



Health & Safety at Work

This Policy supports the company's wholehearted commitment to meet and exceed its responsibilities under the Health and Safety at Work Act 1974. It sets out the occupational health, safety and welfare arrangements for all **CAKE** employees. It also applies to every other person who may be affected by our work activities or services.

General Policy Statement

CAKE will abide by its duties and responsibilities as an employer under the Health and Safety at Work etc. Act 1974 and will seek to implement the Act in all activities within its control.

We recognise that effective health and safety management can contribute towards organisational performance by reducing injuries, ill health, unnecessary losses and liabilities. To this end it will seek to create and maintain a positive health and safety culture which secures the commitment and participation of all employees in attaining the highest standards of health and safety in the workplace.

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our activities
- To consult with our employees on matters affecting their health and safety
- To provide and maintain safe plant and 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, as necessary, at regular intervals
- To provide safe and healthy facilities for those affected by our work activities or services (or when visiting the CAKE) for:
 - Employees
 - Learners in our care (this includes all delegates and Apprentices)
 - Associates and external Development Coaches
 - Suppliers
 - Visitors
 - Members of the public.



Responsibilities

Overall and ultimate responsibility for health and safety is that of the Directors of Blended People Development Ltd trading as CAKE People Development.

Day-to-day responsibility for ensuring this policy is put into practice is the responsibility of Steve Burnside, Director,

All associates, Development Coaches, delegates, Apprentices and employees also have responsibilities under Health and Safety legislation:

- To co-operate with managers on health and safety matters
- Not to interfere with anything provided to safeguard their health and safety
- Know and apply the procedures in respect of emergencies
- Act in the course of their employment with due care for the health and safety of themselves, other employees, delegates, contractors and members of the public
- Upon discovering a hazard, take temporary action wherever possible to make the hazard safe and report the hazard to a Director
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement)

Arrangements for Risk Assessments

A key method for setting standards and planning is to identify hazards and assess risks, in order to remove, or reduce the likelihood of, harm or damage to persons or property. This process is the basis of Risk Assessment.

There are a variety of hazards (something with the potential to cause harm) presented by work/premises which can be broadly grouped as:

- Building/Structure and Environmental Hazards
- Task/Activity Hazards (including equipment use)
- People Hazards

In order to evaluate the degree of risk from hazards a Risk Assessment is completed annually:

- Risk assessments are completed by the Directors or another suitably qualified person
- The Directors and staff involved will take actions required to remove/ control any risk
- The Directors are responsible for ensuring the action required is implemented
- Assessments will be reviewed annually or when the work activity changes, whichever is soonest



Consultation with Employees

We recognise that no health and safety policy is likely to be effective unless it actively involves the employees themselves. **CAKE** encourages full participation of its employees in all aspects of health and safety management. Employees are welcome and encouraged to make comments and suggestions to the Directors.

Consultation with employees is encouraged through discussion with the Directors and more formally at Team Meetings where the subject will be covered at least annually.

Safe Plant and Equipment

The Directors are responsible for identifying all equipment/plant requiring maintenance for their respective areas. They will also be responsible for ensuring effective maintenance procedures are drawn up and implemented.

Any problems found with plant/equipment must be reported to the Directors. The Directors will also ensure that new plant and equipment meets health and safety standards before it is purchased.

Quality of Electrical Appliances

Electrical appliances within company premises will be maintained to a standard consistent with current Health and Safety law. Where appropriate, Portable Appliance Testing (PAT) will be carried out.

The Director is responsible for ensuring regular checks are made on equipment.

All employees should carry out a visual inspection of equipment prior to use. If you feel there may be any risk to you or anyone else, do not use the equipment and contact the relevant Director immediately.

You may not bring in any electrical equipment without it first being tested for electrical safety or discussed with a Director.

Safe Handling and Use of Substances

Directors are responsible for identifying all substances which need COSHH assessment.

The Directors, or another suitably qualified person, will be responsible for undertaking COSHH assessments. They will also be responsible for ensuring that all actions identified in the assessments are implemented.

