

SEE

O L D H A M

Health and Safety Policy

June 2025

Review: June 2026

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SECTION 1: POLICIES

1.1 General Policy Statement

SEE regard the promotion of Health and Safety measures as a mutual objective for Management, Employees, and Volunteers at all levels.

It is therefore the SEE's Policy to do all that is reasonable to prevent personal injury and damage to property and to protect everyone from foreseeable work hazards, including the public, in so far as they come into contact with the Charity, its operations and buildings. In particular, SEE has a responsibility:

- to provide and maintain safe and healthy working conditions taking account of any statutory requirements.
- to provide training and instruction to enable employees, volunteers, students and visitors to perform their work and/or activities safely and efficiently.
- to make available all necessary safety devices and protective equipment and to supervise their use.
- to maintain a constant and continuing interest in health and safety matters applicable to SEE's activities, in particular, by consulting and involving employees, volunteers, students and visitors or their representatives wherever possible.

All employees, and volunteers, have a duty to co-operate in the operation of this policy:

- by working safely and efficiently
- by using the protective equipment provided and by meeting statutory obligations
- by reporting incidents that have led or may lead to injury to people or damage to property, plant or equipment
- by adhering to SEE's Procedures, for securing a safe workplace
- by assisting in the investigation of accidents with the objective of introducing new measures to prevent a recurrence.

A copy of this statement, together with procedures will be issued to all employees and volunteers and placed on notice boards for visitors and students to read.

The Policy will be continually reviewed by Leo Casey and amended or added to as appropriate.



SIGNED BY.....

DATE.....26/06/2025.....

1.2 General Arrangements

1. What to do IN CASE OF FIRE is covered by separate instructions posted throughout the premises. (See Fire Procedure Section)
2. Employees, volunteers, visitors and students must report ALL INCIDENTS. Where necessary, these will be followed by an investigation to determine the cause so as to remedy any faults and prevent recurrence. (See Incident Reporting Section)
3. FIRST AID. The location of first aid boxes and the names of the first aiders are published on notices throughout the premises.
4. INSTRUCTION of employees, volunteers, visitors and students in safe working methods/activities and the maintenance of these methods are amongst the duties of management/supervisor's, who also initiate any steps necessary to improve unsafe conditions.
5. The TRAINING OF EMPLOYEES, VOLUNTEERS, VISITORS AND STUDENTS in health and safety matters necessary to their work and activities and in the operation of emergency procedures is undertaken by appropriately qualified personnel.
6. GOOD HOUSEKEEPING is considered to be the foundation of our Safety Programme in which everyone must play a part. There are arrangements for:
 - the proper storage of clothing, tools and waste and the removal of waste
 - the provision of adequate space for machinery, equipment and working materials
 - maintaining clean workrooms, offices, washing, toilet and first aid facilities
7. The MAINTENANCE of equipment on which personal safety depends is the responsibility of Management. All defective equipment will be withdrawn from use until faults are rectified, and all maintenance work undertaken will be by competent personnel.
8. Regular SAFETY INSPECTIONS of all areas will be undertaken in accordance with a timetable agreed by Management. Remedial action as a result of the inspections to correct potentially harmful situations will be carried out if reasonably practicable to do so.
9. Every effort is made to provide appropriate PERSONAL PROTECTIVE EQUIPMENT in consultation with the employee, volunteer, visitor or student and Management.
10. Safety procedures and rules for CONTRACTORS are outlined in the Contractors section.
11. RISK ASSESSMENTS will be carried out as required under the Management of Health and Safety Regulations, 1999.
12. The risk assessments will be MONITORED AND REVIEWED as necessary.

1.3 Implementation of Policy

When planning production or any other work/activities, where appropriate, provision will be made for the health and safety of employees, volunteers, visitors, students and all others.

In all the organisation's activities the Health & Safety Policy will be implemented by:

- providing and maintaining equipment and systems of work which are carefully designed and monitored.
- ensuring that optimum safety standards are complied with when using, handling, storing and transporting articles and other substances.
- ensuring that a high standard of instruction, training and supervision is given to employees, volunteers, visitors, students and all necessary information regarding health and safety at work and activities is provided.

