Morecambe Bay Partnership

HEALTH AND SAFETY POLICY & PROCEDURES

Introduction

It is the policy of the Charity to take all reasonable steps to ensure the health, safety, and welfare of its employees, and it will, so far as is reasonably practicable, establish procedures and systems necessary to implement such a policy. The Charity will also ensure that all relevant statutory duties and obligations are satisfied, including those duties set out in the Health and Safety at Work Act 1974 and the following regulations:

- Management of Health and Safety at Work Regulations 1999 (MHSWR)
- Workplace (Health, Safety and Welfare) Regulations 1992
- Provision and Use of Work Equipment Regulations (PUWER)
- Manual Handling Operations Regulations 1992
- COSHH Regulations 2002
- Personal Protective Equipment at Work Regulations (updated 2022)

The Charity will provide and maintain a healthy and safe working environment with the objective of minimising the number of instances of occupational accidents and illnesses and ultimately achieving an accident-free workplace.

All employees will be provided with such equipment, information, instructions, training and supervision as is necessary to implement the policy and achieve the stated objective.

The Charity also recognises its duty to protect the health and safety of all visitors to the Charity, including volunteers, contractors and temporary workers, as well as any members of the public who might be affected by the Charity's work operations. Volunteers are treated as "workers" for safety purposes and must have access to PPE, training and should be included in Risk Assessments.

While the Charity will take all reasonable steps to ensure the health and safety of its employees, health, safety and wellbeing at work is also the responsibility of all employees. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well-being of themselves or of any other person. If an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job, then it is the employee's duty to report this to their line manager or to the Chief Executive. An effective health and safety programme requires continuous communication between workers at all levels and continuous assessment.

All injuries, however small or slight, sustained by a person at work must be reported to their line manager. Accident records are crucial to the effective monitoring and

revision of the policy and must therefore be accurate and comprehensive. An accident book is located in the office and any other permanent workspace. A review of the accident book will be undertaken every quarter.

The specific arrangements for the implementation of the policy are detailed below.

Organisation

The Chief Executive has delegated responsibility for overseeing the health and safety policy from the charity Trustees and is responsible for its implementation. The Operations Officer has day-to-day responsibility for monitoring the implementation of the policy and for supporting staff to follow the procedures set out.

This policy will be reviewed annually and amended to respond to legislative change, incidents, or organisational change. The CEO has responsibility to undertake the annual review and make the Board of Trustees aware of any changes. A review table is included at the end of the document.

Communication and co-operation

The Charity will endeavour to communicate to employees their commitment to safety and to ensure that employees are familiar with the contents of this policy.

If the Charity is to build and maintain a healthy and safe working environment, co-operation between workers at all levels is essential. All employees are expected to co-operate with line managers and the Chief Executive to accept their duties under this policy. Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and of all other people affected by the operations of the Charity. Disciplinary action under the Charity's disciplinary procedure may be taken against any employee who violates safety rules and procedures, or who fails to perform his or her duties under this policy.

Training

All workers will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice writing risk assessments, on the use and maintenance of personal protective equipment appropriate to their role, and the formulation of emergency contingency plans. Refresher training in specific workplace skills will also be offered where required.

Training sessions will be held as often as is deemed necessary and will provide another opportunity for employees to express any fears or concerns they might have about health and safety. Training records will be kept and maintained by the Operations Officer.

Risk Assessment & Incident Reporting

The Health and Safety Executive (HSE) says risk should be assessed "every time there are new machines, substances and procedures, which could lead to new hazards." An employer should carry out a risk assessment: **whenever a new job brings in significant new hazards.**

Risk assessments are vital for activity which is outdoors and involving more than one person. Template risk assessments & incident reporting forms can be found in the Health and Safety folder in SharePoint and must be completed, communicated and any identified risks minimised. Risk Assessment training and refreshers will be provided at regular intervals.

Inspections

The Charity believes that inspections of working practices and that procedures are being followed are an important instrument in ensuring compliance with the law. Inspections provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary.

