



BLACKBURNE HOUSE

Health and Safety Policy

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1.0 Policy Statement

Blackburne House Board of Directors and The Executive Leadership Team are committed to ensuring the health, safety and welfare off all its staff, students, children, volunteers, contractors and visitors so far as is reasonably practicable. We will take steps to ensure compliance with the relevant statutory provisions.

The Board expects staff, students, volunteers, contractors and visitors and other employers who work at Blackburne House to share this commitment by complying with BBH policies and procedures, and to understand that they too have legal and moral obligations to themselves and one another.

Blackburne House Group is committed to implementing the following objectives:

- To integrate health and safety planning into Blackburne House mainstream planning cycles
- To support a positive health and safety culture where everyone is aware of, and meets their responsibilities for the safety of themselves and others
- To define the health and safety responsibilities of all members of Blackburne House
- To ensure that all staff have the knowledge and competence they need to meet their individual and collective responsibilities
- To provide competent specialist advice to support good decision making
- To maintain and document an effective health and safety management system
- To involve, consult and communicate with all staff and students on health and safety issues
- To measure, monitor and review health and safety performance
- To provide the resources necessary to meet Blackburne House Group’s health and safety obligation

The overall responsibility for this policy lies with the Board of Directors which gives delegated authority to the CEO to take specific responsibility for Health and Safety who

will liaise on these matters with the Board, Executive Leadership Team and the Health and Safety Committee for implementation.

The Board will define and keep under review the organisation it needs to implement the policy. This will include defining the specific health and safety responsibilities of managers and staff in areas of policy making, line management and advice.

Implementation of the Policy

Department Managers are responsible for the management of health and safety and are therefore responsible for putting policy into practice within their department. The Health and Safety committee will support them in this endeavour and will advise on standards to adopt.

Review

The Board is committed to reviewing and developing its health and safety policy and the organisational and other arrangements required to deliver it. It will review the health and safety management system at least once every five years and will initiate additional reviews if circumstances so required

Signed _____ ---

Position _____

Dated _____

2.0 Responsibilities

2.1 The Board

2.1.1 The Board is responsible for ensuring that Blackburne House complies with the requirements of:

- a) The Health and Safety at Work Act (1974) and the relevant statutory provisions including workplace (health, safety and welfare) regulations 1992 and the management of health and safety at work regulations (1999.) and any other current and relevant legislation that may come into force subsequently.
- b) All relevant fire safety legislation
- c) This Policy; and
- d) All procedures that comprise Blackburne House Health and Safety Framework.

2.1.2 Shall ensure that the necessary resources are made available to comply with the above stated requirements.

2.1.3 Shall ensure that the policy is reviewed annually and in the light of any failure of the system and/or changes in statutory legislation.

2.1.4 Shall ensure that adequate resources are made available to implement this policy and carry out any necessary remedial action or amendments to this policy.

2.1.5 Shall appoint wherever necessary external consultants to assist Blackburne House in the development and implementation of its Health and Safety Framework.

2.1.6 Shall ensure that all procedures that comprise Blackburne House Health and Safety Framework are implemented.

2.2 Chief Executive Officer (CEO)

2.2.1 Shall ensure that the necessary resources are made available to comply with the above stated requirements.

2.2.2 Shall ensure that all employees are provided with such information, instruction, training and supervision as is necessary to allow them to comply with the above stated requirements.

2.2.3 Shall ensure that all procedures that comprise Blackburne House health and safety framework are implemented.

2.2.4 Shall review this policy annually and in the light of any failure of the system and/or changes in statutory legislation and report any recommended changes to the Board.

2.2.5 Shall ensure that all procedures that comprise Blackburne House Health and Safety Framework are:

- a) Implemented;
- b) Reviewed annually and in the light of any failure of the system and/or changes in statutory legislation take any necessary remedial action or amendments recorded and communicated to those responsible for implementing the procedure.

2.2.6 Shall ensure adequate resources are made available to implement any necessary remedial action or amendments to any procedures that comprise Blackburne House Health and Safety Framework.

