



LIGHTHOUSE
FUTURES TRUST

Health & Safety Policy

Date Policy Drafted: June 2017

Date of Amendment Review: June 2018

Member of staff Reviewing Policy: Charity Administrator

Approved by Lighthouse Futures Trust:

Purpose of policy

1. Lighthouse Futures Trust takes health and safety issues seriously and is committed to protecting the health and safety of our staff and all those attending our premises. This policy is intended to help the charity achieve this by clarifying who is responsible for health and safety matters and what those responsibilities are.
2. This is a statement of policy only and does not form part of your contract of employment. This policy may be amended at any time by Lighthouse Futures Trust in its absolute discretion.

Who is responsible for workplace health and safety?

3. Achieving a healthy and safe work place is a collective task shared between Lighthouse Futures Trust and staff. This policy and the rules contained in it apply to all staff of Lighthouse Futures Trust, irrespective of seniority, tenure and working hours, including all employees, directors and officers, consultant and specific responsibilities of staff are set out in the section headed "Responsibilities of all staff" below.

Employer responsibilities

4. Lighthouse Futures Trust is responsible for:
 - a. Taking reasonable steps to safeguard the health and safety of staff, students and people visiting our premises.
 - b. Identifying health and safety risks and finding ways to manage or overcome them
 - c. Providing a safe and healthy place of work and safe entry and exit arrangements, including during an emergency situation
 - d. Providing and maintaining safe working areas, equipment and systems and, where necessary, appropriate protective clothing
 - e. Providing safe arrangements of the use, handling, storage and transport of articles and substances
 - f. Providing adequate information, instruction, training and supervision to enable all staff to do their work safely, to avoid hazards and to contribute positively to their own health and safety at work.
 - g. Promoting effective communication and consultation between the charity and staff concerning health and safety matters
 - h. If an epidemic or pandemic alert is issued, providing instructions, arrangements and advice to staff as to the organisation of business operations and steps to be taken to minimize the risk of infection.
 - i. Regularly monitoring and reviewing the managements of health and safety at work, making any necessary changes and bringing those to the attention of staff.
5. Any concerns about health and safety matters should be notified to the Charity Administrator.

Responsibilities of all staff

6. General Staff Responsibilities

All staff must:

- a. Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
- b. Co-operate with the charity generally to enable compliance with health and safety duties and requirements
- c. Comply with health and safety instructions and rules, including the rules on the safe use of equipment
- d. Keep health and safety issues in the front of their minds, and take personal responsibilities for health and safety implications of their own acts or omissions.

- e. Keep the workplace tidy and hazard-free
- f. Report all health and safety concerns to the Charity Administrator promptly including any potential risk, hazard or malfunction of equipment however minor or trivial it may seem
- g. Co-operate in the charity's investigation in any incident or accident which either has led to an injury or could have led to an injury, in the charity's opinion

7. Staff responsibilities relating to equipment

All staff must:

- a. Use all equipment as directed by any instruction given by representatives of management or contained within any written manual or operations of instructions for use and any relevant training
- b. Report any fault with, damage to or concern about any equipment (including health and safety equipment) or its use to the charity, who is responsible for maintenance and safety of equipment
- c. Ensure health and safety equipment is not interfered with
- d. Not attempt to repair equipment unless authorized and trained to do so.

8. Staff responsibilities relating to accidents and first aid

All staff must:

- a. Promptly report any accident at work involving personal injury, however trivial, to the charity so that details can be recorded in the Accident Book and cooperate in any associated investigations
- b. Familiarise themselves with the details of first aid facilities, and trained first aiders
- c. If an accident occurs ring the charity office and asks for the duty first aider, giving name, location and brief details of the problem
- d. The charity is responsible for investigating any injuries or work related disease, preparing and keeping accident records, and for submitting reports under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), where required.

9. Staff responsibilities relating to national health alerts

If an epidemic or pandemic alert is issued, all staff must comply and cooperate with all instructions, arrangements and advice, issued by the charity as to the business operations and steps to be taken by staff to minimize the risk of infection. Any questions should be referred to the Charity Administrator.

10. Staff responsibilities relating to emergency evacuation and fire

All staff must:

- a. Familiarize themselves with the instructions of what to do if there is a fire
- b. Ensure they are aware of the location of fire extinguishers, fire exits and alternative ways of exiting the building in an emergency
- c. Comply with the instructions of fire wardens if there is a fire, suspected fire or fire alarm (or a practice drill for any of these scenarios)
- d. Cooperate in fire drills and take them seriously (ensuring that any visitors to the building do the same), fire drills will be held at least once every 12 months
- e. Ensure that fire exits, fire notices or emergency exit signs are not obstructed or hidden at any time
- f. Notify the charity immediately of any circumstances (for example, impaired mobility) which may hinder or delay evacuation in a fire. This will allow the charity to discuss a personal evacuation plan for you, which will be shared with the fire wardens and colleagues working closely near to you.

On discovering a fire, all staff must

- a. Immediately trigger the nearest fire alarm, and if time permits, call the charity office and notify the location of the fire.
- b. Attempt to tackle the fire ONLY if they have been trained or otherwise feel competent to do so.

Nominated members of staff will be trained in the use of fire extinguishers.

On hearing the fire alarm, all staff must:

- a. Remain calm and immediately evacuate the building, walking quickly without running, following any instructions of the fire wardens
- b. Leave without stopping or collecting personal belongings
- c. Stay out of any lifts
- d. Remain out of the building until notified by a fire warden that it is safe to reenter

The charity is responsible for ensuring that fire risk assessments take place and changes made where required and for making sure there are regular checks of fire extinguishers, fire alarms, escape routes, signage and emergency lighting.

11. Risk assessments, display screen equipment and manual handling

Risk assessments are simply a careful examination of what in the workplace could cause harm to people. The charity will assess any risks and consider measures to best minimise any risk. The charity will carry out general workplace risk assessments when required or when reasonably requested by staff. Managers must ensure that any necessary risk assessments take place and the resultant recommendations are implemented. The charity is responsible for workplace risk assessments and any measures to control risks.

Staff who use computers for prolonged periods of time should try, where possible, to organise short breaks every few hours away from the computer screen, but may request a work station assessment and/or an eye test by an optician by contacting the Charity Administrator. The Charity Administrator will then provide you with more details and make arrangements if you would like to proceed.

Guidance on manual handling (for example, lifting and carrying heavy objects) can be obtained from the charity and where necessary training will be provided by the charity, but the charity will try to minimise or avoid the need for manual handling where there is risk of injury

12. Non-compliance with health and safety rules

Any breach of health and safety rules, or failure to comply with this policy will be taken very seriously and is likely to result in disciplinary action against the offender, in accordance with the charity's disciplinary policy, up to and including immediate dismissal.