

Kingsclere Charities Health and Safety Policy

Statement of intent

The Kingsclere Charities which is an umbrella organisation supporting the management for the following:

- Kingsclere welfare charities
- Kingsclere almshouse charities
- The Robert Higham apprenticing charity
- The educational foundation of Robert Higham

This policy is applicable to all the above charities

This policy is intended to protect Trustees, employees, clients contractors, visitors and others who may have contact or business with the charity.

Kingsclere Charities:

- Are committed to protecting Trustees, employees, clients, contractors, visitors and others who may have contact or business with the charity, from risks to their health and safety arising out of, or in connection with the charity's activities.
- Are committed to complying with the provisions of The Health and Safety at Work etc Act 1974 (HSW Act), as applicable to the business and activities of the charity
- Will initiate, comply with and regularly review their health and safety at work policy

Policy

The Health and Safety at Work etc Act 1974 (HSW Act) and the regulations made under it apply if any organisation (including a voluntary organisation) that has at least one employee.

The HSW Act sets out the general duties that employers have towards employees. It also requires employers and the self-employed to protect people other than those at work (e.g., members of the public, volunteers, clients and customers) from risks to their health and safety arising out of, or in connection with, their work activities.

The HSW Act also states that employees have responsibilities to take reasonable care of themselves and other people affected by their work and to co-operate with their employers in meeting their legal obligations.

Under the HSW Act an employer must:

- Have a policy for managing health and safety. (if you have five or more employees, you must write your policy down. If you have fewer than five employees you do not have to write anything down, but it is useful to do so). You must share the policy, and any changes to it, with your employees
- Appoint a competent person
- Protect your employees, and others, from harm.
- Identify what could cause injury or illness in your business (hazards)

- Decide how likely that someone could be harmed & how seriously (the risk)
- Take action to eliminate the hazard, or if this isn't possible, control the risk
- Make sure employees get immediate help if taken ill or injured at work.
- A suitably stocked first aid kit
- Appoint a person to take charge of first aid arrangements
- Provide information for all employees telling them about first aid arrangements
- Display a health and safety law poster or provide workers with a leaflet
- Consult all your employees on health and safety
- Provide information and training
- Have the right workplace facilities
- Report accidents and illness
- Keep health & safety records

Trustees must:

- As far as reasonably practicable prevent accidents & cases of work-related ill health
- Manage health and safety risks in the workplace
- Provide clear instructions, information, and training to ensure employees are competent to do their work
- Provide personal suitable protective clothing and equipment where required
- Consult with employees on matters affecting their health and safety
- Provide and maintain safe equipment
- Ensure, as far as is reasonably practicable, the safe handling and use of substances
- Maintain, as far as is reasonably practicable, safe and healthy working conditions
- Implement any necessary emergency procedures
- Review and revise this policy annually

Employees must

- Co-operate with Trustees and other employees on health & safety matters
- Take reasonable care of their own health and safety
- Report all health & safety concerns to an appropriate person

Application in Practice

Responsibilities for health & safety; to ensure health and safety standards are maintained /improved, the following people have responsibility in the following areas:

- Overall and final responsibility for health and safety: The board of Trustees
- Day to day responsibility for ensuring policy is put into practice: Nominated Trustee and Clerk
- Compliance with health and safety law, policy, and good practice: all Trustees, employees, and contractors.

Specific duties under this policy:

- Nominate and appoint a person from the Board of Trustees. Philip Crisford

- Monitoring and health and safety matters and reporting on any issues at the Durbidges; The Warden and for any other health and safety issues to the Clerk
- Maintaining H&S related documentation and records – The Clerk
- Record all accidents and injuries in the Charity's accident book. – The Clerk

Risk assessment, Kingsclere Charities will:

- Complete relevant risk assessments and take action
- Review risk assessments when working conditions change
- Training, give staff and subcontractors health & safety induction and provide appropriate training (working at height, display screens, lone working, see appendices)
- make sure, as far as is reasonably practicable, suitable arrangements are in place for employees to work remotely (see appendix 5)

