

# Health & Safety

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## Policy and Procedure

Vicki Mordue

Next Review Date: 02.02.19



**This policy and procedure applies to all EcoNorth Staff / Internships / Consultants / Placements who work on behalf of the company and is reviewed annually to ensure its continuing suitability.**

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## Health and Safety Policy and Procedure

### A. Statement of Intent

EcoNorth is a professional consultancy that provides a complete ecological service for development and infrastructure projects across the UK and Ireland. Services include protected species surveys, licencing and mitigation, all ecological assessment, land management, Clerk of Works and GIS mapping.

In order to consistently deliver a high quality service, EcoNorth operates a health and safety system in accordance with the requirements of OHSAS 18001.

EcoNorth is fully committed to the health and safety of its employees, interns, placements and sub-contractors, and those that use its facilities, sites, services and products. Furthermore, we commit ourselves to comply with best professional practice, client requirements and applicable compliance obligations in all that we do.

This policy sets out the overall commitment of EcoNorth to prevent injury and ill health, to monitor and continually improve Health and Safety performance and, at a minimum, comply with relevant legislation. EcoNorth is dedicated to managing and reducing risks associated with its facilities and operations by implementing a robust health and safety management system. Our team of ecologists and project managers contribute to the development and implementation of health and safety improvement objectives, which are authorised and reviewed by the Senior Management Team and Board.

EcoNorth is committed to:

- Providing adequate control of the health and safety risks arising from our work activities.
- Consulting with its employees on matters affecting their health and safety.
- Providing and maintaining safe equipment.
- Ensuring safe handling and use of substances.
- Providing information, instruction and supervision for employees, interns, placements and sub-contractors.
- Ensuring all employees are competent to do their tasks and to give them adequate training.
- Installing a culture of reporting of accidents, near misses and causes for concern.
- Preventing accidents and cases of work-related ill health.
- Maintaining safe and healthy working conditions.
- Setting and exceeding health and safety Key Performance Indicators.

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- Delivering quarterly health and safety updates to the Board.
- Reviewing and revising this policy as necessary on an annual basis.

## B. EcoNorth Health and Safety Policy Structure

The EcoNorth health and safety policy is divided into seventeen sections:

1. [Health and Safety Roles and Responsibilities](#)
2. [Fire](#)
3. [Health, Hygiene and Welfare](#)
4. [Control of Substances Hazardous to Health](#)
5. [Lone Working](#)
6. [Risk Assessment](#)
7. [Accidents and Near Misses](#)
8. [Accident Reporting and Investigation](#)
9. [First Aid](#)
10. [The Workplace](#)
11. [Provision and Use of Equipment](#)
12. [Manual Handling](#)
13. [Children and Vulnerable Adults](#)
14. [Contractors](#)
15. [Out of Control Behaviour](#)
16. [Vehicles](#)
17. [Health and Safety Representatives](#)

## 1. Health and Safety Roles and Responsibilities

### 1.1. Responsibilities

In order to discharge the responsibilities set out in this policy, EcoNorth will:

- Maintain a written and up to date health and safety policy.
- Carry out regular risk assessments of activities and sites.
- Display all relevant certification and health and safety law information.
- Monitor, record health and safety performance and implement changes where necessary.
- Deliver relevant and current health and safety training and equipment.

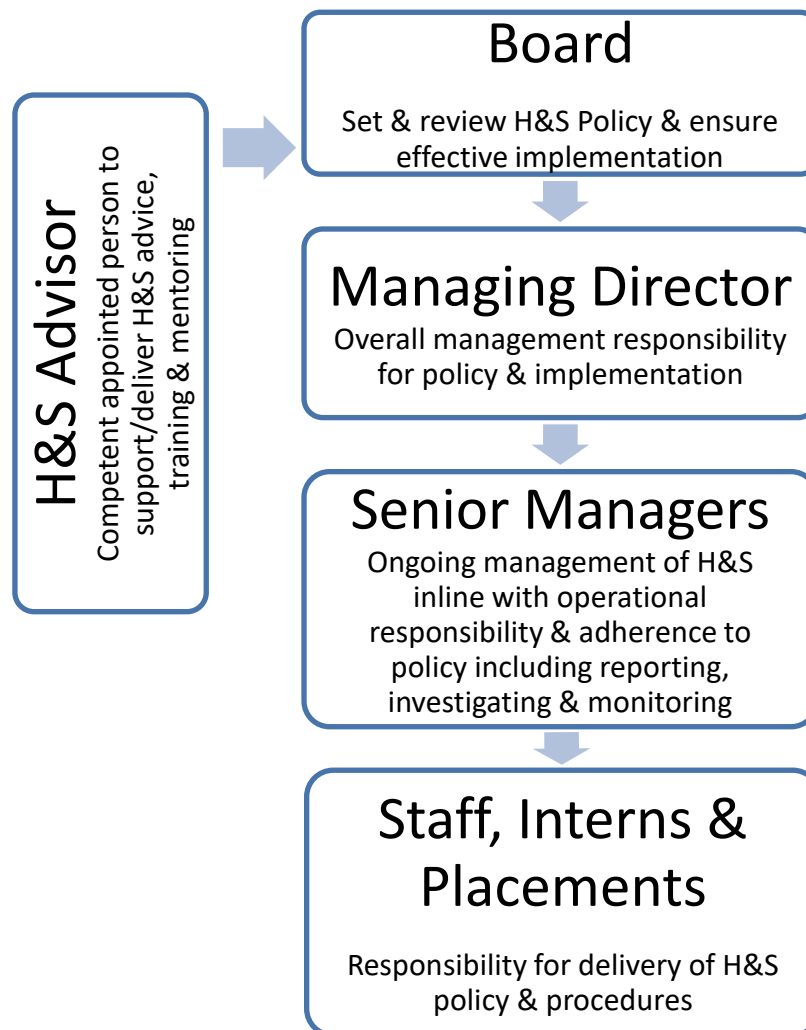
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- Retain the services of a health and safety professional advisor.

