

Health and Safety Policy and Procedures

Health and Safety Policy and Procedures

Introduction	3
Policy Document	3
Scope.....	3
Definitions.....	3
Obligations and Accountability	4
Initial Help	5
Health and Safety Poster	5
Persons with Disabilities	5
Display Screen Equipment Assessment	5
Eye Exams	5
Laptops.....	5
Individual Employees	6
Conflict and Violence	6
Moving and Handling.....	6
Stress.....	7
New and Expectant Mothers	7
Ladders.....	Error! Bookmark not defined.
Work Equipment.....	Error! Bookmark not defined.
Reporting of Accidents, Illnesses, and Dangerous Events (RIDDOR)	8
Risk Assessment	9
Monitoring	9
Related Policies and Procedures.....	9
Legislation and Guidance	9
Compliance	Error! Bookmark not defined.
Appendix 1: Health and Safety Policy Statement	11

Health and Safety Policy and Procedures

Policy Lead	Registered Manager – Samantha Norgate
Version No.	1.0
Date of issue	October - 2024
Date to be reviewed	October - 2025

Introduction

Banquo Limited recognises its responsibilities and duties under the Health and Safety at Work Act of 1974, and is committed to ensuring the health, safety, and welfare of all employees, service users, and other individuals who may be affected by its activities. Banquo Limited recognises the strategic and moral importance of health and safety to business performance and is committed to promoting a culture of health and safety throughout the organisation.

This Health and Safety Policy conforms to the Health and Safety at Work Act of 1974. It defines how health and safety concerns associated to business, property, and activities will be controlled. This document will be signed and delivered by the Registered Manager.

Banquo Limited has a rigorous and proactive strategy for managing health and safety risks by ensuring that anticipated risks are recognised, managed, and communicated effectively to those who may be affected. In order to ensure ongoing progress Banquo Limited will guarantee that performance is assessed and supported so that workers, service users, and everyone who may be affected can have faith in the organisation's internal processes.

Policy Document

Banquo Limited acknowledges that it has a duty to protect the health and safety of employees, service users, and anyone else whose well-being may be affected by its business activities (see Appendix I).

- Ensure employees are working under safe conditions and provide adequate equipment and arrangements for employee welfare when at work.
- ensure that risk assessments are carried out on service user properties to ensure staff have a ensure that all work-provided equipment and systems of work are safe; and
- ensure that arrangements are in place for promoting health and safety. safe means of entering and exiting
- ensure that health and safety risks from work activities are identified and mitigated.

Scope

This policy and its processes apply to all Banquo Limited workers and employees. The Registered Manager is responsible for the health and safety of all service-affected employees, service users, and other individuals.

Definitions

A **competent individual** should possess the skills, knowledge, and experience necessary to recognise dangers within an organisation and aid in adopting appropriate measures to safeguard individuals from damage. They may be an employee of the company or an external consultant; formal qualifications and training are optional.

Display Screen Equipment (DSE):

Includes any graphic display or alphanumeric screen, regardless of the display mechanism involved, excluding televisions and compact data display equipment (e.g., calculators and window typewriters). The majority of DSE at Banquo Limited is predicted to consist of Laptops and smart phones.

User:

Anyone who consistently employs DSE for a significant percentage of their normal work. The employee will be labelled a "user" if their use is practically constant on the majority of days. If the majority or all the following are true, a person should be regarded a user.

- The task cannot be conducted efficiently or at all without use of DSE.
- The employee has no discretion with regard to DSE usage.
- The position demands substantial education or specialised skills.
- The employee utilises DSE for at least an hour every day, nearly every day.
- The task necessitates a quicker flow of information between the worker and the display.
- Attention and attention are required at a high level, such as when an error could have severe repercussions.

Workstation

Comprises the display screen equipment, keyboard, mouse, or other input devices, in addition to the immediate work environment, work chair, work desk, work surface, phone, or other accessory item to the display screen equipment, printers, and document holders.

