



## Canterbury for Ukraine Health and Safety Policy

This core policy forms part of the induction for all C4U staff (mentors, volunteers, C4U trustees and members who support any of the C4U activities and service providers). All staff members must have access to this policy and sign to say they have read and understood its contents.

This policy will be reviewed at least annually and/or following any updates to national and local guidance and procedures.

### Key Contact Personnel at C4U

| Role                                     | Name                  |
|--|-----------------------|
| Strategic oversight of Health and Safety | C4U Board of Trustees |
| C4U Chair                                | Denys Nizalov         |
| First Aiders                             | Brian Bennett         |
|  | Giles Polglase        |
|  | Hanna Hrekova         |
|  | Natalia Hnatenko      |
|  | Maryna Samokysh       |
|  | Annette King          |
|  | Nastia Nizalova       |
|  | Helga Cukure          |
|  | Vladyslav Lugovyi     |
|  |                       |
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|--------------|-----------------|---------------|
| Approved by: | Effective date: | Next review:  |
| Trustees     | 20 March 2024   | 20 March 2025 |

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# 1. Introduction

It is the policy of the C4U to take all reasonable steps to ensure the health, safety and welfare of its staff, and it will establish procedures and systems necessary to implement such a policy. C4U will also ensure that all relevant statutory duties and obligations are satisfied, including those duties set out in the Health and Safety at Work etc. Act 1974.

C4U will provide and maintain a healthy and safe working environment with the objective of minimising the number of instances of occupational accidents and illnesses and ultimately achieving an accident-free workplace.

All staff members will be provided with such equipment, information, instructions, training and supervision as is necessary to implement the policy and achieve the stated objective.

C4U also recognises its duty to protect the health and safety of all visitors to the organisation, including contractors and service provider workers, as well as any members of the public who might be affected by the C4U activities.

While C4U will take all reasonable steps to ensure the health and safety of its staff, health and safety while involved in C4U activities is also the responsibility of the staff members themselves. All staff members should be aware of, respect and adhere to the rules and procedures contained in this policy. It is the responsibility of each staff member to take reasonable care of their own and other people's welfare and report any situation that may threaten their wellbeing or any other person. If a staff member is unsure how to perform a certain task or feels it would be dangerous to perform a specific job, then it is their responsibility to report this to the trustee responsible for the specific C4U activity (or in the case of volunteers, the C4U Head of Volunteer Support) or ultimately to the C4U Chair. An effective health and safety programme requires continuous communication between C4U leadership and staff members at all levels.

All injuries, however small or slight, sustained by a person involved in C4U activities in any capacity must be reported to the C4U trustee responsible for the activity and/or the Head of Volunteer Support or Operations Director. Accident records are crucial to the effective monitoring and revision of the Health and Safety Policy and must, therefore, be accurate and comprehensive.

Breach of the Policy by a staff member may lead to disciplinary action and in serious cases of breach of Health and Safety Policy and Procedures, may lead to dismissal.

Breach of the Policy by a volunteer may result in suspension or cessation of their volunteer role with C4U.

Full details of the Policy and Procedure are detailed in this document.

**Staff:** this includes all paid staff, trustees and any volunteers who are involved in C4U activities.

# 2. Policy Statement

This policy aims to enable Canterbury for Ukraine (C4U) to:

- 2.1. Safeguard the health, safety and welfare of all its staff members while at work or involved in the activities, and to provide, so far as is reasonably practicable, working environments which are safe and without risks to health.
- 2.2. Conduct its undertakings in such a way as to ensure, so far as is reasonably practicable, that people not in its employment but who may be affected, are not exposed to risk to their health and safety.

- 2.3. Recognise its obligations to meet all relevant legislative requirements pertaining to health and safety, which apply to any of the undertakings of the organisation.
- 2.4. Organise and arrange its affairs to ensure compliance with the policy and relevant legislation.
- 2.5. Ensure that the contents of this policy are reviewed on an annual basis by the C4U Board of Trustees.

### 3. Who needs to know about the Policy?

- All members of staff, including volunteers, irrespective of their capacity
- C4U trustees and members which are involved in activities with children
- Participants of C4U activities
- Partner organisations
- All children / young people attending the activities

### 4. Responsibility for Health and Safety

- 4.1. C4U Board of Trustees has overall responsibility for the Health and Safety of the organisation and has delegated to the C4U Chair the management responsibility for ensuring such Health and Safety.
- 4.2. Day to day responsibility for overseeing, implementing and monitoring the policy is delegated by the C4U Chair to the Head of Volunteering Support (HOVS) who is the designated Health and Safety Officer.
- 4.3. Leads of activities and/or Project managers at all levels are charged with implementing their specific responsibilities and with regards to such matters as risk assessment and accident investigation as described by this policy and underpinning procedures.
- 4.4. All staff members must take care of their own health and safety and that of others who may be affected by their actions while involved in C4U activities and projects. They must also co-operate with C4U and other staff members to help everyone meet their legal requirements under the Health and Safety at Work etc. Act 1974.
- 4.5. C4U Board of Trustees will receive and review the annual Health and Safety report.

