

Health and Safety Policy

Organisation	St Giles Trust
Title	Health and Safety Policy
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Subject	Health and Safety
Protective Marketing	Internal

1. DOCUMENT CONTROL

This policy needs to be formally reviewed every year and when there are substantial legislative changes.

The current version of the policy, along with previous versions, shall be recorded below.

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	Version Notes	

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2. INTRODUCTION

St Giles Trust's (SGT) aims are to prevent accidents and cases of work-related ill health, as well as to provide adequate control of Health and Safety (H&S) risks arising from work activities. We will achieve this by undertaking relevant risk assessments and ensuring action required to remove or control risks will be carried out. We will check that the implemented actions have removed or reduced the risks and will report the findings of the risk assessments to all relevant staff. We will review assessments annually or when the work activity changes, whichever is soonest. The individuals identified in this policy have been allocated specific responsibilities.

3. STATEMENT OF POLICY

The H&S policy has been approved by the Board of Trustees and reviewed annually unless required due to a change in legislation or an incident. This policy is available on the Intranet.

The Health & Safety Executive (HSE) promotes a Plan, Do, Check, Act approach to achieve a balance between the systems and behavioural aspects of safety management. The management of H&S in SGT is an integral part of best practice and aligns with all relevant current legislation, approved codes of practice and guidance.

SGT encourages all staff, volunteers, visitors and particularly service users to participate in helping to develop and follow the H&S policies and procedures we put in place to control and maintain a safe and inclusive environment. As such any feedback on this policy or any improvements we could make, please [click here](#) to provide confidential feedback.

4. TABLE OF RESPONSIBILITIES

Responsible	Detail of Responsibility
Board of Trustees (BOT)	BOT have overall legal responsibility for the health, safety and welfare of. • Staff (including volunteers) • Members of the public engaged and involved with SGT services • Members of the public encountering SGT • Employees of other organisations working within SGT This duty is discharged in part, through the appointment of a CEO and further by other qualified staff (Internal Operations Department) in order to ensure that the following is place. • All reasonable and practical steps to ensure everyone's health, safety and welfare are taken • SGT is compliant with all legislation and applicable regulations • SGT develops and implements the appropriate and necessary systems and procedures including but not limited to ○ the management of fire risks in premises, ▪ contracting a Responsible Person under the Fire Safety (England) Regulations 2022 to complete a full Fire Risk Assessments in each of SGT premises; or ▪ obtaining the full Fire Risk Assessment from the Landlord for rented premises ○ Maintaining and oversight of Fire Detection and Fire Fighting Equipment, Evacuation routes, Fire doors etc • Maintenance and oversight of compliance certification such as Gas, Electrical, PAT, Asbestos (if applicable), EPC certifications. Sufficient resources are devoted to the H&S of the organisation

	The BOT will receive an annual report on the H&S arrangements SGT has in place, and any significant concerns or trends in incidents will be reported quarterly to the Leadership Team. Through these arrangements the BOT is able to reassure itself that health and safety matters are taken seriously and managed competently across SGT
Chief Executive Officer (CEO) and Leadership Team (LT)	The CEO has delegated responsibility from the BOT. In order to fulfil this responsibility, the CEO and LT will. • Appoint a competent person, sufficient for the size and nature of the organisation (Director of Internal Operations and the Organisational Facilities Manager) • Ensure a Statement of Intent is in place demonstrating a clear commitment to H&S principles and legislation • Ensure the implementation of the H&S Statement of Intent, policies and arrangements within their areas of responsibility • Take into account and act on advice given by competent persons regarding statutory requirements affecting SGT and the management arrangements in place to meet these • Provide adequate funding and facilities to meet the requirements of the H&S Statement of Intent Support the development of a positive H&S culture and hold their Management Team to account for delivering the same.
Director of Internal Operations (DIO) and Organisational Facilities Manager (OFM) are the Competent People (CP)	The CP is responsible for making recommendations to the BOT, CEO and LT of SGT in respect of the • Implementation of the systems, procedures and practical measures necessary to ensure, as far as is reasonably possible, the health, safety and welfare of all people affected by the work of the organisation • Actions needed to ensure SGT is compliant with all legislation and applicable regulations • Resources that need to be devoted to the health and safety function

