

Policy Name:	Health & Safety Policy
Policy Ref:	POL/HS/FM/0002
Who it applies to:	Workers consisting of employees, contractors, casual staff, agency staff and volunteers. Board Members and Trustees
Date of issue:	April 2019
Last Revision Date:	October 2024
Review date:	October 2025
Version:	1.4
Policy Type:	Corporate
Policy Owner:	Director of Business Transformation
Approved by:	Corporate Policy Review Panel (CPRP)
Equality Impact Assessment Screened	Yes
Contractual terms and conditions which will be changed following legal requirements	No

Health and Safety Policy

Health and Safety Policy

Contents

1. Introduction	- 2 -
2. Purpose and Scope of Policy	- 2 -
3. Responsibilities	- 3 -
4. Legal Obligations	- 4 -
5. References	- 4 -
6. Miscellaneous	- 5 -
A) Consultation and Communication	- 5 -
B) Co-operation and Care	- 5 -
C) Safety Training	- 5 -
D) Workplace Inspections	- 5 -
E) Work Equipment	- 6 -
F) Manual Handling Operations	- 6 -
G) Display Screen Equipment (DSE)	- 6 -
H) Control of Hazardous Substances	- 7 -
I) New or Expectant Mothers	- 7 -
J) Fire Safety	- 7 -

1. Introduction

This policy forms part of the Chartered Institute of Legal Executives' (CILEX) internal control and corporate governance arrangements. CILEX means here the Chartered Institute of Legal Executives group of companies.

The Group Board of CILEX is committed to ensuring that effective policies, operate throughout CILEX.

This policy is non contractual and is intended as a statement of current CILEX policy and its commitment to operate a fair procedure, taking into account statutory and other guidelines. CILEX therefore reserves the right to amend this policy and procedure as necessary to meet any changing requirements.

This policy details CILEX's responsibilities regarding Health & Safety.

2. Purpose and Scope of Policy

CILEX recognise and accept their duty to protect the health and safety of all staff as well as any members of the public who might be affected by our operations.

The legislation requires "workers" who include (but is not limited to) employees, volunteers, board members, committee members, trustees, consultants, contractors, casual staff, sponsored staff, agency staff, apprentices, interns, to ensure the health and safety of themselves and others engaged by CILEX.

It is the aim of CILEX to comply with the terms of the Health and Safety at Work etc. Act 1974 and subsequent legislation and to provide and maintain a healthy and safe working environment. CILEX's health and safety objective is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident-free workplace.

All injuries, however small, sustained by a person at work must be reported to the Health and Safety Advisor or a delegated representative. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

CILEX's Health and Safety Policy will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur. The policy will be reviewed and updated where necessary.

3. Responsibilities

CILEX management will do all that is within its powers to ensure the health and safety of its workers. Nevertheless, health and safety at work is the responsibility of each and every individual associated with the Group. It is the duty of each worker 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 any other person. The person with overall and final responsibility for health and safety in CILEX is the Group Chair.

The person responsible for the day-to-day management of Health and Safety is the Director of Business Transformation. For the purpose of this policy, he will be referred to as the **Health & Safety Advisor**.

Job Title	Department
Health & Safety Advisor	Director of Business Transformation

All employees are regularly reminded of their responsibilities under the Health & Safety at Work Act 1974 and of the requirement to report all issues to the person responsible for overseeing, implementing, and monitoring compliance with the Health & Safety at Work Act 1974 is the Health and Safety Advisor.

It is the responsibility of the Health and Safety Advisor to conduct risk assessments for CILEX.

The collaborative spaces are required to provide to CILEX Health & Safety Advisor, an Emergency Action Plan, which details the arrangements they have in place to deal with potential emergency situations that may take place on their premises, as well as essential safety and security information. This plan should also include the following information:

- security essentials;
- health and safety essentials;
- fire incident and evacuation;
- use of fire extinguishers;
- first aid policy;
- accident and incident procedure;
- safety maintenance checklist;
- fire risk assessment;
- fire safety management structure;
- personal emergency evacuation plan (PEEP);
- other information that could be required from time to time.

It is the responsibility of **Human Resources and the Health and Safety Advisor** to ensure that all workers are aware of this policy as well as their risks when working remotely and in the collaborative spaces and how employees are protected and are provided the training necessary to carry out their tasks safely.

