

# Peeples Health and Safety Policy

## Overview

Peeples is a people organisation. Our employees matter.

*Throughout this policy "Health and Safety" refers in all cases to both physical and mental health and safety.*

Peeples has a duty to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all our employees, other workers and visitors to our workplaces. We take this duty very seriously and will fulfil it by:

- Maintaining a safe place of work, including entry and exit arrangements, by controlling the health and safety risks at work.
- Involving employees on health and safety issues that affect them.
- Making sure that any equipment used by employees or other workers on Peeples sites is safe.
- Making sure that dangerous substances are stored and used safely.
- Making sure employees, especially new employees, have relevant information and training on health and safety.
- Making sure that employees have the necessary training and support to carry out their jobs.
- Trying to stop accidents and work-related health problems.
- Regularly checking that working conditions are safe and healthy.
- Regularly reviewing at senior management level our health and safety record and this policy, and making changes if necessary.

This policy applies to all Peeples employees. It is not contractual but failure to comply with this policy may be considered a disciplinary offence and subject to penalties up to and including dismissal for gross misconduct.

Responsibility for ensuring the implementation of this policy across the whole of Peeples is held by Dr Sally Smith, CEO, supported by the executive and management teams. On a day-to-day basis, Health and Safety responsibility may be delegated to named individuals for each site.

This policy and Health and Safety reporting from those with delegated responsibility will be kept under regular review by the CEO and the Executive Team.

Any questions regarding this policy should be addressed to the Finance and HR Manager.

## Management responsibilities

All managers and team leaders are responsible for ensuring that any health and safety risks in their departments are properly assessed and managed. This includes:

- Ensuring that any necessary risk assessments are completed and appropriate actions taken to mitigate any risks.
- Ensuring that employees are properly trained and employee workloads are managed, so that all employees can carry out their roles safely and without any injurious impact to health.
- Consulting with HR/Admin as appropriate regarding any perceived risks or hazards.

## Employee responsibilities

All employees have a responsibility to take reasonable care to maintain their own health and safety and that of other people at work. This includes:

- Not behaving in any way that could cause a risk to health and safety for themselves or anybody else working at or visiting Peeples sites.

- Informing management immediately of any perceived health and safety hazards and risks.
- Familiarising themselves with and following all safety and security precautions such as accident reporting and fire evacuation.
- Complying with all instructions from management or anybody with health and safety responsibility.
- Ensuring that any visitors to Peeples sites are accompanied at all times.
- Keeping their workplaces tidy and hazard-free.

## Responsibilities of employees/managers with specific Health and Safety duties

This can include Fire Marshals, First Aiders, Health and Safety employee representatives, managers with delegated responsibility for Health and Safety on a local basis, HR/Admin staff. Responsibilities may include:

- Ensuring that they follow all training required to carry out their Health and Safety duties and repeat this training according to locally recommended timescales or as required (if more frequent).
- Ensuring that other employees receive any required Health and Safety training.
- Ensuring compliance with all local Health and Safety requirements.
- Ensuring that appropriate risk assessments are conducted and that all necessary actions are taken to mitigate risks. This includes individual risk assessments for pregnant employees and young persons under 18.
- Ensuring that all Peeples sites are maintained to a clean, tidy and safe standard.
- Ensuring that company policies address potential hazard or risk areas e.g. travel, driving on company business, lone workers, home workers, pregnant women, DSE usage, working hours.
- Ensuring that Health and Safety information is properly disseminated to employees and anybody else working at/visiting Peeples sites.
- At least six-monthly reporting to the CEO and Executive Team on the above activities.

## Fire safety

Fire risk assessments will be conducted at regular intervals, to:

- identify the fire hazards
- identify people at risk
- evaluate, remove or reduce the fire related risks (including risks created to the access and evacuation of the building)
- record the findings, prepare an emergency plan and provide training where necessary.

There will be regular testing of fire safety equipment and alarms, and regular fire safety drills involving all employees. These shall be reviewed to determine the success or otherwise of the evacuation and make recommendations for improved practices.

Fire safety is the responsibility of all employees, who must be aware of fire hazards, know the location of fire exits and the assembly point and be familiar with the fire evacuation plan.

Visitors to Peeples premises attending training or groups or similar activities must be made aware of the fire evacuation procedures.

## Accidents and emergencies

First aid provisions will be available at all times in an appropriate and accessible first aid box which will be regularly reviewed and updated. All new employees will be told of the location of first aid equipment as part of their induction. A record of all first aid cases treated will be kept in the accident book, which will be kept with the first aid box.

