

<b>Dated:</b> 1/02/2024	<b>Next review due</b> 1/02/2025	<b>Signed:</b>	<b>Caitlin Howells</b>
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## **Health & Safety Policy**

### **Health & Safety Statement**

The policy of Field of Joy Ltd is to provide and maintain a safe and healthy workplace, ensuring work equipment is safe and safe systems of work are provided for all of our employees (including volunteers). We will provide suitable and sufficient information, training and supervision, as is required to ensure the health and safety of employees. We will ensure we provide suitable and sufficient welfare, sanitary and working facilities as are required.

All Field of Joy Ltd staff and volunteers have a duty to ensure that they work in a safe manner and they ensure their acts and omissions do not cause harm to others in the vicinity. Employees will be encouraged to bring to the attention of the management any concerns regarding health and safety issues.

Field of Joy Ltd recognises its duty of care towards others not in our employment. These people include; visitors and contractors who have reason to come into contact with our business activities and premises, they will be given suitable and sufficient information to ensure their health and safety. The actions of visitors and contractors will be controlled in such a way so as not to cause harm to our employees or themselves.

Our Health and Safety Policy complies with the requirements of the **Health and Safety at Work etc Act 1974** and will be subject to regular review, when there are any significant changes or at least annually.

Overall Responsibility for Health and Safety in Field of Joy Ltd rests with:  
**Caitlin Howells**

### **Legal Duties of Employers**

It is our duty and responsibility as employers under the **Health and Safety at Work etc Act 1974 section 2.1 and 2.2a-e** and this policy to:

- Ensure as far as is reasonably practicable the health, safety and welfare at work of all our employees.
- Provide and maintain plant and systems of work that are so far as is reasonably practicable safe and without risk to health.
- Make arrangements for ensuring so far as is reasonably practicable, safety and absence of risk in connection with the use, handling, storage and transportation of articles and substances
- Provide information, instruction, training and supervision as is necessary to ensure so far as is reasonably practicable the health and safety at work of his/her employees.
- As far, as is reasonably practicable maintain any place of work in his control in a safe and without risks condition and maintain access and egress from it in a safe and without risk conditions.
- Provide and maintain as far as is reasonably practicable a safe working environment with adequate facilities and arrangements for the welfare of his/her employees.

We also recognise that a breach of health and safety legislation by an employer constitutes a criminal offence. An Enforcing Authority may take criminal proceeding against the Company or its management. This can result in penalties, i.e. fines and / or imprisonment.

### **Legal Duties of Employees**

In addition to the previously described general responsibilities, the **Health and Safety at Work etc Act 1974** places legal duties on all employees.

These are:

### **Section 7 'Health and Safety at Work etc Act 1974'**

- To take reasonable care for the health and safety of them and other persons who may be affected by their acts or omissions at work.
- To cooperate with the management to enable the employer to carry out legal duties or any requirements as may be imposed.

### **Section 8 'Health and Safety at Work etc Act 1974'**

- No person shall intentionally or recklessly interfere with or misuse any item provided in the interest of health, safety, and welfare.
- Employees should bear in mind that a breach of health and safety legislation by an employee constitutes a criminal offence and action may be taken by an Enforcing Authority against an individual. Such action can result in penalties, i.e. fines and / or imprisonment.

### **Health and Safety Responsibilities**

The overall responsibility for health and safety within Field of Joy Ltd rests with **Caitlin Howells(Director)**

The above named person will ensure that sufficient resources, both financial and physical are available so that the Policy and its arrangements can be implemented effectively.

To ensure that the Policy is implemented and maintained so that Field of Joy Ltd keeps within the requirements of the **Health and Safety at Work etc Act 1974** the above named person may delegate duties to employees who will provide support to meet the responsibilities.

These individuals may also delegate duties to other employees so as to enable the requirements of the Policy to be carried out with due diligence.

Delegation of the individual duties and responsibilities to employees

does not in any way detract or remove the ultimate responsibility and duty of care placed on the above person by the Health and Safety at Work etc Act 1974.

### **Individual Responsibilities**

The duties of those employees with responsibility for health and safety are set out within this Policy. Details of their individual responsibilities are set out within the Arrangements for Health and Safety section.