Consultation, Kingsclere Charities will:

- Consult routinely on health and safety matters as and when they arise, and formally when reviewing health and safety policy

Code of Conduct

- Breaches of this policy will be taken seriously. Options for resolution include:
 1. Appearance before the board of Trustees to explain their actions.
 2. An acceptable apology and an undertaking that the contravention will not be repeated.
 3. Disciplinary action including verbal warning, written warning, final written warning, and dismissal.
- Any directly involved person has the right to appeal against a decision made. The board of Trustees will appoint an independent person or organisation to hear any appeals. The decision of the person hearing the appeal will be final.
- Any directly involved person has the right to be represented in any hearing.
- All parties retain the right to refer the case to a higher authority such as a relevant regulatory body

How to make a complaint

Complaints against anyone in relation to this policy should be made confidentially, either in person, or in writing to the Clerk to the Kingsclere Charities. In the event of the Clerk being directly implicated in the complaint, the complaint should be taken to the one of the Chairs of the constituent charities.

Review

This policy will be reviewed annually

Signed: P Crisford
Print Name: Philip Crisford
Date: 19.10.2022
Target Review Date: 19.10.2023

Appendices

Appendix 1 Health and safety risk assessments
 Appendix 2 Working at height
 Appendix 3 Lone working
 Appendix 4 Display screen equipment working
 Appendix 5 Control of substances harmful to health (COSHH)
 Appendix 6 Manual handling operations

Appendix 1 Health and safety risk assessments

The Management of Health and Safety at Work Regulations 1999 require employers to make suitable and sufficient assessments of risks to their employees. These require identifying hazards of the work, assessing the risks involved, and putting measures in place to avoid or control the risks.

Assessment carried out by:	Philip Crisford
Date assessment was carried out:	
Date of next review	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Working at Height	Employees	H&S policy & working at height safe scheme of work. Dynamic risk assessment	Annual review of H&S policy & I working at height safe scheme of work. Dynamic risk assessment	Trustees	As and when necessary	
Lone working	Trustees and Employees	H&S policy & lone worker safe scheme of work. Dynamic risk assessment	Annual review of H&S policy & lone worker safe scheme of work. Dynamic risk assessment	Trustees	As and when necessary	

Display screen equipment working	Trustees and Employees	H&S policy & display screen working safe scheme of work. Dynamic risk assessment	Annual review of H&S policy & display screen working safe scheme of work. Dynamic risk assessment	Trustees	As and when necessary	
Substances harmful to health	Trustees and Employees	See appendix 5				
Manual handling operations	Trustees and Employees	Manual handling operations safe scheme of work. Dynamic risk assessment	Annual review of H&S policy & Manual handling operations working safe scheme of work. Dynamic risk assessment	Trustees	On the As and when necessary	

See also Charity's separate policy on Risk Assessment

Appendix 2 Working at height

Introduction

Work at Height Regulations 2005 (WAHR)

This information and guidance is intended to protect employees who may be required to undertake working at height as part of their duties.

The HSE says work at height means work in any place where, if precautions were not taken, a person could fall a distance liable to cause personal injury. You are working at height if you:

- work above ground/floor level
- could fall from an edge, through an opening or fragile surface
- could fall from ground level into an opening in a floor or a hole in the ground

Work at height does not include a slip or a trip on the level, as a fall from height has to involve a fall from one level to a lower level, nor does it include walking up and down a permanent staircase in a building.

Risk assessment

Employers and those in control of work at height must first assess the risks. In assessing the risk consider:

- The height of the task
- The duration and frequency
- The condition of the surface being worked on.

Take a sensible approach when considering precautions. Low-risk, relatively straightforward tasks will require less effort when it comes to planning and there may be some low-risk situations where common sense tells you no particular precautions are necessary.

For each step, always consider measures that protect everyone at risk (collective protection) before measures that only protect the individual (personal protection).