- ensuring the workplace is maintained in a high standard of cleanliness, hygiene and housekeeping and there are safe and proper means of access to and egress from places of work and activities.
- ensuring that adequate personal protective equipment, is provided for all employees, volunteers, visitors and students and is used by them
- ensuring that there are specific arrangements entered into when subcontracting work so that the policy is adhered to by sub-contractors
- ensuring that adequate facilities and arrangements are to be provided for welfare at work.
- ensuring that all employees and volunteers comply with the relevant laws and regulations and co-operate with those responsible for enforcing them. A system will be maintained for the prompt reporting of accidents and their investigation together with implementing any preventative measures or statistical appraisals if appropriate.
- ensuring that the responsibilities of employees and volunteers in connection with health and safety will be specified clearly in writing.

SECTION 2: ORGANISATION AND RESPONSIBILITIES

2.1 Individual Responsibilities Policy:

- It is the Policy of SEE that all reasonably practicable actions will be taken to ensure the maintenance of a safe and healthy working environment, the health and safety of all persons, and to prevent damage to SEE property, by promoting awareness of legal, personal and economic responsibilities.
- It is the duty of all employees and volunteers to conform to SEE Policy and safe systems of work, and to accept and carry out their responsibilities. Failure to do this will result in disciplinary action being taken against the employee and volunteer. This awareness will be achieved through Induction Training and the Staff/Volunteer Handbook. In this connection, employees and volunteers are reminded of their own duty under Section 7 of the Health and Safety at Work Act, to take responsibility for their own safety and that of other workers, and to co-operate with SEE to enable it to carry out its own responsibilities successfully.
- Employees and volunteers who authorise work to be carried out must ensure that enough information, instruction, supervision and welfare facilities are provided to enable others to avoid hazards and contribute to their own safety and health at work. They must also carry out safety inspections of the working environment under their control to maintain standards.
- All employees and volunteers should contribute towards making the work area, and access to it, as safe as possible. All working practices should be periodically appraised to ensure that the safest procedures are adopted. These will be achieved by undertaking risk assessments.
- All sub-contractors employed by SEE will be required to comply with and adhere to SEE's Policy on Safety.

2.2 Organisation and Responsibility

Overall Responsibility

Greg Cookson has overall and final responsibility acting on behalf of Management for Health and Safety within SEE and its operations and will ensure SEE has an overall effective policy for Health and Safety and will delegate specific responsibilities to ensure that all requirements of the current Health and Safety legislation are satisfied.

SPECIFIC RESPONSIBILITIES	NAME
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TRAINING & INDUCTIONS	Leo Casey
PORTABLE APPLIANCE	Leo Casey
INSPECTIONS	Leo Casey
PLANT & EQUIPMENT MAINTENANCE	Leo Casey
OPERATING PROCEDURES	Leo Casey
VISITORS & STUDENT VISITORS	Leo Casey and Shirley Walker
CONTRACTORS	Leo Casey and Shirley Walker
FIRST AIDERS	Leo Casey
SAFETY MANAGER	Leo Casey
INCIDENT INVESTIGATION	Leo Casey and Stephen Aspinall
FIRE MARSHALL	Leo Casey and Shirley Walker
CLEANING	Leo Casey and Shirley Walker
RISK ASSESSMENTS	Leo Casey

2.3 Contractors

Contractors are responsible for ensuring that all persons under their control are aware of the following SEE Procedures:

- Fire Procedure
- First Aid Arrangements
- Permit to Work System

Contractors must ensure that all equipment brought on to the premises is fit for the purpose and in a good state of repair.

SEE reserves the right to order, off site, any Contractor not complying with the safety policy and/or safe systems of work.

It is the responsibility of SEE to inform the Contractor of any known hazards. It is the responsibility of the Contractor to provide Risk Assessments, Method Statements, or Safe Systems of Work, which must be adhered to in all aspects of safety.

SEE will inspect all equipment and procedures before commencement of the work and at regular intervals during the period of work.

2.4 Visitors and Student Rules Introduction

Responsible person overall for visitors and students is Leo Casey.

- The following rules are designed to control all visitors and students to the premises. It is important that persons should not be permitted to wander freely around the premises for reasons of health, safety and security. In case of fire, it is imperative to know the number of persons in the building and their location where possible.

- This can be achieved by maintaining a record of the name, time of arrival and departure and whereabouts of visitors and students where possible. The format for the control of visitors and students is outlined below.
- The relevant employees or volunteers should ensure that:
- all accidents suffered by Visitors or students are reported to a member of Senior Management without delay and logged in the accident book.
- visitors and students are encouraged to read and comply with the Fire Procedures.
- visitors and students are given inductions, training and safe working/activity procedures relevant to them.
- visitors and students sign in and out whilst in the building.