### 5. Operation of the Policy

C4U will:

- 5.1. Maintain an active interest in the implementation of the Safety Policies throughout the organisation to ensure that all levels of management and employees carry out their duties in this respect.
- 5.2. Ensure that the managerial responsibility and accountability for the safety, health and welfare of its staff members as well as for the health and safety of others that may be affected by its undertakings, is specified in writing.
- 5.3. Ensure that the appropriate safety training and instruction is provided, and that accident prevention is included in all relevant training briefings.
- 5.4. Sustain an awareness of the need to prevent accidents and risks to health in the minds of all staff members.
- 5.5. Take into account, when risk assessing its activities and projects, any aspects which may help to eliminate injury, industrial disease, pollution and waste.
- 5.6. Make appropriate accident prevention arrangements at the venues where C4U activities and events are developed and held and maintain liaison with all other employers who have employees working at the same venues as C4U.
- 5.7. Ensure First Aid stations are available and clearly marked in all relevant areas where C4U staff members are operating.

- 5.8. Encourage the discussion of health and safety matters at all levels, including the setting up of arrangements for joint consultations with staff members through the Joint Consultation Committee (JCC) representatives who will also act as appointed safety representatives as required by the Health and Safety (Consultation with Employees) Regulations 1996.
- 5.9. C4U Board of Trustees which meets on a monthly basis will provide a forum to convey Health, Safety and Risk information, review accident / incident reports over the period and respond to staff questions and concerns. These meetings are minuted, and any health and safety event or happening is reviewed at the meeting, and recommendations are made where appropriate. Any concerns are reported to the C4U Chair or Board of Trustees. Staff can access the minutes of meetings, which are saved in the relevant Trello card. Volunteers may request access to specific minutes through the HOVS.
- 5.10. Prepare, discuss, agree and review, as required, suitable amendments and conditions to the Health and Safety Policy as may from time to time be considered necessary.
- 5.11. Not allow any person suffering a reduction in levels of alertness and/or ability due to illness or fatigue to work or be involved in other way in any C4U activity if this might jeopardise the health and safety of that person or any other person.

## 6. Staff Responsibilities

All C4U staff:

- 6.1. Have a legal duty to take reasonable care of themselves and others and ensure that they cooperate fully on health, safety and risk matters.
- 6.2. Must ensure that they comply with all emergency arrangements that are communicated to them.
- 6.3. Must ensure that they report all accidents, near misses or damage to equipment and property as soon as possible.
- 6.4. Where applicable, must complete the C4U Health and Safety training provided.
- 6.5. Must refrain from wilful measures or interference with anything provided in the interests of health, safety and welfare.
- 6.6. Must maintain their electronic work calendars on a daily basis, detailing whereabouts and anticipated timings, including, where appropriate, addresses and contact numbers for offsite meetings.
- 6.7. Must undertake and document risk assessments for all C4U activities that take place offsite unless otherwise prepared by the establishment visited, in which case these must be reviewed and agreed upon in advance of the C4U activities taking place.
- 6.8. Must carry out tasks in a safe manner and follow the requirements of any instructions or safe systems of work that may be provided for them. Should any staff member feel that there are situations that may pose a hazard, they have a duty to report such findings to the C4U trustee responsible for the project/activity who should report the facts to the HOVS. (Appendix 1 provides contact details).
- 6.9. Have a duty to ensure that any personal protective equipment provided for their protection is worn, maintained and stored in the correct manner.

## 7. Health and Safety Policy Enforcement

Failure to comply with Health and Safety laws can lead to serious consequences, both for the organisation and individuals. All staff members must comply with this policy. Breach of the Policy by a staff member may lead to disciplinary action and, in serious cases may lead to a dismissal and suspension or cessation of the volunteer role with C4U.

