



# Health and Safety

## Policy & Procedures

Vennture is a Company Limited by guarantee (no 8803798) and registered charity (no 1156851)

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<b>TITLE</b>	Health & Safety Procedures
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<b>Compiled by:</b>	Mark Parvin
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# Procedures

## 1. Accident Reporting

All reports will be investigated by the line manager and the results reported to the Chief Executive for recording in the accident log as follows:

- 1.1. The injured person or someone on their behalf must report the full details in the accident book within 24 hours of the accident occurring. Any near miss which occurs must also be reported to the line manager.
- 1.2. The injured person must complete an entry in the accident book and forward to the line manager who will complete the investigation form as necessary.
- 1.3. Any accident which is not reported within 24 hours will not be accepted as happening at work unless there are exceptional circumstances. Any decision will be made by the Chief Executive in conjunction with Vennture's insurance provider.
- 1.4. Line managers will investigate all accidents with assistance from the Vennture CEO for serious accidents and are responsible for taking action to prevent a recurrence. In cases where the line manager is unable to take the necessary action, the work must cease and the employee must seek advice from the line manager and the Chief Executive.

## 2. RIDDOR The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Requires the reporting and maintaining of records of injuries from an accident at work.

Certain serious incidents such:

- 2.1.1. Death or major injury,
- 2.1.2. Over-seven-day injury,
- 2.1.3. 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. The Vennture Chief Executive will make any reports to the HSE on behalf of Vennture and carry out investigations with the line manager.

## 3. Fire Safety

Vennture recognises that the Regulatory Reform (Fire Safety) Order 2005 provides requirements to manage fire safety in respect of all workplaces under its control.

The Responsible person required to be identified by the Regulatory Reform (Fire Safety) Order 2005 is the Chief Executive with assistance from external consultants and qualified parties as required.

- 3.1. **Building Fire Risk Assessment** must be carried out by competent external assessors every two years or more frequently if major changes or changes of use are made to the building concerned.
- 3.2. **Fire Marshalls** an appropriate number of Fire Marshalls will be trained to ensure that normally at least one trained Fire Marshall is on the premises at all times. The Fire Marshall will be responsible for ensuring that all staff exit the building quickly and are accounted for in the event of a fire or fire alarm being triggered.
- 3.3. **Fire Extinguishers** appropriate number of extinguishers must be located around the building, fixed to the walls and labelled correctly. They must be checked monthly for condition and location and the results recorded in the H&S Log Folder. Annually all extinguishers must be checked by a qualified external assessor and the compliance certificate filed in the H&S log Folder.
- 3.4. **Fire Awareness Training** – all team members must undergo basic fire awareness training annually.
- 3.5. **Final Fire Exit Door Checks** – All designated fire exit doors must be checked monthly for safe opening and lack of obstructions. The results must be recorded in the H&S Log Folder.
- 3.6. **Emergency Lighting System** – The emergency lights must be checked monthly and the completed results record sheet filed in H&S Log Folder.
- 3.7. **Fire Alarm Testing** – The alarm system will be tested weekly and the results logged in H&S Log Folder.
- 3.8. **Fire Evacuation Plan** – At a minimum, every six months a full evacuation must be staged with the time to evacuate and the accuracy of the personnel in the building lists recorded in the H&S Log Folder.

#### 4. First Aid

- 4.1. **First Aiders** - A list of all first aid trained team members will be held in the H&S Log Folder
- 4.2. **First Aid kits** will be checked every 3 months for completeness and expiry date of contents. The results to be recorded in the H&S Log Folder. Any requirements for replacement items will be passed through to purchasing.

#### 5. Electrical Safety

- 5.1. **PAT Testing** - All electrical items need Portable Appliance Testing (PAT) every two years. Any items that fail the PAT test must be discarded.
- 5.2. **Building Fixed Electrical Installation** – The building circuits must be tested on a 25% per annum basis so that over a 4 year period every circuit is checked. The inspection certificates must be filed in the Building Certification File.

#### 6. Gas Safety

- 6.1. The fixed Gas installations in the building such as the boiler must be tested every 12 months and the inspection certificate filed in the Building Certification File.