	• The SSM is one of the Competent people to oversee H&S activities (and is NEBOSH qualified) • He/she is responsible with DIO for advising BOT and LT of any matters of which, in their view, should be made aware and requires a response. • Undertaking a review of the H&S Statement of Intent, policies and associated documentation on a periodic basis, or as required due to operational changes • Ensuring that all statutory reporting required by the Health and Safety at Work etc. Act 1974 and all associated Regulations (e.g. RIDDOR Reporting) is undertaken • Developing and maintaining information systems to ensure SGT is able to measure the effectiveness of health and safety arrangements and plan its priorities to meet organisational and statutory requirements • To alert LT to any significant organisational risks, trends and issues with recommended or necessary management response • Provision of in-house training programmes to ensure staff and volunteers are adequately trained • Manage the communication of matters relevant to the H&S of staff and volunteers
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Managers and Team Leaders are responsible for day-to-day safety in their areas and must ensure that all employees, contractors, and visitors comply with safe systems of work.

All staff, regardless of status, has a legal duty to take reasonable care of their own H&S and for that of others who may be affected by their acts or omissions. Failure to comply with safe systems of work, instructions or processes could result in disciplinary action. H&S is everyone's responsibility so please ensure you are looking out for yourself as well as your colleagues and clients.

Overall responsibilities of all staff, volunteers, clients and visitors.

- Cooperate with all H&S policy and procedures
- Not interfere with anything provided to safeguard their H&S

- Take reasonable care of their own H&S and that of others
- Report all H&S concerns to an appropriate person (Line Manager)

5. HEALTH AND SAFETY (H&S) OBJECTIVES

St Giles Trust is committed to the following H&S objectives:

- Ensuring staff are competent in their work discipline, aware of their H&S responsibilities and do not put themselves or others at risk when undertaking their duties.
- Having a training plan, which identifies H&S training needs for all staff, this is currently part of the staff induction process through E-learning.
- Maintaining a process through which we can identify, assess and manage hazards that people may be exposed to.
- Maintain an effective and thorough reporting and investigation process for all work-related accidents or ill health issues.
- Ensuring that new and existing staff and volunteers understand and implement the policy.
- Regularly reviewing the H&S policy and activity at least annually or after a major incident.

6. OVERVIEW OF DUTIES

With the aim to maintain the health, safety and welfare of all, the management regulations cover a wide range of ACOP (Approved Codes of Practice) including legal requirements such as: fire precautions & emergency exit, use of electrical equipment, lone working, risk assessment & investigation, first-aid, accident reporting, welfare at work, COSHH, control measures, monitoring, auditing, reviewing, consultation with employees, employing competent employees, etc.

SGT will carry out suitable and sufficient risk assessments under Regulation 3 of the Management of Health and Safety at Work Regulations 1999 to identify hazards, evaluate risks, and implement control measures. Risk assessments will be reviewed regularly, particularly when there is a significant change in working practices, legislation, or following an incident. These assessments will cover employees, contractors, visitors, lone workers, pregnant employees, young persons, and remote workers.

Where applicable, dynamic risk assessments will be used for tasks or environments that change frequently. All risk assessments will be documented, and their findings communicated clearly to affected individuals.

7. INDUCTION AND TRAINING

All staff and volunteers are provided with information and training relevant to their roles. As a new starter to the organisation and as part of the on boarding process, the relevant policies and training is provided, and completed/agreed to within the first month of employment commencing using People First and LMS.

SGT complies fully with the Fire Safety (England) Regulations 2022 and the Regulatory Reform (Fire Safety) Order 2005.

As such the Organisational Facilities Manager will procure the services of a Responsible Person, namely Fire Risk Assessor to undertake a Full Fire Risk Assessment which is to be reviewed every 5 years or if there has been any there any significant change to the building design or programme which is delivered within it .

