- Death.
- Specified Injuries e.g. broken bones, dislocations, amputations, loss of sight, etc.
- Any accident resulting in more than 7 days lost from work.
- Any non-employee (i.e. volunteers, visitors, and contractors) being taken directly to hospital.
- Certain types of disease e.g. dermatitis, asthma, upper limb disorders, carpal tunnel syndrome, etc., and
- Certain types of dangerous occurrence, even when no-one is injured e.g. electrical fires, etc.

First aid boxes are maintained and held at **each of the Organisations' locations**.

All records of all reportable accidents, dangerous occurrences and reportable diseases will be kept for at least **3 years**.

Personal Protective Equipment

The 'Management of Health and Safety at Work Regulations 1999' place a requirement on the employer to make a suitable and sufficient assessment of the risks to health and safety of employees and other people who may be affected by the activities of their work. The process of risk assessment enables employers to identify control measures they need to implement.

Where the risk assessment identifies that protection against the exposure to hazardous substances is required a hierarchy of controls will be implemented. The final control will be the provision of Personal Protective Equipment (PPE) - this must always be the last such control. All other control measures must always be considered before resorting to PPE.

The legislative requirement for issuing PPE is set by the 'Personal Protective Equipment at Work Regulations 1992 (as amended 2016)'. These require that all PPE must be assessed for suitability, well maintained, and compatible with each other if used in combination. The Regulations also require that employees/volunteers using such equipment must receive training, information and instruction in the safe use of PPE.

Employees/volunteers may be asked to sign to confirm receipt of PPE. The **Relevant Manager** will be responsible to ensure staff wear appropriate PPE provided.

All employees/volunteers have a responsibility to report any defects or problems regarding their PPE to the **Relevant Manager**.

Fire and Evacuation

The Organisations have procedures in place to follow in the event of emergency. These are communicated to all employees/volunteers during induction and are displayed throughout the offices. In simple terms the procedure is as follows:

In the event of a fire:

- *Immediately sound the alarm by shouting "Fire, Fire, Fire" and activating the nearest alarm point.*
- *Only attack the fire if trained to do so – do not put yourself at risk.*
- *Dial 999 and ask for the fire brigade – give the building address and location of the fire ensuring it is heard by the operator.*
- *Evacuate the building by the nearest exit and proceed to the designated assembly point.*
- *Do not stop to collect personal belongings.*
- *Do not re-enter the building until told it is safe to do so.*

Angling Trust's **premises at Ilkeston are managed by a Landlord** who has appointed a 'responsible person' who is charged with the responsibility of ensuring the safety of the staff and any person who may legally come onto the premises and of anyone not on the premises but who may be affected.

The **Landlord** is responsible for the building's common area safety arrangements and the maintenance of a building fire alarm and detection system. Therefore, in accordance with the Regulatory Reform (Fire Safety) Order 2005, the Landlord will ensure that a Fire Risk Assessment is conducted, and adequate precautions put in place.

The fire safety plan is displayed on the walls at the Ilkeston premises and the assembly point is the car park to the rear of the building.

The Organisations' **premises at Leominster are owned by the ACA Trustee Company Ltd.** The Organisations have therefore appointed a 'responsible person' who is charged with the responsibility of ensuring the safety of the staff and any person who may legally come onto the premises and of anyone not on the premises but who may be affected. In accordance with the Regulatory Reform (Fire Safety) Order 2005, the Organisations will ensure that a Fire Risk Assessment is conducted, and adequate precautions put in place.

The fire safety plan is kept in SharePoint and the assembly point is on the opposite side of Rainbow Street.

The day-to-day responsibility for ensuring all fire precautions are in place and in order is that of the **Fire Marshal** in each Organisation premises. In particular:

- Escape routes are checked daily to ensure they are free from obstruction.
- Fire extinguishers are maintained and serviced **annually**.
- Emergency Lighting is maintained and serviced regularly and records kept.
- Adequate numbers of Fire Wardens are appointed to assist in the event of a fire evacuation.

The Fire Alarms will be tested every **on a regular basis**.

A full fire evacuation will be undertaken every **12 months** organised by the **Landlord at Ilkeston** and the '**responsible person**' at **Leominster**.

Environment

The Organisations will take all reasonable steps to minimize as far as practicable the impact of its activities on the environment. The Organisations recognize their responsibility to the community and have therefore identified the aspects of its operations that may have an effect on the environment. The Organisations do not consider their business to be of inherent damage to the environment but have identified certain areas which need to be controlled to minimize any detrimental environmental effect.

The Organisations will endeavor to control its following activities:

- Consumption of energy.
- Use of packaging materials.
- Use of transport.
- Volume and treatment of waste.

The Organisations will meet and where appropriate exceed the requirements of all relevant legislation, will seek to reduce the consumption of materials and will recycle waste where possible. In addition, the Organisations will manage energy and fuel wisely and will minimise visual, noise and other impacts of its business on the local environment.

The **Chief Executive Officer** will lead the process of implementing this policy and will keep the policy under continual review.

Waste Disposal

It is the policy of the Organisations that where waste is generated during the Organisations' activities, then that waste shall be disposed of in a controlled, safe and proper manner. Where such waste removal requires the application of special control measures to reduce hazards such as contamination, dust or risk of environmental pollution then the Organisations procedures will be followed to render such waste removal inoffensive and free of risk so far as reasonably practicable.

The **Chief Executive Officer** will lead the process of implementing this policy and will keep the policy under continual review.

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