# HEALTH AND SAFETY POLICY

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|---|---|---|---|
| Area: | Kiora Hall | north east autism society | |
| Title: | Health & Safety Policy | | |
| Effective Date: | June 2026 | Next Review Date: | Aug 2026 |
| Authors: | Bob Richardson | Number of Pages: | 77 |

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## LEGAL REQUIREMENTS

Under section 2 (3) of HASWA, as Employers we have a general duty to prepare & keep a written H&S policy statement which is regularly revised. The statement must include general policy & the organisation & arrangements made to implement it.

This general duty is reinforced by Regulation 5 of the Management of Health & Safety at Work Regulations 1999 which requires that every employer makes such arrangements as areappropriate for the effective planning, organisation, control, monitoring & review of the necessary preventative & protective measures. These should be specific to the nature ofthe work activities undertaken & the size of the undertaking.

Further regulations, such as the COSHH regulations or the Manual Handling regulations, place specific requirements on employers to adopt measures to control the particular hazards & risks addressed in those regulations. Where these apply to an undertaking, they may be assumed to form part of the organisation & arrangements which are required to be documented in the H&S policy.

The policy, & any revisions made to it, must be brought to the attention of all employees (section 2 (3) of HASWA again). The usual practice being is to publish the general statementof intent, signed & dated by the C.E.O. as a stand-alone document on public display on the premises. The remainder of the policy – the organisation & arrangements sections- are set out in our employee staff handbook given to employees on entry to the organisation, & regularly updated. All aspects of our policies can be found on our SharePoint website.

The implication of the requirement to notify all employees of the policy is that there is a general duty on employers to ensure all employees are fully aware of the organisation of, &arrangements for, H&S which apply to their particular situations. Thus appropriate training must be provided, instructions given & other forms of communicating requirements (such aswritten procedures & signs etc) must be put in place.

### Legislation / regulations covered by this Policy:

Health & Safety at Work act (H.A.S.W.A.) 1974.
Management of H&S at Work Regulations (M.O.H.S.A.W.) 1999.Control of
Asbestos at Work Regulations 2012
Regulatory Reform Fire Safety Order 2005.First Aid at
Work Regulations 1981.
Electricity at Work Regulations (E.A.W.R.) 1989.
Provision & use of Work Equipment Regs (P.U.W.E.R.) 1998. Control of
Substances Hazardous to Health (C.O.S.H.H.) 2002.Manual Handling Regulations
1992.

Misuse of Drugs Act 1971.
Display Screen Equipment (D.S.E.) Regulations 1992.
Lifting Operations & Lifting Equipment Regulations (L.O.L.E.R.) 1998. Accident / Near Miss Reporting Recording (R.I.D.D.O.R.) Regulations 2013.Contractors. Construction Design Management Regulations 2017.
H&S Consultation with Employees Regulations 1996.Working at Height Regulations 2005.
Workplace (H&S Welfare) Regulations 1992. Employers Liability (Compulsory Insurance) Act 1969.Control of Noise Regulations 2005.
Personal Protective Equipment (P.P.E.) Regulations 2022.The Equality Act 2010

The above list is not exhaustive & will be amended / updated as required.

## GENERAL POLICY STATEMENT – Statement of Intent

The North East Autism Society regards the promotion of Health & Safety measures as amutual objective for management & employees at all levels.

It is therefore the Managements Policy to do all that is reasonable to prevent personalinjury and damage to property, and to protect everyone from foreseeable work hazards, including the public in so far as they come into contact with the Company, Its operations and buildings. In particular this management has a responsibility:

- To provide and maintain safe healthy working conditions taking into account of any statutory requirements.
- To provide training and instruction to enable employees to perform their work safely and efficiently.
- To make available all necessary safety devices and protective equipment and to supervise their use.
- To maintain a constant and continuing interest in Health & Safety matters applicableto the Company's activities, In particular, by consulting and including employees or their representatives wherever possible.