Directors will be responsible for ensuring that all relevant employees/delegates are informed about the COSHH assessments.

Directors will check that new substances can be used safely before they are purchased.

Assessments will be reviewed annually or when the work activity changes, whichever is soonest.



Staff Smoking Policy

CAKE operates a no smoking policy in accordance with the law, which covers all premises, vehicles and their environs. It also applies to venues where training takes place which is normally on employers' premises. Employees and Associates must be aware of the relevant No Smoking Policy where training delivery takes place. Any breach of this will be deemed to be a serious breach of company policy.

Information, Instruction and Supervision

The Health and Safety Law poster is displayed within the CAKE administrative office.

Health and safety advice is available from the relevant Director.

Supervision of young workers/trainees will be arranged and monitored by the relevant Director.

Competency for Tasks and Training

Induction training and job specific training will be provided for all new employees by the relevant Director.

Examples of jobs requiring special training are:

- Manual handling
- Use of some cleaning chemicals
- Operation of some plant and equipment

Training will be identified, arranged and monitored by the Directors. Training records will also be kept by the Directors.

Accidents, First Aid and Work-Related Ill Health

Specific health surveillance is not required for any employee of CAKE.

A First Aid box is kept in the CAKE Office, in the cupboard above the sink.

All accidents and cases of work-related serious ill health are to be recorded in the Accident Book, currently held by Jo Tonnison. The relevant Director is responsible for reporting accidents, diseases and dangerous occurrences to the appropriate authority.

Monitoring

To check our working conditions and ensure our safe working practices are being followed CAKE will:

- Carry out inspections
- Do spot checks
- Review the Accident Book on a regular basis
- Seek the opinion of our employees/delegates? on the effectiveness of our health and safety policies
- Investigate absence through work related illness



The relevant Director is responsible for investigating accidents and work-related causes of serious sickness absences. Directors are responsible for acting on investigation findings to prevent a recurrence.

Emergency Procedures – Fire and Evacuation

The Directors are responsible for ensuring the fire risk assessment is undertaken and implemented for the safety of all in our care.

The fire alarm is tested weekly (currently on a Tuesday by the Landlord, Reads Property Services Ltd). In the event of an alarm sounding employees will immediately evacuate the premises by the nearest route and assemble in the car park. The appropriate Fire Officer (Jo Tonnison, Shelley Measures or Steve Burnside) will report to the Landlord once this has been done.

Directors/Landlord will:

- a) Call the emergency services
- b) Ensure that all staff and visitors are safely evacuated and will liaise with the emergency services upon arrival
- c) Coordinate with the Landlord and issue instructions to the staff at the assembly point

Fire extinguishers are maintained and checked by an external contractor at least annually.

Emergency evacuation is tested by the Landlord annually.

At sites used by the company in buildings belonging to other parties, the Directors will ensure that the arrangements for those buildings are fully explained to staff and delegates.

Bomb Threat

In the event of a bomb threat being received, the Directors will follow a set procedure and, in conjunction with the Police, a decision will be made on the appropriate action. If it is decided that the building should be evacuated a message will be passed by word of mouth and employees should evacuate the building.



Lone Working

Scope

This policy applies to all staff (including temporary staff), volunteers, contractors and associates who work for or are contracted to **CAKE** ('we', 'us', 'organisation'). This policy relates to circumstances where a person as described above is carrying out work for **CAKE** and is carrying out that work or travelling alone.

Policy Statement

CAKE will take every practicable step to protect the health, safety and welfare of its employees and associates whenever they are required by the nature of their roles to work alone and without direct support and/or supervision.

CAKE employees may be expected to work alone and for some associates lone working is the norm. Whilst working alone is not in itself unsafe there may, however, be circumstances where working alone can increase risks. **CAKE** recognises that there may be increased risks to staff who are required to work alone. The implementation of this policy aims to reduce these risks.

This policy applies to employees and associates and, for the purposes of this policy, lone working is defined as any activity or function performed on behalf of **CAKE** without close supervision or without other employees.