2.2.7 Shall appoint where necessary external consultants to assist in the development and implementation of Blackburne House Health and Safety Framework.

2.3 Directors (Executive Leadership Team)

2.3.1 Blackburne House Executive Leadership Team is accountable to the Chief Executive for ensuring safe and healthy working conditions.

2.3.2 The Directors are responsible through their departmental/line managers for:-

- a) Implementing within their own directorate Blackburne House Health and Safety policies, procedures and instructions.
- b) Ensuring that the directorate within their control provides a safe and healthy working environment.
- c) Maintaining safe patterns and methods of working by staff under their control.
- d) Ensuring departmental/line managers have the responsibility for Health and Safety clearly defined in their job description and is appraised on this aspect.
- e) Ensuring that their staff receives appropriate training and information to enable them to work safely.
- f) Reporting, in accordance with the given procedure, all hazards arising in the work area for which they are responsible.
- g) Allocating financial and physical resources required to implement policy objectives.
- h) Ensure that all staff are familiar with the departmental fire procedure.

new staff within their Directorate: -

- i) Ensuring, through their departmental/line managers, where appropriate, that all
 - j) Are given adequate instructions and training to fulfil their duties safely.
 - ii) Are made aware of, and comply with, relevant safety policies and procedures.
 - iii) Understand and comply with fire precaution and security arrangements.

2.4 Director of Projects and Business Development

- 2.4.1 The Board have appointed the Director to take responsibility for Health and Safety who will liaise on these matters with The Senior Management Team, Board of Directors and Health and Safety Committee.
- 2.4.2 Shall be responsible for the operational management of Health and Safety throughout Blackburne House Group.
- 2.4.3 Shall ensure that the Building Services department is adequately resourced to ensure continued development of Blackburne House Health and Safety Strategy.
- 2.4.4 Shall advise the Board of Directors through the Chief Executive Officer areas for improvement.

2.5 Building Services Manager

- 2.5.1 Shall ensure that Blackburne House Group property comply with the requirements of:
 - a) The Health and Safety at Work Act (1974) and the relevant statutory provisions;
 - b) All relevant fire safety legislation;
 - c) This policy; and
 - d) All procedures that comprise Blackburne House Health and Safety Framework.
- 2.5.2 The Building Services Manager will perform the following functions on behalf of the organisation but this in no way absolves managers of their responsibilities:
 - a) Receives and initiates action on hazard/incident reports.
 - b) Assists Managers and safety representatives in ensuring that the environments in which staff work is in a safe and healthy condition.
 - c) Acts in an advisory capacity at the Health and Safety Committee to ensure effectiveness.

- d) Monitoring Health and Safety performance of all employees, visitors, and contractors on Blackburne House Groups Premises.
- e) Advises the Board through the Executive Leadership Team areas for improvement.
- f) To collect and analyse incident data for trends and recommend any necessary action.
- g) To undertake annual health and safety audits of all Blackburne House sites within the Group.

2.5.3 The Building Services Manager has the organisations authority to enter departments at any time to obtain information relating to an incident and to interview any member of staff in the course of any investigation, or audit.

2.6 Departmental/Line Managers

2.6.1 The Departmental/Line Manager are directly accountable to their Directors/Managers for ensuring that rules and procedures in relation to their staff are interpreted correctly and implemented in their entirety. Their specific responsibilities are to:

- a) Maintain safe patterns and methods of working by staff under their control.
- b) Ensure the adequate induction of all new staff emphasising the health, welfare, and safety aspects of their duties.
- c) Ensuring that their teams receive appropriate training and information to enable them to work safely.
- d) Ensure that all relevant policies, procedures, and assessments are brought to the attention of, and made available to, the staff under their control, and appropriate warning notices and all instructions are prominently displayed.
- e) Identify actual and potential hazards in the workplace and ensure either their removal, where possible, or that risk is minimised in accordance with the given procedures.
- f) Ensure that equipment used in the department is safe and adequate for the purpose for which it is intended.

