



**Health and safety policy  
In accordance with the  
Health and Safety at Work etc. Act 1974 Section 2(3)**

**Approved**

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## **1. General statement of policy**

Girlguiding Anglia's policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such instruction, information, training, and supervision as they need for this purpose. Appropriate preventative and protective measures are and will continue to be implemented following the identification of work-related hazards and assessments of the risks related to them. We also accept our legal responsibility for the health and safety of other people who may be affected by our activities, including volunteers, contractors and visitors to our sites.

Girlguiding Anglia is aware of its obligations under the Health and Safety at Work Act 1974 and related legislation and is fully committed to meeting these obligations. Girlguiding Anglia will provide the resources necessary to implement this policy and the successful management of health, safety and welfare as a key management objective. Every year a health and safety audit will be commissioned, and its recommendations reviewed and implemented, with the aim of continuously improving health, safety and welfare standards.

The allocation of duties for safety matters, the identity of competent persons appointed with particular responsibilities, and the arrangements made to implement this policy are set out below, and in associated health and safety procedures.

The policy will be kept up to date and reviewed formally every 3 years in line with the published schedule by the executive manager (EM), particularly as the organisation changes in nature and size. The policy and the way it is operated will also be reassessed annually or more frequently if major changes/incidents occur. Trustees and staff will be informed of any revisions that are made.

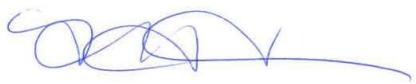
Girlguiding Anglia has a duty to ensure the following:

- Sites are maintained to a standard that is inherently a safe place of work, including safe access and egress for all site users.
- All equipment is maintained in a safe condition.
- Safe systems of work are designed and implemented to minimise any hazards and reduce risks present in the processes we undertake, whether it affects our employees or others.
- Information, training, instruction and supervision are provided to enable all employees and site users (contractors, visitors, etc.) to avoid hazards and contribute positively to their own health and safety at work.
- Any risks which may arise are systematically identified and responded to.
- A healthy workplace is provided and maintained.

- Employees are consulted regarding any health and safety issues in the workplace, by either direct consultation or through employee safety representation.

Girlguiding Anglia's board of trustees, through the executive manager, has responsibility to ensure that its health and safety policy is communicated, implemented and maintained.

A handwritten signature in blue ink, appearing to read "Fiona Hunter".

Fiona Hunter

Executive Manager

## **2. Responsibilities**

The [Health and Safety at Work etc. Act 1974](#), identifies the duties of employers in protecting their employees. The Act also identifies the responsibilities of employees to comply with the law. The following provides more detailed information about the people responsible within the organisation.

### **Trustees**

The board of trustees have overall responsibility for health and safety within the organisation, ensuring that resources are available to manage health and safety, that it is part of the business plan and is integrated into all areas of the business.

### **Girlguiding Anglia's executive manager (EM)**

The EM has delegated responsibility for ensuring that health and safety compliance is managed appropriately to minimize the level of risk identified at any time as well as providing updates on new legislation. They will take day-to-day responsibility for the planning and implementation of the Girlguiding Anglia health and safety policy, ensuring that health and safety measures are integrated into all areas of the business. They are responsible for commissioning the annual health and safety audit of the estate, including Hautbois Activity Centre, and for ensuring that recommendations are implemented. The EM will liaise with other department managers, who will all act as key channels of information to all their departmental/site staff.

### **Girlguiding Anglia's deputy executive manager (DEM) and the Hautbois centre manager**

In the absence of the executive manager, the deputy executive manager will take on the EM's role outlined above, supported by the Hautbois centre manager as appropriate.

### **Senior leadership team (SLT)**

Senior managers will be responsible for communicating health and safety information to their respective departments, and ensuring that safe systems of work, and procedures are implemented in line with health and safety legislation and Girlguiding Anglia procedures. They have a duty of care over their own staff and site users of the respective premises, including volunteers, work placements, contractors and visitors. They are the designated H&S competent persons and are responsible for carrying out and/or overseeing risk assessments, staff training and accident investigations for their respective departments/sites.