Every person is responsible under this policy for their own safety.

All workers are responsible for reporting to their team manager or the Health and Safety Advisor any concerns about how to perform a certain task, or any other queries relating to their own health and safety. It is therefore every worker's personal responsibility to immediately report any situation which could jeopardise the well-being of themselves or any other person.

When working from home or in the collaborative spaces, staff must take reasonable care of their own health and safety and that of anyone else in the home who is affected by their work while working remotely.

Staff should follow all health and safety instructions issued by CILEX, including the completion of the Health & Safety Display Screen Equipment eLearning module.

It is the responsibility of the **Corporate Compliance Manager** to ensure that this policy and corresponding procedures document is reviewed and updated where necessary.

4. Legal Obligations

Under the Health and Safety at Work Act 1974, CILEX is required to ensure, as far as is reasonably practicable, the health, safety and welfare of its employees and others.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013) requires any defined accidents be reported in a timely manner to the Health & Safety Executive (HSE). This may result in an HSE investigation.

The continued use of unsafe practices or work equipment may result in a significant injury or loss to employees and the organisation and could lead to an investigation by health and safety enforcers, loss of revenue, adverse publicity, loss of public confidence in the organisation, third party claims and culpability under the Corporate Manslaughter and Corporate Homicide Act 2007.

In addition to the legislation detailed above, this policy is based on the following: Workplace (Health, Safety & Welfare) Regulations 1992; Provision and use of Work Equipment Directive 2009; Manual Handling Operations Regulations 1992; Health & Safety (Display Screen Equipment) Regulations 1992; Control of Substances Hazardous to Health Regulations 2002. European Directive on Pregnant Workers 1992. The Work at Height Regulations 2005.

5. References

- Accident and Incident Reporting Policy
- Disciplinary and Dismissal Policy and Procedure
- Fire Safety Policy
- First Aid Policy
- Maternity Policy
- Miscellaneous HR Policies
- PAT Testing

- Remote Working Policy
- Substance Misuse Policy

6. Miscellaneous

A) Consultation and Communication

The management of CILEX sees communication between workers at all levels, as an essential part of effective health and safety management. Consultation will be facilitated by feedback after training sessions and when risk assessments are communicated. Communication about Health and Safety might be addressed to the Health and Safety Advisor.

The management of CILEX will endeavour to communicate to workers their commitment to safety and to ensure that workers are familiar with the contents of the organisation's Health and Safety Policy.

The Health and Safety Policy and Procedure, as well as the associated risk assessments, are communicated to the employees through the Health and Safety module in the eLearning sessions that every member of staff needs to complete when joining CILEX and also as a part of the annual refresher training. Also, the Health & Safety Policy, Procedure and some other relevant documents are published on the Corporate Policies SharePoint site available to all CILEX staff.

B) Co-operation and Care

If we are to build and maintain a healthy and safe working environment, cooperation between workers at all levels is essential.

All workers are expected to take responsibility for health & safety and to accept their duties under this policy. Any employee who violates safety rules or who fails to perform their duties under this policy, will be investigated under the Disciplinary and Dismissal Policy and Procedure. Other workers and Board Members will be subject to the relevant procedures.

Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of the organisation.

C) Safety Training

Safety training is regarded as an indispensable ingredient of an effective health and safety programme. It is essential that every worker in the organisation is trained to perform their job effectively and safely. It is the opinion of the management of CILEX, that if a job is not done safely, then it is not done effectively.

Health and safety training is provided online through the Health and Safety module in the eLearning sessions that every member of staff needs to complete when joining CILEX.

D) Workplace Inspections

It is the policy of CILEX to comply with the Workplace (Health, Safety & Welfare) Regulations 1992.

For health and safety purposes, CILEX retains the right to inspect and check the home office. The need for such inspection will depend on the member of staff's specific circumstances, including the nature of their work.

Those inspections will be conducted/led by the Health & Safety Advisor. Inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary.

E) Work Equipment

It is the policy of CILEX to comply with the law as set out in the Provision and Use of Work Equipment Directive 2009.

CILEX will endeavour to ensure that all equipment used by CILEX staff is safe and suitable for the purpose for which it is used. The use of any work equipment which could pose a risk to the well-being of persons will be restricted to authorised persons.

All work equipment will be maintained in good working order and repair. See Contract of Employment for individual responsibilities regarding equipment and maintenance.