## 1.2 Roles

All personnel working within EcoNorth have a role to play in ensuring that the organisation meets its health and safety responsibilities. Table 1 summarises key personnel and their roles within EcoNorth's health and safety system and these are set out in the organisational chart 1 below.

**Chart 1: EcoNorth's Organisational Health and Safety Roles and Responsibilities**



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### 1.3 Health and Safety Representatives and Senior Managers

#### 1.3.1 Introduction

It is the responsibility of EcoNorth to ensure that staff undertaking defined health and safety roles are permitted sufficient time, training and support to undertake their duties.

It is the duty of the Trustees, Managing Director and Managers to ensure that the staff, volunteers, contractors, placements and interns remain safe at all times.

It is the duty of the Senior Management Team to ensure that EcoNorth is made aware of any instances or circumstances where its health and safety procedures are not being followed, or do not fully meet EcoNorth's health and safety requirements.

#### 1.3.2 The Duties of the Management Team

The EcoNorth Senior Management Team will support the EcoNorth Managing Director in monitoring all aspects of occupational health and safety as it pertains to the work of the EcoNorth. Its members include the Managing Director of EcoNorth and all Senior Managers, plus the Health & Safety Officer. The MD will make a quarterly report to the Trustees by means of a paper to the Board. The Board will review the health and safety policy on an annual basis to ensure that it remains fit for purpose.

The standing agenda for the health and safety element of Senior Management Team meetings will follow a standing agenda, as follows:

- 1 Apologies.
- 2 Action points completed from the last meeting.
- 3 Action points outstanding from the last meeting.
- 4 Line Manager monitoring reports.
- 5 Fire – RP report every 6 months, any issues.
- 6 Health, Hygiene & Welfare – RP report/s every 6 months, any issues.
- 7 COSHH – RP report every 6 months, any issues.
- 8 Lone working – any issues.
- 9 Risk Assessment – any new competency records or other RAs to be approved.
- 10 Accidents and Near Misses – review of all reports.
- 11 First Aid – quarterly report, any issues.
- 12 Workplace – RP reports, any issues.
- 13 Provision and Use of Equipment – RP reports biannually, any issues.
- 14 Manual Handling – any issues.
- 15 Children and Vulnerable Adults – any issues.
- 16 Contractors – any issues.
- 17 Out of Control Behaviour – any issues.

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- 18 Vehicles – RP report biannually, any issues.
- 19 Any other business.
- 20 Summary of action points.

**Table 1: Key Personnel Roles and Responsibilities**

Name	Role	Responsibilities
<b>Victoria Mordue</b>	Managing Director	As defined in the Health and Safety Policy, “Overall management responsibility for policy and implementation”.
<b>John Thompson</b>	Health & Safety Manager	The role of this person is to act as EcoNorth’s appointed person as required under health and safety and first aid legislation. He/she will be a member of the management team and will liaise on EcoNorth’s behalf with EcoNorth’s specialist advisor. He/she will also act as principle Fire Safety Manager and will ensure that EcoNorth complies with the requirements of its fire policy.
	Responsible Person (RP)	<p>Responsible Person to undertake duties as set out in this policy in relation to:</p> <ul style="list-style-type: none"> <li>• Fire.</li> <li>• Health, Hygiene &amp; Welfare.</li> <li>• COSHH.</li> <li>• First Aid.</li> <li>• CVA.</li> <li>• Lone Working (specifically for EcoNorth personnel).</li> </ul> <p>The duties of these responsible people will include regular reporting to the management team.</p>
<b>Sindy Waugh</b>	ISO Co-ordinator	<ul style="list-style-type: none"> <li>• Co-ordinate the allocation of tasks.</li> <li>• Be responsible for managing the internal and external audit process including scheduling of audits (in liaison with Senior Management Team).</li> <li>• Chair all meetings.</li> <li>• Liaise with Auditors/Consultants on advice and support.</li> <li>• Work alongside SC to provide advice and guidance on H&amp;S documentation, reporting and function.</li> </ul>
<b>Sandi Davison</b>	Health & Safety Officer	<p>To provide a co-ordination function for all health and safety documentation, reporting and monitoring. This will include:</p> <ul style="list-style-type: none"> <li>• Maintenance of all EcoNorth health and safety records in an accessible format.</li> <li>• Contributing to the review of EcoNorth health and safety documentation.</li> <li>• Assistance with development of EcoNorth health and safety systems.</li> <li>• Collation and dissemination of all EcoNorth health and safety reporting to the management team.</li> </ul>
	Responsible Person (RP)	<p>Responsible Person to undertake duties as set out in this policy in relation to:</p> <ul style="list-style-type: none"> <li>• The Workplace.</li> <li>• Provision and use of equipment.</li> <li>• Vehicles.</li> </ul>

