

TITLE	Health and Safety Policy
Version:	Version No. 001/March '15
Review Date:	March '18
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Approved by:	Vennture Trustees in 2016

This Policy relates to the way that the Herefordshire Vennture (Vennture) Board and staff how we will comply with Health and Safety at Work Act 1974 and all associated legislation.

1. **Organisation And Responsibilities:**

1.1 **General Organisation**

The following organisational responsibilities are set out in accordance with the Health and Safety at Work etc Act 1974.

1.2 **Organisation - Responsibilities**

The Vennture Chair of Trustees accepts the ultimate legal responsibility for Health and Safety in Vennture and endorses the Health and Safety Policy of Vennture.

The Vennture Board accept their collective role in providing Health and Safety leadership within the organisation. Vennture subscribe to and endorse the guidance provided in the Health and Safety Commission (HSC) document – *'Directors' responsibilities for Health and Safety.* '

The Vennture Chief Executive is the nominated person responsible for co-ordinating Health and Safety issues throughout the organisation and reports to the Chair of Trustees.

Each Vennture staff member is responsible for raising Health and Safety issues in their work areas.

Health and Safety issues are routinely discussed and information is provided to Vennture Board and employees on any relevant issues. Decisions made during such meetings and subsequent discussions are communicated to relevant employees and may be adopted as procedures following consultation.

Vennture will engage with a 'competent person', who is a Chartered member of IOSH, to support the organisation.

1.3

Specific H&S Responsibilities



1.	Vennture Board	Policy approval and annual report
2.	Vennture Board	Policy development and monitoring via performance reports
3.	Vennture Board	Strategic risk management & reporting
4.	Vennture Exec team	Overview of all matters H&S Health & Safety strategy & action plan monitoring Policy and procedure development Reports, audits, planning and monitoring
5.	CEO Exec team Vennture project leads	Vennture Board Vennture CEO Vennture CEO & Exec
6.	All Vennture Managers	Have a duty of care for all the staff they manage and others who might be affected by the work they are responsible for such as service users
7.	All Vennture staff	Have a responsibility and duty of care for their own health & safety and that of others who might be affected by their work.

1.4 Vennture Head of Health and Safety:

1.4.1 The Vennture Head of Health and Safety is the Vennture Chief Executive (CEO). They will:

- Act as the competent person for Health and Safety matters within Vennture as required under the Management Of Health And Safety Regulations 1999.
- Assist managers with the development and maintenance of relevant Health and Safety procedures, investigation of accidents and violent incidents and providing advice on changes to safety legislation and guidance.
- Have the delegated authority to stop any work that is considered dangerous until the line manager responsible carries out further risk assessments and implements suitable control measures.
- Provide Health and Safety performance reports to committees and Boards as appropriate.
- Carry out investigations of serious accidents.
- Maintain a risk assessment register on behalf of Vennture.
- Ensure that a safety audit is completed at each workplace under Vennture control annually and agree an action plan for improvement with the local management.

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- Ensure that a suitable induction is provided for new employees.
- Ensure that any updates and changes to Health & Safety legislation, Approved Codes of Practice and Guidance that may impact on the business are communicated to the relevant managers,
- Ensure potentially violent customers are being flagged on the Vennture IT systems and ensure that it is updated and reviewed annually by management to comply with data protection principles.
- Review the criteria for addition to and removal from the potentially violent customer register to ensure they are fair and that there is a right of appeal for the customer.