The Organisational Facilities Manager, Central Support Coordinator Manager and Central Support Coordinators will ensure that:

- Evacuation plans are in place and tested through regular drills
- Firefighting equipment, Fire Detection Equipment, Emergency Lighting, and Signage are maintained
- Wayfinding signs and floor plans are displayed (where applicable)
- Fire safety information is provided to employee, volunteers and visitors.

Ongoing H&S Training is available for all staff and volunteers to ensure they are aware of management arrangements including policies, procedures and processes. We currently use eLearning for all H&S training courses through the organisational Learning Management System (LMS). Courses cover subjects including Health & Safety Essentials; Fire Safety; Display Screen Equipment; Slips, Trips and Falls (if you would like a full list of courses available, please contact Skills Centre).

First Aid at Work and Fire Marshall Training is provided to each office to ensure we have adequately trained staff on site to deal with an emergency should it occur. The central training record for H&S is held by the Skills Centre and can be shared upon request. To ensure staff remain trained, regular reminders are sent out and followed up.

8. RISK ASSESSMENTS

All work associated with SGT, including support functions at office bases, must be risk assessed, and appropriate action taken to eliminate risks or reduce them to an acceptable level.

There are no fixed rules on how a risk assessment (RA) should be carried out, but there are a few general principles that should be followed. Five steps to risk assessment can be followed to ensure that your risk assessment is carried out correctly, these five steps are:

8.1. Identify the hazards

In order to identify hazards, you need to understand the difference between a 'hazard' and 'risk'. A hazard is *'something with the potential to cause harm'* and a risk is *'the likelihood of that potential harm being realised'*. Hazards can be identified by using a number of different techniques such as walking round the workplace or asking your employees.

8.2. Decide who might be harmed and how

Once you have identified a number of hazards you need to understand who might be harmed and how, such as 'lone working in the community, or members of the public.

8.3. Evaluate the risks and decide on control measures

After 'identifying the hazards' and 'deciding who might be harmed and how' you are then required to protect the people from harm. The hazards can either be removed completely or the risks controlled so that the injury is unlikely.

High Risk – Where serious risk of harm has been identified, the potential event could happen at any time and its impact would be serious.

Moderate Risk – where a risk of serious harm has been identified, the impact would be serious, but the event is not thought to be likely at the moment unless a change of circumstances occurs.

Low Risk – Where there is no evidence to suggest at the time that harm could occur

Record your findings and implement them:

Type of Risk Assessment	Conducted by	Reviewed when;	Responsibility
Client Risk Assessment	Manager/Staff/Volunteers at the start of working with a client	Best practise is. High Risk – weekly (discuss with caseworker) Medium Risk – Monthly (supervision) Low Risk – Quarterly (supervision) Or as a change in risk factors happens	Team Manager
Workplace Risk Assessments (Offices, Prisons or other space we use for day-to-day work)	Competent Person within the Internal Operations Department or External contractor	Annually or with any relevant changes to the space	Organisational Facilities Manager/ Central Support Coordinator Manager/ Central Support Coordinators /Head of Service/External Provider
Full Fire Risk Assessment	Procured by an external Fire Risk Assessor	Every 5 years or if there have been any there has been any significant change to the	Procured by Organisational Facilities Manager/

		building design or programme which is delivered within it	Central Support Coordinator Manager/ Central Support Coordinators
Fire Risk Assessment Review	Competent Person within Internal Operations Department or External contractor (every five years)	Annually and or if there has been no significant change to the building design or programme which is delivered within it	Organisational Facilities Manager/ Central Support Coordinator Manager/ Central Support Coordinators /Head of Service/ External provider
Activity Based Risk Assessments (Any activities away from Workplace i.e. Sailing Trip with clients)	Team conducting the Activity	One off RA for the Activity unless it is a regular event then should be reviewed annually	Staff / Team Manager

8.4. Review your assessment and update if necessary

Where applicable, dynamic risk assessments will be used for tasks or environments that change frequently. All risk assessments will be documented, and their findings communicated clearly to affected individuals.