All Employees have a duty to co-operate in the operation of this policy:

- By working safely and efficiently
- By using the protective equipment provided, and by meeting statutory obligations.
- By reporting incidents that have led or may lead to injury to people or damage toproperty, plant or equipment.
- By adhering to the Company's procedures, for securing a safe workplace.
- By assisting in the investigation of accidents with the objective of introducing newmeasures to prevent recurrence.

A copy of this statement, together with procedures will be displayed in suitable areas.

The policy will be continually reviewed by the management and amended or added to asappropriate.

Signed



Name: Paul McGinnety
Title: Chief Executive Officer
Date: 09 June 2026

## IMPLEMENTATION OF POLICY

The Policy will be implemented in the following manner:

1. When the company is carrying out its normal duties, provision will be made for thehealth, safety and welfare of employees and others.

2. In all of the company's activities the Health & Safety Policy will be implemented by:-

    - Providing and maintaining equipment and systems of work which are carefully designed and monitored.

    - Ensuring that optimum safety standards are complied with when using, handling, storing and transporting articles and other substances.

    - Ensuring that a high standard of instruction, training and supervision is givento employees and that all necessary information regarding health & safety at work is provided.

    - Ensuring the workplace is maintained in a high standard of cleanliness, hygiene and housekeeping and that there are safe and proper means of access to and egress from places of work.

    - Ensuring that adequate personal protective equipment is provided for allemployees and is used by them.

    - Ensuring that there are specific arrangements entered into when there are contractors to be used so that the policy is adhered to by the sub-contractors.

    - Ensuring that adequate facilities and arrangements are to be provided for welfare at work.

    - Ensuring that all employees comply with the relevant laws and regulations andco-operate with those responsible for enforcing them. A system will be maintained for the prompt reporting of accidents and their investigation together with implementing any preventative measures or statistical appraisals if appropriate.

    - Ensuring that the responsibilities of employees in connection with health and safety are specified clearly in writing.

## GENERAL ARRANGEMENTS

1. Induction training must be given to all new employees on their initial starting period with the Society. Topics covered are in the induction booklet given to the employee specific to the role they encompass.

2. What to do IN CASE OF FIRE is covered by separate instructions posted throughoutthe premises. (See fire procedure section)

3. Employees must report ALL INCIDENTS. Where necessary these will be followed by aninvestigation to determine the cause so as to remedy any faults and prevent a reoccurrence of the incident (See Incident Reporting Section)

4. First Aid. The location of first aid boxes and the names of first aiders are published on the notice boards.

5. INSTRUCTION of employees in safe working methods and the maintenance of these methods are amongst the duties of Managers/Supervisors, who also initiate any steps necessary to improve unsafe conditions.

6. The TRAINING OF EMPLOYEES in health and safety matters necessary to their work and in the operation of emergency procedures is undertaken by the appropriate competent person.

7. GOOD HOUSEKEEPING is considered to be the foundation of our safety programme in which everyone must play a part. There are arrangements for:-

   - The proper storage of clothing, tools and waste and the removal of waste.
   - The provision of adequate space for machinery, equipment and workingmaterials.
   - Maintaining clean workrooms, offices, washing toilet and first aid facilities.

8. The MAINTENANCE of equipment on which personal safety depends is the responsibility of supervision. All defective equipment will be withdrawn from use until faults are rectified, and all maintenance work will be undertaken by competent personnel.