All workers will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment.

All work equipment will be clearly marked with health and safety warnings where appropriate.

F) Manual Handling Operations

It is the policy of CILEX to comply with the law as set out in the Manual Handling Operations Regulations 1992. Manual handling operations will be avoided as far as is reasonably practicable, where there is a risk of injury.

Where it is not possible to avoid manual handling operations, an assessment of the operation will be made, taking into account the task, the load, the working environment, and the capability of the individual concerned. An assessment will be reviewed, if there is any reason to suspect that it is no longer valid. All possible steps will be taken to reduce the risk of injury to the lowest level possible.

G) Display Screen Equipment (DSE)

It is the policy of CILEX to comply with the law as set out in the Health and Safety Display Screen Equipment (DSE) Regulations 1992.

Health and safety assessments will be conducted for all workstations staffed by workers who use DSE as part of their usual work and will ensure that all workstations meet the requirements set out in the Schedule to the Regulations.

The risks to users of DSE will be reduced to the lowest extent reasonably practicable.

DSE users will be allowed periodic breaks in their work.

The cost of an eyesight test is paid for by CILEX from time to time¹ and should be undertaken by all employees who are DSE users. Equally, employees who are DSE users and require corrective glasses or contact lenses will be able to claim partial reimbursement via the healthcare provider.

All DSE users will be given appropriate and adequate training on the health and safety aspects of this type of work.

CILEX staff are required to complete the DSE checklist when they join the organisation, change location, have any changes to their physical condition e.g. are pregnant or their equipment changes.

H) Control of Hazardous Substances

It is the policy of CILEX to comply with the law as set out in the Control of Substances Hazardous to Health Regulations 2002.

CILEX operations do not employ any hazardous substances, but the cleaning process of the collaborative spaces may do. CILEX will ensure that the collaborative spaces where CILEX employees work, have in place all the relevant policies and procedures and have conducted a risk assessment for all the tasks involving hazardous substances.

I) New or Expectant Mothers

It is the policy of CILEX to comply with the Health and Safety at Work Act 1974 and Employments Rights Act 1996.

In addition to the general risk assessment carried out for all staff, a further assessment of risk to the unborn child or new or expectant mothers will be conducted. Where a risk to an unborn child or new or expectant mother is identified, working conditions and / or working hours may be adjusted so as to avoid the risk. Where this is not reasonable, the employee(s) concerned will not be required to work but will receive full pay until the situation is remedied. Appropriate arrangements will be made for other workers. Where a worker is confirmed as expectant, they must report the fact to HR for a risk assessment to be carried out.

J) Fire Safety

Please see the Fire Safety Policy for details.

The Health & Safety Advisor is responsible for confirming that the collaborative spaces have an Emergency Action Plan, which details the arrangements they have in place to deal with potential emergency situations that may take place on their premises, as well as essential safety and security information. This plan should also include the following information:

- security essentials;
- health and safety essentials;
- fire incident and evacuation;

¹ To recommended healthcare providers

- use of fire extinguishers;
- first aid policy;
- accident and incident procedure;
- safety maintenance checklist;
- fire risk assessment;
- fire safety management structure;
- personal emergency evacuation plan (PEEP);
- other information that could be required from time to time.

CILEX employees work from home as business as usual and therefore, under the Fire Safety law, their workplaces are classed as 'non-domestic.' Because of this, as a best practice, CILEX recommends to all its employees to identify hazards in their home offices and around the home.

A fire safety risk assessment is provided to all CILEX employees for them to review their home and put in place preventative and cautionary measures if any risk is identified. This form is available via the People Hub for completion when employees move house or move their home office location.

K) Accident Investigation and Reporting

Please see the Accident and Incident Reporting Policy for details.

It is the policy of CILEX to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95).

CILEX sees accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in injury, a report will be drawn up by the Health & Safety Advisor, or a person appointed by the Health & Safety Advisor detailing:

1. The circumstances of the accident including photographs and diagrams wherever possible.
2. The nature and severity of the injury sustained.
3. The identity of any eyewitnesses.
4. The time, date and location of the incident.
5. The date of the report.

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. Any person required to give an official statement has the right to have a lawyer, workplace colleague or trade union representative present at the company's expense. The completed report will then be submitted to and analysed by the Health & Safety Advisor 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.