1.5 Staff with responsibility for line management of Vennture employees.

1.5.1 Managers have been allocated specific responsibilities to:

- Complete project specific risk assessments as necessary before work starts and ensure that the employees under their control are made aware of the safety requirements for the work.
- Review risk assessments annually and if anything changes.
- Provide regular safety briefings to their teams and record attendance.
- If applicable, ensure that the employees they are responsible for are provided with the correct personal protective equipment (PPE) to enable them to carry out their work safely.
- Check that the employees they are responsible for wear the correct personal protective equipment as identified by the risk assessment for the task.
- Ensure that they nominate their team members for appropriate training to enable the tasks to be completed safely.
- Ensure that all work equipment in use is safe by carrying out periodic checks of such items as ladders, stepladders, power tools and hand tools in use by their team.
- Ensure that van inspections and inventories are completed where applicable to identify any defects or discrepancies in stock.
- Monitor the allocation of work to ensure each team member has an acceptable workload.
- Complete workplace or site inspections regularly as required to ensure safe working practices are implemented in accordance with the relevant risk assessments, method statements or work instructions.

1.6 All Employees (including Board members)

1.6.1 All employees and Board members of Vennture have general duties and responsibilities for themselves and anyone who might be affected by their acts or omissions. In particular everyone has a responsibility to:

- Follow the safety rules and their training for the work activity and the particular location.
- Attend any Health & Safety training provided and sign the training register to record attendance.
- Behave in a professional manner when attending training and treat the trainer and other delegates with respect. If there are any concerns arising at the training session these must be raised with the relevant line manager.
- Know the emergency procedures for the location at which they are working.
- Use vehicles, equipment, materials or substances in accordance with information, instruction and training provided by Vennture.
- Wear personal protective equipment issued appropriate to the work they are doing.
- Report any safety problems, accidents or near misses to their supervisor.
- Never work under the influence of alcohol or drugs.
- Take care of their own safety and that of their fellow employees and any others who may be affected by their work.
- Ensure that the area they are working in and around is kept clean and tidy.
- Remember that individuals may be fined or sent to prison where found guilty of certain breaches of the Health and Safety at Work etc Act 1974.

1.6.2 Vennture may take such disciplinary action as appropriate following any deliberate breach identified during an objective investigation.

1.6.3

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Individuals who knowingly fail to follow the safety rules will have committed an offence and will be held accountable by Vennture

1.6.4

No Director, Manager, or employee of the Company may undertake or authorise any activity which places employees, or others, in danger, or is in breach of legal requirements with respect to health and safety.

2. Health and Safety Policy - General Arrangements

2.1 Accident Reporting Policy

2.1.1 It is our policy that all reporting of accidents, violent incidents, near misses or dangerous occurrences will be encouraged so that lessons can be learned to prevent a recurrence. All such reports will be investigated by line management and the results sent to Venntures CEO for recording in the accident log.

- a) The injured person or someone on their behalf must report the full details on the current accident report form within 24 hours of the accident.
- b) Any accident which is not reported within 24 hours will not be accepted as having happened at work unless there are exceptional circumstances. The decision on whether to accept a late report will be made by the Vennture CEO in conjunction with our Insurance provider.
- c) The injured person should complete the accident report form and pass this to their line manager who will complete the investigation form and send them both to the Vennture CEO
- d) Any 'near miss' which occurs should be reported to line management.
- e) Line Managers will investigate all accidents with assistance from the Vennture CEO for serious accidents.
- f) Line managers are responsible for taking action to prevent a recurrence. In cases where the line manager is unable to take the necessary action for any reason, they should stop the work and seek advice from their line manager and the Vennture CEO.
- g) The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) requires the reporting and maintaining of records of injuries from an accident at work. Certain serious incidents such as a death or major injury, an over-seven-day injury, a dangerous occurrence or a disease to our employees or to others affected by our work such as visitors or contractors on our premises must be reported to the enforcement authorities within specified time periods.
- h) The Vennture CEO will make any reports to the HSE on behalf of Vennture and carry out investigations with the line manager.

2.2 Electrical Equipment Policy

2.2.1 All portable electrical equipment will be entered on an electronic register and inspected and maintained regularly. All portable electrical equipment should be subject to a suitable regime of inspection and testing to ensure it is safe. Time scales as recommended by the Health & Safety Executive should be followed for different types of equipment. All electrical equipment that is subjected to a major office move should be visually inspected on installation at the new location to ensure it has not been damaged in the move. Personal electrical appliances must not be brought onto the premises without written permission from a manager. All such equipment must be PAT tested before use.