If you or an individual you are managing becomes pregnant, as soon as appropriate you should carry out a Pregnant Worker Risk Assessment, please contact The People Team for support in completing this. This is to allow for any adjustments to be made. This is to allow for any adjustments to be made. As an

organisation we carry out the following types of RA and below outlines who is responsible for conducting those, as well as when they should be reviewed.

9. INCIDENT/ACCIDENT & NEAR MISSES

SGT has a policy on Accident Reporting which is separate to this policy and can be found on the intranet. All accidents and incidents should be reporting by using the [interactive form](#) a copy of which is attached to the above mentioned policy. It is important for us to record and review all accidents and incidents as well as near misses to ensure that any patterns identified can be dealt with to help minimise the risk of it happening again. Please check if unsure if this is an incident/accident or a safeguarding issue as these are different things.

After each form is completed, it is reviewed by the SSM and any actions taken as soon as reasonably possible. All forms are sent to the Executive and Leadership Team monthly.

10. HEALTH & SAFETY INFORMATION

10.1. Staff and Volunteers

At each location where St Giles Trust is responsible for the office space must have a notice board which displays all necessary H&S information. It is the responsibility of the manager at each location to ensure this noticeboard is kept up to date. St Giles Trust has a legal duty under the H&S Information for Employees Regulations to display the approved [H&S law poster](#) in a prominent position in each workplace. Where it is not possible to have a notice board e.g. in an open-plan shared office, or a prison employees will be provided with a copy of the approved leaflet and a copy kept in a file with all relevant health and safety information, readily available to staff.

10.2. Visitors

All visitors to SGT services must be provided with information on any identified risks, emergency procedures including evacuation procedures, location of first aid provision and the location of available welfare facilities. A visitor signing in and out procedure must be operated to inform a roll call in the event of an emergency evacuation as well as to ensure building security. Any personal information in the visitor's log must be destroyed in line with GDPR requirements.

11. ELECTRICAL SAFETY

What does it mean? Under The electricity at work regulations 1989, only competent, qualified and authorised persons should carry out work on any electrical system or equipment.

The processes necessary to protect employees are set out below.

Any damage to electrical equipment which is fixed items like sockets, luminaries (lights) and trunking should be reported and not used until it has been declared safe to use.

Some of the hazards to look for:

- Damage to socket faces (cracked or broken)
- Sockets with lost/missing screws/Broken trunking
- Damage to trunking or missing covers
- Luminaries (lights) flickering or making any noise

Any damage to portable electrical equipment (which is any item with a plug) should be reported and not used until it has been declared safe to use.

SGT endeavours to have all electrical equipment checked by a competent person i.e. a (PAT) Portable Appliances Test with a minimum of twelve months and a unique ID number registered. St Giles Trust is not in the practice of taking electrical appliances from staff for use at work and would encourage all employees not to bring in personal electrical equipment.

All employees are to take care not to overload extension lead or multi adaptors when using equipment and remember to switch off all non-essential electrical equipment and Luminaries (lights) at the end of each day. Any concern should be reported immediately to your manager or Regional Coordinator/Office manager.

12. COMPUTER OPERATIONS & WORKSTATIONS

It is the policy of SGT that staff and volunteers will be assessed if required to determine whether or not they have any additional requirements for their workstation when using CPU equipment. This assessment will be carried out by completing a self-administered Display Screen Equipment (DSE) questionnaire. This will then determine whether or not any further action is required. If so, a further assessment will be carried out by the line manager.

The law relating to the use of DSE, such as computers, is covered by the **H&S (Display Screen Equipment) Regulations 1992** (the DSE Regulations). These Regulations set down a series of minimum standards for the workstations used by DSE users. This includes seating, lighting levels and workstation layout. We have also incorporated the amendments made to these Regulations in 2002. The Guidance to the DSE Regulations defines a “user” as someone who uses a computer for “continuous spells of an hour or more at a time” on a “more or less daily” basis.