All visitors and students should be encouraged to read these rules on arrival and indicate they understand their obligations.

Visitors must ensure that their vehicles are left in approved parking areas.

Vehicles must not obstruct fire escape routes, private or public access and other vehicles.

Visitors and students must be either (i) accompanied or (ii) authorised to enter the premises.

Nothing may be taken from the premises without permission.

SEE reserves the right to request to search visitor's and student bags, packages and vehicles.

Visitors and students must not enter any areas without the permission of a member of staff.

All visitors and students (including contractors) must report any accident, injuries or dangerous occurrences to Leo Casey.

Visitors and Students must obey the Fire Procedure and Instructions.

Visitors and Students must comply with the "NO SMOKING" controls.

SECTION 3: PROCEDURES

3.1 Incident Investigation and Reporting:

It is the policy of SEE to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

SEE sees accident investigation as a valuable tool in the prevention of future incidents, In the event of an accident resulting in injury a report will be drawn up by the member of staff at the scene. The report should contain:

- The circumstances of the accident including photographs and diagrams wherever possible
- The nature and severity of the injury sustained
- The identity of any eye witnesses
- The time, date and location of the incident
- The date of the report

All eye witness accounts will be collected as near to the time of the accident as is reasonably practicable. Any person required to give an official statement has the right to have a lawyer or trade union representative present at the charity's expense.

Under no circumstances must any member of staff take part in an "off the record" conversation with any official of the HSE and any statements given must be under Section 20 only to protect all employees' rights.

The completed report will be submitted to and analysed by Leo Casey who will attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem.

All reports will be notified to the company's insurance risk advisors for assessment.

A follow up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted.

Accident Procedure:

- First aid stations are located in areas where personnel are concentrated around the workplace. All first aid stations are clearly marked and are easily accessible by all employees during all working hours.
- There are Emergency First Aiders who are responsible for the proper use and maintenance of each first aid station and the appropriate signage detailing who they are is located throughout the premises.
- Where appropriate first aid stations are equipped with two wool blankets and a stretcher in addition to standard first aid kits.
- A list of emergency telephone numbers of doctors and hospitals available to the Centre is posted next to each first aid stations.
- Leo Casey is responsible for reporting cases of accident and disease to the relevant enforcing authority under the RIDDOR Regulations where applicable.

3.2 Fire

Fire Detection Equipment:

- There is an automatic fire alarm with call points and an automatic smoke detection system fitted throughout the premises. In the event of fire, it is the responsibility of any employee/volunteer present to raise the alarm and evacuate the building.

Fire Fighting Equipment:

- Fire extinguishers are located at strategic points throughout the workplace. Employees/volunteers are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous the employee/volunteer should activate the alarm and evacuate the building immediately.

Fire Exits:

- Fire exits are located at strategic points throughout the workplace. Exit doors and corridors must never be locked, blocked or used as storage space.

Smoking:

- Smoking is prohibited inside the premises.

Emergency Evacuation Procedure:

- In the event of fire, or in any other emergency situation (such as a bomb scare) all employees/volunteers, visitors and students must leave the building by the nearest available exit and assemble at the designated assembly point.
- Practice fire drills will be conducted every 6 Months or at least once in a 12 month period to ensure employee/volunteer familiarity with emergency evacuation procedures.

The DESIGNATED ASSEMBLY POINT for all departments is in FRONT OF THE MAIN ENTRANCE TO THE PREMISES.

3.3 Safe Systems of Work

- all employees/volunteers should be aware of, respect and adhere to the rules and procedures contained in this policy statement.
- all employees/volunteers shall immediately report any unsafe practices or conditions to a lead worker or Manager.
- any person under the influence of alcohol or any other intoxicating drug which might impair motor skills or judgement, whether prescribed or otherwise, shall not be allowed on the premises and will be sent home without pay.
- horseplay, practical joking or any other acts which might jeopardize the health and safety of any other person are forbidden.
- any person whose levels of alertness and / or ability are reduced due to illness or fatigue will not be allowed on the job if this might jeopardize the health and safety of that person or any other person.
- employees/volunteers shall not adjust, move or otherwise tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless instructed to do so by a senior member of staff.
- all waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other workers young people or the environment.
- no worker should undertake a job which appears to be unsafe.
- no worker should undertake a job until he or she has received adequate safety instruction and is authorised to carry out the task.
- all injuries must be reported to Greg Cookson.
- employees/volunteers should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to the appropriate plant and equipment maintenance manager/director.
- work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.