### **All staff**

It is the duty of every employee while at work to take reasonable care for their own and others health and safety, co-operate with their employers regarding health and safety, not intentionally or recklessly misuse anything provided in the interests of health, safety or welfare, and to provide warning of any hazards in the workplace where they are identified.

### **3. Communication**

The initial chain of communication for health and safety issues is detailed in section 2. A copy of Girlguiding Anglia's health and safety policy is to be kept available for viewing by staff and visitors on our websites with a live version available in the policies and procedures document folder on the shared Girlguiding Anglia YouManage platform.

Any changes to the policy will be communicated to staff via email and/or staff meeting backed up by a task from YouManage. If the changes are extensive, training sessions may be delivered to assess knowledge, skills, and competencies. Advice and general updates may also be disseminated through internal platforms or media suitable to ensure the information is conveyed to all employees.

The Girlguiding Anglia EM is available to answer queries on health and safety issues. All line managers with a responsibility for staff, facilities and/or equipment should communicate the identification of a hazard or risk, which is outside the scope of their expertise to the EM who can then assess what action is required to provide a solution to the issue. The EM may liaise with external experts and other departments to obtain a suitable solution.

### **Consultation with Employees**

Employees from all Girlguiding Anglia sites are asked if they have any health and safety concerns as part of regular supervision meetings (1 to 1s). They can also raise health and safety concerns at any time, firstly to their line manager and, if that is not appropriate, to the EM. Concerns will always be treated seriously, recorded and investigated, with the employee informed of any outcome.

If an employee raises an issue and is dissatisfied with the outcome of an investigation, the organisation recognises the employee's right to contact more senior management or trustees, followed by prescribed regulators such as the Health and Safety Executive.

The following subjects are included in the site-specific new employee health and safety induction for all new employees:

#### **1st week**

- Tour of the site (including evacuation routes, extinguishers, alarm breakpoints, welfare facilities, assembly point(s) location).
- Fire Safety - including evacuation procedures.
- Other emergency procedures or events including disaster recovery plan overview.
- Emergency contact details including a point of contact for next of kin.
- First Aid (location of first aid boxes, identity of first aiders, procedure for summoning first aid).
- Welfare (toilets, staff room, smoking policy, breaks).
- Security (security procedures, security access, visitor procedures, contractor procedures).

- Other (car parking arrangements, housekeeping, staff meetings, sickness absence procedures, accident reporting).
- Health and safety policy and procedures (copy of policy and where to access policy and procedures).

#### **Within 2 weeks** (where applicable)

- Go through relevant risk assessments (COSHH, manual handling, equipment, activities, job specific etc.).
- Instructions on safe systems of work.
- Display Screen Equipment (DSE) workstation guidance and assessment.
- Personal Protective Equipment.
- Manual handling training video.
- Reporting of accidents (Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations).
- Lone working.
- Driving for work declaration and checklist.

#### **Within 1st month**

- Monitor and review (review first month with employee; confirm understanding of arrangements in place).
- Training needs (discuss relevant training programme for employee and identify suitable timescale to complete their training programme).

#### **Other specialist training may include:**

- How to carry out risk assessments
- Legionella awareness
- Asbestos awareness
- Conflict management
- Fire warden training
- Working at height
- First aid at work/emergency first aid

This list is not meant to be exhaustive. It is expected that other ad-hoc training will be provided by department managers for staff as and when required to update staff on operational and health and safety issues. These sessions (part of staff meetings etc.) should be recorded, indicating who attended and an outline of what training was provided.

Training records will be kept within the HR records of Girlguiding Anglia on YouManage. Training will be identified, arranged, and monitored by line managers.

#### **Contractors**

All new contractors visiting site for the first time will be given a formal induction to make them aware of relevant policies and procedures including, but not restricted to, fire safety, first aid, asbestos locations, hazardous works, welfare facilities, etc. Records of

approved contractors will be kept up-to-date and reviewed annually.

#### **4. Employees**

Under the Health & Safety at Work etc. Act 1974, it is the duty of every employee while at work to:

- Take reasonable care for the health and safety at work of themselves and any other people who might be affected by their acts or omissions.
- Co-operate with their employers and others to enable them to comply with statutory duties and requirements.
- Not intentionally or recklessly misuse anything provided in the interests of health, safety, or welfare.