2.2.2 Guidance for inspection timescales

- a) Information Technology equipment (desktop computers, VDU Screens) should be inspected every 2-4 years.
- b) Photocopiers, Fax Machines should be inspected every 2-4 years.
- c) Earthed Equipment such as electric kettles should be inspected every 2 years or more often where it is deemed to be higher risk.
- d) Cables and Plugs should be inspected every 2-4 years.
- e) Other electrical equipment such as power tools should be inspected formally at least annually or more often according to the risk. The user should complete a visual inspection of all tools before use and report for repair or replacement if any defects are found.

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2.3 Employees With Specific Safety Roles Policy

- 2.3.1 The organisation will nominate and appoint employees with specific responsibilities in support of the general arrangements for Health and Safety. These employees will receive suitable and appropriate instruction and training in order for them to conduct their role. The specific roles will include first aiders, evac chair operators, fire marshalls and incident controllers.
- 2.3.2 A list of First Aiders, Evac Chair Operators and Fire Marshalls should be made available in each permanent workplace. Refresher training will be provided at the intervals determined by legislation or in compliance with the manufacturer's recommendations.

2.4 Environmental Policy

- 2.4.1 Vennture will consider environmental requirements as part of the business strategy. It is aware of the impact its activities can have on the environment and will endeavour to control energy usage, reduce waste and minimize pollution risk related to these activities.
- 2.4.1 Vennture will:
- a) Ensure compliance with any relevant environmental legislation, and adopt good environmental practices.
 - b) Co-operate with the national and local government authorities which regulate and monitor business activities that impact upon the environment.
 - c) Adopt suitable procedures to identify and assess the risks to the environment posed by its work practices.
 - d) Work with customers and suppliers to minimise environmental impacts of Vennture activities.
 - e) Inform, instruct and train employees as necessary in the proper handling, discharge and disposal of substances likely to harm the environment.

2.5 Fire Safety Policy

- 2.5.1 Fire safety will be managed according to the requirements of the Regulatory Reform (Fire Safety) Order 2006.
- 2.5.2 The Responsible Person required to be identified by the Regulatory Reform (Fire Safety) Order 2006 is the CEO. The Competent Person required to be identified as above is the CEO with assistance from consultants as appropriate.
- 2.5.3 All Project managers are responsible for ensuring that a suitable and sufficient fire risk assessment is conducted and maintained at every site under their control. They will:
- a) ensure that adequate fire fighting equipment is available throughout the project and that they are appropriate to the requirements of individual areas and that it is regularly checked and maintained.
 - b) nominate Fire Marshalls and ensure that they are conversant with their duties.
 - c) conduct and record fire drills at least annually in each workplace.
 - d) ensure fire alarm tests are carried out weekly to check that the fire alarm system is in good working order.
 - e) carry out an investigation into the cause of all fires and take steps to prevent a repetition with assistance from technical support as required.
 - f) arrange for relevant fire regulation posters and signs to be prominently displayed, understood and observed.
 - g) ensure that employees in all areas are familiar with their escape routes to be used in the event of a fire or any other necessity to evacuate the premises.
 - h) ensure that contractors or other visitors on Venntures premises comply with the fire precautions. Individual members of staff will be responsible for any visitors whilst they are on the premises.
 - i) ensure that an up to date fire evacuation procedure is displayed throughout Vennture and that everybody involved in the implementation of this procedure understands their roles.
 - j) ensure that basic fire safety training is carried out at local induction and then annually for all staff.

