



Health and Safety Policy for Phab Ltd

Reviewed: February 2025

Introduction

This is the Health and Safety Policy of Phab Limited. Our statement of policy is:

- To provide adequate control of the health and safety risks arising from our work activities and to consult with our employees on matters affecting their health and safety
- To provide and maintain safe equipment to ensure safe handling and use of substances
- To provide information, instruction and supervision for employees
- To ensure all employees are competent to do their tasks, and to give them adequate training
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions
- To review and revise this policy annually or sooner if necessary

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. service users, volunteers, members of the public.

Responsibilities

The Phab Board of Trustees: The Phab Board of Trustees has overall and final responsibility for health and safety matters and for ensuring that health and safety legislation is complied with.

The Phab Board of Trustees will review the operation of its Health and Safety Policy annually and will ensure employees and volunteers as appropriate receive relevant information, training and supervision on health and safety matters.

Health and Safety Officer, Dawn Vickers, Phab Ltd Co-Chief Executive Officer:

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Health and Safety Officer. Part of this responsibility will be keeping the Phab Board of Trustees informed about health and safety matters.

Phab Ltd Finance Committee: The Finance Committee is responsible for ensuring that a comprehensive Risk Management Report will be maintained by a competent person in accordance with the 1992 Management of Health and Safety at Work Regulations and the Approved Code of Practice (ACOP).

The written Risk Management Report will be reviewed and updated regularly to ensure it covers all employees against all reasonably identifiable or foreseeable risks, and to ensure that any action identified as needed in the Risk Management Report is carried out. The Risk Management Report will also be updated every time that there is a major change in working practices. The Risk Management Report will cover all employees of Phab Ltd and aspects of their work, wherever they may be based.

Employees: All employees should:

- Co-operate with supervisors and managers on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement).

Training

The Health and Safety Officer will ensure that new employees and volunteers receive information on health and safety as part of their induction.

The Health and Safety Officer will organise training for employees and volunteers on health and safety matters as appropriate, including general health and safety training, first aid, manual handling, fire safety, risk assessment.

The Health and Safety Officer will also organise training for appropriate use of equipment, and any special training needed to ensure safe systems of work.

If employees and volunteers feel they have health and safety training needs, they should inform their line manager.

First Aid Officer:

A First Aid Officer will be appointed at each Phab Ltd organised event and regularly used co-working office space.

The trained Phab Ltd first aid officer will ensure that the first aid box is kept in the correct place, containing the items laid down in the Guidance Notes published by the HSE and is regularly checked and restocked at the venue they are responsible for. For detailed first aid and accident arrangements see the First Aid section in this document.

Phab Adventures Residentials at Bendrigg Lodge this will be **Rebecca Hargreaves National Projects and Development Manager.**

At the co-working space 241 The Broadway, London SW19 1SD and Phab Adventure Residentials at Avon Tyrrell this will be **Janine Williams Fundraising and Development Manager.**

When Phab Ltd staff are using the storage space/meeting room at North Light Estates, North Light Parade, Brierfield, Nelson, Lancashire, North Light Industries has a nominated first aid officer on site – Named Officer: Michael Webster.

Office Environments

Phab Ltd will provide a safe and healthy working environment for staff/volunteers.

When using co-working office spaces, Phab Ltd is responsible for:

- Conducting risk assessments to identify potential hazards in the co-working space
- Ensuring employees are informed of health and safety procedures including emergency exits and first aid arrangements
- Providing necessary equipment and training to maintain a safe working environment
- Co-ordinating with the co-working space provider to confirm compliance with health and safety regulations

Co-working space provider is responsible for:

- Maintaining the safety of the physical environment including fire safety systems, shared equipment and communal areas
- Ensuring clear evacuation procedures
- Communicating safety procedures to all occupants

All staff and volunteers of Phab Ltd are responsible for:

- Following health and safety guidelines and reporting and hazards, incidents or concerns to the Health and Safety Officer.
- Familiarizing themselves with emergency procedures including the location of fire exits and first aid facilities

First Aid and Emergency Procedures in co-working office space: Phab Ltd will assess the need for a named first aid officer within co-working spaces.

If the co-working space provider offers first aid support, Phab Ltd will ensure employees are aware of the available resources and procedures

Homeworking: When employees are carrying out work for Phab Ltd at home all health and safety rules and guidance in this policy apply in the same way that they do in the workplace.

It is the responsibility of the employee to ensure that their home working environment and equipment used in the home is safe. A risk assessment in accordance with the guidance given in this policy should be carried out. Should advice be needed, advice should be sought from the Phab Ltd Health and Safety.

It is the responsibility of Phab employees to inform their line manager of any requirements or concerns they may have.

Reporting Accidents and Emergencies

Employees must report all incidents which resulted or nearly resulted in personal injury to themselves or others, to the Health & Safety Officer and make sure the accident is recorded in the Accident Book.

It is the responsibility of the Health & Safety Officer to ensure that any necessary follow-up action is taken to reduce the risk of the accident or near accident recurring.

The Health & Safety Officer is responsible for reporting incidents which come within the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR), to the Local Authority Environmental Health Department. RIDDOR covers the following incidents:

- fatal accidents
- major injury accidents/conditions
- dangerous occurrences

- accidents causing more than 3 days incapacity from work
- certain work-related diseases.

Equipment Storage and Usage

Equipment must not be left lying around but must be suitably stored in a safe and convenient way.

- No wires must be left trailing across floors
- Broken, ineffective or damaged electrical equipment must be reported. Staff should use electrical equipment in accordance with instructions.
- Appropriate seating must be available to all staff
- If appropriate electrical equipment will be PAT tested annually.

