

The Red Hen Project

Health and Safety Policy & Procedures

1.0 Purpose

This document sets out The Red Hen Project’s commitment on Health and Safety. It also outlines responsibilities and duties and explains arrangements for maintaining a safe working environment.

The purpose of the Health and Safety Policy is to ensure The Red Hen Project:

- provides adequate control of health and safety risks arising out of the charity’s activities
- provides and maintains safe equipment, and ensures safe handling and use of substances
- provides information, instruction, and supervision for employees and volunteers
- ensures all employees and volunteers are competent to do their tasks and to give them adequate training to prevent accidents and cases of work-related ill-health
- maintains a safe and healthy working and volunteering conditions

2.0 Policy Statement

The Red Hen Project will take all reasonable and practical steps to provide and maintain a safe and healthy environment for all its beneficiaries, employees, volunteers, and partner organisations.

The Red Hen Project has a legal obligation to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees at work.

We have a duty to ensure the safety of any equipment in use and the safety of our premises and, so far as practicable, to ensure that neither staff nor the general public are exposed to risks to their health and safety.

The Red Hen Project will comply with all current health and safety legislation, codes of practice and other authoritative guidance.

The Red Hen Project requires its entire staff to co-operate in establishing and maintaining safe and healthy working conditions and to avoid any action which may adversely affect the health, safety and welfare of themselves or others.

Please also refer to our **Lone Working Policy and Procedures** which should be used in conjunction with this.

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3.0 Responsibilities

The Board of Trustees has overall responsibility for all aspects of health and safety at The Red Hen Project and for ensuring appropriate arrangements are made to comply with all statutory requirements.

However each member of staff has a duty to take care of the health, safety and welfare of their colleagues and to report and investigate any accident or incident to prevent a recurrence.

Equally all employees have a responsibility to take care of their own health and safety and that of the people they work with.

Day-to-day responsibility for ensuring the policy is put into practice is delegated to the employees and they will have responsibility for ensuring a healthy and safe environment for staff, volunteers, and beneficiaries.

All employees and volunteers must:

- co-operate with Red Hen staff on health and safety matters
- not interfere with anything provided to safeguard their health and safety
- take reasonable care of their health and safety and that of other people who may be affected by their acts or omissions at work, or while volunteering
- familiarise themselves and comply with the charity's procedures on health and safety
- work to the highest possible standards of safety concerning our beneficiaries
- report all health and safety concerns to their line manager or volunteer coordinator
- ensure that all accidents or injuries caused by the working environment are reported to their line manager or the volunteer coordinator
- report to their line manager or the volunteer coordinator if they are unsure how to perform a task safely, believe it would be dangerous to perform a specific task, or use specific equipment

A breach of the Health & Safety policy or procedures may result in disciplinary action being taken.

Coordination of day-to-day health and safety is the responsibility of the Project Lead. Anything likely to represent a hazard should be reported to them immediately.

Premises we use must be kept hazard free and maintained in good order with fire exits free from obstruction and with efficient fire extinguishers and fire alarms (tested at regular intervals).

The Red Hen Project will ensure

- the provision and maintenance of a working environment for its beneficiaries, employees, contractors, volunteers, and partners that is safe, without risks to health, and with adequate facilities
- a safe means of access to and exit from the premises or venue
- the provision and maintenance of equipment and systems of work that is safe and without undue risks to health
- safety in the use, handling, storage, and transport of articles and substances
- the provision of information, instruction, training and supervision, necessary to ensure the health and safety of its beneficiaries, employees, contractors, volunteers, and partners

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4.0 Arrangements

4.1 Risk assessments

Regular risk assessments of the office, including individual workstations where appropriate, are carried out by the premises owners/landlords and The Red Hen Project will adhere to these.

4.2 DSE Policies and Eyesight Tests

Those employees who use a computer screen on a regular basis for more than two hours per day are formally classed as “DSE Users”. All “Users” have the right to request an eyesight test. The Red Hen Project will reimburse a reasonable amount for the cost of these tests.

After 12 months a second test will be considered. All expenses for such tests should be submitted on an expenses claim form in the usual way.

4.3 Visitors

All visitors must sign the Visitors’ Book of the building they are visiting. Measures should be taken to ensure that visitors are also signed out. In the event of the fire alarm sounding, staff who have invited visitors into the building will take responsibility for their safe evacuation being reported to the building’s fire officers.

4.4 Electrical Equipment

All portable electrical equipment is tested annually. All items carry identity labels and date of test. The tests are carried out by a competent contractor to meet the requirements of the maintenance of portable electrical equipment, as required by law.

4.5 First Aid

Each family worker has a First Aid box that they carry with them in their vehicle at all times. In addition, there are first aid boxes in each of the buildings where we have desk access.

4.6 Accident Book

An accident book is located in each premises.

4.7 Gangways

In our office spaces and in venues we use for activities and groups all gangways, fire escape routes and fire exits must be kept clear at all times.