All employees must report all incidents which resulted or nearly resulted in personal injury to themselves or others to their manager and make sure the accident is recorded in the accident book detailing the required particulars of the incident.

Where employees have been subjected to violence in the course of their work, People will give support, including time off where necessary, but will not subsidise or conduct an employee's own legal proceedings.

## Housekeeping

Smoking is not allowed anywhere in People facilities or on the Oxford Academy school grounds. It is illegal to smoke inside the premises or any other place of work.

All employees are responsible for spotting hazards or potential hazards in the workplace. If a hazard is seen, it should be removed or dealt with as soon as possible, or if not, reported to the Finance and HR Manager.

Examples of hazards:

- Things out of reach: chairs or other furniture must not be used to stand on for the purpose of replacing light bulbs, reaching for things from tops of cabinets, 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 leaves 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.
- 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.
- Damaged electrical equipment: frayed electrical cord, damaged socket or plugs or other unsafe damage to electrical circuitry.
- Aisles and gangways which are not kept clear from obstructions
- Materials not stored in safe areas. Under no circumstances must goods or materials be stacked immediately in front of or obstructing fire doors, fire exits, fire alarms or fire equipment.

## Home working

Employees should not work from home without agreement from their line manager.

Health and Safety legislation and requirements apply to employees working in their own homes as well as to those working at an employer's workplace. As well as management having responsibility for the health and safety of people working at home, home workers themselves must also take reasonable care of their own health and safety and that of anyone else who may be affected by their actions or omissions.

The ban on smoking in the workplace does not extend to workers who work unaccompanied in their homes; however it does apply where workers are visited on business. Home workers are therefore required not to smoke whilst a colleague, supplier or client is visiting their home on business.

A risk assessment will be carried out for anybody working from home on a regular or substantial basis, and will take into account any personal characteristics (e.g. disability, location of home). Completing a risk assessment involves identifying the hazards relating to the home worker's work activities and deciding whether enough steps have been taken to prevent harm to them or to anyone else who may be affected by their work.

The following safety rules apply with respect to fire:

- All employees working from home on a regular or substantial basis are advised to install one or more smoke alarms.
- Electrical equipment should be switched off at night and when away from the home.

- If an unaccompanied home worker smokes whilst working in his/her home, the usual fire precautions should be taken and cigarettes or matches should not be discarded into waste paper baskets.
- A clear exit that is not obstructed by bags, furniture or boxes should be maintained at all times.
- Where there are fire extinguishers, these should be kept in an appropriate position and maintained regularly.

Home workers are requested to:

- ensure that there are no trailing leads that they might trip over
- keep work areas free of clutter as much as possible
- ensure that their work area is maintained to enable work in a safe and healthy environment
- ensure that lighting and heating and ventilation is adequate
- ensure they have access to first aid equipment

## Security at work

Lone working is not permitted unless it is absolutely essential and with the approval of the management. Lone workers should under no circumstances allow access to casual visitors who have no appointment. Such callers should be encouraged to make an appointment.

Employees who are going to be working away from the office should make it clear to other employees where they will be, how long for and how they can be contacted. If in the course of a trip away from the office plans change significantly, this should be communicated back to the office.

Employees should make clear who they wish to be informed (outside of work) in the event of an emergency and how they can normally be contacted.

## Stress at work

Stress at work is a serious issue. Workers can suffer severe medical problems, which can result in under-performance at work and cause major disruptions to the organisation. Stress is a workplace hazard that must be dealt with like any other. Thus the responsibility for reducing stress at work lies both with employer and employee.

People will do all it can to minimise problems relating to stress at work. In particular it will, as far as practicable implement policies, working practices and conditions of employment that:

- ensure employees' involvement in work and work-related issues, particularly during periods of change
- ensure employees have work targets that are stretching but reasonable
- implement effective policies and procedures for dealing with bullying and any form of harassment
- encourage good communications between employees and management
- promote the maintenance of a supportive culture in the workplace
- where appropriate, take into consideration employee's personal situation / problems at home
- avoid employees working long and unsocial hours.

Employees should ensure that they do not work in a way which could cause them to suffer an increase of stress, nor cause an increase of stress on others. Employees must respect other colleagues, and ensure that interpersonal conflict is avoided or dealt with sensibly. Employees should participate with the organisation's intention to maintain a supportive workplace environment.

Any employee suffering from stress at work should discuss this with their line manager or the Finance & HR Manager.