Driving for Work

The Charity recognises that driving for work purposes presents a significant risk to health and safety. This includes travel between sites, attending meetings, and transporting equipment or people as part of work activities. The Charity is committed to reducing risks associated with driving as far as is reasonably practicable recognising that the charity does not own/lease any vehicles and that workers are driving their own vehicles for work purposes it will:

- ✓ Ensure that driving risks are assessed as part of overall risk management
- ✓ Avoid unnecessary travel where possible (e.g. use of remote meetings)
- ✓ Ensure staff and volunteers are aware of safe driving expectations
- ✓ Verify that drivers: hold a valid UK driving licence, are medically fit to drive and have appropriate insurance for business use.

Workers must:

Take reasonable care of their own safety and that of others when driving;
Comply with road traffic laws and the Highway Code;
Only drive when fit to do so (not under the influence of alcohol, drugs, or medication that impairs driving);
Inform their line manager of: any driving convictions, endorsements, or licence restrictions; any medical conditions affecting their ability to drive and ensure vehicles they use for work are: taxed, insured (including business use), and have a valid MOT (if required) and are in a safe and roadworthy condition.

Working Outdoors

If working outdoors, you must carry out a risk assessment making special note of:
Weather conditions; heat, cold, heavy rain, flooding.
Tick-borne diseases in the summer months;
https://assets.publishing.service.gov.uk/media/642e966bfbe620000f17ddbe/Be_tic

k_aware_toolkit.pdf
Water safety around the Bay;
https://www.youtube.com/watch?v=4oGYZkD23Qo&t=2s

Lone Working

Working outdoors alone can be dangerous if control measures are not put in place. MBP considers working alone outdoors as an **activity of last resort**. If possible, you should plan your site visits with another staff member, volunteer, or work as part of a group. If you have **no other option than to work alone and you are happy to do so**, please ensure the following:

- ✓ You are familiar with the site & know it has mobile phone signal.
- ✓ You are undertaking low risk activities
- ✓ You have read the site/activity risk assessment
- ✓ You are on a low-risk site or the journey to your site is low risk – (high risk sites would include tidal areas/ cliffs/remote sites/site with steep or long walk ins, crossing areas of limestone pavement/ stream/river crossings without bridges but not exclusively).
- ✓ You are lone working during suitable weather conditions, and you have checked the weather forecast.
- ✓ The visit is for a short duration (2 hours maximum).
- ✓ You are feeling well.
- ✓ You do not have any medical conditions, which, could be aggravated by the visit activity.
- ✓ You have set up a buddy system with a work colleague, family member or friend who you can check in with at regular and agreed intervals and who can raise the alarm and contact your line manager/CEO in the case of an emergency. Make sure that they understand the code word “Mr Bristol” which you will use if you are feeling unsafe because someone is acting aggressively or following you for example. If you use this code word, your buddy should ask questions about your safety where you can just answer yes or no, to enable them to get help.
- ✓ You will be wearing suitable clothing/footwear for the weather and site conditions.
- ✓ You are intending to carry a personal safety kit e.g. fully charged mobile phone, basic first aid kit/silver blanket/ whistle/ spare food/drink.
- ✓ You are responsible for your own safety in the event of working alone and you must follow the above.

Work equipment

The Charity will take all reasonable steps to ensure the safety of all employees using work equipment provided by the Charity, as well as to ensure the safety of others who may be affected by the equipment. The Charity will seek to liaise with suppliers to ensure that any new machinery is designed and supplied to work in a safe manner and will seek to inform and train employees to use the equipment in a safe and efficient manner.

Should employees have any problems relating to the operation of equipment, or the safety of equipment, they should immediately inform their line manager or the Operations Officer, so that steps can be taken to remedy the situation promptly.

All work equipment procured, hired, or used by the Charity will comply with statutory requirements and is to be maintained in good working order and repair. The Charity will endeavour to ensure, in liaison with equipment suppliers and manufacturers, that all equipment used in the workplace is safe and suitable for the purpose for which it is used.

All workers will be provided with such protection as is adequate to protect them from danger. All work equipment will be clearly marked with health and safety warnings where appropriate. The use of any work equipment which could pose a risk to the well-being of persons in or around the workplace will be restricted to authorised persons. Equipment should only be used by personnel properly trained and authorised. Disciplinary action under the Charity's disciplinary procedure may result from improper or unauthorised use of work equipment.

Display screen equipment

Employees are required to routinely use Display Screen Equipment (DSE) as part of their daily work. All reasonable steps will be taken by the Charity to secure the health and safety of employees who work with DSE. We will carry out an annual home workstation risk assessment. Each employee must ensure their workstations, at the office and at home, comply with statutory requirements, thus reducing risks to DSE users to the lowest extent reasonably practicable.