Collective protection is equipment that does not require the person working at height to act for it to be effective. Examples are permanent or temporary guardrails, scissor lifts and tower scaffolds.

Personal protection is equipment that requires the individual to act for it to be effective. An example is putting on a safety harness correctly and connecting it, with an energy-absorbing lanyard, to a suitable anchor point.

Instruction and Training

The contents of this policy will form part of the induction training for any new employee who might have to undertake working at height.

Consultation

Trustees will consult with employees to agree safe systems of work to address issues associated with working at height.

Safe systems of work

- Avoid work at height where it is reasonably practicable to do so.
- Where work at height cannot be easily avoided, prevent falls by using either an existing place of work that is already safe, or the right type of equipment.
- Minimise the distance and consequences of a fall, by using the right type of equipment.
- Where the risk cannot be eliminated you should do as much work as possible from the ground

- Take measures to ensure workers can get safely to and from where they work at height
- Take measures to ensure equipment is suitable, stable, and strong enough for the job.
- Take measures to ensure equipment is, maintained and checked regularly
- Do not overload or overreach when working at height
- Take precautions when working on or near fragile surfaces
- Provide protection from falling objects
- Ensure work is carefully planned, supervised and carried out by competent people with the skills, knowledge and experience to do the job
- Use the right type of equipment for working at height.
- Consider the equipment or materials being carried before working at height.
- Do not overload ladders
- Do not overreach on ladders or stepladders
- Do not rest a ladder against weak upper surfaces
- Do not use ladders or stepladders for strenuous or heavy tasks, only use them for light work of short duration (a maximum of 30 minutes at a time)
- Check the pictogram or label on the ladder for safe use information
- Do not let anyone who is not competent (who doesn't have the skills, knowledge and experience to do the job) work at height

Appendix 3 Lone working

Introduction

This information and guidance is intended to protect Trustees and employees who may be required to undertake lone working as part of their duties.

The HSE says lone workers are “those who work by themselves without close or direct supervision”. There is no specific law dealing with lone working. However, all health and safety legislation applies equally to lone workers.

Risk assessment

The risks faced by lone workers will be the same as for other workers, but they may also face increased or additional risk from:

- Violence and abuse
- Sudden illness/emergencies.
- Effects of social isolation
- Risks related to driving

Control measures in place are:

- Dynamic risk assessment
- Instruction & training
- Employee consultation
- Safe systems of work

Dynamic Risk Assessment

This is a process where Trustees and employees themselves make operational decisions based on risks which cannot necessarily be foreseen. Dynamic risk assessments are not a substitute for a comprehensive risk assessment. However, it may be used where it is not possible to identify all hazards relating to a role where the working environment is outside the Trustees and employees' control.

Dynamic risk assessment is not an excuse for employers to transfer responsibility to the employee. Where circumstances are identified where a lone worker may have to undertake a dynamic risk assessment they must receive proper training on what to do. They must also get support for their decisions.

When making a dynamic risk assessment, Trustees and employees need to consider:

- Does the workplace, or other destination, present a special risk to the lone worker?
- Is there a safe way in and a way out?
- Can any equipment, substances and goods encountered be safely handled by one person?
- Does the work involved lifting objects too large for one person?
- Is there a risk of abuse or violence?
- Would it be difficult to summon help in an emergency?

Instruction and Training

The contents of this policy will form part of the induction training for any new Trustee and employee who might have to undertake remote or lone working as part of their duties.