## 8. Reporting Accidents and Near Misses

- 8.1. Staff members must report ALL accidents and near miss incidents that occur during C4U activities immediately to the responsible C4U trustee or the HOVS and record the incident in the C4U Accident Register as soon as reasonably practicable.
- 8.2. C4U Accident Register is located on C4U google drive, while the report slips are also available in papers form in all the First Aid Kits carried by the appointed First Aider(s) to each of the C4U activities/events. This includes incidents while working from home, at the office, travelling during work hours and activities on and off venues used by the C4U.
- 8.3. Staff members must seek appropriate medical attention for any injury they may receive, no matter how minor it may seem to be. Medical attention may include first aid or attendance at a hospital casualty department. Upon returning from treatment, staff members must report the incident to either the responsible C4U trustee or the HOVS or the most senior person on site and enter details in the Accident Register.
- 8.4. Where accidents involve young people participating in C4U activities/projects, staff members must notify the member of the educational establishment staff in charge of the event as a priority, as well as the relevant C4U activity/project responsible trustee.
- 8.5. Staff members must notify the person in charge of any incident in which damage is caused to either C4U's or a third party's property.
- 8.6. C4U responsible trustees must report all accidents to the HOVS. In the absence of the HOVS, the C4U Chair must be informed who will inform the C4U Board of Trustees as appropriate and initiate an inquiry and necessary measures as soon as possible.
- 8.7. C4U's HOVS will keep the C4U Chair informed of all accidents.
- 8.8. Health and Safety reporting will form a standing item in the C4U Executive Report for meetings of the Board of Trustees quarterly.
- 8.9. Where an accident occurs at work, the HOVS is ultimately responsible for ensuring that RIDDOR guidelines are implemented and notification made to the appropriate authority

#### **Near Misses**

A "near miss" is any incident, accident or emergency which did not result in an injury but which could have done so.

Recording non-reportable near misses is not a statutory requirement but doing so and using the information provided is good safety management practice as reviewing the report (at the time and/or periodically) may help to prevent a re-occurrence.

Recording near misses can also help identify any weaknesses in operational procedures as deviations from normal good practice may only happen infrequently but could have potentially serious consequences.

A review of near misses over time may also reveal patterns from which lessons can be learned.

## **9. Health and Safety Procedures**

This section describes specific arrangements for implementing the C4U Health and Safety Policy.

### **9.1. Training**

Health and Safety training is an indispensable part of an effective health and safety programme. It is essential that every staff member is trained to perform his or her role effectively and safely. All staff members will be trained in safe working practices and procedures as part of their induction. In addition, online Health and Safety training will also be provided (to be completed every two years) as essential training for all employees.

If any staff member has a health and safety training issue, they should address their concerns to a trustee that oversees this line of activities in the first instance. In addition, health and safety will be routinely discussed during performance development reviews (PDRs) with each staff member and at meetings for volunteers.

## **9.2. Work Equipment**

C4U will take all reasonable steps to ensure the safety of all employees using work equipment provided by the organisation and ensure the safety of others who may be affected by the equipment. C4U will liaise with suppliers to ensure that any new machinery is designed and supplied to work safely and will inform and train staff to use the equipment safely and efficiently.

Should employees have any problems relating to the operation of equipment or the safety of that equipment, they should immediately inform their line manager so that steps can be taken to remedy the situation promptly.

## **9.3. Manual handling operations**

C4U objective is to minimise any risk to staff members of accident or injury resulting from manual handling operations. The organisation will endeavour to avoid the need for manual handling activities so far as is reasonably practicable. Where it is not possible to avoid manual handling operations, an assessment of the operation will be made taking into account the task, the load, the workplace and the capability of the individual concerned. Staff members will be given appropriate and adequate online training on health and safety aspects of this work.

The following controls are in place and will reduce the risk of accident or injury to the lowest extent reasonably practicable:

- Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable and necessary. The equipment used should be appropriate for the task at hand.
- The load to be lifted or moved must be inspected for sharp edges and wet or greasy Patches.
- When lifting or moving a load with sharp or splintered edges, gloves must be worn. Gloves should be free from oil, grease, or other agents that might impair grip.
- The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage which could cause tripping.
- Staff members should not attempt to lift or move a load which is too heavy to manage comfortably. Assistance should be sought if there is any danger of strain
- Where team lifting or moving is necessary one person should act as coordinator.
- When lifting an object off the ground, employees and volunteers should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object to the ground.

## **9.4. Display Screen Equipment (DSE) Users**

DSE is any work equipment having a screen that displays information e.g. computer screens, often called monitors or VDUs.

The Health and Safety (Display Screen Equipment) Regulations aim to protect the health of people who work with DSE.

