



Health & Safety Policy

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INDEX

SECTION ONE - COMPANY POLICY ON HEALTH & SAFETY	3	
1	General Policy Statement	3
2	The Health & Safety at Work Act, 1974	4
3	Responsibilities	4
4	Smoking Policy	6
5	Departmental Safety	6
6	Control of Substances Hazardous to Health	6
7	Risk Assessments	6
8	Training	6
9	First Aid Procedures	7
10	Safety Communication Channels	7
11	Fire Procedures	8
12	Safe Systems of Work	8
13	Contractors & Visitors	8
14	Plant & Equipment	8
15	Display Screen Equipment	8
16	Safety Rules	9
17	Management of Service Users	9
18	Young Persons in the workplace	10
19	Health, safety and environmental issues	10
20	Review Details	10
21	Policy Statement on Residential Trips	11
22	Remote Working & Wellbeing	13
SECTION TWO - HEALTH AND SAFETY GUIDELINES	14	
a)	Fire	14
b)	Electricity	15
c)	Machinery	15
d)	Dress Code	15
e)	Storage and Stacking	16
f)	Lifting and Handling	16
g)	Good Housekeeping	16
h)	General Safety Tips	17
i)	Health and Safety Induction	17
j)	Risk Assessments	22

Section One:

Company Policy on Health and Safety

1. POLICY STATEMENT

It is the Company's objective to promote a safe and healthy working environment in line with current legal requirements and to meet its responsibilities to people and the working environment in a way that fulfils both the letter and the spirit of the law.

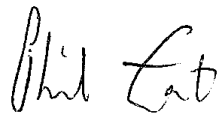
In compiling Health & Safety information, the Company aims to demonstrate a planned and systematic approach to policy implementation. This will include undertaking appraisals of both existing and foreseeable hazards relevant to business operations, done in the form of inspections, assessments and investigations. Through the implementation of control measures, the Company seeks to minimise or eradicate all known or perceived risks and, combined with the opportunity for period reviews, maintain a commitment to high standards.

Employees have a legal duty to comply with the Health & Safety at Work Act (1974), to take care of themselves and others who may be affected by their actions or omissions at work. This includes not just colleagues, but also service-users, volunteers and visitors to our premises.

The overall aim of this policy is to prevent accidents and their consequences, primarily through:

- Fire prevention and control
- Promoting occupational health & safe working
- Preventing injuries to staff and others alike
- Monitoring, reporting and investigating incidents
- Compliance with current legislation
- Ensuring employee awareness of responsibility

Phil East:



Date: 31st August 2024

Chief Executive, Salford Foundation Limited

2. THE HEALTH AND SAFETY AT WORK ACT, 1974 (The Act)

This Act was passed in 1974 to help formalise the control of workplace health and safety issues. As with any piece of legislation passed by Parliament, breaches of the Act are regarded as a criminal offence, for employees and employers alike.

The Act sets out certain legal responsibilities on both employees and employers for Health and Safety. The Company aims to meet its responsibilities in the form of appropriate assessments, training, information and instruction in accordance with the guidelines issued by the Health and Safety Executive (HSE).

Under the guidelines of the Act, Health and Safety at work is everyone's responsibility. The prevention of accidents at work has to be the concern of all employees at every level of the company.

Those charged with the management of Salford Foundation will endeavour to take all necessary steps to provide safe working methods, to highlight relevant work hazards and to set out practical controls to reduce or remove the risks associated with the workplace. The Company's aim is to ensure, as far as is reasonably practicable, the health, safety and welfare of all employees.

It is the duty of the employee to take reasonable care in avoiding injury to themselves or other people who may be affected by their acts or omissions. The regulations of the Company aim to provide the framework for the protection of its employees and any other persons who may be affected by the actions of employees in the workplace.

It is a serious offence to damage, remove or interfere with any item provided for the benefit of the health and safety of persons in the workplace, such as fire extinguishers or personal protective equipment (PPE).

The written Salford Foundation Health & Safety Policy provides evidence of the Company's efforts to comply with the Act.

3. RESPONSIBILITIES

3.1 Overall responsibility for Health and Safety is vested in the Chief Executive, with responsibility for administration and implementation also delegated to those Managers reporting directly or indirectly to them. Incorporated in this role is the responsibility for the Chief Executive to act in an advisory capacity to all managers. The Chief Executive has appointed the Operations Manager (John Damen) as the Company Health and Safety Advisor and convened a Strategic Health and Safety Group to assist the Advisor in the discharge of their duties.

3.2 Individual Line Managers within the organisation have responsibilities to ensure that:

- Recommendations are made on Health & Safety issues
- Any necessary safety training is organised
- Any safety meetings or committees are organised
- Up-to-date safety rules are applied

- Employees have sufficient, recorded training before undertaking any tasks relevant to their work
- Employees receive a Health & Safety Induction
- 'On-the-job' training is recorded and updated
- Safety equipment or protective clothing is readily available and used in compliance with legislation
- Managers are fully conversant with safety information relevant to their department(s)
- Regular monitoring of a manager's department(s) is carried out and any necessary improvements made
- Due consideration is given to planning external events
- Safety data sheets are available for substances that come under the Control of Substances Hazardous to Health (COSHH) Regulations
- Work related sickness/illness is monitored

3.3 Team Leaders and the Health & Safety Advisor have important roles to contribute towards accident prevention, helping through oversight to ensure that:

- Adequate standards of cleanliness are maintained
- Good housekeeping measures are promoted
- Appropriate protective equipment is used in compliance with company policy and current legislation, where necessary
- All employees are conversant with fire and first aid procedures
- Accidents/incidents are reported to first-aiders or appointed persons, recorded in the accident record book and reviewed/ investigated as appropriate, with any necessary remedial action taken
- No persons attempt anything beyond their capabilities

3.4 Notification to all employees

As covered in Section 2, The Health & Safety at Work Act (1974) requires all employees to "take reasonable care for the Health & Safety of themselves and also of other persons who may be affected by their acts or omissions".