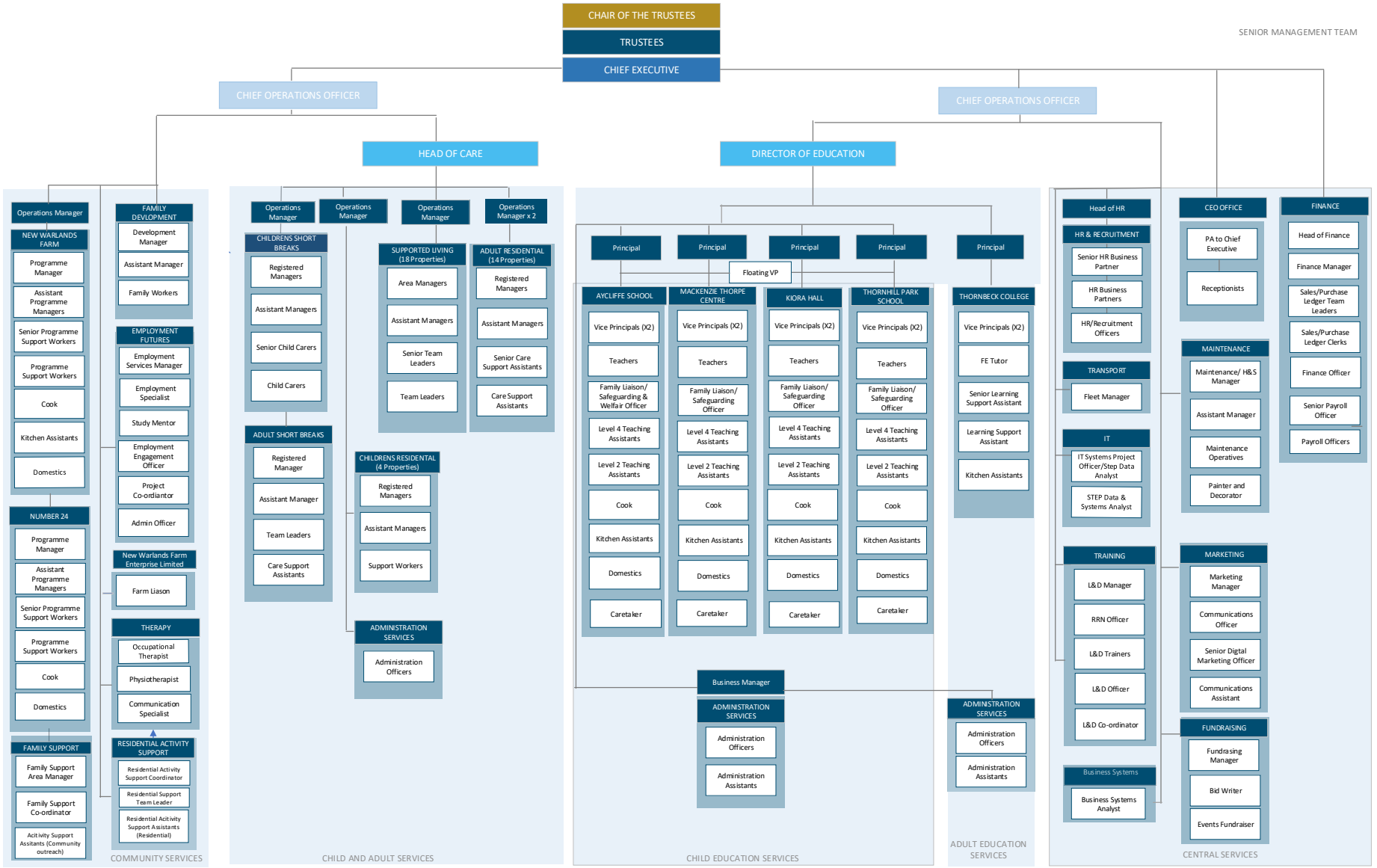
9. Regular SAFETY INSPECTIONS of all areas will be undertaken in accordance with a timetable Agreed by management outlined in the monitoring section. Remedial action as a result of the inspections to correct potentially harmful situations willbe carried out if reasonably practicable to do so.

10. Every effort is made to provide PERSONAL PROTECTIVE EQUIPMENT in consultationwith the employee and management.

11. Safety procedures and RULES FOR CONTRACTORS are outlined in the Contractorssection.

12. RISK ASSESSMENTS will be carried out as required under the current edition of theManagement of Health & Safety Regulations.