2.7 Employees

2.7.1 Under health and safety legislation, each employee as work has the following responsibilities: -

- a) To take reasonable care for the health and safety of themselves and of other people who may be affected by their acts and omissions at work.
- b) To co-operate with the employer, or any other person apart from the employer, who has a duty or responsibility under health and safety legislation, in order that

these duties and responsibilities can be carried out. I.e. wearing of safety equipment etc

- c) To avoid either intentionally or recklessly interfering with or misusing anything provided in the interest of health and safety.
- d) If Individuals become aware that they are in a situation involving immediate risk to themselves or others, they should where possible make the situation safe by stopping the work process if necessary. They should immediately contact their Line Manager and safety representative.
- e) Report and co-operate in any investigation of accidents or incidents.
- f) Failure by an employee to comply with any aspect of Blackburne House Groups Health and safety policies and procedures may be regarded as misconduct and may lead to disciplinary procedures.

3.0 Monitoring

- 3.1 The CEO shall be responsible for health and safety and shall monitor the implantation and effectiveness of this policy with assistance from the Executive Leadership Team and designated competent person.

It will be reviewed:

- a) Annually;
- b) In the light of any failure of the system;
- c) In the light of any changes in legislation.

3.1.1 All reviews shall be documented, and a report sent through the normal reporting channels to ELT and The Board of Directors,

3.1.2 The ELT will review all reports sent to them and where necessary ratify any proposed revisions to the organisations policy.

4.0 Fire and Emergency Procedures

4.1 Blackburne House shall be.

- a) Establish and where necessary give effect to appropriate procedures to be followed in the event of serious and imminent danger to persons at work in their undertaking.
- b) Nominate a sufficient number of competent persons to implement those procedures in so far as they relate to the evacuation of persons at work in their undertaking from the premises;
- c) Provide sufficient information, instruction and training and supervision necessary to:

- i) Ensure the health and safety of all employees in the event of serious or imminent danger to persons at work in their undertaking:
 - ii) Ensure the health and safety of persons not in direct employment but for Blackburne House in the event of serious and imminent danger to persons at work in their undertaking:
 - iii) Ensure the health and safety of Students and Clients under the control of Blackburne House in the event of serious and imminent danger to persons within their undertaking:
 - iv) Enable Managers and Supervisors to implement this policy.
- d) Take all measures, in so far as is reasonably practicable, to monitor the effectiveness of this policy;
- e) Ensure that all employees and students of Blackburne House are provided with sufficient information, instruction and training and supervision as is necessary to enable them to comply with local fire and emergency procedures.

4.1.2 Fire Risk Assessments

- a) The CEO (or their nominated representative) shall ensure that a Fire Risk Assessment is carried out at all locations occupied by Blackburne House.
- i) Annually
 - ii) Following any building works or office moves
- b) A Competent person appointed by the CEO shall carry out fire risk assessments.
- c) All fire risk assessments shall be held in the fire Logbook on site and actions arising implemented by appropriate managers.
- d) Signs and notices complying with current legislation will be displayed prominently within Blackburne House premises .

4.2 First Aid

4.2.1 Blackburne House Shall:

- a) Provide such equipment and facilities that are adequate and appropriate for enabling first aid to be rendered in the event of employees, students or visitors being injured or becoming ill;
- b) Maintain suitable numbers of qualified first aid personnel to deal with minor accidents and emergencies within the workplace;

- c) Ensure that all employees and students are informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel;
- d) Ensure that all employees are provided with sufficient information, instruction and training and supervision as is necessary to comply with first aid procedures.

4.3 Accident Reporting

4.3.1 Blackburne House shall in accordance with the requirements of current statutory legislation, ensure that all:

- a) Accidents are recorded;
- b) Prescribed injuries, diseases, and dangerous occurrences are reported (RIDDOR) those that involve students will also be reported to the Skills Funding Agency Health and Safety Team
- c) Employees and students are provided with the necessary information, instruction and training to enable them to comply with accident reporting procedures.