12.1. DSE Procedures

In order to comply with the DSE Regulations, SGT has introduced some procedures which are to be followed by all staff (this includes Laptop and Homeworkers) these are as follows:

- All new employees who are required to use computers as part of their job role will be asked to complete a self-assessment DSE questionnaire as part of their induction process. It is the duty of the employee’s line manager to provide this to the employees within their probation period. The form to complete this can be found on the intranet.
- Where the questionnaire identifies problems, such as glare, it is the responsibility of the individual’s line manager to ensure that these are rectified with the support of the Internal Operations Department to make reasonable adjustments.
- Staff are actively encouraged to rotate their job tasks in order to spend at least ten minutes in every hour away from the computer screen. This time should be spent engaged in other work duties not relating to the CPU. If any employee feels that their workload does not permit adequate breaks, this should be brought to the attention of the individual’s line manager
- Where necessary, staff will be provided with training and information in order to help them set up their workstation correctly.

12.2. Employee duties

Employees are expected to complete the self-assessment DSE questionnaire and return them as directed in the form. They are also required to set up and operate their workstations correctly. In the unlikely event that any difficulties are experienced with workstations, employees should bring this to the attention of their line manager as soon as possible.

12.3. Eye tests

Any employee who has been designated as a DSE user has the right to request a free eye test. It is the employee's responsibility to make arrangements to have the eye test carried out. Following the initial eye test, the frequency of any follow-up tests will be decided solely by the optician. Employees will need to consult with their Line Manager and agree the cost before booking the appointment; any costs incurred from this can be claimed back using the Out-of-Pocket expenses.

12.4. Glasses

The Trust will only pay for spectacles if the test shows you need special corrective appliances (normally spectacles) that are prescribed for the distance the screen is viewed at. If an ordinary prescription is suitable for your DSE work, then the Trust does not have to pay for your spectacles. The maximum value of contribution will be £55.

13. FIRE & EMERGENCY EVACUATION PROCEDURE

Each SGT Location (not including prisons) has a fire evacuation plan including a personal fire evacuation plan for anyone who has a disability which is known to the organisation. Fire and Emergency procedures for prisons are recorded as part of the general office risk assessment and any actions raised with the responsible person within the prison.



When someone new starts with SGT as part of their induction process, they will be required to complete H&S Training, they should be shown the fire exits by their line manager along with the evacuation point.

13.1. Fire Risk Assessments

There is a fire risk assessment carried out at each office and is reviewed every 5 years or if there has been any significant change to the building design or programme which is delivered within it.

This will be completed through the procurement of an external Fire Risk Assessor or will be provided by the landlord of a rented serviced office.

13.2. Whistle Blowing

If you notice someone i.e. employees, clients or visitor acting suspiciously or committing an act that has the potential to cause serious harm, damage or loss of life, please inform a manager immediately, failing that if the risk is immediate and imminent call 999. If you wish to remain anonymous when divulging information SGT will respect your request (please refer to the [Whistle Blowing Policy](#)).

13.3. Fire – Those people at risk

Any staff or volunteers that have mobility or other impairments will be required to complete a Personal Emergency Evacuation Plan (PEEP) who in an emergency will be assisted by the fire marshal in the office where they work. If you would like to ensure you have assistance should this be needed please email the Organisational Facilities Manager confidentially so that a PEEP can be completed. We will need to share this plan with the local fire marshal to ensure it is actioned in case of emergency.

Service users which are likely to use our offices could have problems relating to drug and/or alcohol use and/or physical and/or mental health conditions. Some clients need to be more heavily supervised than others. In the event of fire, the client's case worker would take responsibility for their safety. If you have any concerns in regard to this, please raise it with your manager.

Where St Giles Trust is working with young people or elderly it is the responsibility of the caseworker to ensure that the fire evacuation procedure is followed, and to account for the person following a full evacuation or emergency situation.

Each location has a process regarding general H&S and Fire Safety. This covers the following areas.