13. The risk assessments will be MONITORED AND REVIEWED as necessary.


CHAIR OF THE TRUSTEES
TRUSTEES
CHIEF EXECUTIVE
SENIOR MANAGEMENT TEAM
CHIEF OPERATIONS OFFICER
CHIEF OPERATIONS OFFICER
HEAD OF CARE
DIRECTOR OF EDUCATION
Operations Manager
NEW WARLANDS FARM
Programme Manager
Assistant Programme Managers
Senior Programme Support Workers
Programme Support Workers
Cook
Kitchen Assistants
Domestics
NUMBER 24
Programme Manager
Assistant Programme Managers
Senior Programme Support Workers
Programme Support Workers
Cook
Domestics
FAMILY SUPPORT
Family Support Area Manager
Family Support Co-ordinator
Acitivity Support Assitants (Community outreach)
FAMILY DEVLOPMENT
Development Manager
Assistant Manager
Family Workers
EMPLOYMENT FUTURES
Employment Services Manager
Employment Specialist
Study Mentor
Employment Engagement Officer
Project Co-ordiantor
Admin Officer
New Warlands Farm Enterprise Limited
Farm Liason
THERAPY
Occupational Therapist
Physiotherapist
Communication Specialist
RESIDENTIAL ACTIVITY SUPPORT
Residential Activity Support Coordinator
Residential Support Team Leader
Residential Acitivity Support Assistants (Residential)
COMMUNITY SERVICES
Operations Manager
Operations Manager
Operations Manager
Operations Manager x 2
CHILDRENS SHORT BREAKS
Registered Managers
Assistant Managers
Senior Child Carers
Child Carers
ADULT SHORT BREAKS
Registered Manager
Assistant Manager
Team Leaders
Care Support Assistants
SUPPORTED LIVING (18 Properties)
Area Managers
Assistant Managers
Senior Team Leaders
Team Leaders
ADULT RESIDENTIAL (14 Properties)
Registered Managers
Assistant Managers
Senior Care Support Assistants
Care Support Assistants
CHILDRENS RESIDENTAL (4 Properties)
Registered Managers
Assistant Managers
Support Workers
ADMINISTRATION SERVICES
Administration Officers
CHILD AND ADULT SERVICES
Principal
Principal
Principal
Principal
Principal
Floating VP
AYCLIFFE SCHOOL
Vice Principals (X2)
Teachers
Family Liaison/ Safeguarding & Welfair Officer
Level 4 Teaching Assistants
Level 2 Teaching Assistants
Cook
Kitchen Assistants
Domestics
Caretaker
MACKENZIE THORPE CENTRE
Vice Principals (X2)
Teachers
Family Liaison/ Safeguarding Officer
Level 4 Teaching Assistants
Level 2 Teaching Assistants
Cook
Kitchen Assistants
Domestics
Caretaker
KIORA HALL
Vice Principals (X2)
Teachers
Family Liaison/ Safeguarding Officer
Level 4 Teaching Assistants
Level 2 Teaching Assistants
Cook
Kitchen Assistants
Domestics
Caretaker
THORNHILL PARK SCHOOL
Vice Principals (X2)
Teachers
Family Liaison/ Safeguarding Officer
Level 4 Teaching Assistants
Level 2 Teaching Assistants
Cook
Kitchen Assistants
Domestics
Caretaker
THORNBECK COLLEGE
Vice Principals (X2)
FE Tutor
Senior Learning Support Assistant
Learning Support Assistant
Kitchen Assistants
Business Manager
ADMINISTRATION SERVICES
Administration Officers
Administration Assistants
CHILD EDUCATION SERVICES
ADMINISTRATION SERVICES
Administration Officers
Administration Assistants
ADULT EDUCATION SERVICES
Head of HR
HR & RECRUITMENT
Senior HR Business Partner
HR Business Partners
HR/Recruitment Officers
TRANSPORT
Fleet Manager
IT
IT Systems Project Officer/Step Data Analyst
STEP Data & Systems Analyst
TRAINING
L&D Manager
RRN Officer
L&D Trainers
L&D Officer
L&D Co-ordinator
Business Systems
Business Systems Analyst
CEO OFFICE
PA to Chief Executive
Receptionists
MAINTENANCE
Maintenance/ H&S Manager
Assistant Manager
Maintenance Operatives
Painter and Decorator
MARKETING
Marketing Manager
Communications Officer
Senior Digtal Marketing Officer
Communications Assistant
FUNDRAISING
Fundrasing Manager
Bid Writer
Events Fundraiser
FINANCE
Head of Finance
Finance Manager
Sales/Purchase Ledger Team Leaders
Sales/Purchase Ledger Clerks
Finance Officer
Senior Payroll Officer
Payroll Officers
CENTRAL SERVICES