4.3.2 All Employees shall report all accidents, incidents and near misses that involve them, or other employees, students, contractors clients and volunteers under their control, as soon as practicable, where they occur:

- a) On Blackburne House premises;
- b) Whilst working for Blackburne House away from the Blackburne House premises.

4.3.3 All Employees shall comply with the Blackburne House procedures for Accident and Incident Reporting.

4.4 Risk Assessment

4.4.1 Blackburne House, in so far as is reasonably practicable, shall ensure:

- a) That suitable and sufficient assessment is made of the risks to health and safety of:
 - i) Employees whilst they are at work
 - ii) Student whilst they are in the care of Blackburne House
 - iii) Persons not in their employment but arising out of or in connection with their work;

- iv) Hazardous working, including lone working to allow Blackburne House to identify measures needed to comply with the requirements of current statutory legislation.
- v) That all such assessments are reviewed periodically to ensure that, where any significant changes have been made to the safe system of work; that they are in line with statutory requirements;
- vi) That sufficient competent persons are appointed to carry out any necessary risk assessments.
- vii) That all employees are provided with sufficient information, instruction, training and supervision as is necessary, to enable them to comply with Blackburne House risk assessment procedures.

4.4.2 All Managers shall comply with Blackburne House procedures for Risk Assessments. For example, Manual Handling, Lone working, COSHH, DSE etc

4.5 Display Screen Equipment

4.5.1 Blackburne House in so far as is reasonably practicable, shall:

- a) Ensure that suitable and sufficient assessment is carried out of all workstations on Blackburne House Premises which are used by display screen equipment users or operators, for the purposes of assessing the health and safety risks to which those persons are exposed in consequence of that use;
- b) Take all necessary steps to reduce the risk identified to the lowest level reasonably practicable;
- c) Ensure that all workstations on Blackburne House premises used by display screen equipment users or operators, comply with the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 and any subsequent amendments.
- d) Provide, if requested, all employees who habitually use display screen equipment as a significant part of their normal work with an appropriate eyesight test, prior to their employment and at regular intervals after they have become a user;
- e) If display screen users experience visual difficulties or any other difficulties, which may be reasonably considered to be caused by work on display screen equipment, Blackburne House shall:
 - i) Meet the cost of a basic pair of spectacles where these are required for working with display screen equipment.

- ii) Take steps to incorporate changes of task for display screen users, to prevent intensive periods of onscreen activity;
- iii) Ensure that the display screen users are referred to their medical practitioner to ensure that best advice is sought immediately.
- iv) Provide sufficient information, instruction and training and supervision as necessary to:
 - a) Ensure the health and safety of employees and students who are users of display screen equipment;
 - b) Enable Managers and Supervisors who are responsible for users of display screen equipment to implement this policy.

4.5.2 Where a problem arises which they believe may be associated with the use of display screen equipment, employees shall:

- a) Inform their supervisor/manager immediately
- b) In the case of an adverse health or medical condition, advise their General Practitioner and the Building Manager

4.6 Manual Handling

4.6.1 Blackburne House, in so far as is reasonably practicable, shall:

- a) Ensure all manual handling operations that carry a risk of injury to the participants are, wherever reasonably practicable avoided by:
 - i) Removing the need for the operation to be carried out;
 - ii) Supplying mechanical aids to aid the lifting
- b) Ensure that where manual handling operations cannot be avoided, they are assessed by a competent person. This assessment must look at all aspects of the manual handling which include:
 - i) The tasks to be undertaken
 - ii) The individual's capability
 - iii) The load, its weight, shape, size stability etc
 - iv) The environment, i.e. the state of the area, the floor surfaces, the temperature, the weather conditions etc
- c) Ensure that any person working for, or on behalf of Blackburne House does not carry out manual handling operations that involve a risk of being injured, unless:

- i) They are competent and able to carry out the work;
 - ii) They have received manual handling training from a person to give such training;
 - iii) The works have been subject to a manual handling assessment carried out by a competent person, and a safe system of work has been documented and implemented that reduces the risk of injury to an absolute minimum;
 - iv) They have received information on the load to be carried.
- d) Ensure that sufficient competent persons are appointed to carry out assessments of manual handling operations that carry a risk of injury to the participants and cannot be avoided:
- e) Provide sufficient information, instruction, training and supervision necessary to ensure the health and safety of all employees carrying out manual handling operations that involve a risk of being injured;
- f) Enable Managers and Supervisors to implement this policy.

