Health & Safety Policy

Statement of Intent

Enterprise4all has, as one of its corporate objectives, the management of workplace risk and to this effect will follow the best practice recommended by the Health and Safety at Work Act 1974, the Management of Health and Safety Regulations 1999 (as amended in the Health and Safety at Work and Fire Precautions Regulations 2003) and other associated legislation.

Enterprise4all shall, so far as is reasonably practicable, ensure that:

WORK SAFE
People have a safe place of work – one that has been assessed for foreseeable and known risks and remedial action taken.

HARM REDUCTION
Advice and guidance is given on the safe storage, handling, usage or transportation of harmful chemicals or work equipment.

COMPETENCE
Information, instruction, training, and supervision are provided on workplace risks. Where possible Enterprise4all is committed to enhancing the skill, knowledge, and experience of its people in understanding and managing any workplace risks they may encounter.

FACILITIES
Points of access and egress (including emergency exits) can be used without impediment.

WELFARE
Workplace amenities and hygiene are monitored, maintained, and improved where required.

RISK CONTROL
Help its people understand how to identify and manage risks in their workplace through "suitable and sufficient" Risk Assessments – both generic and specific.

PARTICIPATION
Underline the importance given to creating a positive safety culture through involvement of staff representatives where they exist.

PROTECTING OTHERS
Ensure that contractors, lawful visitors, and others are given information on any potential risks that may affect them, and advice on the effective control of such potential risks.

CO-ORDINATION
Co-operate with others it shares premises with, for purposes of fire safety, emergency evacuation and a consistent approach to managing risks at work.

QUALITY
Sustain a commitment to continuous the improvement through the review of the statutory policy and via the Health and Safety Management System.

Enterprise4all is firmly committed to achieving and maintaining high standards of health and safety in respect of:

- Employees of Enterprise4all

- Visitors to Enterprise4all's property

- Members of the community who may be affected by Enterprise4all's activities

Enterprise4all is fully aware of its obligations under health and safety legislation and is committed to meeting its demands in relation to:

- Enterprise4all's own offices

- Premises and sites owned or managed by Enterprise4all

- Employees of Enterprise4all visiting or working in other locations

- Projects in which Enterprise4all has an interest.

Everyone at the Enterprise4all, irrespective of position, has a legal and ethical responsibility to identify risks at work and help those listed below in improving the safety performance and safety culture.

2.   Organisation Responsibilities -Responsibility for the effective implementation of the health and safety policy is as detailed below.

2.1   Managers

Managers are expected to actively support the CEO in the implementation of the policy. Each Manager has primary responsibility within their own influence. Their responsibilities specifically include:

- Delegating administrative responsibility for health and safety

2.2   Chief Executive Officer the CEO has overall responsibility for health and safety within

Enterprise4all and in particular for ensuring that adequate resources are available to implement the policy.

The CEO carries the principal functional responsibility for the implementation of the policy and in particular for:

- The allocation of resources to implement the policy

- Delegating specific health and safety responsibilities to others within Enterprise4all

- Monitoring their effectiveness in carrying out those responsibilities

- Ensuring that suitable arrangements are in place to implement the policy

- Delegating administrative responsibility for health and safety within sites and property under Enterprise4all's control to appropriate members of staff

- Ensuring that suitable arrangements are in place to implement precautions identified by Enterprise4all's risk assessment as being necessary

- Identifying health and safety related training needs and taking appropriate action to ensure these needs are met.

2.3 Office Manager

The Office Manager carries the main functional responsibility for developing and maintaining administrational arrangements for the effective management of health and safety. In particular this includes:

- Ensuring that adequate competent health and safety advice is available to Enterprise4all

- Making arrangements for the periodic review of Enterprise4all's risk assessments and for review or revision where this is identified as being necessary

- Ensuring consultation takes place with Enterprise4all's employees on health and safety matters, particularly through meeting and reviews with individuals

- Arranging for monitoring of Enterprise4all's health and safety standards

- Arranging for the effective reporting, investigation and notification of accidents and incidents involving Enterprise4all employees or within its offices, sites or property

- Arranging for the review and, where necessary, revision of this policy at least every year

- Making administrative arrangements to deal with identified health and safety training needs which cannot be met in-house.