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2.6 First Aid Policy

- 2.6.1 Vennture will provide a sufficient number of trained first aiders and/or appointed persons in order that people who are injured or taken ill at work or on our premises can be treated quickly. This number will be determined by the first aid risk assessment carried out by the Vennture CEO annually.
- 2.6.2 All necessary equipment and supplies required for the administration of first aid will be provided to the first aiders/appointed person locally by the manager responsible for each workplace.
- 2.6.3 All workplaces will have either full first aiders who have been trained in accordance with a Health and Safety Executive recognised training provider or nominated appointed persons who have had at least basic emergency aid training to co-ordinate any emergency situation in the event of first aid being required.
- 2.6.4 A register of first aiders and appointed persons together with their training records will be held centrally by the Vennture CEO.

2.7 Hazardous Substances Policy

- 2.7.1 We will manage the risks from the presence or use of hazardous substances in the workplace in accordance with the Control of Substances Hazardous to Health Regulations 2002 as amended. In particular we will ensure the following control measures listed below are in place.
- a) All hazardous substances (solvents, oils, cement, gypsum, adhesives, general chemicals, cleaning agents etc.) are assessed by Vennture project leads for possible ill health effects before being used within Vennture.
 - b) Where a new product is to be used the line manager responsible will undertake a COSHH assessment
 - c) The line manager will complete the second page of the COSHH assessment to identify local working practices.
 - d) Hazardous substances include biological hazards such as blood and body fluids for which a generic risk assessment is available.
 - e) Hazardous substances should be replaced with less harmful products where this is reasonably practicable.
 - f) All necessary information concerning the hazards and precautions relating to the substance use will be given to relevant employees in the form of the COSHH assessment.
 - g) Employees must work in accordance with all the control measures on the label and the COSHH assessment and use any personal protective equipment specified.
 - h) Where substance / processes give rise to harmful atmospheres the use of suitable extraction or ventilation equipment will be required. Any such equipment will be regularly maintained, inspected and where appropriate monitored for effectiveness.
 - i) Any employee who feels unwell and suspects that the reason for this is due to a hazardous substance being used should report this to line management

2.8 Hygiene Policy

- 2.8.1 It is our policy that any employee who has reason to suspect that they are suffering from, or have been in contact with, a contagious or infectious disease, should notify their line manager immediately if this disease was contracted because of work. We recognise that good hand hygiene is particularly important when working with the public, on construction sites, carrying out repairs or working in void

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properties and we will provide hand gel and wipes where required by the risk assessment for the task. Employees are advised to be aware of the risks to health from contact with contaminated needles or syringes and to report any such items found to the local housing officer or line management who can arrange safe removal.

2.9 Infection Control Policy

- 2.9.1 We recognise that working with members of the public can lead to an increased risk of exposure to various infections and diseases including hepatitis, HIV/aids, tuberculosis, MRSA and *Clostridium difficile*. As we do not know whether a member of the public does have such an infection it is our policy to use universal precautions to protect employees from exposure.
- 2.9.2 The control measures in use across Vennture include the provision of hand gel and wipes and washing facilities as required. Personal protective equipment is provided for tasks which may involve a higher risk of exposure to infection such as bin chute clearance, cleaning of bins. Used needles and syringes and body fluids can contain blood borne viruses. We advise that needle stick injuries should be reported using the accident report procedure and the injured person should make the wound bleed, wash it with soap and water and then attend the nearest Accident & Emergency Department within one hour of the injury for tests and prophylactic treatment.
- 2.9.3 Employees who are considered to be at higher risk of exposure to needle stick injuries can request vaccination against Hepatitis B from their own GP in the first instance. If the GP refuses to provide this service employees should contact HR for referral to the Occupational Health Provider.

2.10 Manual Handling Policy

- 2.10.1 It is our policy to undertake risk assessments of all regular operations that involve hazardous manual handling. Where unacceptable risks are identified then suitable control measures will be recommended in the risk assessment for implementation by the local line management. Employees who carry out manual handling as a regular part of their work will be provided with suitable manual handling instruction and training and refresher training at least every 3 years. All our employees should follow the safe systems of work identified in the risk assessment and make proper use of equipment provided.