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## 1.4 Line Managers Responsibility

### 1.4.1 Introduction

EcoNorth has appointed a number of health and safety Responsible People (RPs) who fulfil the role as described under the Management of Health and Safety at Work Regulations 1999 (S2(4)). These roles are voluntary and are not part of Trade Union negotiations. RP's duties are designed to assist EcoNorth's Managing Director and Line Managers. The health and safety RPs do not reduce the legal requirement to manage good health and safety practice on the part of the Board or Managing Director of EcoNorth.

### 1.4.2 Policy

It is the responsibility of EcoNorth, through the line management, risk assessment and competency records system to ensure that staff, interns, placements, sub-contractors and visitors are kept safe.

### 1.4.3 Method

- Identify hazard burden:
  - ~ Who are Line Managers responsible for – staff, interns, placements, sub-contractors.
  - ~ Identify and record what competencies are required – individuals or groups.
  - ~ Record all individuals who are competent to undertake monitoring and recording programmes.
- Create personal/group records of competencies:
  - ~ Individual staff/intern requirements.
  - ~ Secondary responsibilities (ie where staff are responsible for others).
  - ~ Group competencies (what a group can do with named trained people).
- Through appraisal meetings and visits ensure competencies are in place:
  - ~ Update when training is renewed.
  - ~ Ensure competencies are referred to when roles change.
  - ~ Record where staff have responsibilities for others.
- Lodge records of competencies and relevant risk assessments on file:

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- ~ Include dates for review of both.
- Determine how often monitoring should occur:
  - ~ Higher risk level greater frequency.
  - ~ Higher turnover of new people greater frequency.
  - ~ Lower the degree of supervision greater the frequency.
  - ~ Schedule as a result of accident or near miss report.
- Monitoring:
  - ~ Are the proper risk assessments in place, including records of competency?
  - ~ Are they being followed?
  - ~ Are they suitable and sufficient?

## 2. Fire

### 2.1 Fire Definition

For EcoNorth, fire precautions relate to its office premises at Unit 11, Enterprise Court, Cramlington, NE23 1LZ. Other locations such as client site offices where EcoNorth base staff and activities but does not accept health and safety responsibility, are covered by the responsible organisation and their guidance will be followed. Fire hazards related to activities etc must be dealt with under specific risk assessments.

Fire is any hazard relating to the combustion of any material, or emission of gases of whatever type or for whatever reason that results in an adverse change in environmental conditions to the work place.

### 2.2 EcoNorth Policy

EcoNorth will maintain all fire prevention, fighting and evacuation procedures as recommended by Tyne and Wear Fire Brigade and in accordance with insurance requirements and Regulatory Reform (Fire Safety) Order 2005. This will be achieved through the appointment of the Fire RP who will report any issues to the Senior Management Team at their monthly team meetings and appropriate action taken.

### 2.3 Fire Requirement

EcoNorth's Fire RP is responsible for ensuring that:

- All fire detectors, alarms and extinguishers are maintained as per requirements, and that all fire escapes are clear and working.



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- All responsible staff and volunteers are aware of their duties in the event of a fire, including introductory talks and emergency evacuation procedures for meetings and school visits.
- Relevant fire safety exercises are completed at the correct time intervals.
- The Fire RP should review the procedures in place and fire risk assessment annually or with any significant change in the activities of EcoNorth.

## **2.4 Fire Method**

- At least once per month the Fire RP should check that all of the requirements listed previously are correct and report to the Senior Management Team biannually.
- The Fire RP will maintain communication with Tyne and Wear Fire and Rescue Service.
- If at any time, the Fire RP suspects a health and safety hazard, as defined previously, he/she should undertake whatever actions they deem necessary to either remove the hazard, or protect all people from the hazard.
- The main principles to be applied in the event of a fire are:
  - ~ Raise the alarm: call the Fire Brigade.
  - ~ Evacuate the building and take a roll-call.
  - ~ Only tackle the fire if you can do so without putting your own safety at risk and have had appropriate training.