2.4 All Members of Management

All members of management are expected to actively support the CEO in the implementation of the policy. They are expected to demonstrate their commitment to health and safety by setting a good example themselves and through their effective management of health and safety issues within their own areas of control. Their responsibilities include:

Establishing local arrangements to implement precautions identified by Enterprise4all risk assessments as being necessary

- Ensuring arrangements are in place to comply with Enterprise4all's health and safety related procedures

- Monitoring the effectiveness of the above arrangements

- Monitoring health and safety standards within offices, sites or property within their control and taking corrective action where appropriate

- Identifying health and safety related training needs and taking appropriate action to ensure these needs are met

- Ensuring that new members of staff (including temps) are provided with suitable health and safety induction training

- Taking appropriate action to deal with risks reported to them

2.5   *All Employees (Full-time, part-time, and temporary)*

All employees carry a legal obligation to take reasonable care for their own health and safety and for that of others who may be affected by their acts and omissions. As well as including their colleagues, this duty also extends to the care of tenants, contractors, visitors and members of the public.

Their specific responsibilities include:

- Behaving in a responsible manner

- Following Enterprise4all procedures and safe working practices

- Complying with standards set by Enterprise4all or others (e.g., tenants or contractors) in respect of personal protective equipment

- Identifying risks and other health and safety concerns and either rectifying them or reporting them to relevant staff (this includes those relating to the activities of tenants)

- Reporting accidents and incidents as required by Enterprise4all's procedures or instructions

- Suggesting improvements to procedures or practices.

Associates / Maintenance Staff

1. Read and understand Enterprise4all's full Policy, as appropriate, and the contractors own Health and Safety Policy.
2. Work safely within the areas they have been assigned to work and not to enter areas that they are not authorised to visit.
3. Comply with Enterprise4all's requirements as to the use of equipment

4. Work to a safe system of work and provide Enterprise4all with information on any risk assessments of the work prior to engaging.

5. Provide the Office Manager with an annual statement of Health and Safety Intent/Compliance at the start of each financial year.

6. Wear Personal Protective Equipment provided when required to do so.

7. Carry out any inspection, cleaning or maintenance as specified for the equipment and facilities

8. Maintain any records or logs relating to the equipment and facilities

9. Report to their manager/supervisor any defect in the PPE provided.

10. Only use equipment provided by the Enterprise4all for the purposes for which it was designed.

11. Keep the areas in which they are working clean and tidy.

12. Bring to the attention of the Office Manager any defect in Enterprise4all equipment.

Other Key Contacts Advice, guidance and support can be obtained from the following organisations. In the first instance contact the Office Manager

1. Health and Safety Executive 0345 300 9923

2. Environment Agency 03708 506 506

3. HSE RIDDOR Incident Centre 0345 300 9923

Arrangements

1. Arrangements for Policy Monitoring and Review

1.1 The responsibility for the review of the Enterprise4all Health and Safety Policy is with the Office Manager – who may however request the assistance of other people.

1.2 At twelve-month intervals, an evaluation of the effectiveness of this Policy will be carried out. This will be in the form of an assessment of the arrangements to ensure that they are realistic, achievable and are being adhered to and a report to the Non-Executive Board.

1.3 Sufficient time will be allocated to conduct the evaluation process.

1.4 This Policy will also be reviewed on a regular basis following developments in legislative requirements, alterations in Risk Assessments or as a result of the monitoring result.

2. Arrangements for Accident Reporting/Investigation Procedure

2.1 Any accident resulting in a serious injury, dangerous occurrence or fire involving Enterprise4all must be reported to the Office Manager as quickly as possible.

2.2 All accidents resulting in injury however slight must be reported by completing an entry in the accident book for your building.

2.3 Accident/near miss reporting procedure:

2.3.1 The person who suffered the accident/near miss must complete the entry in the accident book for their building.

2.3.2 Where the injured person is unable to complete an entry, their Line Manager should do so on their behalf.

2.3.3 The Line Manager (and where necessary their manager) will carry out an investigation of the accident/incident to establish the cause and to make recommendations to prevent a reoccurrence.