2.11 Monitoring

- 2.11.1 Managers will conduct regular inspections of workplaces under their control. Copies of formal annual workplace inspections will be maintained centrally by the Vennture CEO for record purposes. The Vennture CEO will ensure that all workplaces are audited annually by the local management and provide a summary report of all workplaces audited as part of the annual performance report.

2.12 Musculo-Skeletal Disorders

- 2.12.1 Musculo-skeletal disorders (MSDs) from manual handling tasks include repetitive strain injury (RSI), upper limb disorders (ULDs) and back pain, although MSDs can also include injuries sustained from hand-arm vibration and whole-body vibration. It is our policy that managers should look out for any signs of problems or symptoms amongst the workforce and report any risk factors for musculo-skeletal injuries to the Vennture CEO who can provide further advice.
- 2.12.2 Where possible, managers should adopt an ergonomics approach, looking at developing interventions to reduce risk. Interventions may involve a change to work tasks, or working environment.

2.13 New and Expectant Mothers at Work Policy

- 2.13.1 Vennture will assess the risks from work to any pregnant worker or new mother and review the assessment as the pregnancy develops. The risk assessment will be carried out by the line manager together with the pregnant worker. Once the risk has been assessed, suitable control measures must be put in place to remove or reduce the risk to an acceptable level.

2.14 Noise at Work Policy

- 2.14.1 Where noise is identified as a hazard in the risk assessment the following arrangements will apply:
- a) Individual employees at risk will be identified in a specific risk assessment

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- b) Those employees will be offered auditory testing annually to check their hearing is not being damaged by their work.
- c) Managers who purchase work equipment must ensure that equipment with the lowest noise ratings is selected.
- d) Old, worn work equipment is usually noisier than newer, well-maintained equipment so should be replaced as soon as reasonably practicable.
- e) Where noise levels cannot reasonably be reduced to below the current statutory limits then employees will be provided with appropriate hearing protection for the work being carried out.
- f) The correct hearing protection should be identified in the risk assessment.
- g) Employees must wear the hearing protection provided and report any problems with the hearing protection supplied to their line manager for advice.

2.15 Office Work Policy

- 2.15.1 Vennture will arrange for initial assessments of office workstations to be carried out by employees completing self-assessment forms. Vennture managers will identify any individual with a safety or health issue related to their workstation or working practices and arrange an assessment with a trained assessor. The results of this assessment will be used to recommend ways to improve comfort and safety.

2.16 Out of office working (lone working) Policy

- 2.16.1 The nature of the work carried out by Vennture will involve lone working by employees. Vennture will ensure that all employees who work out of the office or away from their usual workplace are informed about procedures for lone working safely. Vennture will provide various methods to reduce the risk to lone workers including the use of caution codes on addresses of violent people.
- 2.16.2 Employees will be advised to always make the relevant checks before going out on a visit to make sure that there are no warning flags on the address or person being visited. Employees will be encouraged to report any incidents that occur while they are out of the office to their line manager.

2.17 Personal Protective Equipment (PPE)

- 2.17.1 Vennture will identify any requirements for PPE on the risk assessment for the task. Line managers, will be responsible for providing suitable and sufficient PPE to their teams and for making sure that it is worn by persons carrying out the works. They will also issue information, training and instruction to all persons required to select, wear and maintain items of PPE. Adequate facilities should be provided for the storage and maintenance of any PPE issued.
- 2.17.2 Vennture provides suitable and adequate protective clothing and equipment for the use of employees as and when the need arises. Where the use of personal protective equipment is the subject of statutory legislation, the wearing of such protection is mandatory. Safety helmets must be worn wherever there is a foreseeable risk of head injury and where the site is deemed a 'hard hat site'.
- 2.17.3 Employees are required to maintain PPE in their possession and not to abuse or diminish the nature of the protection provided through lack of care, misuse or intentional abuse of the equipment. Where the employee has been provided with the correct PPE but has failed to use it then it is our policy that they may be subject to disciplinary measures. Where an employee has failed to wear PPE and suffers an injury, then this may be considered to be contributory negligence on the part of the employee.