Organisation and Arrangements

The directors of **CAKE** are responsible for:

- The lone working arrangements of employees and associates
- Determining the contents of this policy
- Ensuring that there are arrangements for identifying, evaluating and managing risk associated with lone working
- Ensuring compliance with the policy and providing resources for putting the policy into practice
- Making sure that employees and associates are aware of this policy
- Making sure that appropriate support is given to employees and associates involved in any incident
- Making sure that risk assessments are carried out and reviewed regularly
- Reporting annually to the Board on any incidents and actions taken in response

All employees and associates of **CAKE** engaged in lone working are responsible for:

- Ensuring they follow the process outline in the 'Lone Working' section below
- Taking reasonable care of themselves and other people who may be affected by their actions
- Following all policies and procedures laid down by the Company
- Reporting all incidents that may affect the health and safety of themselves or others
- Taking part in any training designed to meet the requirements of this policy
- Reporting any dangers they identify or any concerns they might have to a Director
- Recognising and assessing potentially high-risk activities before carrying out any work activity and putting in place appropriate arrangements to carry out the identified task safely to mitigate risk associated with working alone



Lone Working Process

All **CAKE** staff (including temporary staff) and volunteers will choose a 'Buddy'. If this is a family member or friend, it is the staff member's responsibility to ensure they are aware of this policy and the contact numbers of the DSLO and Directors.

CAKE staff who are lone working outside of the office will be required to check in with their designated buddy once they have completed their assignment and/or travel to ensure they are safe.

CAKE staff who are lone working in the office will be required to contact their buddy, when they have left the office to confirm they are safe, this must be by phone call and not text message.

If a staff member who has been lone working fails to make contact with their buddy within 30 minutes of their predicted finish/arrival time then the buddy should in the first instance contact the Designated Safeguarding Lead Officer (DSLO), details provided at the end of this policy.

The DSLO will attempt to contact the staff member. If this contact again fails, the DSLO will escalate the concern to the Directors of **CAKE**.

If the Directors of **CAKE** are also unable to contact the staff member, they will contact the police in the first instance to seek advice and provide information regarding the last known location of the staff member and any other information that is deemed valuable.

Should the staff member make contact with any of the above following the escalation procedure being commenced, then they or the contacted person should telephone the Directors without delay.

Associates should ensure they follow their own lone working procedures but will have access to a Buddy within the **CAKE** Staff list should they request it while carrying out work for **CAKE**.

Lone Working Guidance

All employees and associates must carry their mobile phone and have it turned on until they return home from work.

Employees and associates must take reasonable care not to put themselves at undue risk.

Plan your time lone working – let your buddy know the time of leaving, destination and estimated time of return or time you intend to leave the office.



When working in the office alone, you are required to lock the office door to prevent any unwanted person entering the office uninvited. The office security system is designed to allow you to view the person who rings the doorbell. The instructions for using the system is simple – when the doorbell is pressed, the system will ring the bell and, using the instructions next to the doorbell, you can speak without having to open the door.

If an employee or associate suspects that a violent attack is imminent it may be possible to use a mobile phone to summon assistance (e.g. 999 for the Police). Heated arguments can suddenly escalate to the point at which violence is used and, in practice, there may be little time to call for help.

Staff and associates should try to avoid confrontation. If a situation does become heated, try to stay calm. If violence is threatened it is best to withdraw.

Staff and associates should try to avoid entering unattended sites or premises.

Further Information

Further guidance can be found in HSE Guide INDG 73 Working Alone.

CAKE's DSLO is Laura Broome. She can be contacted on 07920 797889 (Mobile), 01603 733006 (Office).

The Directors for **CAKE** are Steve Burnside who can be contacted on 07815 726015 (Mobile), 01603 733006 (Office) or Margaret Burnside on 01603 733006 (Office).

Review of Policy

This Health and Safety Policy will be reviewed, at least annually, and amended as necessary. Supplemental guidance documents will be issued, where appropriate, relating to particular work activities or as a result of changes in health and safety legislation.