DSE work does not cause permanent damage to eyes. But long spells of DSE work can lead to:

- tired eyes
- discomfort
- temporary short-sightedness
- headaches

Employees can help their eyes by:

- checking the screen is well positioned and properly adjusted
- making sure lighting conditions are suitable
- taking regular breaks from screen work

DSE users will be allowed periodic breaks in their work. Breaks in work may take the form of other work activities or tea breaks.

Employees are entitled to eye tests to ensure their visual acuity is compatible with the requirements of DSE work. To claim the cost of an eye test a valid receipt should

be provided to the Charity as part of your normal expenses claim. The Charity will not contribute to the cost of eye wear.

All DSE users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.

Your work environment at home

Wherever you work in your home, there are some things you can do to keep yourself healthy and safe:

- arrange equipment and furniture to avoid trailing leads and cables
- check that your plugs, leads, wires and cables are in good condition
- keep your work area tidy and free from obstructions that could cause slips or trips
- check you have adequate lighting in your work area to avoid eyestrain

Breaks

The law says employers must plan work so there are breaks or changes of activity for workers.
Please take regular breaks from your screen and take your lunch, for example.

Stress and mental health at home

The charity is committed to undertaking stress risk assessments, monitoring workload, isolation & lone working stress, & supporting psychological safety. See the Staff Handbook - Stress Policy for further details.

Tools and equipment

- Charity machinery and tools are only to be used by qualified and authorised personnel. It is the responsibility of the line manager to determine who is authorised to use specific tools and equipment
- It is the responsibility of all employees to ensure that any Charity tools or equipment they use are in a good and safe condition. Any tools or equipment which are defective must be reported to a line manager or to the Chief Executive so they can be repaired or replaced
- All tools must be properly and safely stored when not in use at the storage unit in Kendal or the building in Grange. If you need to store work equipment away from these buildings, check the insurance schedule if you are unsure about cover.
- No tool should be used without the manufacturer's recommended shields, guards or attachments
- Approved personal protective equipment must be properly used where appropriate
- Employees are prohibited from using tools for work purposes if they are not

owned and maintained by the Charity according to PUWER – Provision & Use of Work Equipment Regulations.

Personal protective equipment (PPE)

The Charity recognises the duties and obligations established by legislation. The Charity will provide PPE where risk assessment identifies the requirement for worker protection and where the risk presented by a work activity cannot be adequately controlled by other means. All workers who may be exposed to a risk to their health and safety while at work will be provided with suitable PPE. It is recognised that some employees carry out field work, events & activities outdoors and for these purposes, a waterproof jacket is classed as PPE. The Charity will:

- Carry out an assessment of proposed PPE to determine whether it is suitable
- Take appropriate action following assessment of risk
- Ensure that where two or more items of PPE are used together, these are compatible and are as effective used together as they are separately
- Provide accommodation for correct storage of PPE
- Arrange for the maintenance, cleaning and repair of PPE (this includes training individuals to undertake before use and after use checks)
- Train staff in the safe use of PPE
- Replace any PPE as necessary and at no cost to the employee
- Provide adequate information to every employee in respect of any risks which may exist
- Re-assess as necessary if substances used or work processes or equipment change.

Manual handling operations

The Charity's objective is to minimise any risk to employees of accident or injury resulting from manual handling operations. The Charity will endeavour to avoid the need for manual handling activities, so far as is reasonably practicable. Where it is not possible to avoid manual handling operations, an assessment of the operation will be made considering the task, the load, the workplace and the capability of the individual concerned. The Charity will then introduce controls to reduce the risk of accident or injury to the lowest extent reasonably practicable.
Assessments will be reviewed when there is a significant change in:

- The activity or process
- The working environment
- The numbers or abilities of personnel
- The nature of the loads to be handled.

Re-assessment may also be required where accident/absence statistics show that the original control measures were not sufficiently effective.

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

Control of substances hazardous to health (COSHH)

Within the working environment, some substances may be used that could potentially be injurious to health if not properly stored, handled or used correctly. The Charity is required by law to assess the risks from the use of substances at work. A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers' and suppliers' health and safety guidance and the Charity's own knowledge of the work process and utilising relevant information, and guidance made available by the Health and Safety Executive.