It is essential that all employees co-operate in achieving compliance with this Act and also any other regulations relating to Health & Safety at Work.

Employees have a responsibility to themselves, their colleagues and the Company for ensuring that:

- They read, understand and comply with established safety procedures applicable to their job/work area
- They operate machinery and equipment for which they have been trained both safely and correctly
- They understand and adhere to safe systems of work
- They report immediately to a manager any injury, accident, incident or unsafe working conditions

4. SMOKE FREE WORKPLACE

It is illegal to smoke inside Salford Foundation premises.

The Company operates a smoke-free workplace. This includes Company vehicles. Smoking (which includes the use of e-cigarettes and personal vaporisers) is only permitted in clearly designated outside areas. Smoking in any undesignated place is an act of gross misconduct that will usually result in dismissal.

5. DEPARTMENTAL SAFETY INSTRUCTIONS

Information is available within the premises regarding:

- Fire precautions and procedures
- First Aid procedures
- Manual handling information
- Any relevant COSHH literature

6. COSHH: CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

There may be occasions when the workplace activities require the use of substances that come under COSHH regulations. Exposure to such hazards will be minimised by implementing safe working practices and utilising alternative products wherever possible. In the event that an employee is requested to follow any unfamiliar procedure, they are required to seek instruction from a person trained to carry out that task, to follow manufacturer's guidelines for use and to wear appropriate PPE provided for the safe completion of any tasks. Hazardous substances are stored in locked cupboards at all Salford Foundation premises. Access is limited to external cleaning contractors and building keyholders.

7. RISK ASSESSMENTS

The Company will carry out and review as necessary Risk Assessments on all relevant work related tasks and procedures. A copy of these assessments will be held by the Health & Safety Advisor. It is the aim of the Company to remove or reduce all risks associated with the workplace and its activities, as far as is reasonably practicable. The Health and Safety Advisor will assist the Senior Management Team in reviewing all risk assessments, when necessary due to passage of time, work related accidents, new legislation, new equipment or procedures and any other relevant factors. When organising events and activities all employees must follow the process for identifying and reducing risks by following the guidance as outlined in the section j) Risk Assessments (below).

8. TRAINING

All employees should receive full and proper training in all aspects of their employment, taking into account current and future Health & Safety legislation. On commencement of their employment, employees will receive Health & Safety information as part of the company induction plan. The induction plans will be prepared and supervised by a Team Leader or Line Manager.

It is then the responsibility of every employee to ensure that they apply the knowledge gained and that safety procedures are adhered to.

Line Managers have day-to-day responsibility for ensuring Health & Safety arrangements are being effectively applied, including a commitment to implement regular safety checks as appropriate. They will oversee investigations into any accidents or incidents and their causes, and initiate remedial action within their area of responsibility.

Under no account should any member of staff undertake any task which is beyond their level of competence or for which they do not have proper training. Any training issues should be addressed to a Line Manager, as part of the regular staff reviews, or directly (in writing where possible) if the need is felt to be more urgent.

Each Line Manager is responsible for overseeing that their department maintains its training records.

9. FIRST AID PROCEDURE

First aid provision in the offices of the company will be provided by nominated first aiders or appointed persons trained to a minimum level of emergency first aid at work. The names of these persons can be found throughout the premises, along with the location of appropriate first aid equipment. It is a requirement of employees to seek first aid treatment when injured, however slight it may appear at first. The accident should be reported to a first aider/appointed person and recorded in the accident record book. All employees should be aware of the names of first aid providers and the emergency telephone procedure. The Health & Safety Advisor, under the direction of the Chief Executive, shall initiate any investigation into accidents or incidents relating to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) and report the necessary information to the appropriate authorities.

10. SAFETY COMMUNICATION

Issues of immediate concern should be reported directly to the Health & Safety Advisor or any Line Manager, preferably in writing. Less urgent issues can be addressed at any time in the regular staff reviews.

Alternatively, Health & Safety suggestions or concerns may be raised during Team Meetings enabling matters to be discussed openly. Representation can be made directly to the local Environmental Health Department or Employment Medical Advisory Service whose contact details can be found on the Health & Safety Law posters located at the H&S areas (next to the first aid kits and water coolers).

The Company aims to fully meet its obligations to employees by providing whatever safety information possible by means of correct signage, leaflets, posters, policy documents, risk assessments and any other documentation (either in hard copy or electronically generated) that comes into its possession and is relevant or of general interest.

11. FIRE PROCEDURES

All staff will be briefed on the emergency procedures and the location of fire exits and fire-fighting equipment as part of their Health & Safety Induction. It is of the utmost importance that in the event of a fire everyone in the company knows exactly what they are expected to do.