4.6.2 Where a problem arises involving the manual handling of a load, all employees shall:

- a) Immediately inform their supervisor/manager
- b) In the case of an adverse health or medical condition, advise their GP and the manager responsible for health and safety.

4.6.3 All employees shall comply with Blackburne House procedures for manual handling.

4.7 Control of substances hazardous to health (COSHH)

4.7.1 Blackburne House, so far as is reasonably practicable, shall:

- a) Not carry on any work, which is liable to expose any employees to any substance hazardous to health unless suitable and sufficient assessment has been made of
 - i) The risks created by that work to the health of those employees;
 - ii) The steps that need to be taken to meet the requirements of current statutory legislation;
- b) Review and where necessary revise any assessments made if:
 - i) The assessment is over 12 months old

- ii) There is reason to suspect that the assessment is no longer valid;
- iii) There has been a significant change to the work to which the assessment relates;

c) Ensure that the exposure of employees to substances hazardous to health is either prevented or, where this is not reasonably practicable, adequately controlled. This will be done using the methods for tackling hazards – the risk control hierarchy as follows:

- i) Elimination of the hazard at source
- ii) Reducing the hazard at source
- iii) Removing the person from the hazard
- iv) Containing the hazard by enclosure
- v) Reducing the employee exposure
- vi) Introducing systems of work
- vii) Providing personal protective equipment (PPE)

4.7.2 All Employees shall comply with the Blackburne House procedures for the control of substances hazardous to health.

4.8 Management of Contractors

4.8.1 Blackburne house, so far as is reasonably practicable, shall:

a) Take all reasonable steps to ensure that any employees from an outside contractor, who are working on Blackburne House premises, receive sufficient information to enable them to implement the evacuation procedures.

b) Actively monitor all employees of other employers from an outside contractor who are working on Blackburne House premises, to ensure that they are complying with the relevant statutory provisions that apply to them whilst on Blackburne House premises as well as any health and safety requirements laid down by Blackburne House;

4.8.2 Before any Contractor starts work on any premises of Blackburne House the Building Services Manager (or her Deputy) shall ensure that all the Contractors personnel identified on the method statement have received appropriate site induction training for the area where they will be working;

4.8.3 Before any Contractor starts work on any of Blackburne House premises the Building Services Manager (or her nominated representative) shall ensure that all electrical equipment to be used by the Contractor's personnel is safe, and has

received appropriate portable appliance testing (PAT) as recommended by the Electricity at Work Regulations 1989;

4.8.4 Job safety Reviews can be carried out at the discretion of an Authorised Person upon receipt of the risk assessment for the works;

4.8.5 All Employees shall comply with Blackburne House procedures for the Management of Contractors.

4.9 Management of Stress

Blackburne House acknowledges that all people encounter stress in their working and personal lives and are committed to managing work- related stressors as with any other health and safety risk, through the risk assessment process.

Please see Blackburne House individual policy for stress in the workplace

5.0 Pregnancy

5.1.0 Blackburne House, in so far as is reasonably practicable, shall:

a) Take all reasonable steps to safeguard the health, safety and welfare of new or expectant mothers, their unborn children, and breastfeeding women.

b) Assess all risk to new or expectant mothers arising from their work activities, and to take appropriate preventative or control measures;

5.2.0 Electricity at work

5.2.1 Blackburne House, so far as is reasonably practicable, shall.

a) Ensure that electrical installations and equipment are installed in accordance with the Institute of Electrical Engineers (IEE) Wiring regulations.

b) Maintain the fixed installations in a safe condition by carrying out routine safety testing;

c) Inspect and test portable and transportable equipment as often as is required.