2.3.4 The Line Manager will submit a report to the Office Manager and retain a copy for their records.

2.3.5 All accidents and dangerous occurrences as defined in RIDDOR will be reported to the HSE incident reporting Centre. Examples of when a report under RIDDOR is appropriate are fatalities, fractures, dangerous occurrences such as large falling objects or near misses, gas incidents/explosions, acts of non-consenting violence, occupational diseases etc.

3. First Aid Arrangements

3.1 First Aid facilities will be provided and maintained as required by the Health and Safety (First Aid) Regulations 1981.

3.2 Appointed persons at Enterprise4all building will be responsible for First Aid provision. A list of qualified First Aid persons will be displayed on Notice Boards in each building. All of these persons will receive ongoing training in order for them to fulfill their responsibilities.

3.3 First Aid boxes will be supplied to each qualified First Aid person.

4. Fire Safety Arrangements

4.1 To reduce the risk of fire occurring, the following precautions must be applied at all times: 4.1.1 Store all flammable materials in a safe place, away from heat and flames.

4.1.2 Do not place combustible items on radiators or heaters; all such appliances must be allowed free circulation of air.

4.1.3 Ensure that fire doors are kept closed, and that access to them is kept clear at all times. 4.1.4 Do not use portable fire extinguishing equipment as doorstops; access to these must be kept clear at all times.

4.1.5 Ensure that electrical equipment is switched off before leaving the workplace at the end of the day, unless specifically requested to keep it on.

4.1.6 Ensure effective housekeeping – that refuse, paper, cardboard, and waste is disposed of correctly and speedily.

4.2 **Fire Safety Checks**:

4.2.1 The Fire Alarm System will be checked weekly.

4.2.2 Fire Drills will be conducted annually.

5. Arrangements for other Emergencies: Bomb Threats and Suspect Packages

5.1 Procedures for dealing with bomb threats and suspect packages, including telephone numbers to contact are displayed on each floor.

5.2 In the event of a bomb threat staff must follow instructions given by the Line Manager or Office Manager.

5.3 For any other emergencies, including,

• Failure of power supply
• Lift breakdown
• Flood/gas or water emergency
• Failure of building structure the appropriate emergency numbers are held by Office Manager and at the reception desk.

6. Arrangements for Risk Assessments

6.1 Risk Assessments and their significant findings are required to be recorded by Enterprise4all in respect of all work activities under the Management of Health and Safety at Work Regulations 1999 (as amended in 2003).

6.2 In addition to this general requirement, further specific Risk Assessments are required to be made concerning:

6.2.1 The use of Display Screen Equipment (e.g., laptops, computers etc.) under the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in the Health and Safety (miscellaneous amendments) Regulations 2002).

6.2.2 Manual Handling tasks (which involve a risk of injury) under the Manual Handling Operations Regulations1992 (as amended in 2002).

6.2.3 Use, handling storage or disposal of substances hazardous to health under the Control of Substances Harmful to Health Regulations 1999 (as amended in 2002).

6.2.4 Fire risks under Fire Precautions (workplace) (amendment) Regulations 1999 (as amended in 2003).

6.2.5 Others, as specified by Enterprise4all, for example, general risk assessment of the workplace for new and expectant mothers.

6.3 Methodologies and guidance on carrying out such Risk Assessments can be obtained from the Office Manager.

6.4 It is the responsibility of Office Manager to ensure that Risk Assessments are up to date/reviewed and that all significant risks have been identified and acted upon.

6.5 Records of the Risk Assessments must be retained and copied to the Office Manager.

7. Arrangements for Safety Inspections

7.1 Safety Inspections will be carried out on at least an annual basis. This will take the form of a hazard spotting exercise. Unlike Risk Assessment an inspection does not require a "risk rating", only the identification and effective control of any hazard.

7.2 Where needed, ad hoc safety tours, involving safety representatives, can be carried out and any concerns documented and reported to the Office Manager.

8. Arrangements for the safety of electrical and mechanical work, equipment, and devices

8.1 It is the responsibility of all staff, Line Managers and Office Manager to report any electrical faults as soon as possible, without delay, so that an inspection can be carried out.

8.2 Portable appliances must be checked and tested for electrical safety by a "competent person". Contact the Office Manager for guidance on whom, when and why such testing is required.