- no employees/volunteers should use chemicals without the knowledge required to work with those chemicals safely.
- suitable clothing and footwear will be worn at all times. Personal protective equipment shall be worn whenever appropriate
- all employees/volunteers are expected to attend safety meetings when requested.

Working Environment:

- work areas must be kept clean and tidy.
- any spillage must be cleaned up immediately.
- waste materials and rubbish must be removed routinely.
- all combustible waste materials must be discarded in sealed metal containers.
- all pits and holes must be covered when not in use and clearly marked with warning signs when in use

Walkways:

- walkways and passageways must always be kept clear from obstructions.
- if a walkway or passageway becomes wet it should be clearly marked with warning signs and/or covered with non-slip material.
- trailing cables are a trip hazard and should not be left in any passageway.
- any change in the floor elevation of any walkway or passageway must be clearly marked.
- where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard.
- where a passageway is being used by any vehicles or other moving machinery an alternative route should be used by pedestrians wherever possible. If no alternative route is possible the area should be clearly marked with warning signs.

Tool and Equipment Maintenance:

- SEE's machinery and tools are only to be used by qualified and authorised personnel. It is the responsibility of the Workshop Tutor to determine who is authorised to use specific tools and equipment.
- it is the responsibility of all employees/volunteers to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment which are in any way defective must be

repaired or replaced.

- all tools must be properly and safely stored when not in use.
- no tool should be used without the manufacturers recommended shields, guards or attachments.
- approved personal protective equipment must be properly used where appropriate.
- persons using machine tools must not wear clothing, jewellery or long hair in such a way as might pose a risk to their or anyone else's safety.
- employees/volunteers are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.

Personal Protective Equipment:

- it is the policy of SEE to comply with the law as set out in the Personal Protective Equipment at Work Regulations.
- all workers who may be exposed to a risk to their health and safety while at work will be provided with suitable, properly fitting and effective personal protective equipment.
- all personal protective equipment provided by SEE will be properly assessed prior to its provision.
- all personal protective equipment provided by SEE will be maintained in good working order.
- all workers provided with personal protective equipment by SEE will receive comprehensive training and information on the use, maintenance and purpose of the equipment.
- SEE will endeavour to ensure that all personal protective equipment provided is used and used properly by its employees/volunteers
- employees/volunteers must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use.
- employees/volunteers who have been provided with personal protective equipment must immediately report any loss of or obvious defect in any equipment provided to the Safety Manager or the Director of Safety.

Manual Handling Operations:

- it is the policy of SEE to comply with the law as set out in the Manual Handling Operations Regulations.
- manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury.
- where it is not possible to avoid manual handling operations an assessment of the operation will be made considering the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid.
- all possible steps will be taken to reduce the risk of injury to the lowest level possible.

Manual Lifting and Moving

- lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand.
- the load to be lifted or moved must be inspected for sharp edges, splinters and wet or greasy patches.
- when lifting or moving a load with sharp or splintered edges gloves must be worn. Gloves should be free from oil, grease or other agents which might impair grip.
- the route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage which could cause tripping or spillage.
- employees/volunteers should not attempt to lift or move a load which is too heavy to manage comfortably.
- where team lifting or moving is necessary one person should act as co-ordinator giving commands to lift, lower etc.
- when lifting an object off the ground employees/volunteers should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object to the ground.

New or Expectant Mothers:

- it is the policy of SEE to comply with the HSE guidance for New and Expectant Mothers at Work. This guidance sets out hazards, risks and ways of avoiding them.
- in addition to the general risk assessments, a further assessment of risk to new or expectant mothers will be conducted and where a risk is identified appropriate measures will be taken including adjusting working conditions and / or working hours.

Fire Safety:

- it is the policy of SEE to comply with the law as set out in the Fire Safety Reform Act 2005 and the safety policy procedures take account of special fire hazards in specific areas of the workplace.
- the local fire service inspection employees are responsible for ensuring compliance with fire safety and prevention codes, for reviewing company practices and procedures, inspecting fire fighting, prevention and protection equipment and for advising on safe practices and procedures.
- all workers within the charity have a duty to report immediately any fire, smoke or potential fire hazards to the fire service in line with the company's emergency procedures.
- all workers have a duty to conduct their operations in such a way as to minimize the risk of fire. This involves taking care when smoking, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

- the Safety Manager is responsible for the provision and maintenance of fire prevention and detection equipment.
- managers are responsible for keeping their operating areas safe from fire, ensuring that their employees/volunteers are trained in proper fire prevention practices and emergency procedures.

