



# Health and Safety Operating Policy

Policy level	Two
Policy Category	Health and Safety
Policy authority	Management Team
Lead	Matthew Robinson
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## Introduction

This operating policy is intended to define the legislative framework, corporate governance and general arrangements for health and safety for Learning through Landscapes (LtL).

## Legislation

The following health and safety legislation applies to our work:

1. The Health and Safety at Work etc Act 1974
  - The Management of Health and Safety at Work Regulations 1999
  - The Workplace (Health, Safety and Welfare) Regulations 1992
  - The Manual Handling Operations Regulations 1992, amended 2002
  - The Health and Safety (Display Screen Equipment) Regulations 1992
  - The Electricity at Work Regulations 1989
  - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
  - The Control of Substances Hazardous to Health Regulations 2002 (COSHH)
  - The Provision and Use of Work Equipment Regulations 1998
  - Health and Safety (First Aid) Regulations 1981
  - The Work at Height Regulations 2005
  - Personal Protective Equipment at Work Regulations 2022
  - Construction (Design and Management) Regulations 2015
  - Gas Safety (Installation and Use) Regulations 1994
  - The Control of Asbestos Regulations 2012
2. The Regulatory Reform (Fire Safety) Order 2005
3. The Environmental Protection Act 1990
4. The Equality Act 2010

Although the emphasis of health and safety legislation is becoming placed more upon organisations taking responsibility for determining their own health and safety procedures, where it is reasonably practicable to do so, we will ensure that we comply with HSE guidance and HSE Approved Codes of Practice (ACOPs). These are used as the benchmark by which we are measured during inspections by the following enforcement agencies:

- Health and Safety Executive (HSE)
- Fire and Rescue Service
- Environment Agency

In addition, when practicable, we seek to implement the health and safety advice and recommendations provided by relevant advisory bodies in relation to specific activities. These include:

- Play Safety forum – Managing Risk in Play Provision (2014)
- School Trips and Outdoor Learning Activities – Health and Safety Executive (2011)
- Sensible Health and Safety Management in Schools- Health and Safety Executive (2014)

We also have in place several contracts which require our compliance with other organisation's procedures in addition to our own.

These include:

- Security alarm systems
- Fire Safety Systems and Equipment
- Insurances
- Landlord's lease and tenancy agreements
- Landlord's fire safety procedures
- Service delivery contract terms

## **Governance of Health and Safety**

Day to day responsibility for health and safety is defined in our Board Health and Safety Policy Statement

In addition to the individual responsibilities defined in the statement, the following committee undertake a governance role in ensuring that policies and procedures are adhered to:

### **Health and Safety Committee**

This management level committee sets and monitors the application of LTL standards for health and safety. It meets once a year, and its specific responsibilities are to:

- Define the legislative framework/s we work within and, where needed, the acceptable levels of risk
- The study of accident and notifiable disease statistics to enable reports to be made of recommended remedial actions
- The examination of health and safety audits and statutory inspection reports
- The consideration of reports from the external enforcement agencies
- The review of new legislation, Approved Codes of Practice and guidance and their effect on the organisation
- The monitoring and review of health and safety training
- The monitoring and review of health and safety publicity and communication throughout the organisation
- Development of safe systems of work (operational procedures) and safety procedures
- Reviewing risk assessments

- Continuous monitoring of health and safety arrangements and revising them where necessary
- Reports to the YMCA FG Board

## **General Arrangements**

### **Health and Safety Notices**

- All offices to display the H & S Policy Statement where it can be clearly seen by staff. All staff to be issued with a copy of the statement.
- All offices to display the HSE's 2009 Health and Safety Law poster where it can be clearly seen by all staff.

### ***Health and Safety Inductions***

All new staff must be given a health and safety induction within the first week of their employment at LtL. This should be recorded on the LtL **Health and Safety Induction Form**.

It is the responsibility of line managers to ensure that a signed copy of the induction form is recorded on the LtL Single central record.

### ***Managing Risk***

LtL is aware of the potential benefits to staff and customers through experiencing acceptable risk.

Evidence confirms that for all children, risk taking has many positive developmental benefits that are physical, cognitive and social. We also know that if we do not provide positive risk experiences, children will seek risk experiences elsewhere.

For the everyday work activities undertaken by our staff we have an obligation under the law, to either, eliminate any potential risk that could cause harm, or as far as is reasonably practicable, to reduce the risk to an acceptable level.

When delivering our programs/activities we encourage children and young people to learn about and take risks as an important part of both their physical and mental development. We need however to balance the need to take risks with our duty to keep customers and staff safe from harm.

When determining whether a risk is acceptable or not, we need to ensure we understand the benefit of taking that risk. Through its partners at Play England, the HSE produced a guide called 'managing risk in play provision' in which it states that the HSE "recognises the importance of play in children's lives and for their opportunities to learn about risk". In addition to understanding the benefit of taking a risk it is also important to be able to separate good risks from bad risks.