Fire evacuation instructions and the names of staff trained as fire marshals are posted throughout the building; it is the duty of every employee to ensure that they are familiar with these procedures. The Health & Safety Advisor is responsible for maintaining the company's fire risk assessment schedule.

12. SAFE SYSTEMS OF WORK

The company will endeavour to prepare safe systems of work for any specific machines and processes, where appropriate. These will be reviewed as necessary and made available to all staff.

13. CONTRACTORS AND VISITORS

Any persons working on or visiting company premises will be required to comply with the company safety rules. Those responsible for appointing any contractors must ensure all relevant safety information is exchanged. Copies of the Health & Safety induction detailing office safety information will be available alongside the Visitors' Book for inspection by any visitors.

14. PLANT AND MECHANICAL EQUIPMENT

Those responsible for commissioning the lease hire or purchase of any equipment (for use within the business of the Company) shall be responsible for obtaining all relevant safety information from the suppliers. In addition, they must oversee that any operators receive adequate, recorded training before being allowed to use such machinery.

15. DISPLAY SCREEN EQUIPMENT

A user of a VDU (Visual Display Unit; any computer screen equipment) is *broadly* defined as:

- A person who uses a VDU for periods of an hour or more at any one time
- A person who uses a VDU in this way more or less daily
- People who have little or no choice in using VDU's due to job dependency

The company will make provision for an appropriate eyesight test for any defined users of VDU equipment upon request.

Full provision for the use of Display Screen Equipment (DSE) is covered under the company schedule of risk assessments prepared by the Health & Safety Advisor.

16. SAFETY RULES

- All passageways and access/egress points are to be kept clear and unobstructed at all times
- When appropriate, protective equipment must be worn in line with special instructions for use
- Care should be taken when lifting bulky or awkward items. Manual Handling is covered under the company schedule of risk assessments prepared by the Health & Safety Advisor
- No unauthorised electrical equipment should be brought into work
- At no stage should any person run within the premises
- Obey any alarms that are activated - if in doubt, proceed with the evacuation
- No person may enter the premises unfit to work due to drink or drugs

The company attempts to cover all reasonable safety aspects in its literature and to make the premises as safe as possible. Failure to follow specific guidelines may result in disciplinary action against offenders.

17. THE MANAGEMENT OF SERVICE USERS

All Service Users participating on programmes/projects have the right to be protected under the relevant insurance and health and safety legislation/guidelines. The Foundation will ensure that all service users are covered under its Health and Safety Policy. Salford Foundation will ensure that service users are covered by its public liability insurance. Co-ordinators will provide information and training relating to health and safety for all service users as part of their project. In the case of an incident or accident it should be reported to their Line Manger no later than the next working day.

It is considered essential to the success of all projects that service users feel safe at all times. Risk assessment is fundamental in ensuring this safety. The structure of risk assessment is covered in detail in this policy. In cases where the service user is under the age of 16 (or under the age of 18 and still living at home) consent should be sought from the parent / carer **before the young person is accepted onto the project.** For off site visits / activities additional consent should be sought for each activity. Parents / carers/person responsible should be informed of the date, times, venue and duration of each meeting and offsite activity. Parents / carers/ persons with parental responsibility must give consent for emergency or medical treatment. Co-ordinators wishing to use outdoor activities with service users must be in possession of the appropriate qualification to teach that activity or under the control of suitably qualified persons.

If using outdoor activity providers, projects must check that the provider holds the outdoor adventures activity licence and see a copy of that certificate along with their Public Liability Insurance and risk assessments. Co-ordinators must obtain parental consent. Details of the activity including venue, intended pickup and drop off time must be known to the family of the service user. Detailed risk assessments must be carried out for all off site visits and outdoor activities and sent to the relevant manager 72 hours prior to the activity.

All project staff using their vehicles to transport children, young people and vulnerable adults must contact their insurance company to inform them of their intention to undertake driving before accepting passengers. Decisions about insurance premiums are not clear cut, but are dependent on individual circumstances and are open to interpretation and change. Therefore, the motor insurers for the individual should be asked for written confirmation that such use is covered by the policy issued. A copy of the insurance certificate must be passed to Business Support. Project staff must not use mobile phones while driving or be under the influence of alcohol or other intoxicating drugs. Project staff who are required to drive minibuses must undertake appropriate minibus driver training and have the relevant category to drive such a vehicle on their driver's licence.

All service users participating within projects are entitled to be protected under the Foundation's insurance policies.

When choosing a venue for your meeting with a service user, whenever possible choose a public place. Try to use a venue that is familiar so that you have some knowledge of the facilities available prior to your meeting. Meetings between a staff member and a service user should take place at a time / place suitable to both, and not on an impromptu basis. If lone working is to be undertaken this must be added into the lone working calendar available on Outlook.

18. YOUNG PERSONS IN THE WORKPLACE

As an organisation with a commitment to 'create and develop the greatest range of opportunities for young people in Salford', it is the intention of the Company to provide opportunities for young persons to undertake work experience within Salford Foundation. Young people will be provided with an induction and risk assessments as an employee would be.

The bulk of the company's activities involve some work with young persons at various levels - these can take place in a range of environments. Post induction, other relevant training is provided by the company when it identifies a suitable provider or on request when identified by (an) individual employee(s) to assist staff in safe delivery of their activities. Risk assessment support from the Health & Safety Advisor is available for all company projects.