Consultation

Trustees will consult with employees to agree safe systems of work to address problems associated with lone working. These will include:

- Working alone on site
- Working away from base
- Meeting people
- Agreed reporting lines for lone workers
- Induction sessions for new Trustees and employees
- Accident reporting, first-aid arrangements

Safe systems of work

The following specific safe systems of work are to be deployed when undertaking lone working:

- Working alone on site – Regular contact between the lone worker and Trustees or other employees.
- Working away from base – Do a dynamic risk assessment. As far as reasonably practicable obtain knowledge of the working area & associated risks of the area where you will be working. Inform a nominated person where you are going, any risk factors, and what time you expect to return. Maintain mobile phone contact. Keep a diary of appointments at home.
- Meeting people – Do a dynamic risk assessment. As far as reasonably practicable obtain any relevant background information about the person/s that you are going to meet, and any risks associated with the rendezvous point. Inform a nominated person where you are going, who you are meeting, any risk factors, and what time you expect to return. Maintain mobile phone contact. Keep a diary of appointments at home. Only meet people in an area that it is safe to do so. Avoid remote or unfamiliar areas. If it is not in the client's home, only agree to meet in a public place that is well lit, safe, and where help can be readily summoned if there is a problem. Wear appropriate clothing that will not restrict making a quick departure.
- Agreed reporting lines for lone workers – for the warden it will be to the Clerk; for the Clerk it will be to the Trustees

- Accident reporting – For the warden, accidents should be reported to the Clerk, any accidents involving the Clerk should be reported to the Trustees.
- First-aid arrangements – A first aid kit is provided at the Durbidges. Trustees or employees engaged in lone working are recommended to carry a first aid kit in their car.

Appendix 4 Display screen equipment working

Introduction

The Health and Safety (Display Screen Equipment) Regulations 1992 (amended 2002)

This information and guidance is intended to protect employees who may be required to use display screen equipment as part of their duties.

The HSE defines display screen equipment as any alphanumeric or graphic display screen, regardless of the display process involved. It covers PCs, laptops, tablets and smartphones as well as other methods of displaying data, such as CCTV screens.

Risk assessment

Trustees and employees who use display screen equipment must first assess the risks. In assessing the risk consider:

- Monitor
- Chair
- Mouse
- Keyboard
- Environment
- Laptops

Control measures in place are:

- Dynamic risk assessment
- Instruction & training
- Employee consultation
- Safe systems of work

Take a sensible approach when considering precautions. Low-risk, relatively straightforward tasks will require less effort when it comes to planning and there may be some low-risk situations where common sense tells you no particular precautions are necessary.

Instruction and Training

The contents of this policy will form part of the induction training for any new employee who might have to use display screen equipment.

Consultation

Trustees will consult with employees to agree safe systems of work to address issues associated with working with display screen equipment.

Safe systems of work

Monitors

- Place the monitor centrally on the desk and roughly an arm's length away.
- Directly face the monitor when sat in a neutral position
- Keep the monitor free of glare
- Avoid monitor flicker
- Have your eyes level with a point on the screen that is 2" to 3" below the top
- Keep your head, neck, and shoulders straight and relaxed
- Use a monitor that can be tilted and raised / lowered
- Use a monitor that has brightness / contrast settings
- Use a size of the text displayed on the screen that is two to three times larger than the size of the smallest text the user can read

Chairs

- Use a chair that is adjustable in height, padded, has free-moving wheels, is stable and which has lumbar support for lower back
- Feet should be flat on the floor or a footrest when sitting in the chair
- Position the chair comfortably in front of or under their desk

Mouse

- Use a mouse that is a suitable shape and size that it fits comfortably in the hand and supports the neutral position of the user's wrist
- Use has suitable wrist support if necessary
- Ensure the mouse's buttons and scroll wheel are not stiff or overly sensitive
- Keep the mouse clean and free from debris so it can move smoothly
- Do not stretch to reach the mouse
- Keep the arm close to their side with their elbow at a slightly 'open' angle when using the mouse

Keyboard

- Keep the keyboard separate from the screen so it can be suitably positioned
- Position the keyboard directly in front of you, with the 'h' key in line with the centre of your body

- The keys only require a soft touch to use – they are not stiff
- Bend your elbows at or around a 90° angle when typing with arms relaxed at the side of your body
- Supported your wrists either by a rest or the desk when typing
- Do not stretch your wrists and/or forearms when typing