The Management of Health & Safety at Work Regulations 1999 further requires employees to:

- Use any equipment provided, in the interests of safety.
- Follow health & safety instructions.
- Report anything they consider a serious danger.
- Report any shortcomings in the protection arrangements for health and safety.

Girlguiding Anglia recognises that its employees will often provide the first warning of any hazards in the workplace. Girlguiding Anglia will therefore encourage employees to report any concerns regarding either specific hazards or general issues pertaining to their health and safety, or the health and safety of other employees, volunteers, or any other visitors to Girlguiding Anglia sites or sites being used in respect of Girlguiding Anglia business.

Employees will be able to use any of the processes put in place for reporting health and safety related issues, for example employee supervision meetings, direct discussion with line managers or the EM, in complete anonymity. Girlguiding Anglia will investigate all reported hazards, implementing changes as required.

Girlguiding Anglia requires its employees to maintain their work areas and accommodation (where provided) in a clean, tidy and safe manner. All employees should be aware of serious safety hazards in their workplace, some examples of which are listed below:

- Trailing wires.
- Improperly stacked/stored equipment.
- Blocked or narrowed fire exits.
- Incorrect storage and use of chemicals.
- Not following the correct procedures for carrying out tasks or activities.
- Wet floors.
- Non or incorrect use of Personal Protective Equipment (PPE).

It should be recognised by all employees that failure to abide by health and safety requirements will be regarded as a disciplinary offence, particularly interfering with or misusing equipment supplied by the organisation in the interests of health, safety and welfare.

**N.B.** It is the responsibility of every employee **not** to use any equipment that he or she may

consider unsafe or defective. No disciplinary action will be taken against any employee who refuses to use such equipment. This is on the proviso that such potential hazard is communicated to the relevant manager as soon as reasonably practicable. Once any defects have been rectified or the piece of equipment is determined as being safe by a responsible and qualified person, employees are expected to use the equipment.

## **5. Risk Assessments**

The [Management of Health & Safety at Work Regulations 1999](#) requires employers to carry out risk assessments on all work activities. The responsible/competent person, department manager or EM will conduct risk assessments on all Girlguiding Anglia property including vehicles, equipment, activities, events and hazardous activities such as work at height. Expertise in the area of work being assessed or knowledge of the facilities will have particular impact in ensuring that the risk assessment is 'suitable and sufficient.'

Where initial risk assessments are carried out and indicate that a risk is present, a review may be conducted by the EM, both as a means of auditing the initial assessments and to ensure that the most effective remedial action is taken. The employees in the area being assessed must be involved in the risk assessments, for example, workstation assessments where the comfort and safety of the employee(s) concerned is the primary goal of the assessment.

All risk assessments will be reviewed on an annual basis, or earlier if there is a change in circumstances, by the relevant manager or responsible/competent person to ensure that they are suitable and sufficient.

## **6. Accident reporting, first aid and work-related ill health**

### **6.1 Accident reporting**

All accidents must be recorded in the region office accident book or on a Hautbois Activity Centre accident form. A list of incidents which must be reported can be found on the HSE website [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013](#) (RIDDOR). Managers should be aware of the types of incidents on this list and of the need to report such occurrences as a matter of urgency.

Under the requirements of RIDDOR all reportable accidents and incidents should, in the first instance, be reported to the EM (or in their absence, the deputy executive manager or Hautbois centre manager) by the relevant department manager, and then ensure that it is reported to the Health & Safety Executive via their [incident reporting web page](#). When this is done, the HSE will contact the appropriate local authority who will decide whether to investigate the matter further. On completion of a RIDDOR report managers must always ensure that a copy of the report is downloaded for their own information as well as for sending to the EM.

The department manager will be responsible for an initial investigation of an accident, forwarding these details to the EM, who will decide whether to investigate further. The EM will inform trustees of all serious incidents as part of their quarterly reporting to the board or on an ad-hoc basis depending on the seriousness of the incident.

## **6.2 First Aid**

The [Health and Safety \(First Aid\) Regulations 1981](#) requires employers to manage first aid provision. Department managers are the people responsible for first aid arrangements at their sites.

