

Policy Name:	Health & Safety Policy
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Health and Safety

Health and Safety Policy

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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 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 people who enter the offices 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 at least every 12 months.

3. Responsibilities

CILEx management will do all that is within its powers to ensure the health and safety of its workers and visitors. 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 Tittle	Name	Department
Health & Safety Advisor	Tony Bunce	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 perform the risk assessments for CILEx.

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 in the work place 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, as well of their colleagues, visitors and stakeholders.

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

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 a 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; First Aid Policy; Fire Safety Policy; Lone Working & Remote Working Policy; Adverse Weather; Contractor Management; PAT Testing; CCTV Code of Practice; HR Policies.

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 their risk assessments are communicated to the employees through the Health and Safety module in the eLearning sessions that every member of the staff need to complete before joining CILEx.

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 his or her 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 applicable 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's essential that every worker in the organisation is trained to perform his or her 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 the staff need to complete before joining CILEx.

D) Workplace Inspections

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

Regular inspections of the workplace will be conducted by the Health & Safety Advisor. In addition, inspections will be conducted in the relevant areas whenever there are significant changes in the nature and / or scale of our operations.

Workplace 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 in the workplace 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 in or around the workplace will be restricted to authorised persons.

All work equipment will be maintained in good working order and repair.

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.

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.

Manual Handling Operations (MHO) training will be provided online through the Health and Safety module in the eLearning sessions for staff members that require MHO training before joining CILEx.

Display Screen Equipment

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 eyesight tests is paid for the healthcare provider selected by the Group from time to time 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 and will be given further training and information whenever the organisation of the workstation is substantially modified or moved to another desk or location.

F) 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 office related activities don't employ any hazardous substances, but the cleaning process of the buildings does. CILEx will ensure that for all the tasks involving hazardous substances that are carried out in their name, 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 our own knowledge of the work process.

Hazardous substances training is provided online through the Health and Safety module in the eLearning sessions that every member of the staff need to complete before joining CILEx.

G) New or Expectant Mothers

It is the policy of CILEx to comply with the European Directive on Pregnant Workers 1992.

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 and unborn child or new or expectant mothers 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, the workers must report the fact to HR for a risk assessment to be carried out.

H) Fire Safety

Please see the Fire Safety Policy for details. CILEx's fire safety policy and procedures take account of special fire hazards in specific areas of the workplace.

The Health & Safety Advisor is responsible for ensuring compliance with fire safety and prevention codes, for reviewing company practices and procedures, inspecting fire prevention and protection equipment and for advising on safe practices and procedures.

The person with responsibility for the testing of fire alarms in CILEx Court, College House and Kempston Manor is the Facilities Manager. All workers have a duty to report immediately any fire, smoke or potential fire hazards to a manager. If a manager is not instantly available, then activate the Fire alarm point and ring the fire service (dial 999).

All workers 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.

The Health & Safety Advisor is responsible for the provision and maintenance of fire prevention and detection equipment.

Heads of Departments are responsible for keeping their operating areas safe from fire, ensuring that their workers are trained in proper fire prevention practices and emergency procedures.

Fire Detection Equipment

Smoke detectors and manually operated fire alarms are located at strategic points throughout the workplace. If a smoke detector sounds it is the responsibility of any worker present to evacuate the building and escort any visitor or person with disability out of the building and to the assembly point.

Fire Fighting Equipment

Fire extinguishers are located at strategic points throughout the workplace. Workers 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 worker should activate the alarm and evacuate the building

immediately.

Fire Doors

Fire doors designed to slow the spread of fire and smoke throughout the workplace have been installed at strategic points. Fire doors must never be blocked, jammed or tied open.

Fire Exits

Fire exits are located at strategic points throughout the workplace. Exit doors and corridors must never be locked, blocked or used as storage space.

Smoking

Smoking is prohibited in all areas of the workplace including the grounds.

Emergency Evacuation Procedure

In the event of the fire alarm being activated, or in any other emergency situation (such as a bomb scare), all workers must leave the building by the nearest available exit and assemble at the designated assembly point.

The designated assembly points for each department are:

Department	Assembly Point
All departments	North West Car Park

Practice fire drills will be conducted on a regular basis, but at least annually, to ensure worker familiarity with emergency evacuation procedures.

Evacuation Procedure for People with Disabilities (workers including staff, contractors and visitors)

Workers are responsible for ensuring that any people working with them are evacuated from the building in an emergency. Therefore, in the event of an evacuation alarm, workers should locate people with disabilities and ensure they are guided out of the building and taken to the assembly point.

Workers should also be aware that some people may experience difficulties in responding to a building emergency evacuation alarm.

To mitigate the risk to people with mobility impairments, they should not be taken above ground floor level as there are sufficient meeting rooms/training rooms on the ground floor. It is much quicker and safer to evacuate people with disabilities in an emergency from the ground floor. Please note lifts should not be used in an emergency.

People with visual or hearing impairments may also require assistance responding to an alarm and evacuating the building.

Fire wardens will assist with the evacuation of any people requiring assistance.

To ensure adequate provision is made in advance, workers (staff and contractors) with disabilities should ensure their colleagues know about any need

for assistance and workers should ask any visitors whether they need any particular arrangements to visit the premises.

If workers have an unexpected visitor who requires assistance, please contact the Director of Business Transformation or Health & Safety Advisor for advice.

The procedure will be reviewed, and reasonable adjustments made if people with disabilities require particular arrangements to be implemented for them.

I) 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, work place 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.

J) First Aid at Work

First aid trained employees are located in areas where personnel are concentrated around the workplace.

K) Buildings

The CILEx site is covered by this policy. The site includes, but is not limited to, the following premises:

Kempston Manor
CILEx Court & Portacabins
College House

The Health & Safety Advisor is responsible for reporting all cases of accident and disease to the Executive Committee.