## **3. Health, Hygiene and Welfare (HH&W)**

### **3.1 Health, Hygiene and Welfare Definition**

For EcoNorth, welfare provision relates only to the built premises and surrounds that it owns, leases or operates. For site-based activities, welfare provision will be dealt with by specific task and site risk assessments.

Welfare facilities are those that are necessary for the wellbeing of EcoNorth staff, interns, and placements.

### **3.2 EcoNorth Policy**

EcoNorth will provide and maintain all welfare facilities as recommended by the Health and Safety Executive (HSE). This will be achieved through the appointment of the HH&W RP who will report any issues to the Senior Management Team at their monthly team meetings, and appropriate action taken.

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### 3.3 Requirement

The HH&W RP will be responsible for ensuring:

- Suitable and sufficient toilet & washing facilities are provided and are in full working order where recommended.
- Suitable drinking water and changing facilities are supplied at all times.
- There are suitable eating and rest areas for workers to use during break.
- All staff and volunteers are working in safe and suitable workplaces, including space, lighting, ventilation, workstations and noise.
- That all staff and interns/placements are aware of relevant welfare facilities and regulations.
- Changes in EcoNorth activities and requirements are reviewed by the HH&W RP and the Senior Management Team.

### 3.4 Method

- All problems with welfare facilities are reported to the H&S RPs and all RPs will carry out regular checks.
- The H&S RPs/Adviser will monitor changes in HSE regulations and report to the Senior Management Team.
- When a H&S RP recognises a hazard has occurred, they should undertake whatever actions they deem necessary to either remove the hazard or protect all people from the hazard.
- Upon request, EcoNorth will pay the cost for a standard VDU eye test at NHS recommended intervals. In addition, EcoNorth will pay for glasses, which are required solely for use whilst working on display screen equipment; this will be on the basis of the cheapest available.

## 4. Control of Substances Hazardous to Health

### 4.1 Control of Substances Hazardous to Health (COSHH) Definition

Precautions relating to the purchase, transport, use, storage and disposal of chemicals and other substances potentially hazardous to health.

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#### 4.2 EcoNorth Policy

- EcoNorth will ensure all hazardous substances purchased or generated by EcoNorth are transported, used, stored and disposed of securely and safely and that staff and interns are trained in their safe usage.
- Where possible any substances covered under COSHH will be substituted with substances without a potential hazard to health.

#### 4.3 Requirements

- EcoNorth will appoint a COSHH RP.
- COSHH RPs will carry out an annual audit of all chemicals used by or stored by EcoNorth.
- All new product orders will be accompanied by a COSHH note; if any staff are in doubt as to the COSHH status of a product they must not make a purchase or purchase order.
- All staff must complete COSHH assessments for all relevant substances.
- All staff must carry out spillage risk assessment of chemical storage (not near rain water drains etc) and have an action plan in place in the event of spillage.
- All hazardous chemicals to be stored in a secure location.
- All staff must ensure all hazardous chemicals are disposed of according to COSHH guidelines.
- Personal Protective Equipment (PPE) to be supplied where applicable.

#### 4.4 Method

- The COSHH RP will check on audit of chemicals and ensure safe storage at least monthly.
- Relevant staff and interns will be trained and certified in the safe use of any COSHH products by a competent person.
- COSHH reports are stored centrally.
- All COSHH reports to be reviewed annually.
- Any unattended hazardous chemicals should be made safe by a competent person and reported to the relevant H&S RP.
- COSHH RP are to make a COSHH report to the Senior Management Meeting biannually.

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## 5. Lone Working

### 5.1 Lone Working Definition

Lone working is defined as any employee or intern of EcoNorth, or other person for whom EcoNorth accepts a level of responsibility, who is working by themselves without close or direct supervision, including home working. Exceptions are where people are travelling between projects, commuting or attending meetings where they know other attendees.

### 5.2 EcoNorth Policy

- A Lone Working RP will be appointed and attend the Senior Management Meeting.
- If practicable lone working will be avoided.
- Students, young people, trainees, interns and placements will not be allowed to undertake lone working until assessed as competent to do so.
- Lone working will not be permitted where site or activity risk assessments have identified risk associated with hazards such as isolation, water, heights, and/or confined spaces which cannot be mitigated for, or where competencies are not recorded.
- Where lone working cannot be avoided agreed requirements, as set out in the Lone Working Procedure, must be adhered to.

### 5.3 Requirement

- All competency records will include a presumption against lone working or record appropriate levels.
- Where lone working is unavoidable a task specific risk assessment must be created.
- Risk assessments will include the reason lone working is required, what activities and sites the lone worker will be encountering, what safe systems have been put in place and what emergency procedures have been identified.

