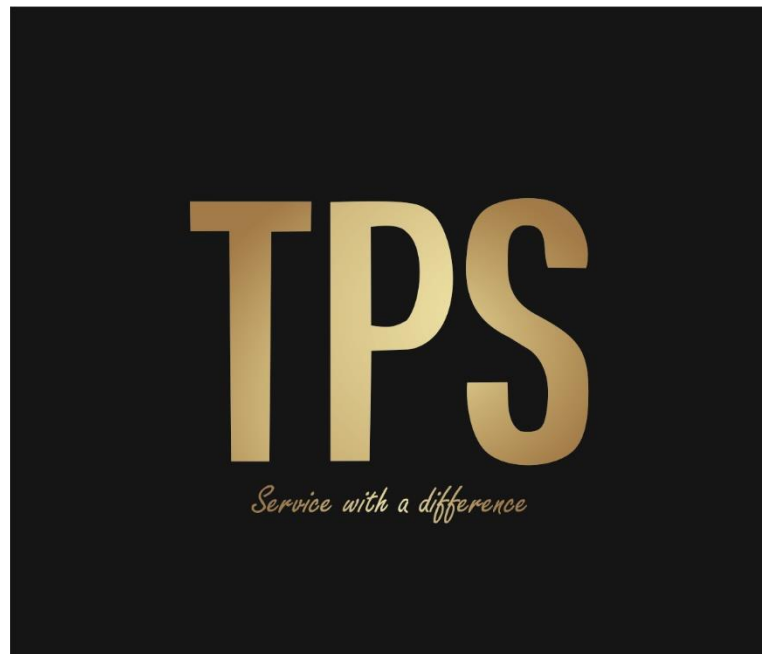


HEALTH & SAFETY, FIRST AID, EMERGENCY AND SMOKING POLICIES



THE PROTECTION SERVICE LTD

January 2020

1.0 Health and Safety Policy and Procedures

1.1 Introduction

This policy sets out the occupational health, safety, and welfare arrangements for all staff working for the Protection Service Ltd. It also applies to every other person who may be affected by our work activities, acts and services, including young people and families, contractors, visitors, and members of the public.

1.2 Health and safety management

The Protection Service Ltd will implement and continually monitor a health and safety management system that makes sure we assess risk and effectively organise, plan, monitor and review the preventative and protective measures necessary to control risk.

1.3 Planning

In planning what we do in terms of health and safety, we will:

- identify and assess the risks from hazards associated with all our work activities so we can eliminate or control foreseeable risks, so far as is reasonably practicable
- so far as is reasonably practicable, allocate sufficient resources to meet the requirements of this policy
- set realistic short- and long-term objectives, decide priorities and set adequate performance standards

We will also monitor and review these standards to make sure we are meeting and maintaining them.

1.4 Co-operation and consultation

No health and safety policy are likely to be effective unless it actively involves the employees themselves. We recognise the contribution staff can make towards health and safety in the workplace and will co-operate and consult with staff, as necessary. We will co-operate and consult with properly appointed safety representatives so we can fulfil our statutory functions and will co-operate in setting up a safety committee or committees as required.

1.5 Review of policy

The Protection Service Ltd will review and amend this policy and associated procedures within its health and safety management system every year, or more often if the law or best practice changes. Where appropriate, the Protection Service Ltd will issue further guidance notes relating to work activities or if health and safety legislation changes.

1.6 Responsibilities

This part of our policy describes how we organise our health and safety at work. It also designates posts at the Protection Service Ltd that carry specific health and safety responsibilities and outlines their related duties.

The remainder of this policy outlines who is responsible for what in terms of health and safety.

1.6.1 Directors

The Directors will carry the main responsibility for health and safety throughout the Protection Service Ltd. This includes developing, reviewing, updating and auditing the health and safety management system so far as is reasonably practicable, the health and safety of:

- staff, while carrying out their work-related activities
- contractors, when working on the Protection Service Ltd sites
- visitors to the Protection Service Ltd offices

Specific responsibilities include:

- developing appropriate health and safety policies and procedures that will apply across the Protection Service Ltd.
- conducting an annual review of policies and procedures to make sure they remain effective and in line with legislation and best practice where appropriate.
- auditing compliance with health and safety policies and procedures.
- bringing to the Director's immediate attention any breach of health and safety legislation or our policy and procedures, that has placed or is continuing to place the health and safety of staff, service users or others at risk identifying any resources they need to rectify the position
- through appropriate supervision and training, providing a reasonably practicable level of safety for all staff in their work area,
- managing all risk assessment programmes throughout the Protection Service Ltd, making sure they are carried out within agreed timescales, and recording and reporting outcomes.
- monitor implementation of the health and safety management system throughout the Protection Service Ltd and provide a monitoring report every six months.