19. HEALTH, SAFETY & ENVIRONMENTAL

As a conscientious employer, Salford Foundation feels it is duty bound to consider environmental issues in its everyday planning. The Company will work with appointed contractors to be actively involved in the safe storage and recycling of materials used in the everyday business of the company.

20. REVIEW DETAILS

The policy will be reviewed annually and the date of the most recent review amended on the cover page.

21. POLICY STATEMENT ON RESIDENTIAL TRIPS

Introduction

1. This policy supplements Salford Foundation's Safeguarding Policy and the 'Safer Working Practices' policy document. This policy should be read in conjunction with those documents. It does not replace or supplant them, but provides additional advice and guidance on situations which are specific to residential experiences with service users.
2. This policy recognises the immense value and benefits that residential experiences can bring to service users who participate in them. However, it also recognises that additional risks are inherent and need addressing sensibly so that residentials are safe and worthwhile for everyone involved.

Pre-Planning

3. *Planning/research.* Residentials are successful when they are well-planned and adequate research has been undertaken both into the venue and your programme. Where practicable, a pre-visit is the best way to do this.
4. *Paperwork & Forms.* All necessary risk assessments must be prepared and signed off by the appropriate manager in sufficient time to allow any queries to be raised and resolved. Where adventurous activities are part of the programme, you should obtain evidence that the activity provider has appropriate risk assessments, qualifications/licenses and insurance. Consent forms must be completed in full by the relevant parent or carer, and the group leader should satisfy himself/ herself that all relevant information has been provided (e.g. medical and dietary needs).
5. *Information for parents/carers and young people.* Full written information should be provided to clients and parents/carers (if under 18), detailing the full programme, kit lists, departure and return details, travel arrangements etc. The contact numbers of the group leader and home-base contact should also be provided. An informal meeting/briefing for service users and or parents/carers may be appropriate.
6. *Ground-Rules and Sanctions.* Ground-rules and sanctions should be agreed with service users in advance of departure. Consideration should be given to a signed behaviour agreement.
7. *Staffing Levels.* In deciding how many staff will accompany the group, consideration should be given to the number of service users attending; gender; the level of support needed by the service users; how well the service users are known to staff/key-worker relationships. Ordinarily, no less than three members of staff should be on a residential at any time. Generally, the staff-to-service user ratio should not be less than 1-to-10.
8. *Emergency Planning.* Consideration should be given to what you would do in the event of an emergency or extenuating circumstances. You should make note in advance of relevant phone numbers for medical facilities etc in the vicinity of your stay. You must ensure you have sufficient transport, should you need to take someone to hospital or bring someone home. It is good practice to take additional 'kit' with you (e.g. spare jumpers/ waterproofs; deodorant; feminine hygiene products etc).

During the Residential

9. *Home-Base Contact.* A manager must be identified who is contactable throughout the duration of the residential to provide support and advice, and to be a point of liaison with parents/carers, as necessary. Copies of consent forms, risk assessments etc must be kept by the home-base contact.
10. *Personal and professional boundaries.* Maintaining appropriate personal and professional boundaries is of critical importance during a residential. Essentially, workers are 'living with' service user for one or more days, and this may lead to some confusion for service user regarding appropriate boundaries. Workers must be very clear about their boundaries, and alert to potential compromises and challenges by service user. Ensuring your actions are 'transparent' and maintaining excellent communication and co-working with colleagues is essential.
11. *Bedrooms & Bathrooms.* Bedrooms and bathrooms are places where particular care and attention must be taken. Careful consideration should be given in advance to room-sharing arrangements and the relative location of service user's and staff bedrooms. Staff and service users are not to share bedrooms apart from in exceptional circumstances, specifically sanctioned by a manager. Due consideration should be given to people's right to privacy. Bedroom doors should be knocked upon and a verbal 'warning' given before entering. All service users and staff must maintain an appropriate standard of personal dress whenever they are outside their own bedroom/bathroom. The use of bedrooms as 'social space' should be avoided, and bedrooms should never be used as social space by staff and service users together.
12. *Staff rotas.* Whilst residentials often operate on an 'everyone mucks in' principle, it is helpful if everyone can have some designated 'off duty' time during the course of the day, when they are not expected to be with/ respond to service users. It is especially important that during un-programmed time, the staff team is clear who is 'on duty' and expected to respond to and supervise service users. This should also be the case for who is responsible for responding to service users during the night-time. It is important that all staff get enough sleep and rest. This is especially important for drivers, and in extenuating circumstances, their sleep and rest must be prioritised over that of non-driving staff.
13. *Briefing and De-briefing.* Communication between staff must be pro-active. Whilst you may not have formal briefing and de-briefing sessions, staff should speak regularly about how things are progressing. Any concerns about specific service users or incidents must be shared with the Group Leader at the earliest opportunity. Significant incidents should be recorded on the 'Incident & Accident Form' and where necessary, the home-base contact should be informed.

After the Residential

14. *TOIL.* Staff will have worked very hard and will be tired. It is good practice to take some of your TOIL immediately after the residential (at least 0.5 days).
15. *Evaluation.* It is good practice for service users to evaluate their experience, by whatever means you may choose. Residentials are 'resource intensive' – both financially and in terms of staff time. It is, therefore, important for the staff team to de-brief and evaluate the residential.