The person responsible for ensuring this Policy is put into practice is:  
Other duties will include:

- Identifying hazards present within any business activities.
- Ensuring risk assessments are undertaken and any actions are followed through to completion
- Ensuring that hazardous substances are assessed and any actions are followed through to completion.
- Liaising with the Enforcing Authorities as and when required.
- Identifying any training needs.
- The development and implementation of safe systems of work.
- The maintenance of the workplace and buildings.
- Fire and emergency management.
- Ensuring waste is managed.
- Ensuring accidents are reported and investigated.
- Ensuring that any ill-health situations that are caused by work activities are reported and investigated.
- Implementation of Health & Safety and Child Protection Guidelines specifically in regard to the "The Children Act 1989".

### **Identifying and Managing Health and Safety Risks**

#### **Risk Assessments**

The Management of Health and Safety at Work Regulations 1999, Regulation 3, requires that an employer must carry out a suitable and sufficient assessment of the health and safety risks to his/her employees whilst they are at work. He/she must also consider those not in his/her employment that may come into contact with the business activities or premises. Before embarking on this task we need to have an

understanding of the following:

- A Hazard is something with potential to cause harm.
- The Risk is a measure of the likelihood that harm will be caused.

Field of Joy Ltd will ensure they carry out risk assessments of all the tasks and equipment connected with the business activities, that is likely to present a significant risk of injury or ill health to the employees and others.

The persons responsible for carrying out the risk assessments are:

**Caitlin Howells**

The risk assessments will be made available to all employees/volunteers who must read them. After reading and understanding the content of the risk assessment, the employee must sign a confirmation sheet to confirm that they have read and understood the assessment and its findings.

Responsibility for implementation of risk assessments and any controls that are required rests with the nominated person above supported by any other employees as required.

The managers or supervisors will monitor the effectiveness of any actions resulting from the findings of the risk assessments. Any deficiencies identified will be reported to the person responsible for carrying out the risk assessments.

All risk assessments will be reviewed annually as a minimum, or if there are any significant changes that affect the validity of the risk assessment, whichever comes sooner.

### **Covid – 19**

All relevant guidance contained in <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19> is implemented and all risks identified through the additional pages in the organisational risk assessment.

**Anyone exhibiting or reporting symptoms will be sent home immediately and the NHS Test, Track & Trace service will be alerted.**

The following actions are in place:

## **1. Carry out a COVID-19 risk assessment**

Before commencing delivery ensure the safety of the workplace by:

- carrying out a risk assessment in line with the [HSE guidance](#)
- consulting with your workers or trade unions
- sharing the results of the risk assessment with your workforce and on your website

## **2. Develop cleaning, handwashing and hygiene procedures**

Increase the frequency of handwashing and surface cleaning by:

- encouraging people to follow the [guidance on hand washing and hygiene](#)
- providing hand sanitiser around the workplace, in addition to washrooms
- frequently cleaning and disinfecting objects and surfaces that are touched regularly
- enhancing cleaning for busy areas
- setting clear use and cleaning guidance for toilets
- providing hand drying facilities – either paper towels or electrical dryers

## **3. Help people to work from home by**

- discussing home working arrangements
- ensuring they have the right equipment, for example remote access to work systems
- including them in all necessary communications
- looking after their physical and mental wellbeing

## **4. Maintain 2m social distancing, where possible**

Where possible, maintain 2m between people by:

- putting up signs to remind workers and visitors of social distancing guidance
- avoiding sharing workstations
- using floor tape or paint to mark areas to help people keep to a 2m distance
- arranging one-way traffic through the workplace if possible
- switching to seeing visitors by appointment only if possible

## **5. Where people cannot be 2m apart, manage transmission risk**

Where it's not possible for people to be 2m apart, do everything practical to manage the transmission risk by:

- considering whether an activity needs to continue for the business to operate
- keeping the activity time involved as short as possible
- using screens or barriers to separate people from each other
- using back-to-back or side-to-side working whenever possible
- staggering arrival and departure times
- reducing the number of people each person has contact with by using 'fixed teams or partnering'