Obligations and Accountability

The Registered Manager is responsible for:

- the overall responsibility of health and safety, including ensuring a safe working environment and providing adequate resources to implement this policy.
- ensuring that this policy is available to and brought to the attention of all employee under their control.
- ensuring that all risks presented to employees and others are identified and that adequate training is provided.
- identifying training needs in accordance with the risks identified and the training provided.
- taking reasonable care of their own health and safety, as well as the health and safety of others whose health and safety may be harmed by their acts or omissions.
- performing tasks as instructed, in accordance with any risk assessment findings and training.
- cooperating with their employer in all matters relating to health and safety.
- attending training sessions when necessary and adhering to all safe systems of work implemented by the organisation.
- using equipment according to Banquo Limited's instructions.
- adhering to all infection prevention procedures; and
- reporting any accident involving injury, property damage, or illness. Fire marshals are accountable for:
 - conducting preventive fire safety inspections within their jurisdiction
 - supervising the building's evacuation in the event of a fire or other disaster.

Competent individual

Banquo Limited will hire a qualified individual to provide guidance, assistance, and

advise on all health and safety problems. This will ensure compliance with Banquo Limited's legal requirements.

Initial Help

Banquo Limited will assign an individual responsibility for first aid. In accordance with L74: First Aid at Work Approved Code of Practice, this individual will have the necessary First Aid training and will be responsible for ensuring that First Aid kits are conveniently accessible and adequately stocked. Banquo Limited will guarantee the availability of the necessary resources to make this possible.

Health and Safety Poster

Banquo Limited shall display and maintain a Health and Safety poster at their head office and will ensure all employees are aware of its contents. Names of the Competent Person and the First Aider shall be posted prominently.

Persons with Disabilities

Banquo Limited shall give full and appropriate regard to the requirements of disabled employees. Banquo Limited will treat all employees with disabilities with respect and decency. In compliance with the Equality and Diversity Policy of Banquo Limited, the provision of a safe working environment and equitable access to the organisation's facilities. When necessary, reasonable accommodations will be provided to the physical environment and/or working conditions for individuals with disabilities. Ensure that, in the case of an emergency evacuation, plans are in place to allow individuals with disabilities to safely evacuate the premises.

Display Screen Equipment Assessment

Individuals who are qualified to conduct individual DSE risk assessments must be identified and trained by the Registered Manager. For every firm user, suitable and sufficient risk assessments should be undertaken. Any detected risks should be reduced as much as feasible, and records of DSE risk assessments should be maintained for at least five years.

While working with DSE, users are responsible for their own health and safety as well as the health and safety of others. This involves notifying the Registered Manager of any inadequacies that could represent a risk to oneself or others. Moreover, DSE users must adhere to the recommendations detailed in their specific DSE risk assessment.

Eye Exams

When an employee is categorised as a "user," they are entitled for a comprehensive eye and vision checkup. The employee is responsible for scheduling the examination, which must be completed on their own time. Vision corrections and eye exams unrelated to DSE-related activities are not Banquo Limited's responsibility.

Laptops

Laptops are portable and have screens that are attached to the keyboard. Consequently, the keypad and display may not be as distinct as they would be on a solo device. This may cause users of such devices to adopt an incorrect posture. Therefore, laptops

intended for everyday use must include a docking station or port that enables connecting to a normal keyboard, mouse, and visual display unit at the workstation. This will ensure a comfortable operating position and limit the likelihood of acquiring occupational upper limb problems.

Individual Employees

Banquo Limited is obligated by the Health and Safety at Work Act of 1974 and the Management of Health and Safety at Work Act of 1999 to evaluate all hazards to the health and safety of its employees, especially lone workers. While lone employees normally face the same dangers as other workers, their isolation increases the likelihood of harm, such as:

- accidents or emergencies without fast access to first aid equipment or support
- fire in an unfamiliar area.
- inadequate rest, hygiene, and welfare facilities.
- aggression and abuse from service users or their families.
- theft.
- intruders.
- instances involving manual handling.
- sudden illness.

If a risk assessment finds that the needed task cannot be performed safely by a lone person, other arrangements will be made (e.g., where complex service user moving, and handling is required). In addition to being reported to the Reporting of Injuries, Diseases, and Dangerous Occurrences (RIDDOR), these incidents are also reported to the National Crime Information Centre. Regulations, injuries and/or incidents incurred by a person in the course of their employment must be notified to the Registered Manager or another adequately designated member of staff, documented, and handled as required (RIDDOR).

Employees can consult the Lone Worker Policy of Banquo Limited for additional information.

Conflict and Violence

Service users may occasionally demonstrate aggressive or violent behaviour, despite the fact that everyone has a duty to behave in an acceptable and proper manner. Service users possess the same right as employees to be cared for in a safe and secure atmosphere.