22. REMOTE WORKING & WELLBEING

We want every member of our team to feel supported, comfortable, and safe in every working environment. Whether working in the office, from home, or out in the community, we are committed to creating conditions that enable our employees to thrive both personally and professionally.

Remote Working and Home Workspace Safety. We recognise the benefits that flexible and remote working can bring. To help ensure that working from home is safe and comfortable, we ask all employees to complete a simple homeworking risk assessment on an annual basis, which will be sent via email. This is designed to identify any potential risks in the home workspace and provide practical solutions to support health, safety, and wellbeing. We encourage staff to make adjustments where needed and to discuss any concerns with their manager so we can offer the right support.

Personal Wellbeing and Mental Health. Your wellbeing matters to us. We are committed to fostering a culture where mental health is valued, respected, and supported. Employees are encouraged to speak openly about their wellbeing needs during 'Connect Conversations' and raise concerns if they arise with your line manager. Employees will be made aware of wellbeing resources available during the induction period, such as, mental health first aiders, Medi-Cash, Wisdom Health Assured, Clinical Supervision, Flexi & Hybrid working, Wellbeing Hour etc. Managers will actively check in with their teams and offer support, flexibility, and understanding when challenges arise.

Safe Working in the Community. When working in the community, employees are expected to follow our Safe Working Practices policy. This ensures that everyone can work confidently and securely while carrying out their roles. We provide training, guidance, and resources to help staff feel well-prepared and supported in community-based settings.

Section Two: Health and Safety Guidelines

a) FIRE

Detailed fire procedures are located at each visitor sign-in book area in addition to the H&S areas (next to the first aid kits and water coolers).

Do you know:

- The alarm procedure if discovering a fire?
- Where the nearest alarm point is?
- What the alarm sounds like?
- Who has fire training/fire marshal status?
- How to access the nearest fire exit?
- The evacuation procedure?
- The assembly point?

Do not:

- Run
- Panic
- Stop to collect belongings or coats
- Block passageways, corridors or exits
- Wedge open fire doors
- Re-enter the building until told to do so

Remember:

- Keep flammable products safely and securely stored
- Do not store flammable items near heaters
- Switch off electrical equipment when not in use
- It is illegal to smoke in the building

FIRE EXTINGUISHERS

The following types of extinguishers can be found at Foundation House.

Carbon Dioxide (Black Sticker)	Class B and E
Foam (Cream Sticker)	Class A & B

Class A Fires:	Ordinary combustibles (wood/paper/fabric/plastic etc)
Class B Fires:	Flammable liquids (petrol/oil/paint)
Class C Fires:	Flammable gases (gas/methane/etc)
Class D Fires:	Burning metals (magnesium/aluminium/etc)
Class E Fires:	Fires involving electrical apparatus

b) ELECTRICITY

ALWAYS switch off and unplug if:

- Electrical equipment appears faulty or fails
- A fuse blows
- Plugs appear broken or cracked
- Wires are visible, loose or appear damaged
- Electrical equipment appears hot/overheated
- Switches appear faulty

ALWAYS:

- Report faults to your manager or supervisor
- Secure a warning notice to any equipment needing attention to prohibit its use

REMEMBER:

- Disconnect electrical equipment when not in use
- Switch off equipment before going home
- Don't leave cables where people may trip over them
- Keep electrical equipment clean and dry
- Avoid kinks or twists in electrical cables
- Never overload power sockets, 1 socket – 1 plug

c) MACHINERY

Due to the nature of the company's business there is limited exposure to dangerous machinery in the office. However, this does not mean the risks can be taken lightly. Also employees need to be mindful of risks when visiting other companies' workplaces during the course of their job.

ALWAYS:

- Disconnect machinery when not in use
- Report faults to your manager or supervisor
- Secure a warning notice to any machinery needing attention to prohibit its use
- Do not attempt to repair machinery yourself
- Learn where any emergency stops are located

d) DRESS FOR THE OCCASION

It is essential for your own safety that you dress appropriately. Beware of any loose items or articles (including hair) that could become trapped in any machinery. Wear shoes appropriate for the tasks that you will be undertaking and always wear any protective equipment that is provided for your use.

e) STORAGE & STACKING

NEVER:

- Store items so that they are unsafe or unstable
- Stack items in front of fire exits or equipment
- Store potentially flammable items close to sources of heat
- Leave items in passageways or exits
- Leave items directly behind doors

f) LIFTING & HANDLING

Learn the correct procedure for lifting a heavy object and always abide by it.