5.2.2 Employee:

a) Must report all electrical faults, or faulty electrical equipment, immediately;

b) Shall not use or continue to use faulty electrical equipment

c) Shall not carry out repairs, or work on electrical equipment, unless competent and authorised to do so;

d) Shall not bring their own electrical equipment onto Blackburne House premises unless a competent person appointed by the organisation has tested it.

5.2.3 All employees shall comply with Blackburne House procedures for Electrical Services.

5.3 Training

5.3.1 Blackburne House shall ensure that all employees and students are provided with adequate health and safety training:

- a) During their induction
- b) If they are exposed to increased risk because of:
 - i) Their being transferred or given a change of responsibilities within the organisation;
 - ii) The introduction of new work equipment into or a change respecting work equipment already in use by the organisation;
 - iii) The introduction of new technology by Blackburne House;
 - iv) The introduction of a new system of work into or a change respecting a system of work already in use by the organisation.

5.3.2 Induction training will include the following:

- a) An overview of the health and safety at work act 1974 etc
- b) An overview of Blackburne House health and safety procedures
- c) How and where to obtain more information on health and safety procedures
- d) First Aid and Accident Reporting;
- e) Display screen equipment;
- f) Manual Handling;
- g) Hazardous substances;
- i) Electricity at Work
- j) Working alone;
- k) Smoking;
- l) Evacuation procedures;

- m) Location of fire exits;
- n) The assembly point
- o) The name and location of fire wardens;
- p) Further instructions on the action to be taken in the event of discovering a fire;
- q) Fire alarm call points and extinguishers
- r) Bomb procedures;
- s) General office safety including housekeeping, safe storage and personal safety;
- t) Welfare facilities

5.4 Working Alone

5.4.1 Blackburne House, in so far as is reasonably practicable, shall conduct a suitable and sufficient risk assessment ensure that all employees who are required to work alone for significant periods are protected from risks to their health and safety. There is a separate lone working policy to be used in conjunction with this policy.

5.5 Smoking

5.5.1 Blackburne House operates a no smoking policy for staff and contractors within all their buildings. There are designated areas within its grounds for smoking away from the public entrances.

5.6 General Housekeeping

5.6.1 No files, books or other objects should be left on the floor or in any other location that may prejudice the safety of either employees, students or any other person within Blackburne House premises.

5.6.2 All cables shall be kept neat and tidy and not be permitted to trail across corridors, walkways, classrooms or office areas unless suitable protection is provided;

5.6.3 All equipment shall be put away and stored safely when not in use and all corridors will be kept clear of all forms of storage;

5.6.4 Building Services will conduct housekeeping assessments and report any defect to individual department managers

5.7 Off Site Work

5.7.1 Any employees or students working on other person's premises shall ensure that a responsible person/manager for their department hold the address of the premises where they are working, and their contact's name and telephone numbers as well as the individual's car registration number.

5.7.2 It will be the responsibility of the employee who is working off site to contact a responsible person/manager upon reaching their destination and prior to departure from their destination.

5.8 External Student placements

5.8.1 Blackburne House shall as far as is reasonably practicable ensure the health and safety of learners whilst on work placement. A competent person shall:

- a) Complete the Employer Location health and safety record which includes the 10 standards of the Safe Learner blueprint for each student.
- b) All records will be kept centrally and be ready for inspection
- c) Standard 10 will be completed in the event of a student under the age of 18, or in the case of a student identified as being a vulnerable adult in accordance with the safeguarding policy.

5.9 Educational Visits

5.9.1 Blackburne House shall in so far as is reasonably practicable ensure the health and safety of staff and students whilst on educational visits. A separate policy is available on the shared drive.

6.0 Safeguarding

6.0.1 Blackburne House are committed to the safeguarding of children and vulnerable adults. There is a separate policy which can be found on the shared drive.