- Fire Prevention
- Fire Hazards
- People at Risk
- What to do in the Event of Fire
- Fire Equipment – what and where it is including testing
- Fire Safety Training – who is trained, and when their training expires
- First Aid Training – who is trained, and when their training expires. Location of first aid boxes
- Manual Handling
- Map of Fire Evacuation

13.4. Fire Safety Training

In each SGT location where possible a minimum of 2 staff are trained in fire safety. This is reviewed regularly by the Regional Coordinators to ensure there is adequate cover. If you have any training concerns, please contact the Skills Centre

As part of ongoing training the fire alarm in each SGT Location should be tested weekly and record kept of the test. Any actions from the testing should be completed as soon as possible.

All stairwells, corridors and fire exits must be kept clear at all times.

14. FIRST AID POLICY AND PROCEDURE

It is SGT policy to provide first aid support to someone if they are injured or become unwell at work, and as such we comply with **The H&S (First Aid) Regulations 1981**. It is our policy to have at least 1 trained first aider in each of locations who will provide first aid support as and when necessary. First Aiders are not legally permitted to give any medication to anyone.

Each location has a First Aider notice in appropriate areas listing who is the trained first aider, and where the nearest first aid box can be found. Some of the offices have access to defibrillators, these maybe within the office or part of the building. This should be part of your building induction,

If you would like a list of who your first aiders are or would like to be trained, please contact the Skills Centre. All first aiders have First Aid at Work training and are renewed every 3 years. Each SGT Location has access to a First Aid box, and it is the responsibility of the Regional Coordinator to check this is adequately stocked and items are in date



14.1. First Aid Emergency Situation

When a first aider thinks that a casualty needs urgent medical treatment, the first aider will arrange for the casualty to be taken to the nearest hospital accident & emergency department – if the first aider thinks it necessary, an ambulance will be called. If the situation isn't an emergency but the casualty does need to go to the hospital, then we will call a taxi. Either the first aider will remain with the casualty and accompany them to the hospital, or they will ask a friend or other appropriate member of staff to stay with them. When appropriate or if asked to by the casualty, we will contact their next of kin.

If an emergency does arise in the office, please ensure you stay calm and do not congregate over the person who has fallen ill. Where possible please ensure that only the first aider and 1 other is with the person. This is to ensure safety at all times as well as the dignity of the person who is unwell.

Each time the first aider is called to an incident it should be recorded using the Accident and Incident procedure which can be found [here](#).

15. MANUAL HANDLING (LIFTING) & WORKING AT HEIGHTS

The Manual Handling Operations Regulations 1992 (amended 2002).

All manual handling tasks should be avoided wherever possible. However, where this is unavoidable the line manager must undertake a risk assessment of the staff member, the environment and equipment/load; each office should have one staff member trained in manual handling. This training can be provided to any member of staff through the LMS training portal as it is an e-learning course.

The following items represent the highest risk:

- Stationery; books, files etc.
- Printer paper
- Tables, chairs and furniture generally
- Computer equipment & accessories

Short Guide from HSE on Manual Handling (www.hse.gov.uk – Indg143 booklet)

15.1. Working at Heights

Working at Height regulation 2005 (amended 2007)

Staff or contractors can undertake work up to ceiling level using a platform support system. A step ladder may be used for simple tasks (changing a light bulb or getting files) where three points of contact can be maintained at all times. Any step ladder or podium must be bought from an approved supplier and CE Marked; each office should have one staff member trained in working at heights. This training can be provided to any member of staff through the LMS training portal as it is an e-learning course.

Contractors will be required to complete a permit to work and a separate risk assessment when their work involves the use of ladders.

When using a ladder: Ensure that suitable footwear is worn i.e. no heels and that the infirmed or expectant mothers are heavily supervised or discouraged from engaging in the task.

*****After use, all ladders must be returned to these fixed points*****

If an accident or incident occurs as a result of working at heights, an accident & incident report must be completed and RIDDOR informed; for further information please refer the Accident and Incident Policy which can be found [here](#).