### 5.4 Method

- Lone working will only be permitted after Line Managers have agreed risk assessments and competency records. Additional risk assessments must be undertaken for each type of lone working: home, practical, survey etc.
- Anybody undertaking lone working will carry a personal or EcoNorth mobile phone and an emergency pack (eg first aid kit) appropriate to the activity.
- Anybody wishing to undertake lone working must identify an emergency procedure, which includes a named competent person/buddy who has clear guidelines as set out in

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the Lone Working Procedure to follow in the event of a failure of the lone worker to report in at suitable periods. This need not be a member of staff.

- Where routine lone working in low risk environments takes place staff, volunteers and contractors will be expected to follow a set of guidelines developed with their Line Manager.

## **6. Risk Assessment**

### **6.1 Risk Assessment Definition**

A Risk Assessment (RA) is a considered examination of what could cause harm to people to weigh up whether enough precautions are in place to prevent harm, the aim of which is to ensure that no one gets hurt or becomes ill.

### **6.2 RA Policy**

EcoNorth recognises RAs as the tool by which it identifies and acts upon hazards to any people it accepts a level of responsibility for. RAs are not in themselves a protection from harm but methodologies by which EcoNorth staff and volunteers plan for safe activities and EcoNorth monitors and demonstrates its commitment to health and safety.

### **6.3 RA Requirement**

- All staff and interns will have competency records, identifying what they will and will not be expected to encounter and what equipment, training and degree of competency they should possess, as part of their routine work with EcoNorth.
- EcoNorth will risk assess all sites prior to undertaking survey (or other) work on third party land. EcoNorth will also comply with mitigation requirements outlined in land owner/managers own risk assessments.
- All events and activities which are not covered by competency records, will require separate RAs.
- The RA will ensure that all groups and individuals seeking permission to visit places that EcoNorth accepts a responsibility for without a member of EcoNorth staff present, will be issued with a site or task RA and guidelines, which they will be expected to adhere to.
- All contractors will work to site and task RAs agreed with EcoNorth.

### **6.4 RA Method**

- All staff and volunteers will be trained in generating and assessing RAs commensurate with their roles, and how to act upon them before they are permitted to take charge of any sphere of activity for which RAs takes responsibility.

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- Competency records will be addressed and amended where required at every appraisal meeting.
- RA is a standing agenda item at every Senior Management Team meeting, where issues relating to RAs are discussed.
- All RAs will be authorised by a Senior Manager before going out on site/undertaking activity.

## 7. Accidents and Near Misses

### 7.1 Accident and Near Miss Definition

Accidents and near misses relate to any sites or activities where EcoNorth accepts an area of responsibility and are defined as:

- An accident is an incident where an unforeseen injury or loss occurs.
- A near miss is an incident that had the potential to result in an accident.
- A cause for concern is an incident that requires remedial action to be undertaken.

### 7.2 EcoNorth Policy

Through training and the creation of risk assessments EcoNorth will ensure that:

- The risk of accidents is as low as practicable.
- The appropriate number of first aiders will be present and appropriate first aid equipment is provided.
- H&S RPs will report to the Senior Management Team meeting about any accidents, near misses or causes for concern. All accident and near miss reports and investigations will be considered by the Senior Managers at monthly meetings with outcomes disseminated and lessons learned applied.

### 7.3 Requirement

- All accidents must be reported using the accident report procedure and all major accidents reported to the H&S Executive (RIDDOR).
- All near misses and causes for concern must be reported to H&S RPs.
- All first aid kits must be checked regularly and clearly labelled.
- Staff and volunteers should be trained in how to fill in the accident book and be aware of the location of the book.

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## 7.4 Method

- Sufficient health and safety information and tool talks will be given by a competent person on site before every task, event or activity.
- Health and safety information will be supplied in EcoNorth vehicles and offices.
- All accidents will be followed up by a EcoNorth Senior Manager to ensure procedures are put in place/adhered to where necessary in order to prevent the accident re-occurring (see Section 8: Accident Investigation).
- Review areas where accidents have occurred and put signage in place or improve area as necessary.
- If anyone suspects a health and safety hazard, he/she should implement whatever action they deem necessary to either remove the hazard or protect all people from the hazard.

## 8. Accident Reporting and Investigation

### 8.1 Accident Definition

An unplanned incident which results in actual loss through injury, material damage or environmental degradation or has the potential to cause such loss.

### 8.2 EcoNorth Policy

EcoNorth will investigate all accidents with the aim of ensuring they do not happen again and findings are used to update safe working practices/procedures.

### 8.3 Requirement

- EcoNorth will notify the H&S Executive as required under RIDDOR.
- All staff, sub-contractors, volunteers, interns and placements will report on all minor accidents, near misses and causes for concern to the Senior Managers using the accident book and near miss/cause for concern reporting forms.
- For accidents, a Senior Manager will investigate and report on reported accidents; for serious accidents an investigation team might be required involving some/all of the following:
  - Line Manager.
  - Senior Manager.
  - H&S Adviser.