4.8 Fire Instructions

In the event of fire, anyone discovering a fire should:

Sound the alarms (all staff should know where alarms are located).

Notify the building’s fire officer, who will call the Fire Brigade. Notify other occupants of the building if possible.

If the alarm goes off, remember that human life has priority over everything else and the main objective is to get everyone out of the building immediately.

Staff should ensure they are aware of the location of the fire extinguishers in each building/venue they use.

Please only use these if you are trained to do so. Serious firefighting must be left to the Fire Brigade, and only the simplest problem, e.g. a wastepaper basket on fire, should be tackled by staff.

On hearing fire alarms, staff should proceed in an orderly fashion to the nearest fire exit. Do not run. The building should not be re-entered until you have been advised it is safe to do so.

Practice fire drills are carried out during the year in all the buildings we use; sometimes these will be announced beforehand.

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4.9 Smoking

It is the policy of The Red Hen Project that our workplaces are smoke free, and all employees have the right to work in a smoke free environment. The policy has been developed to protect employees, customers and visitors from exposure to second-hand smoke and to assist in complying with relevant legislation.

Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace, and any outside areas adjoining the entrance to the premises. This policy applies to all employees, consultants, contractors, customers and visitors to The Red Hen Project premises.

Any employee who smokes whilst on The Red Hen Project premises will be committing a criminal offence and liable to a fine as a result. They may also be subject to disciplinary action.

The Red Hen Project acknowledges that some employees may wish to make use of electronic cigarettes ("e-cigarettes") in the workplace, particularly as an aid to giving up smoking. E-cigarettes are battery-powered products that release a visible vapour that contains liquid nicotine that is inhaled by the user.

[Although they fall outside the scope of smoke-free legislation, The Red Hen Project prohibits the use of e-cigarettes in the workplace. Our rationale for a ban on e-cigarettes is that:

- although they do not produce smoke, e-cigarettes produce a vapour that could provide an annoyance or health risk to other employees;
- some e-cigarette models can, particularly from a distance, look like real cigarettes, making a smoking ban difficult to police, and creating an impression for [visitors/customers/other employees] that it is acceptable to smoke.]

4.10 Alcohol and drugs

Any employee who is found consuming or under the influence of, alcohol when reporting for duty or during the working day (including lunch and break times) may be subject to disciplinary action or even dismissal as The Red Hen Project deems this to be a gross misconduct offence under the Disciplinary Procedure.

Any employee who is found in possession of, taking or under the influence of drugs or other controlled substances including psychoactive substances (formally known as "legal highs") when reporting for duty or during the working day including lunch and break times may be subject to disciplinary action or even dismissal as The Red Hen Project deems this to be a gross misconduct offence under the Disciplinary Procedure.

Dispensing, distributing, selling or offering to buy controlled substances at work is strictly prohibited and will lead to disciplinary action. Any such activity (or reasonable suspicion of it) on The Red Hen Project premises will be reported immediately to the police.

4.11 Working from home

While The Red Hen Project maintains overall responsibility for health and safety of employees regardless of their working location, those employees working from home have particular individual responsibility to ensure they are working in a safe environment.

If you work from home, you should conduct a risk assessment on your working area looking at the following:

Space – do you have sufficient space around your workstation?

Lighting – do you have sufficient lighting available?

Chair – do you have a comfortable and supportive chair?

Work surface – do you have a table or other working surface at a comfortable height?

Screen – Is your screen at eye level?

Electrical appliances – are they safe, tested and are cables suitably tucked away?

A risk assessment form for home working can be provided on request. Should you identify any risks that you are not able to remove, please let us know.

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4.12 Risk assessments

Risk assessments are completed and reviewed on a regular basis for mobile workers. You are expected to cooperate with the risk assessment process and highlight any new risks you identify outside the process.

Part of taking reasonable steps to protect yourself is being aware of the kinds of risks you may encounter in your work. The following are some examples of health and safety risks which could be present:

- Entry to and exit from premises with which you are unfamiliar. Risks include tripping over broken paving slabs and unsafe exit during a fire.
- Visiting domestic premises could put you at risk of a dog attack.
- Driving to and from meetings with customers. Particular risks include driving when tired, in the dark or in an area with which you are unfamiliar.
- Physical violence and emotional abuse from customers.
- Getting help when experiencing illness or following an accident.
- Incorrect use of equipment, including computers, laptops, cabling and power supplies.
- A poor working environment, for example insufficient ventilation or poor heating, lighting, hygiene and welfare facilities.
- Stress or mental health problems caused by social isolation, not taking appropriate breaks, working excessive hours or failing to separate work and home.

As part of the risk assessment process you should discuss with your line manager any of these (or any other) risks you feel apply to your role, or to any particular sites you visit, in order that steps can be taken to reduce risk to your health and safety.

4.13 Medical conditions and other special circumstances

If you have a medical condition this should be highlighted on your risk assessments, including addressing any additional problems this condition may present in respect of your work and in respect of working alone in particular.