- Good Risks - These might include things like using equipment with moving parts which offers opportunities for dynamic physically challenging play, or heights which give children the opportunity to overcome fears and gain a satisfaction from doing so.
- Bad Risks – These are those risks that are difficult or impossible for children to assess for themselves. These might include sharp edges or points on equipment or weak

structures that may collapse, or items that in which heads or fingers become entrapped.

We will use Risk Benefit Assessments (RBA's) at all times. Our RBA's will look at a range of real benefits to the participants. Benefits attributed to an activity may often be long term and beyond the immediate nature of the activity and risk being assessed. The management of risk is to be carried out using risk assessments.

### **Dynamic Risk Benefit**

LtL will encourage all adults and children to choose what level of risk they find acceptable, within their capabilities. All choices over risk for our customers will be made within LtL's Risk Benefit Assessments and our staffs' dynamic risk benefit assessments.

- Risk benefit assessments should be carried out for each work activity, the use of all work equipment and each area in which work is carried out.
- Risk benefit assessments should be completed by staff with the necessary skills, knowledge, experience and training to do so.
- Risk benefit assessments should be completed on the organisations Risk Benefit Assessment Template. Where appropriate, it should be undertaken by the persons leading the activity, or managing the workspace, and should be countersigned by the Manager.
- All risk benefits assessments should be reviewed annually or immediately following an accident or near miss, occurring during an activity, or within a workspace.
- All staff leading an activity, or working within a work area, should be made aware of the contents and findings of the risk assessment.
- All risk assessments are to be stored centrally in the organisations risk assessment folder located on SharePoint.
- All risk assessments should be listed on a 'Risk Assessment Register' located within the risk assessment folder on SharePoint.

### **First Aid**

All staff should comply with the first aid procedures as set out in the organisation's First Aid Policy.

### **Accident and Near Miss Recording, Reporting and Investigation**

#### ***Recording***

All accidents resulting in an injury to a member of staff or a member of the public, whilst in our care or on our premises, or any near miss which could potentially have resulted in a serious injury to someone, must be recorded on one of the organisation's **Accident /Incident Form**

All accident / Incident forms should be secured in a secure location in compliance with data protection laws.

#### ***Reporting***

In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations, (RIDDOR) there are several types of incidents that need to be reported to the HSE. These include:

- Non-fatal accidents to **members of the public (including clients and customers)** where they are taken directly to a hospital for treatment and the injury is a result of faulty equipment and/or lack of suitable supervision.
- The death of any person (except caused by suicide) arising from a work-related incident.
- Specified injuries to **workers** including
  - fractures, other than to fingers, thumbs and toes
  - amputations
  - any injury likely to lead to permanent loss of sight or reduction in sight
  - any crush injury to the head or torso causing damage to the brain or internal organs
  - serious burns (including scalding) which:
    - o covers more than 10% of the body
    - o causes significant damage to the eyes, respiratory system or other vital organs
  - any scalping requiring hospital treatment
  - any loss of consciousness caused by head injury or asphyxia
  - any other injury arising from working in an enclosed space which:
    - o leads to hypothermia or heat-induced illness
    - o requires resuscitation or admittance to hospital for more than 24 hours
- Over 7-day incapacitation of a worker, if the worker is off work for more than seven consecutive days due to the incident
- Occupational diseases impacting **anybody** on our sites.
- Dangerous occurrences impacting **anybody** on our sites.

For a full list of reportable incidents refer to the HSE's website  
<http://www.hse.gov.uk/riddor/reportable-incident.htm>

If you believe that an incident might be reportable, they should first report it to the COO who will review it and then make the report to the HSE on the organisation's behalf.

### **Investigation**

The management team will maintain records of accident statistics for the purpose of spotting trends which might need further investigation and possible changes to operational procedures or repairs to equipment etc.

All accidents / incidents reportable under RIDDOR, or serious near misses, must be investigated by a manager and a written report produced which should be signed off by the management team.

## Fire Safety

Each Branch should comply with the fire safety procedures as set out in the organisation's **Fire Safety Policy**.

## Manual Handling

A manual handling risk assessment should be completed for all staff whose work may routinely involve repetitive, or heavy, lifting. This should consider:

- Whether the lifting is necessary
- Are the appropriate mechanical lifting aids available?
- Are the loads suitable for manual handling?
- Is the workspace suitable and is it laid out appropriately?

Pregnant women whose roles involve lifting should be subject to their own separate risk assessment.

## Personal Safety

All staff should comply with the personal safety procedures as set out in the organisation's Lone Working Policy and Personal Safety & Dealing with Aggression Policy.

## Expectant and New Mothers

All staff that become pregnant and continue working whilst employed by LtL should complete Pregnancy **and New Mother Risk Assessment Checklist** and their work tasks amended as required.