2.18 Psychological Hazards Policy

- 2.18.1 Vennture will strive to maintain a culture that ensures the health and safety of the employees and systems of work. The Vennture exec team will assess employees' general perceptions of their employment from time to time in the form of employee surveys or similar. The Vennture CEO will ensure that managers complete an annual development plan for each employee as part of the Performance Development management process.
- 2.18.2 Where an individual reports any adverse reaction to work related psychological hazards then an individual assessment will be carried out by the line manager and action taken as appropriate to reduce the risk to the individual. Vennture will provide access to occupational health advice and

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counselling and support where necessary. Vennture will ensure that suitable sickness absence counselling is available to ensure that work-related stress issues are identified and addressed by management.

2.19 Risk Assessment Policy

- 2.19.1 All workplaces and company activities will be assessed as required under the Management of Health and Safety at Work Regulations 1999. The significant findings of the risk assessments will be recorded as part of the generic risk assessments. All Vennture managers will ensure that the findings of the relevant risk assessments for their areas of work are brought to the attention of all relevant people.
- 2.19.2 Control measures identified in the risk assessment will be followed to protect employees and any other person who may be affected by the work activity such as customers and members of the public. We will assess the risks to which young people could be subjected and minimise these as required under the Management of Health and Safety at Work Regulations 1999 in respect of employees aged under 18. We will take into account the fact that young employees are inexperienced and unused to the working environment and consider whether any work is unsuitable for young employees. Young employees will be allowed minimum daily and weekly rest breaks.
- 2.19.3 Prohibitions are also in place for certain activities such as hazardous manual handling, working with certain hazardous substances and night-work. All young persons under eighteen years of age will be supervised by responsible competent persons and will receive adequate Health and Safety instruction in the work that is being carried out.

2.20 Staff Consultation

- 2.20.1 Vennture will work with Vennture staff in their areas in all matters relating to Health and Safety. Their functions include making representations on potential hazards and dangerous occurrences in their workplaces and to support the implementation of safety requirements imposed by legislation common law and codes of practice.

2.21 Smoking Policy

- 2.21.1 Vennture takes the view that smoking constitutes a fire risk and is a hazard to the health of all employees, both from active and passive smoking and operates a no smoking policy. Vennture will make reasonable efforts to ensure a no smoking sign is displayed at the entrance to every workplace and block of flats which have internal communal areas under Vennture control in order to comply with legislation. Vennture will make reasonable efforts to prevent exposure of employees to second hand smoke by requesting customers not to smoke when employees are working in the vicinity. Vennture will monitor and manage any illegal smoking activities in such areas under their control as far as it is reasonable to do so. Breach of the no smoking policy is a disciplinary matter.

2.22 Training Policy

- 2.22.1 Suitable training will be provided by Vennture to ensure that employees at all levels are:
- i) Aware of their safety and health responsibilities
 - ii) Competent to carry out their duties
 - iii) Competent to operate specialist tools, plant and equipment
- 2.22.2 Vennture will provide suitable training at induction for all new starters including agency workers, apprentices and work experience placements. Health and Safety training needs will be identified by the Line Manager as part of the risk assessment process. Priority will be given to this requirement where special risks are involved such as induction training for new employees, construction work, lone working, manual handling or dealing with violence and aggression. Consideration for training will be given when employees are first employed, when they change jobs or work locations that introduce new hazards and risks and periodic refresher training.
- 2.22.3 Managers of workplaces will satisfy themselves that employees under their control have the

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necessary experience and training to carry out the duties allocated to them. Where necessary, line managers will arrange training and instruction of employees with particular emphasis on new employees. Vennture will maintain central records of all Health and Safety training.