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- CEO.
- Relevant H&S Local Authority Officer or Technical Expert.

## 8.4 Method

- All EcoNorth Line Managers are aware of their duties under RIDDOR and will follow the procedures under these regulations.
- In the event of any accident or near miss (RIDDOR notifiable or not) an accident investigation will be undertaken by the appropriate person/team. It is the responsibility of Managing Director to assess the level of investigation required and who may seek guidance from Senior Managers before deciding.
- If an accident investigation/report has been requested the relevant H&S Inspectors/Advisers will be notified (unless the incident requires notification under RIDDOR when this will probably be the Local Authority H&S Officer).
- When accidents occur, the investigation procedure will be followed and an accident investigation form completed using the following structure:
  - Gather information.
  - Analyse findings.
  - Review risk control measures.
  - Plan and implement changes required.
- The detailed accident/incident report will be submitted to the Senior Management Team meeting and discussed under the health and safety standing item.

## 9. First Aid

### 9.1 First Aid Definition

- For EcoNorth, first aid precautions relate to all people, buildings and any activity or event for which EcoNorth accepts any responsibility.
- First aid is the procedure followed when someone is injured or becomes ill.

### 9.2 EcoNorth Policy

- EcoNorth will ensure that a suitable number of people are trained in first aid at any event or activity where EcoNorth accepts any responsibility.
- All EcoNorth lead groups should have at least one staff member or volunteer who is first aid trained.



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- EcoNorth will maintain all first aid procedures as recommended by the H&SE. To ensure this is maintained, a First Aid RP is appointed.

### 9.3 Requirement

EcoNorth's First Aid RP is responsible for ensuring that:

- All first aid kits and equipment are maintained as per requirements.
- All responsible staff and volunteers are aware of their duties in the event of a first aid incident, including up to date training, refresher courses etc.
- Procedures are reviewed with any significant changes in activities of EcoNorth.

### 9.4 Method

- Biannually the First Aid RP should check all staff and volunteer requirements are correct and report to the Senior Management Team meeting.
- The First Aid RP will maintain communication with St John's or other suitable training body to keep up to date with new guidelines and equipment etc.
- If the First Aid RP suspects a health and safety hazard, as defined previously, he/she should undertake whatever actions are necessary to remove the hazard to protect people from hazard.

## 10. The Workplace

### 10.1 The Workplace Definition

The workplace relates to the EcoNorth premises: Unit 11 Enterprise Court, Cramlington, NE23 1LZ.

### 10.2 EcoNorth Policy

EcoNorth shall ensure that the workplace is a safe working environment for all staff, visitors and volunteers.

### 10.3 Requirement

- EcoNorth will appoint a Work Place RP.
- EcoNorth's WP RP will make routine health and safety checks of all areas of the workplace and report to the Senior Management Team meeting monthly.
- The WP RP will assist all staff within their area in COSHH management, training identification and Personal Protective Equipment.

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#### 10.4 Method

- The WP RP will routinely check hazards throughout the buildings and grounds and report to the Senior Management Team monthly.
- If at any time, a WP RP suspects a H&S hazard as defined previously he/she should undertake whatever actions they deem necessary to either remove the hazard or protect all people from the hazard.

### 11. Provision and Use of Equipment

#### 11.1 Provision and Use of Equipment Definition

- Equipment is any item that does not fall into one of the following categories:
  - Driving on the highway is covered under a separate policy.
  - Substances and materials, covered under COSHH.
  - The fabric or fittings of any buildings.
- Equipment does include: hand and power tools, furniture, gazebos, computers, photocopiers, dispensers, bins, microscopes, binoculars, ladders, fridges, cookers, microwaves, stationery (this non-exhaustive list should help people define whether what they are considering is equipment or not).
- Provision is making available any item for use by any person for whom EcoNorth accepts responsibility.

#### 11.2 EcoNorth Policy

EcoNorth will ensure that all equipment provided for use is:

- Suitable for the intended use.
- Safe for use, maintained in a safe condition and where necessary, inspected to ensure this remains the case.
- Used only by people who have received adequate information, instruction and training
- Accompanied by suitable safety measures.
- On request EcoNorth will provide eye and eyesight tests and spectacles if special ones are necessary for the use of display screen equipment.