16. NOISE POLLUTION

The Control of Noise at Work Regulations 2005

Noise hazards are low-risk due to the office-based nature of the majority of SGT's work. However, photocopiers and other support equipment can reach threshold limits. SGT will:

- Ensure only low noise equipment is procured
- Identify noisy areas
- If necessary, commission a noise survey to be undertaken
- If appropriate provide information to staff on the hazards of noise

The normal level of noise in an office can range between 40–50 (db) Decibels, which are below the legal Lower Exposure Limit of 80 db. This means that protective equipment is not necessary for work carried out at SGT.

17. VENTILATION AND AIR-CONDITIONING POLICY / PROCEDURE

SGT aims to ensure that there is adequate ventilation within all working environments to ensure staff are comfortable during their working hours. SGT is committed to assessing the environment and making relevant changes to a reasonably practicable level. The H&S at Work Act 1974 enforces the responsibilities of employers, self-employed and employees at work ensuring that specific control measures are taken, and preventative equipment is in place.

We try to make sure all our offices have a good air flow and ventilation whenever possible due to COVID 19 this is one of the points managers are to include when sourcing new locations.

When the working environment is stuffy or hot due to the weather, staff must ensure that they use all preventative equipment (Air-con, Air-coolers, Fans) provided to reduce the level of heat.

Where air-conditioner equipment is available it must be used in line with the manufactures guidelines i.e. Windows to be shut with the pipe outside of the window to allow the machine to cool the air. If the cooling equipment requires water, you need to be aware of the possibilities of electric shock which can cause serious harm to health and even fatalities. When adding water to the cooler, please ensure that you dry the container and your hands thoroughly before switching the equipment on from the mains or the standby button. In the event of an incident occurring please call the first aider and/or the medical services ASAP.

18. SAFETY & ENVIRONMENTAL REMINDER

SGT is committed to raising the issue of sustainability through the Trust and would ask that all staff turn off all electrical equipment via the machine or preferably switch equipment off by the mains.

Additionally, to this please ensure that you shut and lock all windows and doors at the end of the day.

Last one out to make final check of office security

Related Policies and Process.

- Health & Safety Accident and Incident Policy
- Health and Safety Process for each site
- Lone Working
- Environmental and Waste Management Policy
- Whistle Blowing Policy

19. APPENDIX

a. SGT Accident and Incident Report

St Giles Trust Health & Safety Accident & Incident Report Form

Section 1. To be completed by member of staff involved or dealing with incident			
Name of person completing form		Job Title	
1. Detail of Incident			
Team/Service affected by incident	Date on incident	Date reported	Location of incident
Staff involved	Clients Involved	Witnesses	
2. Describe Incident/Accident			

(Attach another sheet if needed)

3a. Accident

Action		Body part injured					
First Aid only		Head		Leg		Eye	Other (please detail)
Required Dr/Ambulance		Neck		Knee		Face	
Hospitalised		Arm		Ankle		Chest	
Time loss		Hand		Foot		Back	
No injury/near miss		Finger		Toe			

Nature of injury

Abrasion		Laceration		Burn		Occupational illness	
Bruise		Fracture		Foreign body		Other (please detail)	
Sprain/Strain		Puncture		Loss of consciousness			

3b. Incident

Nature of incident

Serious damage to property		Harassment		Fire	
Threatening behaviour/serious abuse		Sexual assault		Death	
Physical assault on client		Suicide attempt		Theft	
Physical assault on staff		Use or suspected use of drugs		Loss of property	
Other (please detail)					

Where any emergency services called (add reference number)

Police		Fire Service	
Ambulance		Other	

4. What was the outcome of the accident/incident?

(Any harm to staff/clients or damage to property)

5. How was the incident resolved? (What procedures were followed)
6. What factors may have contributed to the accident/incident? (Any triggers/event which may have led up to the behaviour/incident)
(Include your own recommendations to avoid a repeat)

Authorisation

Line Manager:

Signed: _____

Date: _____

Received by Support Service Manager:

Signed: _____

Date: _____

Reviewed by Director of Resources:

Signed: _____

Date: _____