A suitable and sufficient risk assessment will be carried out at each site by the person responsible (the department managers) to identify the first aid requirements and ascertain the number of first aiders required. Consideration needs to be made to the hours of the day covered, shifts and any holiday/sickness that could occur. There is to be an appropriate number of trained first aiders, sufficient to cover the minimum legal requirement during planned absences.

Signage will be located around the sites with the names of the first aiders, and their extension numbers where appropriate, so that they can be contacted. First aid kits will be located in each main building. At the activity centre, activity instructors hold a first aid qualification and will have a first aid kit with them for every activity session. All instructors have 2-way radios to communicate in a first aid emergency.

First aid boxes must be checked monthly by a designated person in each department to ensure that the stock is maintained and that materials are not out of date. First aid kits for activity sessions must be checked by the instructors at the start of each day that activities are programmed to take place. Information and training will be provided to all staff on what to do in the event of a first aid emergency.

All Girlguiding Anglia's first aiders qualify through an approved training body, (e.g., Red Cross, St. Johns, Nuco Training) and hold either a First Aid at Work or Emergency First Aid qualification valid for 3 years. Refresher training will be required as dictated by awarding bodies.

## **6.3 Work related ill health**

Girlguiding Anglia will take all steps possible to prevent work-related ill health. Where appropriate, risk assessments will be carried out to identify potential issues where employees could be at risk of ill health. Where job roles or tasks have been identified to cause ill health surveillance will be arranged and a record maintained in each affected employee's records.

The following work may require health surveillance:

- Display screen equipment use.
- Manual handling.
- Pregnant workers.
- Noise and vibration from the use of tools and equipment.
- Use of substances causing dermatitis.
- Dust and biological agents which may cause respiratory disease.
- Working with asbestos, lead and compressed air.
- Night shift workers.

Health surveillance records are required to be kept for a minimum of 40 years.

## **7. Systems of work**

Girlguiding Anglia employees have what can be considered a low to medium risk working environment. However, Girlguiding Anglia aims to further minimise risk to its staff in all circumstances under its control.

Safe operating procedures must be followed when carrying out work. All job roles should identify significant risks which may require further operating procedures to be developed to ensure safe systems of work. Where employees identify significant hazards which have not previously been identified, it is the responsibility of the department manager or nominated competent person to record this and carry out further risk assessments.

### **7.1 Workstation Safety**

The [Health & Safety \(Display Screen Equipment\) Regulations 1992 \(amended 2002\)](#), requires employers to assess the risks associated with using DSE equipment and any special needs of individual staff.

These regulations do not apply to workers who use DSE infrequently or for short periods of time. It does require employers to make sure there are controls in place, information and training provided, and to provide eye and eyesight tests on request including special spectacles if needed.

Some Girlguiding Anglia employees spend a significant part of their day using display screen equipment and, for these employees, their department manager will issue a DSE self-assessment form which needs to be filled in and returned to identify any significant risks.

Further Risk assessments may be carried out by the department manager with an employee where significant risks remain. All DSE risk assessments will be analysed and a report made on any apparent trends. Review of the risk assessments will be required should there be a significant change to the workstation or to the individual using the equipment. There should be no longer than two years between reviews.

### **7.2 New equipment**

Girlguiding Anglia endeavours to ensure that new equipment meets the appropriate EU compliance standards. Prior to the purchase of new equipment, the person responsible will carry out an assessment to ascertain suitability of the equipment and to ensure that it is 'fit for purpose.'

Furniture is selected with workstation ergonomics in mind, and refurbishments aim to improve ergonomics and general office safety as well as appearance. Electrical and mechanical equipment that may be used on sites must be selected for its suitability for the task within the manufacturers' guidelines and is serviced as recommended by the manufacturers.

Girlguiding Anglia requires the suppliers of new equipment such as photocopiers, ovens, mowers, etc. to ensure that they are safely installed with clear operating instructions and training provided as required. It is the responsibility of department managers to ensure that suitable equipment is installed and is being safely used at that location as required by the

Provision and Use of Work Equipment Regulations 1998 (PUWER).

### **7.3 Maintenance**

There is a schedule of inspection and maintenance for all facilities and equipment operated by Girlguiding Anglia. A list of equipment needs to be maintained and updated as required by each department. This schedule is managed by the respective departments.