KEY POINTS:

- Bend at the knees not the back
- Support the load with one hand whilst the other holds the load against the body

WHERE POSSIBLE:

- Get help with lifting
- Break down the load into smaller pieces
- Use mechanical aids to assist with the load

BEFORE LIFTING, CHECK FIRST:

- For sharp edges or splinters
- That the load is stable
- That the travel route is clear of obstructions
- That the destination is clear for a clean 'put down'

g) GOOD HOUSEKEEPING

REMEMBER:

- Clean up liquids spilt on floors
- Report any deterioration in floor conditions
- Do not trail cables across walkways
- Do not allow rubbish to accumulate excessively
- Do not leave personal or work related items where people may trip over them
- Only open one drawer at a time
- Do not leave drawers open when not in use
- Leave the workplace tidy

h) GENERAL SAFETY HINTS

- Do not assume all jobs are safe to do
- Take time to learn the location of safety posters
- Study the information these posters provide
- Learn the names and locations of first aiders, fire wardens, competent persons, members of workplace committees and the Health & Safety Advisor
- Do not attempt something unfamiliar to you without seeking assistance from a member of staff with the appropriate knowledge or training
- Do not attempt to repair anything you have not been trained to do so
- Report potential hazards to a Manager
- Report broken, faulty or unsuitable equipment to a Manager
- Take care with any tools provided in the workplace; even small items like scissors can cause injury
- Use the right tools for the job
- The workplace is not the proper environment for horseplay or practical jokes
- If in doubt, ask.

i) YOUR HEALTH AND SAFETY AT WORK INDUCTION

As an employer, the company aims to provide all its employees with a basic health and safety induction, supported by a formal written policy covering issues in more detail. This induction aims to introduce all new members of staff to the procedures and actions that help deliver a safe and healthy working environment, whether in this building or engaged in off-site visits. In this induction, the term *Relevant Person* is derived from the appropriate structure of the company's chain of command, i.e. Chief Executive - Senior Management Team - Team Leader, etc.

Fire procedures for Foundation House

In the event of discovering a fire, the correct procedure is to first raise the alarm even if you feel you can safely tackle the fire. The nearest alarm points (break-glass type) are located by the main door, all fire exits, the first floor kitchen or the top of the stairwell on the first floor. The fire alarms are automatically registered to the nearest fire station. Any information you can give regarding the scale and actual location of the fire will assist the fire brigade on their arrival.

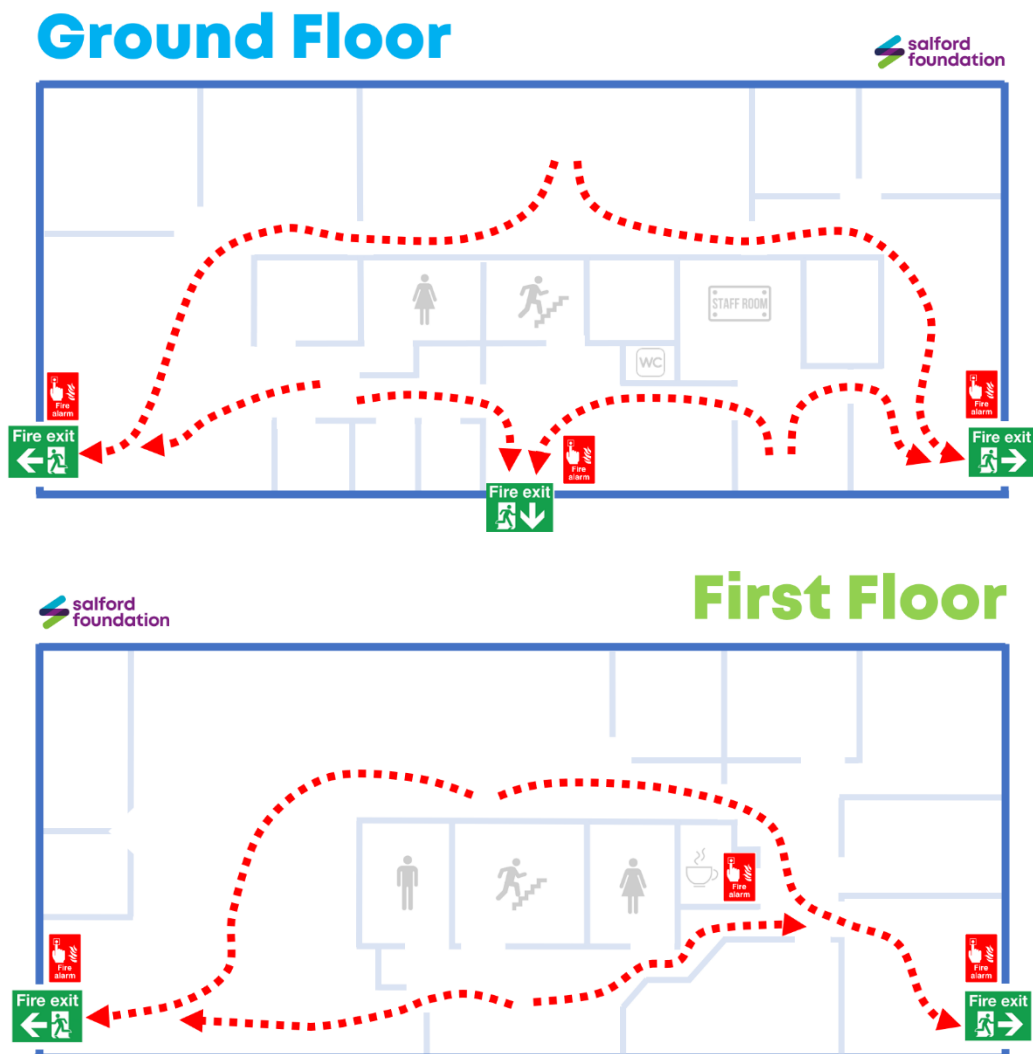
Do not attempt to tackle the fire unless safe to do so. Fire extinguishers are located by all fire exits, in addition to the main entrance, kitchen areas and top of the stairs. Fire blankets can be located in each kitchen.