8.3 Enterprise4all is committed to Planned Preventive Maintenance (PPM) for all mechanical and electrical devices. Where break down maintenance is conducted, the Office Manager shall ensure that a safe system of work and method of work exists.

9. Arrangements for communicating Health Safety and Welfare issues

9.1 All employees will be given a copy of this Policy, as will main contractors. Everyone upon request may have a copy of the full policy or access to the full policy, which will be available on a centrally held (see your Office Manager) Health and Safety file.

9.2 The Office Manager is responsible for obtaining and communicating relevant health and safety information from sources such as the Health and Safety Executive (HSE) and other competent sources.

9.3 Everyone is encouraged to comment on this Policy as well as improving the safety culture of Enterprise4all. Suggestions on how Enterprise4all's health, safety and welfare Programme can be improved should be directed to the Line Managers (for health and safety matters) and the Office Manager (for welfare matters).

9.4 Consultation with staff will take place where appropriate in accordance with section 2(6) of the Health and Safety at Work etc. Act 1974, the Safety Representatives and Safety Committees Regulations 1977 and the Management of Health and Safety at Work Regulations 1999 (as amended in 2003). Enterprise4all is committed to consulting with staff on a regular basis.

9.5 Information, guidance, and advice relevant to staff will be distributed to Line Managers who are responsible for informing staff in their area of responsibility.

9.6 Enterprise4all is committed to an open approach to the sharing and disclosure of health, safety and welfare information. Leaflets and documents can be requested from the Office Manager.

9.7 Enterprise4all will act upon any complaint relating to health, safety and welfare. This will be investigated by the Line Managers and the Office Manager. A short report will be submitted to the appropriate person(s) (either the Office Manager or relevant Manager) to consider the findings. This particular arrangement relates to the Public Interest Disclosure Act 1998.

10. Arrangements for Health and Safety Training

10.1 Training records for all staff must be maintained/retained for monitoring purposes.

10.2 All new staff will receive induction training and associated documentation.

Instructions on relevant health, safety and welfare issues, policy and procedure will be included.

10.3 Arrangements for Health and Safety training fall into five main categories

10.3.1 Briefing of new staff.

10.3.2 Health and Safety briefing of existing staff.

10.3.3 Training for specific activities

10.3.4 Training of personnel affected by the introduction of new systems of work and/or new technologies.

10.3.5 Management and Line Managers are responsible for identifying training needs in their respective areas of responsibility.

11. Occupational Health Monitoring Arrangements

11.1 The Office Manager will inform everyone concerned of any Health and Hygiene risk and any control measures adopted. Regular health surveillance will be undertaken as required by the Management of Health and Safety at Work Regulations 1999 (as amended 2003) on occupational exposures and prescribed diseases.

11.2 Enterprise4all takes seriously health risks to new and expectant mothers and women of childbearing age. In particular it requires women in these categories to keep their Line Manager informed of any injury or harm sustained, so that a risk assessment can be conducted to cover any issues arising.

11.3 Any woman of childbearing age **must** notify her Line Manager as soon as she reasonably believes she is pregnant. Her Line Manager will conduct a Risk Assessment on a regular basis for the individual to ensure that all significant risks are identified, recorded, and controlled

12. Use of Prescribed/Non-prescribed Substances on Enterprise4all premises

12.1 Under no circumstances must illicit and unlawful substances/drugs be consumed on Enterprise4all premises. People requiring medical assistance or counseling should contact the First Aiders/Office Manager.

12.2 People who need to take medication during working hours need to inform their Line Manager.

13. Arrangements for Smoking at Work

13.1 Enterprise4all operates a no smoking policy throughout its premises.

13.2 Staff requiring assistance/guidance on stopping smoking to discuss with their Line Manager.

14. Arrangements for counseling

14.1 Where people require advice, guidance and support on matters relating to occupational stress, depression, work related anxiety, threats of violence/bullying/harassment etc, they should contact the Office Manager who will advise on services available.

14.2 Enterprise4all takes these issues seriously. If you are threatened with violence or consider that you have been bullied or harassed, you should report the matter using Enterprise4all harassment and bullying victimisation policy, which is available in the staff handbook. Such incidents will be investigated in strictest confidence.

