

Policy

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1. Rationale

Who is covered by this policy?

All staff, trustees, volunteers, beneficiaries and customers of Springboard Project.

What is covered in this policy?

Springboard Project wants to protect all its people and stakeholders from risks of occupational injury or ill health.

This policy covers:

- Springboard Project’s health and safety policy statement;
- roles and responsibilities for health and safety;
- hazards, risks, incident reporting and training;
- Springboard Project’s working environment procedures.

Springboard Project’s health and safety policy applies to the following specific areas:

- the physical and virtual office environment;
- fire policy and fire safety management;
- first aid;
- work station assessment;
- workloads and overtime;
- eye health and testing;

- encouraging rest breaks while working;
- manual handling rules;
- portable appliances testing;
- electrical equipment safety;
- risk assessment;
- accidents and accident book;
- consultation with staff;
- maintenance of equipment and machinery;
- information, instruction, supervision and training of staff.

When will this policy be reviewed?

This policy will be reviewed annually; however, this should not restrict more frequent reviews being undertaken e.g. when new legislation/guidance is released or a review of practice highlights learning opportunities.

2. The policy

Springboard Project is committed to ensuring that health and safety at work is paramount and encompasses all staff and any other people who may be affected by its activities. Adequate resources will be provided to ensure all stakeholders are aware of this policy and committed to its effective implementation.

Springboard Project will comply with the requirements of health and safety legislation.

All Springboard Project's staff, trustees, volunteers, beneficiaries and customers should have an awareness and understanding of health and safety hazards and risks that affect Springboard Project's operations.

Communication and consultation

Springboard Project will have active and open communication and consultation with its staff and stakeholders. Health and safety will be integrated into its communications, wherever appropriate.

Roles and responsibilities for health and safety will be defined, as necessary, within job descriptions or profiles.

Management roles and responsibilities

Members of the Leadership Team will ensure that:

- they demonstrate leadership in health and safety;
- they undertake tours ('walk the job') to ensure that health and safety issues are identified, assessed and managed;
- systems are in place and staff are empowered to raise health and safety concerns with management;
- adequate resources are provided for health and safety.

Hazard identification

Springboard Project will identify workplace health and safety hazards and will inform staff and stakeholders, as appropriate, of these.

Risk assessment and management

Springboard Project will assess the risks associated with health and safety hazards in the workplace and will inform all staff of the health and safety risks that affect their work. Springboard Project will take action to prevent, reduce or control risks to an acceptable level and reduce the potential for incidents and accidents. It will require its subcontractors and stakeholders to identify health and safety risks that may impact on its work activities.

Health and safety training

All Springboard Project's staff will be adequately trained on the health and safety issues that affect them and the safe working practices that should be followed. Springboard Project will ensure the health and safety competence of its stakeholders.

Incident investigation

Springboard Project will report and investigate accidents, incidents and near misses to drive improvement in its health and safety management. Any lessons learned from such events will be used to take corrective action to prevent recurrences.

Health and safety management system

Springboard Project will implement management systems to ensure that it:

- complies with health and safety legislation;
- fulfils the requirements of BS8800 and OHSAS18001;
- continually improves our health and safety performance.

Work-related health

Springboard Project will assess its occupational health risks and will inform all staff of the occupational health risks that affect their work. It will take action to prevent, reduce or control occupational health risks to an acceptable level and reduce the potential for ill health, including assessing all its people's fitness for work. Springboard Project will monitor health and safety among its staff to satisfy health and safety legislation.

Delivering Springboard Project's policy

Springboard Project's policy will be delivered by generating a culture that does not tolerate threats to health and safety and ensuring the involvement of all Springboard Project's staff and stakeholders.

Policy review

This policy will be reviewed and amended frequently, to make sure it is always in line with the latest developments in health and safety laws and regulations.

3. Health and safety and working environment procedures

Storage

Staff should not be storing Springboard Project materials in their home workplaces. Anything that needs to be stored should, with agreement from their line manager, be stored at Springboard house or in a locked container at a delivery site.

Common office areas

When using the Springboard Project's office, staff are responsible for keeping the common areas, such as the kitchen and staff room, clean and tidy – washing their cutlery and dishes, tidying up after using them and so on. Staff should also ensure their working area is tidy and clear of clutter.

Smoking policy

Springboard Project operates a strict no-smoking policy anywhere inside its buildings. Smoking is not encouraged but permitted in designated smoking areas outside the building, provided it does not negatively affect visitors or other residents.

Working with display screen equipment (DSE)

Staff working with DSE should follow relevant health and safety guidance (see, for example, www.hse.gov.uk/msd/dse). Springboard Project has a responsibility to provide adequate working equipment and training on the use of DSE in order to minimise any potential negative impact on the health and safety of staff.

Staff using DSE for long periods on a daily basis should have an annual eye test. Springboard Project will pay through the Cash plan towards the cost of an eye test and towards the cost of spectacles or contact lenses.

Office security

All staff should note:

- There must be at least one person minding the office and phones at all times.
- It is prohibited to reveal entry or door codes to unauthorised people within or outside the organisation.
- It is prohibited to lend office keys to unauthorised persons.
- All staff leaving Springboard Project employment should return their keys to their line manager.
- Anyone opening a window should personally ensure that it is closed again at the end of the day.
- It is the responsibility of the person or people leaving the premises to ensure no visitors are left inside, lights are turned off and the entrances are securely locked.

Springboard Project's policy statement on health, safety and the environment in Springboard Project by the Chief Executive

I expect all Springboard Project's staff to ensure that the management and practice of health, safety and environmental matters are afforded the highest importance. The promotion of health, safety and environmental protection measures for workplaces, goods and services is everyone's responsibility. In addition to complying with the Health and Safety at Work etc. Act 1974, it is Springboard Project's policy that all its staff:

- observe the provisions of all health, safety and environmental legislation;
- operate in an environmentally responsible manner;
- co-operate with their respective line managers and colleagues in all matters concerning health and safety at work, including participating in consultations, to ensure that this policy is complied with;
- have a duty of care to ensure their own health, safety and welfare as well as that of other staff, contractors and visitors;
- ensure people not directly employed within Springboard Project but who visit, work in or are in the close proximity of Springboard Project buildings are not placed at unreasonable risk;
- take all reasonable steps to protect the health, safety and welfare of themselves and others;
- are trained within their area of responsibility to ensure that risk against the health and safety at work of all staff is minimised;
- ensure that all equipment and machinery is maintained so that it is safe to operate without risk to health and safety;
- maintain a constant and positive interest in health, safety and environmental matters.

Policies for equipment maintenance and inspection and work practices and procedures are to ensure, as far as reasonably practicable, the safety of the user, maintainer and others.

4. Document Control

Change History

Version	Date (DD/MM/YYYY)	Lead	Details of change	Archiving location
1.0	01/05/2023	BC/ CEO	Review and update	Link
1.1	02/05/2024	BC/CEO	Review and update	Link
2.0	03/09/2024	BC/CEO	Updated template	