Leave the building at the nearest exit. The fire exits are the main door and the two doors on the ground and first floor situated at the end of the building. Do not attempt to use the lifts. Do not run. The assembly point is the bricked part of the car park by the main gate. A roll call of staff will be taken by a manager or fire warden. **Therefore, it is vital that you 'fob-in' to the building when entering and 'fob-out' when exiting using the electronic fob readers at the main building entrance.**

Details of staff with fire training are posted within the building, along with fire evacuation instructions.

If you have any fire concerns you must raise them with the relevant person as soon as possible.

THE FIRE ALARM IS TESTED WEEKLY.



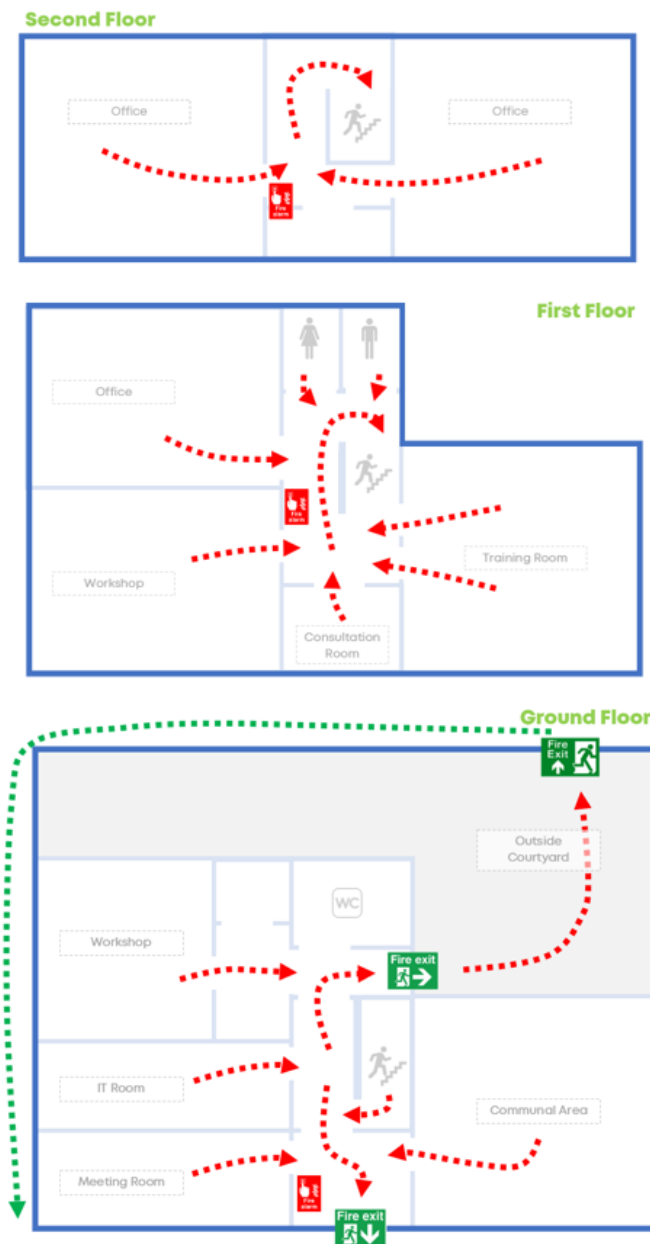
Fire procedures for Acton Square

In the event of discovering a fire, the correct procedure is to first raise the alarm even if you feel you can safely tackle the fire. The nearest alarm points (break-glass type) are located on the map below.

Do not attempt to tackle the fire unless safe to do so.

Leave the building at the nearest exit. The fire exits are located on the map below.

The assembly point pedestrianised area of Acton Square (opposite main entrance). A roll call of staff will be taken by a manager or fire warden.



Office Safety

An office environment is typically a relatively low risk environment; however, this does not mean that the inherent dangers in the workplace should be taken lightly.

Employees must never attempt any task, use any machinery or modify any equipment in the workplace, unless specifically trained to do so. An employee has a duty of care for both their colleagues and their own wellbeing whilst in the workplace; accordingly, they should act in a responsible manner.

Manual handling causes more injuries in the workplace than any other hazard. Do not attempt to lift any object until you have correctly determined its weight. If a load is too heavy or bulky to lift safely, get assistance, use a trolley or break down the load into smaller, more manageable parts.

Use correct lifting procedures at all times. Bend the knees rather than the back when lifting.

Slips, trips and falls are the second greatest contributor to workplace injuries. Keep the workplace, especially walkways, clear of clutter. Be mindful that if colleagues are carrying a load, they may not be able to see an obstruction that would normally be easily spotted and avoided. Do not run electric cables across any walkway unless securely taped down or otherwise adequately covered.

The Toner in the photocopier is probably the most hazardous substance found in the workplace. Toner powder is enclosed in a container and contact is minimal; however, toner should only be changed under the guidance of experienced members of staff to ensure procedures are safe. Gloves must be worn and hands washed thoroughly afterwards.

The Health & Safety Law Poster is prominently displayed at the H&S areas (next to the first aid kits and water coolers), giving guidelines on health and safety regulations in the workplace and how they involve the employee.