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### 11.3 Requirement

- EcoNorth will maintain an inventory of all significant pieces of equipment including a register and record of health and safety checks, including Portable Electrical Appliance Testing.
- WP RP will include equipment checks with their routine workplace inspections.
- All staff and volunteers will be trained, commensurate with their roles, to recognise hazards that may arise from faulty or incorrectly used equipment.
- All staff and volunteers will be trained in the safe use and care for equipment they use or are responsible for.
- Where practicable, in order to ensure that all equipment is suitable for its intended use:
  - ~ All tools will be purchased from an identified trade supplier.
  - ~ All protective equipment will be purchased from an identified supplier of health and safety equipment.
  - ~ All office equipment will be purchased from a trade supplier.
  - ~ All equipment used for working with children will be purchased from a specialist education supplies outlet.
  - ~ Where this is not possible due to the supply of goods in kind, second hand equipment, donations or for any other reason, permission will be sought from a Senior Manager prior to making equipment available for use.

### 11.4 Method

- Equipment can only be purchased from a list of approved suppliers, catalogues, websites etc held by members of EcoNorth. Where this is not possible due to the supply of goods in kind, second hand equipment, donations or for any other reason, express permission will be sought from the relevant sector manager prior to making equipment available for use.
- The WP RP will arrange and organise portable electrical appliance testing and create a record of maintenance schedules for all equipment under their responsibility.
- EcoNorth WP RPs will check that equipment within their area of concern is maintained as per maintenance schedules. However, legal responsibility for maintenance remains with the Line Management system.
- The Fire RP will ensure all fire safety equipment is tested and maintained at EcoNorth.

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## 12. Manual Handling

### 12.1 Manual Handling Definition

A person moving or lifting any object from one place to another without the use of fully automated equipment designed expressly for the purpose.

### 12.2 EcoNorth Policy

- EcoNorth will not require any person to lift, or in any way handle an object that the person does not feel fully competent to do so.
- EcoNorth will ensure that a procedure is in place to ensure that an individual has relevant training to evaluate and be competent in manual handling.
- Where possible manual handling will be reduced wherever practicable or removed. However, it will be understood that many tasks are valued because of the exercise potential offered through manual handling tasks and these will be retained where appropriate.

### 12.3 Requirement

- All EcoNorth staff and volunteers must undertake manual handling training commensurate with their tasks.
- The WP RP will be trained in manual handling procedures and will assist other members of staff and volunteers in risk assessing manual handling tasks.

### 12.4 Method

- All job descriptions, risk assessments and competency records will include manual handling requirements.
- All WP RP area checks will include identification of handling risks such as high storage, heavy and/or bulky products, unbalanced or difficult to grasp products, ground conditions and who is doing the handling.
- Where any items or procedures are identified as posing a manual handling risk, alternatives will be sought.

## 13. Children and Vulnerable Adults

### 13.1 Children and Vulnerable Adults (CVA) Definition

Any child from 0 – 16, and/or vulnerable adult deemed by law or a guardian as not totally capable for assuming responsibility for themselves (including young people between 16 and 18) for which EcoNorth has accepted responsibility for their care, or where EcoNorth has

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provided opportunities for these groups to participate in an activity or to visit sites for which EcoNorth has some responsibility.

### **13.2 EcoNorth Policy**

- EcoNorth will seek to provide an environment where children and vulnerable adults will be safe from harm.
- EcoNorth will adhere to legislation and good practice as provided by the various agencies involved in children and adult welfare and safety.
- EcoNorth does not accept volunteers under 18 unless accompanied by an appropriate adult.

### **13.3 Requirement**

The EcoNorth CVA RP will ensure that:

- All workers who are involved with working with CVAs have adequate checks to ensure their suitability.
- Staff and volunteers are suitably trained and aware of their duties and responsibilities.
- Activities, venues and equipment have been risk assessed and are deemed or made suitable for the purpose.

### **13.4 Method**

- Risk assessments for activities and sites.
- Equipment will be correctly purchased and checked as suitable for purpose.
- DBS checks and references will be undertaken for staff and volunteers where required.
- In the event of accidents that staff/helpers have appropriate training and equipment to deal with the problem.
- Training will be reviewed and updated at all levels on a regular basis.
- Situations that pose an identifiable risk will be acted upon immediately.
- The CVA RP will keep the Senior Management Team informed of changes in practice.
- All staff working with CVAs will receive an induction and training in the implementation of EcoNorth's detailed CVA policy and associated documents.

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## 14. Contractors

### 14.1 Contractors Definition

Contractor means anyone brought in by EcoNorth to work in any area for which EcoNorth assumes some responsibility, who is not an employee, volunteer or visitor of EcoNorth.

### 14.2 EcoNorth Policy

- All routine or call-out contractors will be entered onto EcoNorth approved contractors and/or sub-contractors list before they are allowed to start work for EcoNorth.
- Only contractors deemed competent will be included in the approved contractors list
- All contractors will work to an agreed contract.

### 14.3 Requirement

- All contractors will lodge relevant documentation (insurance details, risk assessments health and safety record etc) with EcoNorth.
- All projects or work carried out by contractors will follow a safe system of work agreed by the contractor and EcoNorth.