### **7.4 Personal protective equipment**

Girlguiding Anglia is required to supply personal protective equipment (PPE) under the Personal Protective Equipment at work Regulations 1992. For administrative roles, the nature of the work does not generally necessitate the use of protective clothing or equipment. Some employees working at Hautbois Activity Centre do carry out tasks that require PPE and are provided with suitable and sufficient levels of equipment to carry out their tasks safely. A standard Girlguiding Anglia/Hautbois Activity Centre uniform may be provided if relevant to the role as well as visors, goggles, gloves, boots, appropriate footwear, masks for more intense cleaning operations, and ear defenders identified as required as part of the Control of Noise at Work Regulations 2005. Steps are taken to ensure that contractors supplying services comply fully with health and safety requirements, including the use of protective clothing and equipment. The responsibility for this, and for ensuring that contractors are health and safety compliant, rests with the EM. Contractor appraisals, risk assessments and method statements would be required prior to starting work to assess the degree of compliance by the contractor and where appropriate 'permit to work' procedures would need to be implemented.

### **7.5 Manual Handling**

The Manual Handling Operations Regulations 1992 requires employers to carry out risk assessments for tasks that involve significant manual handling activities which include lifting, lowering, pushing, pulling and carrying. A load may be either animate, such as a person or animal, or inanimate, such as a box or trolley. Many Girlguiding Anglia employees are required to perform regular manual handling tasks as a part of their job. The department manager or competent person will carry out manual handling risk assessments on all manual handling tasks outside the normal sphere of activity. These risk assessments will be referred to the EM for audit/review purposes to ensure the most appropriate remedial action is taken, where applicable. From these risk assessments, actions in each of the tasks will be devised for the staff. Training will be identified and delivered to staff as part of the staff training programme.

### **7.6 Control of Substances**

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) requires that employers control employee's exposure to hazardous substances. There are some potentially hazardous substances which Girlguiding Anglia employees are likely to come into contact with. It is important that all employees are aware of these, and of the risks involved if they are misused. Site managers must bring these to the attention of all new employees.

COSHH risk assessments will be carried out by each department manager or responsible/competent person, and these updated on an annual basis or sooner if conditions

change.

Manufacturers' Material Data Sheets will be obtained for all hazardous chemicals used for the Coshh risk assessment to be carried out. Should this not be available, the product will not be used. In addition, Coshh is required to be covered in the site induction and refresher training. All sites should maintain copies of the Coshh assessments to be viewed by all staff. Coshh also applies to substances other than chemicals, such as dust, particulate matter and fumes from any particular process, all which can cause problems (e.g., cutting MDF produces particulate matter and fumes similar to asbestos, and therefore workers must wear appropriate PPE and carry out a Coshh assessment when using this material).

Employees will be kept informed of any changes by briefing meetings and information sheets which are to be inserted into site Coshh folders.

Employees should always read the manufacturer's warning label printed on items before use. When it is necessary to use these items, employees must take care to:

- Avoid inhalation, swallowing, or contact with eyes.
- When the substance is an irritant to skin, avoid contact with skin and wash off any spills as soon as possible.
- Use in a well-ventilated area, if possible.
- Be aware of other risks (e.g. flammable substances) and take precautions against these risks.
- Take care storing products to ensure that they are not stored with other incompatible products.

If any employee knowingly comes into contact with any hazardous substance, whether by inhalation, ingestion, or by absorption through the skin or the eyes, they must immediately seek the assistance of their first aider or appointed person and make an entry in the accident book. Reporting of these incidents is required as detailed in section 8.

## **7.7 Driving for work**

Due to the nature of Girlguiding Anglia functions, some staff are required to drive as part of their work, with some staff having access to Girlguiding Anglia owned vehicles or vehicles hired by Girlguiding Anglia.

It is the duty of Girlguiding Anglia to ensure all vehicles used for business purposes are maintained and fit for purpose as required by PUWER <https://www.hse.gov.uk/work-equipment-machinery/puwer.htm> (Reg 6). This combines the need for basic safety checks by the driver before using the vehicle, as well as preventative inspections and service maintenance carried out at regular intervals of time and/or mileage, in accordance with manufacturer's recommendations.