The Charity will ensure that exposure of workers to hazardous substances is minimised and adequately controlled in all cases. All employees who will encounter hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work. Assessments will be reviewed periodically whenever there is a substantial modification to the work process.

Employees at special risk

The Charity recognises that some workers, including young people, those with disabilities and lone workers in public facing roles, may from time to time be at increased risk of injury or ill-health resulting from work activities. The Charity therefore requires that all workers advise their line manager if they become aware of

any change in their personal circumstances which could result in their being at increased risk. This could include medical conditions, permanent or temporary disability, taking medication and pregnancy. Where personnel at special risk are identified, a further assessment of risk in addition to the general risk assessment will be undertaken.

Reporting of accidents, diseases and dangerous occurrences (RIDDOR)
Legislation requires that certain prescribed events, injuries and diseases be formally reported. Notwithstanding our legal obligations, the Charity views accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in injury, a report will be drawn up by the line manager detailing:

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

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. The completed report will then be submitted to the Chief Executive who will attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem. A follow up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted.

Line managers are responsible for reporting all cases of accident and disease to the Chief Executive. The Chief Executive is responsible for reporting cases of accident and disease to the relevant enforcing authority.
Reportable incidents should be reported immediately. Any near-misses should be reported immediately.

First aid

The charity will undertake a First Aid needs assessment and employees will be offered first aid training if it is relevant to their role. Each qualified first aider will be allocated a personal first aid kit and is responsible for keeping their skills up to date between re-assessment. First aid kits will be checked annually and supplies replenished.

For details of qualified first aid personnel please see the Health & Safety folder in SharePoint.

Fire safety precautions
Fire is a significant risk within the workplace. The Charity's fire safety policy and procedures take account of special fire hazards in specific areas of the workplace.

This policy section is only relevant to charity buildings which are currently:
The Old Waiting Room, Platform 2, Grange over Sands Station which has its own fire safety procedures in the information folder within the building. All workers using the building must familiarise themselves with the procedures.

All employees are under a duty to report immediately any fire, smoke or potential fire hazards to the fire service.

The Operations Officer is responsible for fire-fighting equipment, where applicable.

All employees have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials. Employees must use electric fires and other heaters with caution and keep flammable materials away from sources of heat. Employees must report any faulty electric cable or loose connection immediately to the office. All electrical equipment which does not require continuous operation should be switched off when not in use and plugs removed from socket outlets. Employees should never attempt to repair or interfere with electrical equipment or wiring themselves and should not use dual or other socket outlets unless these have been properly authorised.

The Operations Officer is responsible for keeping the operating areas safe from fire, ensuring that all staff are trained in proper fire prevention practices and emergency procedures.

Employees are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous, the employee should activate the alarm and evacuate the building immediately.

Smoking
Smoking is prohibited at work at all times.

Organisation safety rules
- All employees should be aware of, respect and adhere to the rules and procedures contained in this policy
- All employees must immediately report any unsafe practices or conditions to their line manager or to the Trustees
- Horseplay, practical joking, misuse of equipment or any other acts which might

jeopardise the health and safety of any other person are forbidden

- Any person whose levels of alertness and/or ability are reduced due to illness or fatigue will not be allowed to work if this might jeopardise the health and safety of that person or any other person
- Employees must not adjust, move or otherwise tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless instructed to do so by their line manager
- All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other workers
- No employee should undertake a job which appears to be unsafe
- No employee should undertake a job until he or she has received adequate safety instruction and is authorised to carry out the task
- All injuries must be reported to a line manager
- Employees should take care to ensure that all protective guards and other safety devices on tools and equipment are properly fitted and in good working order and shall immediately report any deficiencies to their line manager
- Work shall be well-planned and supervised to avoid injuries in the handling of heavy materials and while using equipment
- No employees should use chemicals without the knowledge required to work with those chemicals safely
- Suitable clothing and footwear will always be worn. Personal protective equipment must be worn wherever appropriate
- A first aider will be present at any public and volunteering event or task solely organised by MBP.
- Risk assessments must be undertaken, communicated and acted upon to minimise the risk of harm to employees, volunteers, and members of the public.

Next review date	**New name & version number**
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