2.23 Vehicle Use Policy

2.23.1 It is our policy that all employees driving on Vennture business are responsible for:

- a) Complying with legal requirements and the Highway Code governing the amount of work that drivers may do in a given period.
- b) Observing all road laws and traffic regulations.
- c) Driving in a courteous and sensible manner, giving due consideration to other road users and pedestrians.
- d) Complying with the terms of the contract hire agreement with regard to servicing and maintenance.
- e) Ensuring that any vehicle defects are rectified as soon as possible.
- f) Completing any driver's testimony or log and providing their line manager with a copy of their driving licence as required.
- g) All employees who use their own car on company business must have the necessary business use insurance to be able to drive the vehicle for work purposes and must provide a current insurance certificate along with a valid driving licence to their line manager on request.
- h) Staff using their own cars for company business must ensure that the vehicle is kept in a roadworthy condition and has a current MOT certificate where appropriate.

2.23.2 All drivers will agree to:

- a) comply with all relevant sections in the driving procedures.
- b) comply with the policy that mobile phones must not be used while an employee is driving.
- c) maintain appropriate control of the vehicle at all times and drive with due care and attention to the prevailing road and weather conditions.
- d) report all road traffic accidents that occur whilst at work to the Vennture CEO

2.24 Violent Incidents Policy

2.24.1 It is a hazard of working with people that sometimes their behavior may be unpredictable and violent or aggressive incidents can happen while at work. It is our policy that all violent incidents should be reported to the police and to the line manager. Details of the violent person (if known) should be included in the report. The Vennture manager and CEO will decide on any actions necessary to reduce the risk to employees from the individual concerned.

2.24.2 Vennture management will offer their full support to the employee(s) involved in the incident and offer access to counselling.

2.25 Work Equipment Policy

2.25.1 Line managers responsible for the supervision of operations involving the use of machinery, plant, tools and equipment will ensure that it is used correctly and is safe without risks to health. Line managers will also ensure that operators and users are competent and, where required, arrangements for training made.

2.25.2 All machinery, plant, tools and equipment will be inspected, serviced and maintained as necessary. Line managers will be held responsible for ensuring that all work equipment under their control is inspected, tested and maintained.

2.26 Workplace Environment Policy

2.26.1 These actions may include seeking an injunction or taking actions against the tenancy. Vennture recognises the need to maintain good standards of housekeeping. There are four basic precautions

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we will advise our employees to use to ensure good housekeeping standards.

- i) Return all articles and substances to designated locations after use.
- ii) Remove waste materials on a daily basis.
- iii) Clear up spillages immediately.
- iv) Report any problems to a responsible person.

2.26.2 Designated personnel will carry out informal workplace inspections on a daily basis to identify areas where standards require improvement. Managers will complete a formal recorded inspection of the workplace annually. Suitable storage areas will be provided within the workplace and articles and substances will be stored in defined areas at all times. Floors will be cleaned on a regular basis and waste bins emptied daily. Rubbish will be kept in suitable containers and not be allowed to overflow. Combustible waste will be kept away from ignition sources. Managers and supervisors are responsible for maintaining good standards of housekeeping in their areas. Employees are responsible for ensuring that they do not allow waste materials to accumulate in their working area, and keeping their workstations tidy – ensuring a clear desk policy approach.

3. REVIEW

3.1 This document sets out the Vennture's policy relating to Health and Safety at Work. All policy documents of the Vennture are subject to regular review. This Health and Safety Policy should be read in conjunction with all other Vennture policies and procedures relating to Health and Safety.

3.2 This policy will be reviewed where:

- There are significant changes to legislation or regulation;
- There are deficiencies or failures in this policy, as a result of complaints or findings from any independent organisation;

At which point the lead officer will initiate an immediate review.

4. MONITORING AND REVIEW

4.1 This policy will be reviewed every 3 years (from the date of the Trustees approval) to ensure its continuing suitability, adequacy and effectiveness or as required by the introduction new legislation.

Herefordshire Vennture

Formerly Hereford City Mission founded by John Venn in 1856

www.vennture.org.uk | enquiries@vennture.org.uk | 0330 20 20 730

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