Salford Foundation recommends that staff using display screen equipment take regular breaks and make use of the adjustable seating provided, thus helping avoid muscular strain injuries. A break must be taken from the VDU's after one hour's continuous use.

Make yourself familiar with risk assessments identifying hazards and appropriate controls. If you have any safety concerns you must raise them with the relevant person as soon as possible.

First aid within the workplace

In the event of an accident inform the relevant person of what happened and record the incident in the accident record book, no matter how trivial it may seem. One major reason for having an accident book is to allow the Senior Management Team to evaluate the log and determine whether any trends are occurring in the frequency and types of accidents, hence the need to record all incidents.

Do not attempt to administer first aid to anyone unless you are qualified to do so.

The nominated first aider(s) for the company are posted within the building.

The accident book is kept at the first floor H&S area (next to the first aid kit and water cooler); there is a first aid kit on both the ground and first floors, clearly signed.

Office Welfare

Staff are allowed a one-hour lunch break, normally taken somewhere between the hours of 12:00 and 2:00 pm. Kitchen facilities with tea and coffee are available, cooled drinking water is also freely available. The company has also supplied a fridge, toaster and microwave for the use of the staff.

It is the responsibility of all staff using the kitchen and other facilities on offer to ensure that crockery and cutlery are cleaned, any spillages are mopped up and that the microwave is wiped down after use.

No employee will be permitted to work whilst under the influence of alcohol or non-prescribed drugs. Any employee deemed to be in an intoxicated state during the hours of work will, as a minimum course of action, be sent home forthwith and be subject to a disciplinary review, with the possibility of dismissal if their actions are deemed to be gross misconduct.

Vehicle Parking and Work-Related Transport

Car parking is provided in the building's own car park. Be mindful of moving vehicles on leaving the building. Try not to leave the building on your own in the winter months when it is dark outside.

It is the duty of employees to ensure they have adequate insurance for their work related journeys. Copies of your driving licence, MOT and insurance certificate must be provided to Business Support. If this is not done in an adequate time frame travel expenses will be withheld.

Further Information

This is your copy of the company's written Health and Safety Policy, fully detailing the approach to the safety of its employees, visitors and contractors, as outlined in this induction. A hard copy of this policy is stored with all other policy documents on the company's HR portal, You Manage. The company will also carry out, and periodically review, risk assessments on the workplace and tasks relevant to employees of Salford Foundation.

If you have any queries or issues relating to health and safety in the work-place then you should raise them with the relevant person.

Additional health and safety information can be found via the HSE website <http://www.hse.gov.uk/> or on the Health & Safety at Work poster, displayed in the premises.

i) RISK ASSESSMENTS & ADDITIONAL/ADVENTUROUS ACTIVITIES

General Risk Assessments

A risk assessment must be carried out for every activity/project/scheme that is to take place. The [‘RA2 Risk Assessment Form’](#) must be used, accompanied by the [‘RA1 Activity Proposal Form’](#). These must be filled out by the relevant Co-ordinator and signed off by the relevant Senior Team Leader, Operations Manager or Deputy Chief Executive in advance of the activity taking place.

Additional, Off-site and Adventurous Activities

Activities which are either adventurous (e.g. any water-based activity; outward bound activities), or which take place outside the normal operating times of your project (e.g. a trip or event in a holiday for a school-based project) or outside your normal project venue require additional consent. When working with young people below the age of 16 consent forms ([‘RA3 Activity Consent Form’](#)) for additional or adventurous activities must be distributed with a covering letter which gives parents/carers full details of the activity, transport arrangements, pick up points and times etc. The standard risk assessment form (RA2) must be filled out. You must fill out the [‘RA4 Participant Summary Sheet’](#) and the [‘RA1 Activity Proposal Form’](#). Where relevant, you should obtain copies of the activity provider’s risk assessments, public liability and any special instructor licences or qualifications required to run the activity (or written confirmation that the provider has these and that they are available for inspection). This paperwork comprises the ‘Risk Assessment Pack’. All of this information must be provided to the relevant Operations Manager or Deputy Chief Executive at least 72 hours before the activity is due to take place. Risk assessments are approved electronically. You should email the complete set of risk assessment paperwork to the relevant manager and carbon copy your message to offsite.activities@salfordfoundation.org.uk

The manager will sign off the RA1 and return it to you electronically, at which point your activity is approved and able to go ahead. A home-base contact will be nominated who must be contactable by telephone throughout the duration of the activity, including out-of-office-hours. Where it is not possible to provide a full set of completed consent forms 72 hours in advance, the activity leader must phone through all details to the home-base contact before departure.

Where Salford Foundation staff provide off-site activities to school students within normal school hours it is standard good practice for schools to require risk assessments to be added to the City Council’s ‘Evolve’ system and to be approved by the local authority’s Trips and Visits Co-ordinator. In such instances, this system supersedes the Salford Foundation risk assessment pack. However, an RA1 and an RA4 must still be provided to the Operations Manager or Deputy Chief Executive, and a home-base contact from Salford Foundation nominated.

The Operations Manager or Deputy Chief Executive will review the risk assessment file on an annual basis, liaising with the Operations Manager with responsibility for Health & Safety. If a situation arises where a risk was not adequately managed using these procedures, the risk assessment will be immediately reviewed by the Deputy Chief Executive and the Operations Manager with responsibility for Health & Safety, and any necessary recommendations for future practice will be advised.