A check sheet will be provided for hired vehicles in which to record inspections undertaken and the findings of the following: brakes, tyres, steering, mirrors, windscreen washer, wipers, warning signals, and lights.

Girlguiding Anglia maintenance staff will inspect all vehicle records, for Girlguiding Anglia

owned vehicles, on a monthly basis.

Employees who drive for work are required to adhere to the driving guidance provided alongside the annual driver safety check form regarding driving vehicles whilst on Girlguiding Anglia business, paying particular attention to taking breaks and daily cumulative driving and work.

Because of the nature of this activity employers and employees need to be aware of the possible prosecution of Girlguiding Anglia, its management and individual employees resulting from the infringement of, or non-compliance with the following laws:

- The road traffic act 1988 or 1991
- The road vehicles (construction and use) regulations 1986
- Road traffic regulations act 1984
- The health and safety at work etc. act 1974
- The management of health and safety at work regulations 1999
- Working time (amendments) regulations 2002 – (incorporating the horizontal amending directive)
- The provision and use of work equipment regulations 1998- PUWER
- Driving at work – managing work related road safety (ACOP)

Girlguiding Anglia has a duty of care to employees and, as part of this duty of care, will annually in January undertake driving license checking for present and new drivers.

Employees who use their own cars for business will also be required to provide copies of insurance certificates to ensure the correct business driving allowances are included, as well as MOT and tax details of the vehicle.

Employees are required to notify Girlguiding Anglia in the event of any medical condition, temporary or otherwise, that could have an impact on their ability to drive a vehicle safely.

## **8.8 Legionella Policy**

Girlguiding Anglia accepts its responsibilities to take every reasonable precaution necessary to protect the welfare of people occupying and visiting their sites, as well as passers-by within the vicinity of their buildings, when dealing with the issue of Legionella. Girlguiding Anglia has allocated resources to ensure that a competent trained employee carries out legionella risk assessments at regular intervals, and that testing and remedial work is instigated as part of a regular program of works, as per the [Approved Code of Practice and Guidance \(L8\) – Legionnaires disease, the control of Legionella bacteria in water systems.](#)

The EM is responsible for ensuring that immediate action is taken if readings indicate that services (e.g., cold or hot water) are outside the required parameters, indicated within the guidance provided in each site's risk assessment. Department managers are responsible for ensuring appropriate adjustments are carried out, records of temperatures are maintained, flushing of little-used outlets, and any other items required as part of the suggested maintenance advised by the contractor. Department managers should contact the EM if issues are outside their competence, and the EM will

check all records on a 6-monthly basis. Department managers are required to take immediate action following direction provided by the EM.

## **8.9 Control of Contractors**

Section 2(2) (a) of HSWA 1974 requires the provision and maintenance of plant and systems of work. The MHSWR 1999 (sections 3, 4 and 5) require suitable and sufficient risk assessments, 'principles of protection', to be applied in connection with the introduction of any 'preventive and protection measures.' Arrangements are reviewed on a regular basis to ensure effective planning, organisation, and control.

As part of a Safe System of Work (SSW) it is important to ensure that all department managers control contractors that attend site to carry out work, particularly work that is of a hazardous nature. The obligations of managers to ensure a safe system of work are threefold:

- ensuring the provision of competent contractors
- adequate materials are available
- a proper system of work and effective supervision

Work is of a hazardous nature where it falls under one of the following headings:

- Hot works
- Electrical/energy systems work
- Working at height
- Working in a confined space

There may be other works that are of a hazardous nature which would need to be assessed as and when these works occur, such as removal of asbestos, but in general the above works are classed as the main hazardous activities which may affect the operation and safety of the staff working in the area.

To control the activities of the contractors undertaking work of a hazardous nature, it is essential to have a Permit To Work System (PTW) in place. This SSW will provide department managers with a clear method of controlling contractors by initially ensuring risk assessments and method statements (SSW) are in place, with sufficient lead in time to assess whether the work carried out, will be done in a safe manner.

## **8.10 Lone Working**

There are several Girlguiding Anglia employees that are required to work on their own as part of their job role. Girlguiding Anglia considers it important to highlight the risk to its staff who carry out these roles and have provided a detailed lone working policy and procedure. All staff working alone must receive a copy of this procedure.