The Directors will also make sure there are adequate resources available, so far as is reasonably practicable, for everyone to implement health and safety policy

All employees have responsibility to:

- cooperate with colleagues and line managers on health and safety matters
- not interfere with anything provided to safeguard their health & safety
- take reasonable care of their own health & safety

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- report all health & safety concerns to an appropriate person (as detailed in this policy statement)

2.0 Health and Safety Procedures

The Protection Service Ltd's Health and Safety Procedures cover the following areas:

PAT Testing and Electrical Equipment

- Routine inspection of all electrical equipment is carried out as part of the quarterly Health & Safety Audit
- A full electrical survey is carried out by a NICEIC registered electrical contractor at least every five years
- All staff are responsible for ensuring that electrical equipment is safe to use and does not pose a hazard - sockets are not overloaded, damaged cables are replaced and discarded.
- All users of equipment will be instructed in safe use, and the appropriate guide and safety notice will be attached to machinery
- PAT testing will be carried out every four years on computers and annually on other electrical equipment
- The photocopier is to be maintained only by the contractor

Accidents, first aid and work-related ill health

All accidents and cases of work-related ill health are to be reported and recorded in the Accident Book, which conforms to current regulations, by either manager or First Aider

If, on the first full day following the accident, the staff is unable to attend work the manager or First Aider must be informed by telephone

If the accident results in three days absence, excluding the day of the injury, again the manager or First Aider must be informed

In the case of RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) reportable injuries/accidents, the first Aider will ensure that the relevant enforcing authority is notified.

- RIDDOR - minor injury must be reported to the enforcing authority with 7 days by completion and return of the correct form.
- RIDDOR – serious injury/fatality must be reported to the enforcing authority immediately by telephone and followed within 7 days by completion and return of the correct form.

The accident book is kept by: **Oladapo Awosokanre**, Director.

The enforcing authority for RIDDOR can be contacted as follows:

Telephone: 0845 3009923

Internet: <http://www.riddor.gov.uk/>

Fax: 0845 3009924

By post to:

The first aid box is kept at the office and restocked by **Oladapo Awosokanre**. The appointed first aiders are **Oladapo Awosokanre** can be contacted on **07930321097**.

Visual Display Units

The Protection Service Ltd will comply with all health and safety regulations in force from time to time.

Fire and emergency

The Directors are responsible for carrying out fire risk assessment for the common areas in the whole building and for making sure that there are regular emergency evacuations from the premises.

Risk Assessment Procedure

The objectives of the procedure are to:

- Identify all hazards within the Protection Service Ltd (who might be harmed and how)
- Evaluate the potential risks from these hazards & decide if existing precautions are adequate
- Record findings
- Monitor progress on a regular basis

Identification of hazards

- Identification of hazards will be the responsibility of all staff
- A Health & Safety audit will be conducted every 3 months at each site
- The Directors will conduct this audit
- The results of this audit will be documented and made available to all staff.
- Annually a formal risk assessment review will be undertaken by the Directors, based on findings of the quarterly reviews

Risk Assessment

For each hazard/activity identified within the Protection Service Ltd a risk assessment will be carried out. This will be done according to the following:

- The hazard will be identified
- The person(s) at risk will be identified
- The worst-case outcome (hazard factor) will be identified
- The number of people affected (person factor)
- See Factor Calculations at the end of this document

Record Findings

Findings will be recorded on the Risk Assessment Recording Sheet. This will carry details of:

- The activity/situation

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- The number of persons at risk
- Persons particularly at risk
- Any serious/imminent risk
- Probability of harm
- Action required, priority rating and timescale
- Class of hazard – physical, mechanical, chemical, biological, or ergonomic
- See Risk Assessment Recording Sheet, appended to this procedure.

Implement control measures

This is the system by which the risk will be reduced. Control measures will include the following, either singularly or in combination:

- Elimination of risk
- Safer systems of work
- Written procedures for those affected
- Supervision
- Identification of training needs
- Provision of information / instruction
- Substitution with a less hazardous method
- Enclosure of risk
- Guarding or segregation
- Personal protective equipment

When selecting control processes, we will give preference to the most risk effective and cost-effective method.

Monitor Progress

The risk assessment will be reviewed and monitored by the Directors who will check:

- Quarterly audits
- Annual risk assessment
- New and reducing hazards
- Control of hazards

Factor Calculations

Hazard Factor

- Factor 10 - minimal risk causing strain or stress
- Factor 20 - low risk causing minor injuries such as bruises, cuts, sickness etc
- Factor 50 - moderate risk-causing injuries such as broken bones, burns, scalds etc
- Factor 80 - high risk causing disease, loss of limbs, maiming etc
- Factor 100 - serious risk causing death

Person Factor

- Factor 1 - 1 to 5 people affected
- Factor 2 - 6 to 10 people affected
- Factor 3 - 11 to 20 people affected
- Factor 4 - 21 to 49 people affected
- Factor 5 - 50 and above people affected

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Risk severity factor = hazard factor x people factor

A score will be calculated using the table below and the risks will be ranked.