### 14.4 Method

- All contractors who cannot supply written safe systems will work to an agreed method statement and risk assessment, provided by EcoNorth.
- All contractors on the approved list who may be called out for immediate or emergency work will have pre-lodged contracts held at EcoNorth. No contractor may send out a sub-contractor or member of staff who is not fully aware of the conditions described in that contract.
- All contractors undertaking single projects will work with a competent Project Officer, with the assistance of their health and safety representative if necessary, to create a risk assessment which identifies safe systems of work.
- Where a competent member of staff is to supervise contractors directly at all times, records and written safe systems of work may not be required.
- All staff will have a record of what type of contractors they are able to appoint.

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## 15. Out of Control Behaviour

### 15.1 Out of Control Behaviour (OCB) Definition

Any person whose behaviour goes beyond that of the 'reasonable person' and as a result may put themselves or another person at risk. This may be because of dishonest or aggressive behaviour or purely through innocent stupidity or inability, possibly due to drugs or alcohol.

### 15.2 EcoNorth Policy

- EcoNorth will seek to provide an environment where people are safe from harm; in order to do this we carry out suitable risk assessments, based upon reasonable behaviour.
- EcoNorth will ensure that all staff and volunteers are suitably trained to deal with OCB that they may be expected to encounter.

### 15.3 Requirement

EcoNorth Line Managers will ensure that:

- All staff and volunteers are aware of their likely level of contact with OCB and EcoNorth's baseline requirement for dealing with OCB; this will be recorded on competency forms together with required and achieved training where applicable.
- All risk assessments for sites, activities, groups and individual competencies will include OCB.

### 15.4 Method

- All incidents involving OCB are recorded as causes for concern and will be reviewed to see if action is required; this will be recorded.
- Training will be reviewed and updated for staff, volunteers and groups during annual appraisal, due to a change in activity or as the result of an incident.
- Situations that are identified that pose an unacceptable risk will be acted upon immediately.

## 16. Vehicles

### 16.1 Vehicle Definition

- Any road going machine supplied by EcoNorth for the use of any member of staff or volunteers, or owned, rented or leased by a member of staff or volunteer and used while on EcoNorth business.

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- Only vehicles registered for use on the public highway are covered by this policy.

## **16.2 EcoNorth Policy**

- EcoNorth will administer all vehicles for which it is responsible. Any member of staff or volunteer using any EcoNorth vehicle will ensure that they conform to all EcoNorth requirements.
- Where EcoNorth requires staff or volunteers to use their own vehicles all aspects of that use will conform to Road Traffic Law and they will have their own insurance for business use.

## **16.3 Requirement**

- All EcoNorth staff and volunteers will be issued with the vehicles guidelines and/or receive appropriate training before they can use any of EcoNorth vehicles.
- EcoNorth will assure itself of the competency and legality of any staff or volunteers using EcoNorth vehicles before they permit their use.
- Any staff or trainees required to use their own vehicle while on EcoNorth business must be fully licensed, insured and competent to do so.

## **16.4 Method**

- The Vehicles RP will maintain a register of competent vehicle users and training competencies.
- All staff or volunteers using EcoNorth vehicles are required to inform the Vehicles RP if there is any change in their circumstances that might affect their legal situation or level of competency when driving.
- All staff or volunteers using their own vehicles are expected to conform to all relevant road traffic legislation.

# **17. Health and Safety Representatives**

## **17.1 Health and Safety Manager**

The role of this person is to act as EcoNorth's appointed person as required under health and safety and first aid legislation. He/she will be a member of the Senior Management Team and will liaise on EcoNorth's behalf with EcoNorth's Specialist Adviser. He/she will also act as principle Fire Safety Manager and will ensure that EcoNorth complies with the requirements of its fire policy.



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### 17.2 Health and Safety Officer

The role of this person is to provide a co-ordination function for all health and safety documentation, reporting and monitoring. This will include:

- Maintenance of all EcoNorth health and safety records in an accessible format.
- Contributing to the review of EcoNorth health and safety documentation.
- Assistance with the development of EcoNorth health and safety systems.
- Collation and dissemination of all EcoNorth health and safety reporting to the Senior Management Team.

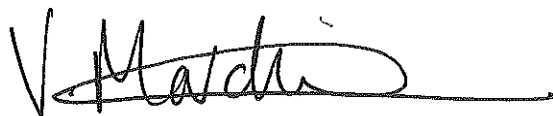
### 17.3 Responsible People

EcoNorth will appoint Responsible People to undertake duties as set out in this policy in relation to:

- Fire.
- Health, Hygiene & Welfare.
- COSHH.
- First Aid.
- The Workplace.
- Provision & Use of Equipment.
- CVA.
- Vehicles.
- Lone Working (specifically for EcoNorth personnel).

The duties of these Responsible People will include regular reporting to the Senior Management Team.

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A handwritten signature in black ink, appearing to read 'V. Mordue', with a long horizontal flourish extending to the right.

Victoria Mordue MloD

Managing Director

02.02.18