Should a lone worker consider that any safety issues remain whilst following this procedure, they should inform their line manager immediately in order that a review of the procedure can be carried out. Otherwise, the procedure will be reviewed every three years in accordance with the standard policy review schedule.

## **8.11 Asbestos**

The [Control of Asbestos Regulations 2012](#), requires the person responsible for the maintenance of non-domestic premises to manage the asbestos in them. Sites that were built or refurbished prior to 2000 have an elevated risk of having asbestos containing materials (ACM's) within the fabric of the building.

An asbestos management survey was last carried out by Girlguiding Anglia in 2023 and is updated as circumstances change.

The surveys and asbestos register must always be available to view and, where appropriate, provided to maintenance contractors to ensure that work carried out is not putting contractors and others at risk. Site managers have a 'duty to manage' the asbestos on site to protect anyone using or working on the premises. Any work that requires working on or near asbestos must have a PTW completed prior to carrying out the work. Depending on the nature of the work, a licensed contractor may be required to carry out the work, as per the asbestos regulations.

## **9. Emergency procedures**

### **9.1 Fire**

Under the [Regulatory Reform \(Fire Safety\) Order 2005](#), competent persons appointed within the region office and Hautbois Activity Centre will be responsible for periodically checking (and recording) the condition of fire alarms, fire extinguishers, fire escape routes and emergency lighting at their sites. The responsible persons will also be required to conduct and record regular fire drills at their properties. The results of these drills are to be recorded in the fire drill logbook or record. Details of emergency systems, storage of chemicals, combustible materials, hazardous materials, electrical plans (where available), emergency procedures and emergency contacts for equipment/utilities must be retained in an emergency file, to be available for the fire service if required.

All sites are required to have fire risk assessments carried out on an annual basis, a review of which will be carried out in January. All facilities are required to have a fully documented evacuation procedure, which will consider other emergencies in addition to fire and will also provide detail regarding the evacuation of persons other than staff on site. It will detail responsibilities for all employees and have dedicated employees to act as fire wardens/marshals. They will be responsible for ensuring as far as possible without risking their own safety, that everyone is evacuated safely, and that the fire service, on its arrival, is notified of any person(s) who are believed to still be inside a building or other facility.

All employees must know their evacuation routes and assembly points in the event of a fire. Managers will be responsible for ensuring that new employees are aware of these as well as the location of fire extinguishers and other appliances, as part of the site-specific new employee induction.

### **9.2 Evacuation and business continuity in the event of a disaster**

In the event of disaster, for example floods, explosions, or power outages, it is a necessity to have a business continuity plan in place. A disaster is an event that requires the evacuation of work premises for a period in excess of two hours. Having the plan in place will help to

ensure that the organisation is doing everything in its power to minimise the negative impact that such an event will inevitably have, and that normal business is resumed as swiftly as possible.

The responsibility for maintaining and reviewing the [Disaster Recovery Plan](#) document lies with the EM.

When traveling to meetings or events, both here in the UK or abroad, travel arrangements should be considered to ensure that senior figures (EM, managers, and trustees) within the organisation are not all traveling via the same means, at the same time. This will ensure that in the event of a disaster/accident a tier of upper management remains so that the organisation continues to operate.

## **10. Review and Improvement**

If at any time any health and safety issue should arise which exposes a weakness in the Girlguiding Anglia health and safety policy, it will be subjected to review immediately, otherwise the policy will be reviewed on a three-yearly basis alongside the standard Girlguiding Anglia policy review schedule.

The EM will provide an annual report and recommendations for the improvement of health and safety to maintain compliance with the law and, where appropriate, best practice. This will be presented to trustees at the Q1 executive committee meeting.

Where significant changes occur to the organisation, which may affect the level of risk in any area of the working environment, additional risk assessments will be conducted. Should these risk assessments expose any weakness in Girlguiding Anglia's health and safety policy or the specific arrangements for maintaining appropriate standards of health and safety, these will be reviewed and revised where necessary. Similarly, if any weakness in policy arrangements or chain of responsibility should be exposed, Girlguiding Anglia will undertake to review the appropriate area and to make such amendments as required.