If you are pregnant there may also be additional risks so you should notify your line manager of your pregnancy in order that a separate risk assessment can be carried out.

If there are any other circumstances which you feel make you particularly vulnerable, you should highlight these to your line manager as soon as possible.

4.14 Road safety

The Red Hen Project has a duty to protect your health and safety when travelling to client sites. When driving to meeting and family homes please ensure you adhere to the following:

- Plan your route so that you stick to appropriate roads and do not drive for an excessive number of hours, particularly if you drive long distances. This minimises the opportunity for accidents and stress.
- Take account of adverse weather conditions, for example snow or strong winds, by allowing for extra time to reach your destination, ensuring you have sufficient provisions to deal with delays, or postponing meetings.
- A major risk to road safety is tiredness, so you must take regular breaks while driving and not drive when you are tired.
- Carry a fully charged mobile telephone with you when driving.
- Do not use your mobile telephone while driving. Making and receiving telephone calls when driving, even with a hands-free telephone, is distracting and dangerous. If you need to make a call, pull over in a safe place first.
- Carry a first-aid kit in your car and ensure you carry sufficient provisions in case you are stuck on the road or in an isolated area.
- Ensure that your vehicle is appropriately maintained, and before long journeys, check that the vehicle is safe.
- Report all work-related road incidents immediately.

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4.15 Specific procedures for trips, visits and outings

The Red Hen Project believes that visits and outings play an important and enriching role in the programme of activities that we provide for families.

A member of staff will ensure that a thorough risk assessment has been carried out before the proposed visit or outing, according to the provisions set out in the Risk Assessment policy. This should include consideration of the journey and any transportation involved. If a prior visit is not possible, the member of staff will write to the venue requesting all relevant information and a risk assessment statement where available.

Insurance will be checked on private hire vehicles/coaches or staff members that are providing transport. Where fitted, harnesses, seat belts, booster seats, and airbags are to be used. Maximum seating will not be exceeded.

The Red Hen Project will make every effort to involve families in the planning of a visit or outing. Staff will explain to families the aims and objectives of the event, along with what is expected of them in terms of their behaviour and contribution.

On outings, parents remain responsible for their own children at all times.

Staff will explain to families what to do in an emergency, including designating a suitable meeting point. A designated member of staff will keep a mobile phone with her/him at all times and the number will be circulated to all parents/carers on the day of the outing.

A first aid trained member of staff will be in attendance and will ensure that a full first-aid kit is on hand, in compliance with the relevant provisions of the Health & Safety policy.

A list of all members of staff, adults, and children participating in the visit or outing, will be left in The Red Hen office.

Essential equipment taken should include:

- First aid kit
- Copy of the activity's risk assessment
- Register/list of those taking part and their contact numbers
- Mobile phones for all staff members
- Bucket and paper sick bags, wipes, plastic bags
- Water, tissues and in hot weather sun lotion
- Emergency contact details for staff members
- Accident/incident log

4.16 Procedures for our working spaces

The Red Hen Project does not own its own premises. We currently have access to three different spaces, all owned and managed by others. In these office environments we are subject to and adhere to the health and safety policies and risk assessments of each of these venues.

Allia Future Business Centre, King's Hedges Road, Cambridge, CB4 2HY

A ground floor room we rent in this co-working building central to where we conduct our family work. We use this room for storage space, but also has two hot desks and a printer for family workers to use in-between home visits. We are able to use communal area which includes toilets and kitchen. We pay an annual fee for the room and a small monthly charge for utilities.

Elica, 51 Cambridge Road, Milton, CB24 6AW

A room that has been offered to us at no-charge, with two hot desks, set of shelves and filing cabinet. We have access to toilet and kitchen facilities as well as being able to use a meeting room when booked in advance.

The Bradfield Centre, Cambridge Science Park, CB4 0GA

We have been given free membership to their co-working space, and 6 hours a month of free meeting room access.

1.17 Lone Working

Please refer to our full Lone Working policy.

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5.0 Reporting and monitoring health and safety

All hazards in our working spaces should be reported to the Project Lead and appropriate person responsible in that building. Once notified, action should be taken to clear the hazard or mitigate the risk associated.

All accidents whilst at work must be recorded in the Accident Book and the Line Manager notified.

The Chair of Trustees has responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 and reporting such incidents to the Health and Safety Executive.

Accidents will be investigated by the Chair of Trustees and the risk assessments will be reviewed to try and prevent a recurrence.

6.0 Review

The Health & Safety policy and procedures will be reviewed periodically by trustees, or when risk assessments indicate policy and procedures should be amended.

This policy was adopted at a meeting of The Red Hen Project Trustees Held on 10th February 2022	
Signed on behalf of the trustees	
Name of signatory	Lesley Ford
Role of signatory (e.g. chair)	Chair of Trustees
Date to be reviewed	Spring 2024

21_RED HEN POLICY & PROCEDURE - HEALTH & SAFETY (February 22)

Final Audit Report

2022-03-19

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