Person factor Hazard factor	1	2	3	4	5
10	10	20	30	40	50
20	20	40	60	80	100
50	50	100	150	200	250
80	80	160	240	320	400
100	100	200	300	400	500

Score 1 - 19 - minimal risk

Score 20 – 49 - low risk

Score 50 – 79 - moderate risk

Score 80 – 99 - high risk

Score 100+ - serious risk

Premises Housekeeping and Waste Disposal

- Office bins are emptied daily (Mon-Fri)
- For details on COSHH risk assessments, contact the Directors on 0203 544 9587. A copy is kept in the hazard folder in the office
- Recyclable paper is put in recycle containers and collected when the containers are full.
- The local Council remove black bags twice a week from a rubbish skip.
- Recyclable toners are collected for recycling
- Safe stacking and storage is checked as part of the Health & Safety office audit
- All fire exits, fire routes and fire extinguishers are clearly marked
- First Aid notices and general H&S posters are displayed around the office
- The HASAW (Health & Safety at Work) Law poster is on display in the office

Suspect Package Procedure

To ensure the safety of staff, service users and other visitors in an emergency situation it is vital that all staff are made aware of the following procedures and are vigilant in spotting suspicious objects, packaging or parcels. It is important to remember that we are **not** a likely target, however the guidance provided below may be useful in the present circumstances.

The following information details the action to be taken by any members of staff in a suspect package emergency.

Suspect Mail:

Be alert – if you think you have received suspect mail, check the packaging thoroughly before you open it.

Things to look for

- any letter or package that has suspicious or threatening messages written on it
- letters with oily stains
- envelopes that are lopsided, rigid, bulky, discoloured, or have a strange odour
- mail without stamps or franking marks
- excessive tape or string.

Action

- **do not panic** if any mail like this appears.
- if suspect mail arrives at your home, ring the police, and follow their instructions.
- if you receive a suspect package at work, leave it alone and evacuate the room if possible. Keep other people out of the room.
- ring the police **immediately** by dialling **999**.

Stay calm

If you have already opened the package and are worried by the contents:

- stay calm
- make sure no one enters the room. Close the doors and windows to stop others being put at risk.
- tell someone to call the police
- do not touch your eyes, nose or any other part of your body. Wash your hands thoroughly if you can.

Remember

- before they can cause infection in humans, anthrax bugs need to be rubbed into damaged skin, swallowed, or breathed in as a fine mist.
- it is very difficult to infect people by sending this bug, or any other, through the post.
- any bad health effects are treatable with antibiotics.
- following this advice will help to protect everyone.

Suspect Package on the Premises:

Be alert – If you have found a suspect package do not attempt to move it.

Things to look for

- any unusual packages which have been left unattended, including.
- packages with excessive tape or string
- unfamiliar objects which have a strange odour
- springiness in the top, bottom, or sides
- greasy marks on envelope or wrapping

Action

- **do not panic** if you suspect a package

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- if you notice a suspect package at work,
- double check with any persons in close vicinity as to ownership of package
- leave it alone and evacuate the premises if possible, following the evacuation procedure. Keep other people out of the room.
- ring the police **immediately** by dialling **999**.

Stay calm

If you have already opened the package and are worried by the contents:

- stay calm
- make sure no one enters the building and evacuate following the evacuation procedure.
- ring the police **immediately** by dialling **999**

Remember

- it is highly unlikely that the Protection Service Ltd would become a target for suspect packages, however this advice will help to protect everyone in specific circumstances.
- genuine misunderstandings can be avoided if common sense is used, please ensure visitors and learners do not leave bags unattended.

This Health & Safety Policy and Procedures was last updated in **January 2020**

SMOKING POLICY

The aim of the smoking policy is to comply with Section 2(2)(e) of the Health & Safety at Work Act 1974, and the 'Health Bill' in England and Wales (from summer 2007), which requires employers to ensure that as far as, is reasonably practical, the health and safety and welfare at work of all employees.

The Protection Service viewpoint

The Protection Service Ltd takes the view that smoking constitutes a fire risk and a hazard to the health of all its' employees, both smokers and non-smokers as a result of passive smoking (passive smoking/second-hand smoke, has been medically proven to cause lung cancer and heart disease in non-smokers, as well as many other illnesses and minor conditions). It is therefore against the Protection Service's policy for anybody to smoke on the premises.

Smoking at Work

The smoking policy seeks to guarantee all employees the right to work in air free of tobacco smoke. The Protection Service Ltd recognises that some employees may be unwilling or unable to give up smoking. Such people may therefore request permission from their immediate line manager to step outside the building during breaks to an appropriate location to smoke a cigarette.

Scope

This policy applies to all workers, whether or not employed by the Protection Service Ltd, who work in any of our workplaces at any time, and includes the Protection Service Ltd staff, trainers, volunteers, trainees, service users and the general public.

Employees who meet visitors or trainees from outside the office premises are required to explain the no smoking policy politely but firmly and to ensure that visitors comply with the policy.

Failure to Comply with the NO Smoking Policy

Breaches of this policy will be subject to the normal disciplinary procedures.

It should also be noted that failure to comply with the smoke free law may also make the individual and the responsible manager liable for a fixed penalty fine and possible criminal prosecution.

This Smoking Policy was last updated in **January 2020**