### **Someone with symptoms of coronavirus**

1. isolate: as soon as you experience coronavirus symptoms, medical advice is clear: you must self-isolate for at least 7 days. Anyone else in your household must self-isolate for 14 days from when you started having symptoms
2. test: order a test immediately at [www.nhs.uk/coronavirus](https://www.nhs.uk/coronavirus) or call 119 if you have no internet access
3. results: if your test is positive, you must complete the remainder of your 7-day self-isolation. Anyone in your household must also complete self-isolation for 14 days from when you started having symptoms. If your test is negative, you and other household members no longer need to self-isolate
4. share contacts: if you test positive for coronavirus, the NHS test, track and trace service will send you a text or email alert or call you with instructions of how to share details of people with whom you have had close, recent contact and places you have visited. It is important that you respond as soon as possible so that we can give appropriate advice to those who need it. You will be told to do this

online via a secure website or you will be called by one of our contract tracers.

## **Manual Handling**

The Manual Handling Operations Regulations 1992 (as amended) require that all manual handling tasks must be avoided where reasonably practicable, where this is not reasonably.

Practicable then an assessment of the risks to employees and volunteers must be carried out. The manual handling assessments will be made available to all employees. After reading and understanding the manual handling assessment, the employee will sign the confirmation sheet to confirm that they have read and understood the content of the assessment.

The persons responsible for carrying out the manual handling assessments are: **Caitlin Howells**

Responsibility for implementation of manual handling assessments and any controls that are required rests with the nominated persons above, supported by any other employees as required.

The manager/supervisor will monitor the effectiveness of the manual handling assessments. Any deficiencies will be reported to the person responsible for carrying out the manual handling assessments.

However, management cannot carry out an assessment for all minor tasks; therefore it is the responsibility of employees to mentally assess the risk of harm to themselves and others before carrying out manual handling.

Before carrying out any manual-handling task employees must consider

- The Task - What you are going to do
- The Individual – The persons own capabilities
- The Load - The weight, size and shape of the load
- The Environment – The environment to which the task is being undertaken



All manual handling assessments will be reviewed annually or if there is any significant changes that affect the validity of the risk assessment, whichever comes sooner.

### **Work Equipment**

The Provision and Use of Work Equipment Regulations 1998 requires that all equipment and machinery used for work must be suitable for the task. When choosing work equipment a number of factors must be considered:

- The task that the equipment or machinery is to be used for.
- The environment where it is going to be used.  
Who is going to use it?
- All equipment purchased or hired by Field of Joy Ltd must comply with the minimum safety standards as are required by The Supply of Machinery (Safety) (Amendment) Regulations 2005, We will also ensure our equipment is in compliance with British and ISO standards and it is CE marked when purchased within the European Union.

The person responsible for the supply, procurement, and repair of work equipment and machinery is:

All portable electrical equipment will be inspected at regular intervals dependant on its type and usage and referred for PAT testing as necessary.

The competent persons responsible for monitoring the inspection of work equipment are: Alex Hore/Caitlin Howells

### **The Workplace**

The Workplace Health Safety and Welfare Regulations 1992 are designed to provide all employees with a safe place to work and adequate welfare facilities. Field of Joy Ltd does not have company premises but staff and volunteers will adhere to the relevant procedures issued by the venue hosting our activity.

Where appropriate an additional risk assessment will be carried out and defects and omissions reported to the relevant venue contact so that they can be dealt with.

All employees have a part to play in the safety of themselves and others. They will ensure that their workplace venue and work equipment is kept in a clean and tidy condition, items and equipment must not be left on the floor to present a trip, slip or fall hazard and any cables are tucked away or routed away from traffic routes.

### **First Aid**

The Health and Safety (First Aid) Regulations 1981 requires the employer to provide adequate first aid equipment and a sufficient number of trained people to administer first aid when required.

We will carry out a first aid risk assessment; this will enable us to establish the number of trained first aid person/s we require as well as the amount of first aid equipment needed.

Factors considered will be:

- The number of people involved.
- The level of risk that our business activity presents (low, medium or high risk).
- The proximity of our business (location e.g. rural or town centre, that may affect the speed at which the paramedics will arrive).
- Any other issues that may affect the assessment.

The qualified first aid people or appointed persons are: **Caitlin Howells, Amy Ross, Jodie Humphries**

Field of Joy Ltd does not have company premises but staff and volunteers will ensure First Aid boxes are located at the venue hosting our activity and approved first aid boxes are also kept in company vehicles of certificated staff.