Under these regulations:

- C4U will make a risk assessment of all workstations which might be used by DSE 'users' employed by the organisation.
- C4U will reduce risks to the lowest reasonably practicable level.
- Daily work routines of 'users' must be planned so that DSE work is periodically interrupted by rest breaks or other types of work.
- If they wish, 'users', employed by C4U, are entitled to an eye test paid for by C4U. If it shows that glasses or lenses are needed for DSE work, C4U will contribute towards the cost of prescription glasses up to a maximum of £30.00.
- C4U will provide 'users' with health and safety training on the use of their workstation and with information on the risks and the measures to control risks (e.g. <https://www.youtube.com/watch?v=oPzWVUS81X0>).

### **9.5. Control of substances hazardous to health (COSHH)**

Within the working environment, many substances are routinely used that could potentially be injurious to health if not properly stored, handled or used correctly. C4U is required by law to assess the risks of using substances at work. A risk assessment of all work involving exposure to hazardous substances will be conducted. The assessment will be based upon manufacturers' and suppliers' health and safety guidance, C4U's own knowledge of the work process and any relevant information or guidance.

C4U will ensure that the exposure of staff members to hazardous substances is minimised and adequately controlled in all cases. Those identified as likely to come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work. Assessments will be reviewed periodically whenever a substantial modification to the work process occurs.

### **9.6. Employees and volunteers at special risk**

C4U recognises that some employees and volunteers may from time to time be at increased risk of injury or ill-health resulting from work activities. C4U, therefore, requires that all staff members advise their line manager/activity lead/responsible C4U trustee/C4U Chair if they become aware of any change in their personal circumstances which could result in their being at increased risk. This could include medical conditions, permanent or temporary disability, taking medication and pregnancy. Where personnel at special risk are identified, a further assessment of risk in addition to the general risk assessment will be undertaken.

### **9.7. Fire Safety Precautions for office-based employees**

All employees have a duty to report immediately any fire, smoke or potential fire hazards to the fire service. C4U has a Fire Action Plan including risk assessments for every office.

C4U has a Fire Safety Marshal. The Fire Safety Marshal is responsible for liaising with the responsible party for the maintenance and testing of fire alarms and firefighting, prevention and detection equipment in buildings which C4U leases. Where another organisation hosts C4U activities, it is the responsibility of the activity lead/ C4U Trustee to liaise directly with the Fire Safety person of the hosting office and ensure that up-to-date information is passed on to the current staff and that C4U staff members are clear on fire evacuation procedures.

All staff members have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials. Employees are advised not to use electric fires and other heaters. Employees are not permitted to bring their own heating equipment into the workplace. Employees must immediately report any faulty electric cable or loose connection to their line manager. All electrical equipment which does not require continuous operation should be switched off when not in use. Employees should never attempt to repair or interfere with electrical equipment or wiring themselves. They should not use dual or other socket outlets unless these have been properly authorised by their line manager. All electrical equipment of this type must be subject to portable appliance testing.

Line managers/activity leads/responsible C4U trustees are responsible for keeping their operating areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures. Online training is provided in this regard.

Smoke detectors and manually operated fire alarms are located at strategic points throughout the workplace. If a smoke detector sounds, any employee is responsible for activating the alarm and evacuating the building. Fire extinguishers are also located at strategic points throughout the workplace. In some areas, automatic sprinkler systems activated by automatic detection systems have been installed. Staff members are expected to tackle a fire themselves only



if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous, the employee should activate the alarm and evacuate the building immediately.

Fire doors designed to slow the spread of fire and smoke throughout the workplace have been installed at strategic points. Fire doors are designed to close automatically after opening and must never be blocked, jammed or tied open. Fire exits are located at strategic points throughout the workplace. Exit doors and corridors must never be locked, blocked or used as storage space.

Emergency lighting has been installed in exit corridors, above emergency exit doors and throughout the workplace in case of power failure. Lifts should not be used in the case of an emergency evacuation. Staff members should ensure that they are familiar with the position of the nearest firefighting equipment, alarms and emergency exits.

In the event of the fire alarm being activated, or in any other emergency situation (such as a bomb scare), all staff members must leave the building by the nearest available exit in an orderly fashion and assemble at the designated assembly point. All employees will be notified of the designated assembly points.

Practice fire drills will be conducted on a regular basis to ensure employee familiarity with emergency evacuation procedures.

### **9.8. C4U Smoking Policy**

Public health laws in the UK state that enclosed or substantially enclosed workplaces and public places must be smoke-free. C4U complies with the current legislation, and smoking is prohibited in any C4U office or activity.

### **9.9. Risk Assessments**

Operational risk assessments must be completed or obtained and reviewed for all C4U activities that take place offsite, including educational and public events, workshops and competitions.