## 7. Manual Handling

- 7.1. **Office Staff** will be asked to read and acknowledge the “Safe System – Manual Handling” document as the office environment has been deemed to be of a low risk.
- 7.2. **Street** – The higher risks in the street environment require formal manual handling training as part of the overall training policies of colleagues and volunteers.

## 8. PPE (Personal Protective Equipment)

- 8.1. PPE will be issued as identified in Risk Assessments.

## 9. Control of Substances that are Hazardous to Health (COSHH)

- 9.1. The COSHH policy must be followed and the safety sheets must be stored in the COSHH folder.

## 10. Stress and Wellbeing

- 10.1. Managers must ensure they have regular conversations with their employees to assess the level of work they are carrying and discuss the coping strategies in place to manage stress. Managers must not place unreasonable demands on employees and must consider reasonable adjustments to help an individual to manage.
- 10.2. Vennture will ensure that face to face counselling is available as required and take advice from external Occupational Health advisers as necessary in order to manage and address work-related stress.

## 11. Display Screen Equipment (DSE)

- 11.1. The DSE Risk assessment must be completed for all employees. For new employees this must be part of the induction process. Completed DSE Risk Assessments must be filed in Workplace Safety Folder. Any issues raised must be reviewed by the individuals line Manager and addressed as required.

## 12. Transport

- 12.1. **Driving Licenses** - All employees are required to provide a DVLA “Check Code” available from the DVLA website to allow confirmation of the individuals license status. This check must be carried out by the Back Office team every 6 months for existing employees and as part of the induction process for new starters. The resulting report filed in the Vehicle Safety folder.
- 12.2. **Insurance** - All employees, who drive their own vehicle as part of the employment are required to provide a copy of their vehicle insurance certificate to allow confirmation of appropriate business cover. This check must be carried out by the Back Office team every 6 months for existing employees and as part of the induction process for new starters. The resulting certificate copy must be filed in the Vehicle Safety folder.

### 13. Lone Working

13.1. Link Workers must always use the Arch Angel software before during and after visits to clients as described in the appropriate policy.

### 14. Violent Incidents

14.1. Please refer to the "Street Presence Leaders Guide"

### 15. Smoking

15.1. Staff that smoke may only do so in their own time and are not entitled to take breaks to do so during their working hours.

15.2. Vennture will monitor and manage any illegal smoking activity in such areas under their control. Breach of the no smoking policy is a disciplinary matter.

### 16. Infrequently Used Taps

16.1. Taps that are not used for more than a few days can be a risk of Legionella bacterial infection.

16.2. A list of such taps must be produced, and the taps concerned must be run weekly for 2 minutes each to flush through to clean water. The record of the flushing must be kept in the H&S Log File.

### 17. Asbestos Safety

17.1. **An Asbestos Refurbishment / Demolition Survey** report has been commissioned for 26 Vicarage Rd and is available in the Building Certification Folder and the H&S Log File.

17.2. **ALL** contractors and any team members working on the structure of the building, both inside and out **must** sign the "Asbestos Work Sheet" before starting works so that any existing asbestos in the building is not disturbed.

### 18. Contractors' Insurance

18.1. All contractors working on site must provide a valid Insurance Liability Certificate providing appropriate & adequate cover in the event of an incident.

18.2. Copy of the certificates to be kept in the Building Certification Folder

### 19. Hot Working

19.1. Hot working must only be carried out by qualified and insured external contractors and work must not begin until after a Hot Work Permit has been completed and issued (available in the H&S Log File)

### 20. Risk Assessments

20.1. Risk Assessments are a vital part of the Charity's health and Safety regime and **must** by law be carried out to ascertain and ameliorate any dangers in the working environment.

20.2. Blank Risk Assessment forms are available on SharePoint and must be completed using the guidance in the flow chart – see Appendix 1.

## **21. Monitoring and Review**

21.1 This policy will be monitored by reporting annually to the Trustees

21.2 This policy and procedures will be reviewed 3 years after commencement, unless there is a significant change in legislation in which case it may be reviewed earlier.

## Appendix 1

# H&S Risk Assessments Process