Moving and Handling

Through the use of suitable moving and handling practises, Banquo Limited is committed to guaranteeing the safety of both employees and service users. To achieve this, Banquo Limited will:

- avoid, if possible, manual handling duties that could result in injury.
- assess risks connected with moving and handling that cannot be avoided.
- apply actions to mitigate risks, whenever practicable. In addition, every employee must:
- adhere to acceptable work systems and use the provided equipment.
- collaborate with Banquo Limited and report any difficulties to the Registered Manager; and
- take reasonable efforts to ensure that their actions do not jeopardise themselves or others.

Banquo Limited's Moving and Handling Policy should be reviewed for additional details.

Stress

Stress is defined by the Health and Safety Executive as "*people's unpleasant reaction to excessive pressure or other forms of demand.*" This is a critical contrast between pressure, which can be advantageous if well managed, and stress, which can be detrimental to health. There are various potential reasons of stress in the workplace. It could be a heavy workload, unfair expectations, or highly demanding coworkers. Banquo Limited, as a reasonable firm, seeks to provide its employees with a pleasant and stress-free workplace. Banquo Limited will:

- work to identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress.
- regularly review risk assessments.
- consult with employees on issues related to the prevention of work-related stress; and
- refer employee to confidential counselling for those affected by stress brought on by external factors.
- give training on effective management methods for all managers and supervisory staff.
- offer sufficient resources for managers to implement the Company's agreed-upon stress management approach.

The Registered Manager should be contacted by employees who experience unwarranted stress, which they believe may be caused by their employment.

New and Expectant Mothers

When an employee becomes pregnant, is breastfeeding, or has given birth within the past six months, the Registered Manager should be notified in writing. A medical practitioner's confirmation of the pregnancy should also be acquired and provided. The employee is also responsible for informing the Registered Manager of any changes in their circumstances that may necessitate a reevaluation of their risk assessment.

The Registered Manager is responsible for conducting a risk assessment upon receiving news that a staff member is a new or pregnant mother. The purpose of the risk assessment is to establish if there are any further considerations to be made regarding the employee's working conditions and practises. The objective is to safeguard the health and safety of both the worker and the child. If the employee provides a medical certificate, any limits mentioned by the medical practitioner on the certificate must be taken into account.

Participation of the employee in the creation of the risk assessment is crucial. They may also request the presence of a union representative at the risk assessment meeting.

Following the examination of the risks identified in the risk assessment, the following actions should be specified:

- altering the required tasks.
- modifying the work atmosphere.
- modifying the work schedule.

- providing alternative employment; and, in severe circumstances,
- postponing the employee's paid leave. This should be the last option when no other work is available.

The risk assessment should be conducted at least once every trimester, followed by a review after birth or when changes occur that could provoke a review.

If there are no necessary adjustments to the risk assessment following the review, the review should be documented, and the assessment date should be updated. All versions of the risk assessment should be kept in the employee's staff file.

Whenever possible, the following measures should be considered to ensure the health of new and expecting mothers:

- availability of adequate resting areas
- additional rest intervals, if necessary
- a private and secure space for nursing mothers to express and store milk (toilets are not appropriate for this purpose)
- a description of the general working environment and duties

Banquo Limited shall guarantee that any work equipment given for use on the job is:

- procured from a reliable source.
- safe to use and suitable for its intended use.
- maintained and inspected as required.
- stored securely and protected against unauthorised access.

Employees will be provided with proper knowledge, education, and training, and may not utilise any equipment without it. Any faulty equipment must be removed from service and reported to the Registered Manager.

Reporting of Accidents, Illnesses, and Dangerous Events (RIDDOR)

Banquo Limited acknowledges that not all the following incidents/diseases must be reported to the Health and Safety Executive, as they do not apply to its operations.

- if there is a work-related accident (including an act of physical violence) and the injured person suffers an over-seven-day injury (an over-seven-day injury is one which is not "major" but results in the injured person being away from work OR unable to perform their full range of normal duties for more than seven days).
- certain poisonings; some skin diseases, such as occupational dermatitis; lung diseases, such as asbestosis and mesothelioma.
- electrical short circuit or overload producing fire or explosion/s.
- asbestos being discharged during maintenance operations/s.
- various illnesses, such as occupational cancer and certain musculoskeletal ailments.