Risk Assessment Templates are available on the C4U Google Drive for completion. All completed risk assessments should be signed off by a C4U trustee responsible for the event before the activity takes place. Copies of the completed Risk Assessments should be filed under the Risk Assessment Folder under the relevant Project/Activity.

Risk Assessments for C4U Activities taking place at an educational establishment (formal and informal) should be undertaken by the educational establishment and reviewed by C4U Staff before the activity occurs.

All Risk Assessments, when completed, are not to be destroyed or removed from the C4U Google Drive.

Employee Maternity Risk Assessments will be filed on the individual's personnel record.

Risk Assessments for C4U offices are conducted annually by the responsible person at each location and are filed in the Risk Assessment folder on the C4U Google Drive.

### **9.10. Reporting of incidents, diseases and dangerous occurrences regulations (RIDDOR)**

Legislation requires that certain prescribed events, injuries and diseases be formally reported. Notwithstanding our legal obligations, C4U views accident investigation as a valuable tool in preventing future incidents. In the event of an accident resulting in injury, a report will be drawn up by the line manager/Activity lead/C4U trustee detailing:

- The circumstances of the accident including photographs and diagrams wherever possible

- The nature and severity of the injury sustained
- The identity of any eyewitnesses
- The time, date and location of the incident
- The date of the report.

All eyewitness accounts will be collected as near the time of the accident as reasonably practicable. The completed report will then be submitted to the HOVS who will attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem at the site in question and elsewhere. A follow-up report will be completed after a reasonable period of time to examine the effectiveness of any new measures adopted.

Line managers/Activity leads/C4U trustees are responsible for reporting all cases of accident and contagious disease to the Head of Volunteer Support (HOVS).

### **9.11. First Aid**

First aid stations are located in relevant areas of the C4U office. All first aid stations are clearly marked and are easily accessible by all staff members during working/activity hours. Where C4U leases the building, one person holding a current first aid certificate is responsible for properly using and maintaining each first aid station. Where C4U is hosted within a building, it is the responsibility of the Business Unit Manager to ensure that employees who work within the office know where the first aid station is and how to contact the named first aider responsible for the proper use and maintenance of the first aid station.

Those working at schools, off-site events etc should ensure they are aware of the first aid provisions at those locations.

### **9.12. Housekeeping**

- Work sites must be kept clean and tidy
- Any spillage must be cleaned up immediately
- Waste materials and rubbish must be placed in the receptacles provided and removed routinely
- All combustible waste materials must be discarded in sealed metal containers
- All holes must be covered when not in use and clearly marked with warning signs when in use
- All materials must be properly and safely used, and when not in use, properly and safely secured.

### **9.13. Access and egress**

- Walkways and passageways must be kept clear from obstructions at all times
- If a walkway or passageway becomes wet, it should be clearly marked with warning signs and/or covered with non-slip material. Any liquid spilt on the floor should be wiped up immediately
- Trailing cables are a trip hazard and should not be left in any passageway
- Any change in the floor elevation of any walkway or passageway must be clearly marked
- Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard

- Where a passageway is being used by any vehicles or other moving machinery, an alternative route should be used by pedestrians wherever possible. The area should be clearly marked with warning signs if no alternative route is possible.

## 8. Other Risks

C4U will keep under review from time to time new and emerging risks and safety situations that may be brought to light in the sector and respond to these accordingly at the time following a risk assessment of the same.

## 9. Glossary

**COSHH** – Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended) – Regulations that apply to the control of hazardous substances at work.

**Health & Safety at Work etc. Act 1974** – The primary piece of legislation covering occupational health & safety in the United Kingdom.

**Health & Safety (Consultation with Employees) Regulations 1996** (as amended) – The legislation covering the legal obligation of employers to consult with their employees or employee representatives on:

- the introduction of any measure which may substantially affect their health and safety at work
- arrangements for getting competent people to help them comply with health and safety laws
- the information on the risks and dangers arising from an employee's work, measures to reduce or get rid of these risks and what employees should do if they are exposed to a risk;
- the planning and organisation of health and safety training; and
- the health and safety consequences of introducing new technology.

**RIDDOR** – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations - this puts duties on employers, the self-employed and people in control of work premises (the Responsible Person) to report certain serious workpla

## **Appendix 1: Contact Details of C4U Trustee(s) responsible for Health and Safety**

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**Canterbury for Ukraine (C4U)**  
**Health and Safety Policy – March 2024**

I confirm I have read and understood the **Health and Safety Policy** (March 2024)

Name:

Signed:

Date:

**Please return this to C4U DSL Olena Nizalova**