Maintenance of Machinery: The Health and Safety Officer should hold copies of manufacturers' detailed instructions on the maintenance of Phab Ltd owned machinery and will ensure that maintenance contracts are adhered to and, where appropriate, renewed.

Visual Display Equipment: It is the policy of Phab Ltd to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations 1992. Phab Ltd will conduct health and safety assessments of all workstations staffed by employees who use VDU screens as part of their usual work. All workstations must meet the requirements set out in the Schedule to the Regulations.

Eye and Eyesight Tests: Staff are entitled to have eyesight tests paid for by the employer. If a member of staff is experiencing eyesight problems attributable to their work with VDUs s/he will be entitled to have an eyesight test paid for by the employer. If a test shows that as a result of work with the organisation's VDUs, a member of staff needs to purchase special corrective appliances (usually glasses), these will be paid for by the employer. This excludes those normally used for purposes other than work with VDUs and is subject to a maximum expenditure of £75.

Personal Safety

Hours of Work: Employees should not work excessively long hours and should take adequate breaks for meals and rest as indicated within their statement of terms and conditions of employment.

Holding or Carrying Money or Valuables for the Organisation: Staff who carry money for Phab Ltd have the right to be accompanied by another person. Large amounts of cash, over and above petty cash should not be kept on the premises. Visits to the bank should not be at a regular time. Under no circumstances should staff put themselves at risk on account of the property of the organisation. If money is demanded with threats, it should be handed over.

Work Related Upper Limb Disorders: (also known as Repetitive Strain Injury) are often associated with keyboard work. It is the intention of Phab Ltd to provide VDU/keyboard equipment and furniture which help prevent the development of these musculoskeletal disorders. Staff should contribute to their own safety and welfare by:

- avoiding sitting in the same position for long periods
- adjusting equipment and furniture to appropriate and comfortable positions
- taking regular rest breaks from VDU work (at least 10 minutes away from the screen in every hour) by doing some other work.

Aggression or Harassment: It is in the nature of the organisation's work that staff or volunteers may, on occasions, find themselves in potentially unsafe situations whilst on Phab Ltd business. Phab Ltd recognises that talking about fear and other problems related to aggression or harassment are not marks of failure but good practice. A serious incident, even if it results in no physical harm, may cause feelings of fear, panic or despair which can carry on long afterwards.

All incidents of aggression or violence should be reported to the Health and Safety Officer and recorded in the accident book. Staff should report any current or potential situation at work which is a threat to personal safety.

Staff should ensure that the address book of their mobile phone contains an ICE (in case of emergency) entry detailing either a personal or work contact. Emergency services are trained to look for that in appropriate circumstances.

The following must also be noted to minimise risk:

Lone Working: Staff or volunteers who are working on their own should not allow access to casual visitors who have no appointment. Such callers should be encouraged to make an appointment.

Where staff are dealing with an individual but feel uneasy about being alone with them, they have the right to refuse to make an appointment or give access if it

would put them in that position. In these situations, the management will put their trust in the feelings of the worker.

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

Moving and Handling: Employees should avoid manual lifting where at all possible. However, employees may occasionally be required to manually move and handle loads. Correct manual lifting and handling reduces the effort required and prevents strain and risk of injury.

- Employees should not put themselves at risk by attempting to lift heavy loads which could be taken apart or divided into smaller quantities
- The assistance of other employees should always be sought for moving large quantities or for lifting heavy and awkward loads
- When lifting is done by a team, instructions should be given by one person only
- Any employee feeling a strain should stop immediately and record the incident in the Accident Book.
- Aids to reduce the risk of injury (e.g. trolleys) must always be used if available
- When attending a Phab Adventure Residential anyone moving and handling people must receive appropriate training. See the Phab Personal Care Policy for more information

Stress Management: Stress at work is a serious issue. Workers can suffer severe medical and health problems. In turn this 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.

Phab Ltd will do all it can to eradicate problems relating to stress at work. In particular it will:

- Ensure close employee involvement, particularly during periods of change
- Give opportunities for staff to contribute to the planning and organisation of their own jobs

- Ensure staff 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 staff and management
- Promote the maintenance of a supportive culture in the workplace
- Where appropriate take into consideration employees' personal situation/problems at home
- Ensure employees avoid working long and unsocial hours
- Phab will ensure as far as practicable that its policies, working practices and conditions of employment support its commitment to the above
- 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 members of staff, and ensure that interpersonal conflict is avoided or dealt with sensibly
- Employees must not make unrealistic demands on other workers by increasing others' workload
- Employees should participate with the organisation's intention to maintain a supportive workplace environment
- If an employee is suffering from stress at work, s/he should discuss this with their line manager at the first opportunity.
- Where practicable and reasonable, Phab Ltd will seek to provide assistance to the employee

Smoking: When working in co-working spaces or away (e.g. Phab Adventure Residential or events) the smoking policies of that premises must be adhered to.

Reporting and Recording: Phab Ltd recognises that serious incidents relating to personal safety and will dispose to provide whatever support, counselling or time off work is appropriate.

Hazardous Substances – Control of Substances Hazardous to Health (COSHH)

General Statement Under the 1992 COSHH Regulations employers have a duty to make an assessment of the risks related to hazardous substances e.g. chemicals, noxious fumes etc. The person responsible for carrying out this assessment will be the Health and Safety Officer. Following this assessment, Phab Ltd will:

- In the first instance take action to remove any hazardous substance

- If this is not possible, action shall be taken to find a substitute for the hazardous substance
- If this is not possible, such substances shall be enclosed within a safe environment
- If none of the above are possible, protective equipment will be issued to ensure the safety of staff