

HEALTH AND SAFETY POLICY

London Training and Employment Network (LTEN)

Last updated	January 2021
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GENERAL STATEMENT OF POLICY

- 0.1 It is the policy of London Training and Employment Network (LTEN) to comply with the terms of the Health and Safety at Work Act 1974 and subsequent legislation, to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and to provide such information, training and supervision as they need for this purpose. LTEN will work to promote an appreciation of the environment we work and live in and a positive health and safety culture.
- 0.2 LTEN also recognises and accepts its responsibility to protect the health and safety of all visitors to the workplace (including contractors, temporary staff and any member of the public) who might be affected by our activities.
- 0.3 The policy will be kept up to date and the way in which it has operated will be reviewed each year and all staff will be issued with a copy of this policy.
- 0.4 Specific responsibilities are set out below.

Health and Safety at Work

The Health and Safety at Work Act 1974 places a statutory duty on all employers to ensure, so far as is reasonably practicable, the safety, health and welfare of all its employees at work and other people who may be affected by their activities, e.g. beneficiaries, volunteers, members of the public.

The Management Board, as the employer, has overall and final responsibility for health and safety matters at LTEN. Health and safety performance is directly linked to our environmental policy and performance and the board will ensure that health and safety legislation is complied with and equal priority with other major business objectives is given. The Management Board will review the operation of its health and safety policy annually.

All employees have the responsibility to co-operate with the Chief Executive and the Management Board to achieve a safe and healthy workplace and to take reasonable care of themselves and others. Implementation of this policy is, therefore, a line management responsibility at all levels together with participation of all employees. Staff are reminded that adherence to this policy is a condition of employment.

LTEN has a responsibility to provide a safe and healthy environment for staff, volunteers, beneficiaries and visitors and will ensure that any repairs are carried out swiftly with minimal disruption.

All LTEN staff are responsible for spotting hazards or potential hazards. If a hazard is seen, it should be removed or dealt with as soon as possible or if not, reported to the Centre Manager.

Specific responsibilities are allocated below:

Competent Person as defined in the Management of Health and Safety at Work Regulations 1993: Cynthia Hyman

Examples of hazards include:

- Things out of reach:

Chairs or other furniture must not be used to stand on for the purposes of replacing light bulbs, reaching for things off tops of cupboards etc. A properly maintained, undamaged step ladder must be used.

- Damaged Equipment:

Regular checks must be carried out on furniture and equipment for damage which leave sharp edges protruding or other hazards. Any damaged furniture must be reported for repair or condemnation straight away and must be removed from use.

- Damage to Fabric of Building, Windows etc:

All such damage must be reported immediately to the Centre Manager.

- Misplaced Furniture, Equipment or Supplies:

Any furniture, equipment or supplies left in an inappropriate place, for example obstructing a gangway, must be removed immediately, and placed in an appropriate, safe place.

GOOD HOUSEKEEPING

COVID-19 SAFETY

When visiting our offices and in face to face meetings with staff, stakeholders and service users must wear face masks and or any further protective clothing advised.

Hand sanitizer is provided in our foyers and should be used when entering and exiting the building.

AISLES AND GANGWAY

Gangways must be kept clear from obstructions and materials must be stored in safe areas. Under no circumstances must goods or materials be stacked immediately in front of or obstructing fire doors, fire exits, or fire equipment.

SMOKING

The Centre is a non-smoking building. Staff and visitors may smoke only in the designated smoking area, which is outside, at the back or front of the building.

OVERCROWDING

The general minimum space per person, recommended by the 1992 Regulations is 11 cubic metres. LTEN will avoid unhealthy and overcrowded working conditions; and will consult staff on any changes in office layout.

VENTILATION

LTEN will endeavour to provide a well-ventilated workplace in which staff have control over their local level of ventilation.

TEMPERATURE

In office workplaces a minimum temperature of 16°C must be maintained. Efforts will be made so far as is reasonably practical to ensure the workplace temperature does not rise to an uncomfortable level. A thermometer will be provided in a conspicuous place and in such a position as to be easily seen.

LTEN will do all in its power to ensure reasonable temperatures in the workplace at all times.

LIGHTING

Adequate lighting must be provided. If lights are found to be out of order, the fault must be corrected as soon as reasonably possible.

NOISE

LTEN staff work within an open plan office and therefore a certain level of noise is unavoidable. However, staff will endeavour to ensure that noise are kept to as low a level as is practicable.

OFFICE ATMOSPHERIC POLLUTANTS

Office equipment such as photocopiers and printers can emit pollutants into the atmosphere. LTEN will take reasonable precautions in ensuring that these levels are kept as low as is possible. Employees will not be expected to work in enclosed spaces with equipment that emit atmospheric pollutants. Spaces where these pollutants are present shall be kept well ventilated.

EQUIPMENT STORAGE AND USAGE

Equipment must not be left lying around but must be suitably stored. No wires must be left trailing across the floor; non-flammable rubbish bins must be positioned at various points; except in emergencies, and with the permission of the Chief Executive, no paraffin, bar electric or calor gas fires will be used at LTEN offices.

ELECTRICAL EQUIPMENT

All building maintenance such as electrical work, carpentry, painting etc., will be carried out by skilled people. No staff should endanger themselves or others by carrying out such work.

Broken, ineffective or damaged electrical equipment must be reported to the Centre Manager. Staff should never perform unsafe practices such as: jamming wires in sockets with matchsticks or nails; improvising a junction box; running power tools from lamp sockets so that they cannot be earthed; forcing a plug into the wrong socket; using improvised wrongly rated fuses; using equipment with the earth wire pulled out of its terminal; misusing an earthing clamp, etc.

FIRE

On hearing the fire alarm all staff and visitors at LTEN should make their way out of the building following the clearly posted Fire Exits and instructions given by the Fire Marshall. People should not stop to collect personal items.

If training/meeting is taking place the Trainer/Chair should check all areas (toilets, kitchen etc) before leaving the building and take with him/her the register. Everyone should assemble on the space to the right of the building where a roll call of staff and visitors will be taken. No-one should leave before the roll call takes place and are instructed that they can do so. The Centre Manager carries out weekly fire alarm testing and fire drills at least thrice a year.

ENVIRONMENTAL

Health and safety incorporates the Environmental Policy and will therefore:

- Systematically identify and reduce, where it is practicable to do so, significant health and safety hazards and risks; and significant environmental aspects and impacts which arise from our processes and operations;
- Comply with all relevant environmental and health and safety legislation and other identified requirements, and conduct regular audits to monitor compliance;
- Periodically set, review and publish environmental and health and safety objectives and targets;
- Continually strive to improve our environmental, health and safety performance;
- Provide training to staff on environmental and health and safety issues.

Staff are reminded that adherence to this policy is a condition of employment.

Signed:



Name: REBECCA BROWN

Position: DIRECTOR/CHAIR BOARD OF TRUSTEES