15. Arrangements relating to contractors/associates

15.1 All new works contract companies at the time of a submission of a tender are to supply the Office Manager with a copy of their company Health and Safety Policy, latest Risk Assessment, up to date records of accident rates and evidence of Public Liability Insurance.

15.2 Every employee of the contract company working on Enterprise4all premises **must** read and understand their own company's Health and Safety Policy as well as read and agree Enterprise4all's Policy. They will be required to sign a form stating that they have done so. **Only employees that have signed the form will be authorised to work on Enterprise4all premises**.

15.3 Contractors/associates on site will normally be supervised by members of Enterprise4all staff. Should the conduct of a contractor or the contractor's employees endanger the safety of any

person(s) on Enterprise4all premises, they will be required to vacate the premises and will become ineligible to work on future Enterprise4all contracts.

15.4 All contractor personnel must be aware of all arrangements for Accident/First Aid, Fire and Emergency at Enterprise4all premises.

16. Arrangements relating to the public and lawful visitors

16.1 Visitors to Enterprise4all premises **must** be briefed by their host about Fire Safety, First Aid and Emergency Arrangements. Where children visit from schools and colleges, their hosts are required to inform their Head Teacher/Tutor of standards of conduct expected and any known and foreseeable risks to such groups.

16.2 Where practicable and proper, Enterprise4all will warn trespassers of any known or foreseeable risks via the use of clear and legible signage and posters placed strategically along the perimeter of its demise.

17. Disability and Health and Safety Arrangements

17.1 Enterprise4all will make provisions for the safe access/egress and evacuation of disabled personnel or visitors. In the event of a fire or emergency, the fire warden/host respectively, will be responsible for guiding the disabled person from the premises.

17.2 Particular care is required, by Line Managers and staff, when carrying out Risk Assessments. They **must** ensure that disabled persons have been contacted, consulted and that their concerns are considered.

18. Security Arrangements

18.1 Information regarding security is to be available as part of Enterprise4all induction process and is enhanced by information regarding personal safety.

18.2 Members of staff visiting abroad should seek up to date information and guidance on known and foreseeable risks to health, safety, and welfare. The Foreign and Commonwealth Office website provides Threat and Risk Assessment information (http//www.fco.gov.uk).

19. Staff responsibilities relating to national health alerts, including the Coronavirus (COVID-19) pandemic

19.1 If an epidemic or pandemic alert is issued, all staff must comply and co-operate with all instructions, arrangements and advice issued by Enterprise4all and steps to be taken by staff to minimise the risk of infection. Any questions should be referred to the Health and Safety Officer.

19.2 Given the Outbreak of Coronavirus (COVID_19), it is important that all staff members follow the guidelines set out in this policy to ensure maximum safety and to minimise the risk of infection. We will review these guidelines regularly to ensure they are kept up to date with Government guidance.

20. Working from home

20.1 Enterprise4all supports working from home for all staff and will agree to an employee working from home in appropriate circumstances.

20.2 Staff can make an application to work from home. Any such application will be considered on its merits. However, note that not all jobs or roles are suitable to work from home.

20.3 Hours of work – Staff to make sure that they take adequate rest breaks throughout the day.

20.4 If staff need to change their hours of work staff need to discuss with their line manager.

20.5 Staff to keep in regular contact with their line, manager and notify them if they are unsure about what they are required to do.

20.6 Expenses - Staff will be responsible for any other associated costs of them working from home, including the cost of heating, lighting, electricity, and printing.

20.7 Security – Staff are responsible for ensuring the security of all equipment, documents and information and must take all necessary steps to ensure that confidential information is kept secure at all times.

20.8 Health and Safety – when working from home, staff must take reasonable care of their own

health and safety and that of anyone else in the home who is affected by their work while working from home.

20.9 Staff should follow all health and safety instructions issued by Enterprise4alll from time to time, including attending any health and safety training.

20.10Staff should liaise with their line manager to make sure their workstation is appropriate and that they are working in a safe manner.

20.11 There are steps staff can take to make sure they achieve a comfortable posture while working from home on display screen equipment (DSE).

20.12 While working on DSE, staff also need to observe the following guidelines:

- Break up long spells of DSE work with rest breaks (5 minutes every hour) or changes in activity.
- Avoid awkward, static posture by regularly changing position.
- Get up and move around or do stretching exercises.
- Avoid eye fatigue by changing focus or blinking from time to timer.