Safety Training:

- safety training is regarded as an indispensable ingredient of an effective health and safety programme. It is essential that every worker in the organisation is trained to perform his or her job effectively and safely. It is the opinion of the management of SEE that if a job is not done safely then it is not done effectively.
- all workers will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned and the formulation of emergency contingency plans.
- training sessions will be held as often as is claimed necessary and will provide another opportunity for workers to express any fears or concerns they might have about their jobs.

Workplace Inspections:

- it is the policy of SEE to comply with the Workplace (Health, Safety & Welfare) Regulations.
- quarterly inspections of the workplace will be conducted by the Health and Safety lead.
- in addition, inspections will be conducted in the relevant areas whenever there are significant changes in the nature and/or scale of our operations.
- workplace inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary.

Work Equipment:

- it is the policy of SEE to comply with the law as set out in the Provision and Use of Work Equipment Regulations.
- SEE will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used. All workers will be provided with adequate information and training to enable them to use work equipment safely.
- the use of any work equipment which could pose a risk to the wellbeing of persons in or around the workplace will be restricted to authorised persons.
- All workers will be provided with such protection as is adequate to protect them from dangers occasioned using work equipment.
- all work equipment will be clearly marked with health and safety warnings where appropriate.

Display Screen Equipment:

- it is the policy of SEE to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations.
- SEE will conduct health and safety assessments of all workstations staffed by employees/volunteers who use VDU screens as part of their usual work and will ensure that all workstations will comply with the requirements.
- the risks to users of VDU screens will be reduced to the lowest extent reasonably practicable.
- VDU screen users will be allowed periodic breaks in their work.
- where necessary, VDU screen users will be provided with the basic necessary corrective equipment such as glasses.
- all VDU screen users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.

Noise at Work:

- it is the policy of SEE to comply with the law as set out in the Noise at Work Regulations.
- protective equipment will be supplied where required, training will be given in its use and maintenance and compliance in mandatory areas will be monitored.

Working at Height:

- it is the policy of SEE to comply with the law as set out in the Working at Height Regulations.
- all activities involving work at height and the equipment used will be assessed in accordance with the latest regulations.
- all equipment will be maintained in good working order and repair and employees will be suitably trained or competent in its use as required.

Mobile Phone, Sat Nav, In Cab Technology & other devices including Laptops Policy:

- the use of mobile telephones by employees and volunteers whilst driving is prohibited, the only exception being if the vehicle is Bluetooth prepared, the telephone paired to the vehicle and the telephone is not touched or held during the operation.
- employees and volunteers should be aware that whilst some handsfree kits are permitted (if the device is not held or touched) they are still at risk of prosecution for dangerous or careless driving.
- employees and volunteers must not take part in conference calls or use in cab technology or other devices including laptops whilst driving.

- employees and volunteers must load their journey on the Sat Nav prior to setting off and must not attempt to adjust or change the route whilst driving.
- employees and volunteers must ensure that the Sat Nav equipment is placed where it won't interfere with your view of the road and that your attention is not diverted or distracted from the road.
- employees and volunteers must not neglect road safety by following instructions to the detriment of road safety.
- employees and volunteers should be aware that although the devices are permitted you are still at risk of prosecution for dangerous or careless driving caused by their misuse.

3.4 Control of Hazardous Substances (COSHH)

- it is the policy of SEE to comply with the law as set out in the Control of Substances Hazardous to Health Regulations.
- a risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers' and suppliers' health and safety guidance and our own knowledge of the work process.
- SEE will ensure that exposure of workers to hazardous substances is minimised and adequately controlled in all cases.
- all workers who will come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work.
- assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

3.5 Risk Assessments will be carried out for the following risks:

- display screen equipment
- new and expectant mothers
- manual Handling
- COSHH
- fire Safety
- first Aid and Fabricated or induced illness
- driving

- personal Protective Equipment
- machinery Risks
- slipping/tripping hazard
- lighting
- heating
- noise
- electricity
- contractors
- work at height
- storing medication, administering medication and disposal of medicines
- security
- trips and offsite activities
- stress
- transport
- food hygiene and equipment
- sharps/needles
- vulnerable people/people with disabilities

This list is not conclusive and as other risks are identified a risk assessment will be carried out.