Incidents affecting service users can also be reportable under RIDDOR, for example were owing to the failing of equipment or a system of work. The competent person will be able to provide guidance on whether an occurrence fulfils the HSE's RIDDOR reporting level.

All employees are required to contact the Registered Manager if any of the above incidents/diseases occur. The Registered Manager is then responsible for ensuring that the necessary notification is filed to the HSE within the required timeframes.

Risk Assessment

According to the Health and Safety Executive, a risk assessment is "a comprehensive study of what, in your work, potentially cause harm to others, in order to determine whether you have taken sufficient safeguards or should do more to prevent harm."

Banquo Limited will ensure that all risk assessments conducted inside the organisation are conducted by a skilled professional. All risk evaluations within Banquo Limited shall adhere to the five-step risk assessment methodology:

1. Identify the dangers.
2. Determine who could be hurt and how.
3. Evaluate the risks and select the appropriate control strategies.
4. document findings and apply them.
5. Review and, if required, revise the assessment.

Monitoring

Compliance with this policy will be checked through the examination of incident report themes and trends. These will then be considered at monthly meetings of the Senior Leadership Team and the lessons learnt will be disseminated throughout the organisation.

Related Policies and Procedures

- Incident Management Policy and Procedures
- Complaints Policy
- Consent Policy
- Equality and Diversity and Human rights Policy
- Infection Prevention Policy
- Lone Worker Policy
- Mental Capacity Act Policy
- Quality Governance and Risk Policy
- Safeguarding Adults Policy
- Safeguarding Children Policy

Legislation and Guidance

A Safer Place to Work – Protecting NHS Hospital and Ambulance Staff from Violence and Aggression, Managing Violence and Aggression towards Staff - National Audit Office (March 2003)

Civil Contingencies Act 2004

Employment Rights Act 1996

Equality Act 2010

Hazardous Waste (England and Wales) Regulations 2005

Health and Safety (First Aid) Regulations 1981

Health and Safety (Miscellaneous Amendments) Regulations 2002

Health and Safety at Work etc Act 1974
Health and Safety Executive 2020: Protecting Lone Workers
Health and Social Care Act 2008
Lifting Operations and Lifting Equipment Regulations 1998
Management of Health and Safety at Work Regulations 1999
Manual Handling Operations Regulations 1992 (as amended 2002)
NICE Quality Standard [QS101} October 2015 Learning Disabilities: challenging behaviour
Pregnant Workers Directive (92/85/EEC)
Provision and Use of Work Equipment Regulations 1998
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
The Health and Safety (Display Screen Equipment) Regulations 1992
The Health and Safety (Miscellaneous Amendments) Regulations 2002
The Management of Health and Safety at Work Regulations 1999

Appendix 1: Health and Safety Policy Statement

- Banquo Limited has a duty of care under the Health & Safety at Work Act (1974) to ensure, so far as is reasonably practicable, the health, safety, and welfare of employees and those who might be affected by the activities of the business.
- It is the Company's policy to provide safe and healthy working conditions for our employees, service users and all others associated with the business. In addition, every effort will be made to ensure the safety and welfare of members of the public.
- Banquo Limited accepts the importance of a well organised, committed and tangible health and safety policy which results in improvements in employee welfare, the general work environment and job satisfaction.
- The Management of Health & Safety at Work Regulations (1999) require employers to carry out a suitable and sufficient assessment of the risks to the health and safety of their employees and others, in order to identify the measures to be taken to comply with statutory and duty of care requirements. Banquo Limited will ensure that this takes place by implementing a risk assessment process to allow significant hazards to be identified and all related risks controlled as far as reasonably practical, as well as being reviewed regularly.
- Banquo Limited requires managers to obtain and provide relevant information and necessary training to employees in respect of risks to their health and safety which may arise from their work.
- Banquo Limited seeks the full co-operation of all employees with the health and safety arrangements highlighted in this policy statement. Employees also have a duty under health and safety legislation to take reasonable care of their own health and safety at work and of others whom their acts or omissions may affect.
- Employees are expected to always work safely and consider the safety of others. All employees are required not only to observe local health and safety rules that are designed to prevent accidents and promote sound health but also to co-operate and participate with the management team in their aim to maintain and promote safe and health working conditions.
- Regular staff meetings will take place to promote good practice in respect of the health, safety, and welfare of employees at work.