Environment

- Use a desk that is made of a material that will not cause glare
- Use a desk that is a suitable height, so it has adequate space underneath
- Use a desk that has enough room for all of their equipment
- Any windows that could cause glare should have blinds
- The area should have adequate lighting to prevent eye strain. If the user needs additional light, they should have a desk lamp
- The room should be at a suitable temperature, as too hot or too cold temperatures can cause users to adopt poor postures

Laptops

- Use a stand or raised support for the laptop so you can position it at an appropriate height.
- Use a separate mouse and keyboard so they can adopt a proper posture.
- Avoid working with the laptop on the lap, as this leads to a bad posture.

Appendix 5

Control of Substances Hazardous to Health Regulations 2002

Kingsclere Charities Trustees and employees do not store, use or have access to classified substances under the COSHH regulations, other than those exclusively for use in their own homes.

Appendix 6

Manual Handling

Manual Handling Operations Regulations 1992 - under the Health and Safety at Work etc Act 1974 (the HSW Act)

The Regulations require employers to:

- Avoid the need for hazardous manual handling, 'so far as is reasonably practicable'
- Assess the risk of injury from any hazardous manual handling that can't be avoided
- Reduce the risk of injury from hazardous manual handling, 'so far as is

- 'reasonably practicable'.

Manual handling operations are defined as any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or by bodily force.

Risk assessment

Trustees and employees who undertake manual handling must first assess the risks. In assessing the risk consider:

- What the task involves
- The nature and weight of the load
- Individual capability to do the job

Take a sensible approach when considering precautions. Low-risk, relatively straightforward tasks will require less effort when it comes to planning and there may be some low-risk situations where common sense tells you no particular precautions are necessary.

Instruction and Training

The contents of this policy will form part of the induction training for any new employee who might have to undertake manual handling operations.

Consultation

Trustees will consult with employees to agree safe systems of work to address issues associated with manual handling operations.

Safe systems of work

- Always take into account:
 - a) Your individual capability
 - b) The nature of the load
 - c) The environmental conditions
 - d) Your training
- Avoid manual handling tasks that could cause injury as far as possible.
- Where it is not possible to avoid handling a load, look at the risks of that task and put sensible health and safety measures in place to prevent and avoid injury
- Reduce the amount of twisting, stooping and reaching
- Avoid lifting from floor level or above shoulder height, especially heavy loads
- Adjust storage areas to minimise the need to carry out such movements
- Consider how you can minimise carrying distances
- Assess the weight to be carried and whether you can move the load safely or needs any help – maybe the load can be broken down to smaller, lighter components

- Think about storage as part of the delivery process – maybe heavy items could be delivered directly, or closer, to the storage area
- Remove obstructions from the route
- For a long lift, plan to rest the load midway on a table or bench to change grip.
- Keep the load close to your waist. The load should be kept close to the body for as long as possible while lifting
- Keep the heaviest side of the load next to the body
- Adopt a stable position and make sure your feet are apart, with one leg slightly forward to maintain balance
- Think before lifting/handling
- Plan the lift. Where is the load going to be placed? Will help be needed with the load?
- Remove obstructions such as discarded wrapping materials
- For a long lift, consider resting the load midway on a table or bench to change grip
- Be prepared to move your feet during the lift to maintain your stability
- Avoid tight clothing or unsuitable footwear, which may make this difficult
- Get a good hold. Where possible, the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only
- Start in a good posture. At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting)
- Don't flex the back any further while lifting. This can happen if the legs begin to straighten before starting to raise the load
- Keep the load close to the waist. Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it
- Avoid twisting the back or leaning sideways, especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.
- Keep the head up when handling. Look ahead, not down at the load, once it has been held securely.
- Move smoothly. The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury
- Don't lift or handle more than can be easily managed. There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help
- Put down, then adjust. If precise positioning of the load is necessary, put it down first, then slide it into the desired position