20.13 Staff should notify their line manger if they identify any work-related health and safety concerns or hazards while working from home.

20.14 Staff should follow the usual reporting procedures for and work-related accidents that occur in the home.

21.   Health and Safety relating to learners on digital bootcamps

21.1 when attend webinars from home learners must take reasonable care of their own health and safety and that of anyone else in the home who is affected by their work while taking part in the session from home

21.2 Learners should follow all health and safety instructions issued by Enterprise4alll during the introduction session or issued in the learners' pack.

21.3 Learners should liaise with the admin staff to make sure their workstation is appropriate and that they are working in a safe manner.

21.4 There are steps learners can take to make sure they achieve a comfortable posture while working from home on display screen equipment (DSE).

21.5 While working on DSE, Trainers/learners also need to observe the following guidelines:

- Break up long spells of DSE work with rest breaks (5 minutes every hour) or changes in activity.
- Avoid awkward, static posture by regularly changing position
- Get up and move around or do stretching exercises.
- Avoid eye fatigue by changing focus or blinking from time to timer.

21.6 Learners should notify admin staff if they identify any work-related health and safety concerns or hazards while working from home.

GLOSSARY OF TERMS

Please note that the terms in this glossary are not exhaustive and are as defined by the Health and Safety Executive (HSE) and Health and Safety Commission (HSC) or bodies such as the Royal Society for the Prevention of Accidents (ROSPA).

Hazard

Something that has the potential to cause harm e.g., tripping hazard – a loose cable on the floor.

Risk

The likelihood that the identified hazard will cause harm e.g., is the chance that the tripping hazard will cause injury "most certain" or "highly unlikely".

Risk Control

Identifying ways of reducing or preventing the risk e.g. placing a "cable cover" or a warning sign.

Risk Assessment

A system whereby an organisation;
Step 1: Identifies significant hazards
Step 2: Identifies who would be affected by the hazards
Step 3: Identifies how effective existing risk controls are (do they keep risk "low", "medium" or "high".
Step 4: Identifies what additional controls are needed.
Step 5: Reviews its controls at regular Intervals

A risk assessment is a legal requirement under the Management of Health and Safety at Work Regulations 2003 (as amended).

Suitable and Sufficient Risk Assessment
One that is appropriate and adequate – i.e., bespoke to that area or nature of work.

Accident
An event that results in injury to a person or damage to property.
Incident An event that has an undesirable consequence (not necessarily
injury or damage) e. g. a "near miss".

Major incident
A term developed by the Home Office that involves at least one of the emergency services, making "special arrangements" for the management of a serious event that involves many casualties, mobilisation of resources, coordination between agencies (Police, Fire, Ambulance), that puts excessive demands on the emergency services – more than usual – and requires a speedy response to save life and property.

Strict Duty in Law, a requirement that "shall" or "must" be carried out e g. it is a
strict duty to carry out a risk assessment or have a written Health and Safety Policy if the employer employs more than five people.
So far as is reasonably practicable in law, a requirement that requires the employer to assess the quantum of risk that exists and consider the cost implications of reducing this to an acceptable level. In practice, a risk assessment is carried out and the employer enumerates the direct/indirect costs of reducing the risk identified. The essential element is to demonstrate that information, training, instruction, supervision etc. was considered. **Practicable Duty In law**, a requirement to perform a safe action or introduce risk control(s) so long as the technology and knowledge exists (costs do not get considered).

Occupational Safety and Health Management System (OSH – MS) – A logical
and systematic way of organising, planning, controlling, and reviewing the Safety Process.

Appointed Person
An individual designated under the first aid regulations to provide liaison with the emergency services. This is usually the Office Manager**.** The Appointed person will also appoint a deputy to assist or substitute as required. An individual who has successfully completed a First Aider recognised first aid at work training course under the Health and Safety (first aid) regulations 1981 (as amended).

Safety Representative
An individual who has statutory rights and duties under the Health and Safety at Work Act 1974 as amended by the Safety Representatives Safety Committee Regulations 1977. Such a person is normally from a recognised Trade Union as defined in the Trade Union legislation. November 2005