All accidents are to be reported and entered in the accident book, which accompanies the project lead to all venues and is stored with project documentation in a safe place when off site (staff working from home are required to have a designated safe space for storage)

All accidents will be investigated and remedial actions identified this will prevent reoccurrence of the same or similar incidents. The level of investigation will depend up on the seriousness of the accident.

The person responsible for investigation of accidents is: **Caitlin Howells**

### **Fire Safety**

Under the Regulatory Reform (Fire Safety) Order 2005 and the Management of Health and Safety at Work Regulations 1999 and through the employers are required to undertake a specific risk assessment of the risks posed by fire within their businesses undertaking

Field of Joy Ltd does not have company premises but staff and volunteers will adhere to the Fire Safety procedures issued by the venue hosting our activity. We will request a copy of Fire Safety Procedures for the venue and, if necessary, conduct an additional risk assessment.

The persons responsible for ensuring this process is completed and roll calls are taken in the event of a fire are: **Caitlin Howells**

### **Young Persons**

The Management of Health and Safety at Work Regulations 1999 Regulation 19 defines a young person as someone who is over the legal school leaving age of 16 years but has not reached the age of 18 years.

We also include young people up to the age of 25 if they have a disability or learning difficulty (LDD). Due to of their lack of experience, maturity and lack of awareness it is essential that they are supervised at all times until they gain the required experience, maturity and awareness of the risks.

A risk assessment will be carried out to determine any risks that the young person may be exposed to;

the risk assessment will be carried out by: Caitlin Howells

Any young person will be provided with all the information; instruction, training and supervision they require. They will also be provided with a mentor (responsible employee), who has accepted the responsibility of overseeing the young person.

Young persons will not be allowed:

- To carry out work that is beyond their mental and physical capability.
- To be exposed to substances that are toxic or carcinogenic.
- To carry out tasks that can involve risks beyond their recognition.
- To be exposed to extremes of heat, cold, noise and vibration.

The young person must

- Carry out all reasonable instructions given to them by their mentor.
- Refrain from horseplay or practical jokes.
- Report any thing that they feel unsure or unsafe about

### **Training**

Field of Joy Ltd recognises the duty to provide its employees with whatever training is required so that they can carry out their job in a safe manner. This will ensure they are protected from hazards and that they do not cause anyone to be harmed by their activities. To ensure this is carried out the person below has been appointed to identify any training needs:

#### **Caitlin Howells**

The type of training that will be provided is:

- Induction training for all new employees
- Job specific training for all new employees or employee who transfers to other roles.
- Health and safety training for all employees that have been given specific tasks in the policy and to allow all employees to carry out their jobs safely.

- Extra training and supervision will be provided for young people because of their immaturity and lack of experience.
- Training will either be provided in house where appropriate or by an accredited training provider.

All training will be certificated/documentated, recorded and retained in the company HR records.

### **General Guidelines for Employees and volunteers**

- You must not commit or allow to be committed any act which may result in potential danger in any way.
- You must attend as requested any training course, meeting etc, designed to further the interests of health and safety.
- You must observe all laid down procedures concerning work activities, equipment, materials and substances.
- You must ensure you understand the Health and Safety Policy and familiarise yourself with safety information and instructions.
- You must observe all safety rules on and off the Company's delivery venues.
- You must comply with all written or verbal instructions given to you to ensure your personal safety and the safety of others.
- You must conduct yourself in an orderly manner at all times and not stray from responsible behaviour.
- You must dress with health and safety of yourself and others in mind.
- You must use the safety equipment and/or protective clothing provided.
- You must avoid improvisation in any form, which may create a risk to your safety or the safety of others.
- All employees are to obey the rules of Field of Joy Ltd as contained in their Contract of Employment.
- You must not invite visitors onto premises hired by Field of Joy Ltd without permission from Management.
- If at any time you are unsure about duties you may be asked to perform, then you must inform your Manager/Supervisor.
- Co-operation is vital to ensure successful health and safety standards.
- Health and safety notices will be posted on notice boards from time to time you must ensure you view this information.
- No alcohol or non-medical drugs are to be consumed during working hours.

Employees found to be under the effects of either will subject to disciplinary action.

The responsibility for specific arrangements and implementation of the policy lies with the signatory Director and are reviewed annually.