## Controlling the use of Substances Hazardous to Health

LtL will maintain a register of all products that are classified as a hazardous to an individual's health using the organisation's **COSHH Product List** template. This includes, paints / solvents, cleaning chemicals, insect sprays/ pesticides, etc.

- A risk assessment must be carried out on the use of all chemicals
- All products must be stored in a secure store which is clearly, marked / labelled.
- A safety data sheet must be kept for all products classified as hazardous under COSHH regulations.
- Where products are categorised as hazardous, a non-hazardous substitute should be used, if available.
- All chemicals should be kept out of the reach of children.
- Where an overall is stipulated on a safety data sheet a tabard can be considered as a suitable alternative.
- Where goggles or eye shields are recommended it is suggested that they are worn when decanting chemicals or in situations where splashing may occur.
- Chemicals should not be decanted into unmarked, or food or drink, containers.

## **Display Screen Equipment**

All staff who spend much of their working day (over 50%) using a computer must complete the **Display Screen Risk Assessment Checklist**. These assessments should be reviewed when a member of staff changes works stations or when new equipment, chairs, computers etc. are introduced.

## **Electrical and Gas Equipment**

### ***Mains Electricity***

All mains electrical circuits in buildings that are used as a place of work must be subject to a regular fixed wiring check. This check should be undertaken every 5 years, or at a time interval specified on the previous certificate, normally 3 – 10 years. The check should be carried out by a qualified electrician, and a NICEIC Periodic Inspection Certificate should be obtained. LtL will obtain the certificates from their landlord.

All new electrical installations must be installed by a qualified electrician and a NICEIC or ECA Installation certificate obtained.

### ***Portable Electrical Appliances***

A register of all portable electrical equipment is kept and complete a risk assessment to determine the frequency of visual inspections or testing required.

All portable electrical equipment to be used in wet or potentially wet areas is required to be tested annually. This includes kitchens and outdoors. Portable Appliance testing can be completed by either a competent member of staff with the appropriate, calibrated, testing equipment or a qualified, outside contractor.

Visual checks of equipment should ensure:

- The cable is securely attached to both the appliance and the plug.
- The cable shows no signs of damage or overheating/burning to the insulation.
- The plug has no cracks or other signs of damage, i.e. over heating / burning

All testing is to be recorded.

### ***Gas***

All gas appliances and flues installed in leased properties must be serviced annually and an annual gas safety check must be carried out. This check must be carried out by a 'Gas Safe' registered engineer. LtL will ensure copies of certificates are obtained.

### ***Temporary heating.***

If additional heating is required, only thermostatically controlled portable oil-filled convector heaters may be used. Electric fan heaters are **not permitted** to be used in our sites.

## **Hot and Cold-Water Systems**

LtL will ensure that the landlord has conducted a risk assessment of the hot and cold-water systems to consider the risk of exposure to the legionella bacteria. Dependent upon the findings of the risk assessment the landlord may put in controls, including regular testing / cleaning, of water systems in place to reduce this risk via a water management plan. LtL will comply with these measures.

## **Working at Height**

Working at height is defined as carrying out work at any height where there is a risk of injury from a fall. This includes falling into a hole in the ground from ground level.

### ***Use of Ladders***

Ladders should only be considered in situations where the use of other more suitable work equipment is not appropriate because of the low risk, and short duration of the task or due to where the work is located.

If a ladder is to be used, then the following guidelines should be followed.

- The ladder manufacturer's instructions for use, inc. safe working load and safe operating angle (4 units of height to 1 unit away from the wall), should be understood and followed.
- The ladder should be checked for damage prior to its use.
- The surface upon which a ladder sits must be stable, firm and of sufficient strength to support the ladder, without movement.
- The ladder must be secured to prevent it from slipping.
- A ladder used for access shall be long enough to protrude sufficiently above the place of landing to which it provides access.
- When climbing and working from a ladder, 3 points of contact with the ladder should be maintained at all times.
- A ladder should not be used for more than a maximum of 30 minutes at a time.
- The possible danger of electrical shock from contact with power lines should be considered.
- Appropriate footwear should be worn.
- The weather conditions should be considered to ensure that they allow for the safe use of the ladder.
- The possible danger to others (working below the ladder) should be considered.
- Work should not be carried out off the side of a step ladder.
- Ladders to be securely stored where they cannot be used by children

## **General Procedures**

Each Manager is responsible for ensuring the following:

- Production of, and adherence, to operating procedures in relation to their specific programme.
- The provision of adequate instruction and training for all employees in dealing with identified risks
- Ensuring that employees are provided with adequate and appropriate supervision.
- Maintaining records of all health and safety training undertaken by their staff.
- Compliance with the requirements of governing bodies and local contractual arrangements.
- Reporting significant risks immediately to the Management team
- That health and safety is included as an agenda item on every meeting held within their department.