## INDIVIDUAL RESPONSIBILITIES

It is the Policy of North East Autism Society that all reasonably practicable actions will be taken to ensure the maintenance of a safe and healthy working environment, the health & safety of allpersons, and to prevent damage to Company property, by promoting awareness of legal, personal and economic responsibilities.

It is the duty of all employees to conform to Company Policy and safe systems of work, and toaccept and carry out their responsibilities. Failure to do this will result in disciplinary action being taken against the employee. This awareness will be achieved through induction trainingand the Company Handbook. In this connection, employees are reminded of their own duty under section 7 of the Health & Safety at Work Act, to take responsibility for their own safetyand that of other workers, and to co-operate with the Company so as to enable it to carry outits own responsibilities successfully.

Employees who authorise work to be carried out on the premises must ensure that sufficient information, instruction, supervision and welfare facilities are provided to enable others to avoid hazards and contribute to their own safety and health at work. They must also carry outsafety inspections of the working environment under their control in order to maintain standards.

All employees should contribute towards making the work area, and access to it as safe aspossible. All working practices should be periodically reviewed to ensure that the safest procedures are adopted; these will be achieved by undertaking risk assessments.

All sub-contractors engaged by the Company will be required to comply with and adhere to the Company Policy on Safety.

CHIEF EXECUTIVE OFFICER

Paul McGinnety

Responsibilities are:

1. To oversee the effective application of the Company Safety policy with the aim ofpreventing accidents and reducing hazards.
2. To co-ordinate the efforts of all matters of health, safety and welfare.
3. To report to the Board/ Trustees on matters of health safety and welfare.
4. To arrange adequate funds and facilities to meet the requirements of the policy.
5. To when appropriate institute a review of the Policy and make recommendations to theBoard/Trustees.
6. To ensure that the appropriate insurance covers which embraces both statutory andgeneral requirements are met and maintained.
7. To ensure that the disciplinary procedures are adequate to act against those who breachsafety policy or safe practices.
8. To set a personal example.

## SENIOR MANAGEMENT

Tracey Train, Director of Education
Brian Stoker, Head of Care

Responsibilities are:

1. To initiate Company Policy for the prevention of injury, damage to property, and miss-use of equipment.
2. To administer the Safety Policy, or appoint a senior member of staff to do so.
3. To understand the requirements of the act and supporting regulations and ensure thatthese are observed.
4. To ensure that all levels of staff receive adequate and appropriate training.
5. To insist that safe working practice are observed
6. To ensure adequate welfare facilities and PPE is available for all staff
7. To ensure any contractors that you employ on site are competent, and work to therequired standards.
8. To institute appropriate accident reporting, investigation and actions to preventreoccurrence and initiate analysis to discover accident trends.
9. To reprimand any member of staff failing to discharge satisfactorily the responsibilitiesallocated to them.
10. To arrange funds and facilities to meet requirements of the policy.
11. That adequate copies of the insurance/registration certificates are conspicuouslydisplayed in all of the units.
12. To set a personal example.

HEALTH & SAFETY MANAGER
Bob Richardson

Responsibilities are:-

1. To direct Managers and the like that the Company Safety Policy is to be implemented atall times.
2. To ensure co-operation between all parties in fulfilling the aims of the safety policy ismaintained.
3. To recommend to the CEO any changes to improve safety performance of the Company.
4. To control all sub-contractors to ensure that they comply with this Safety Policy.
5. To ensure that suitable risk assessments are carried out by competent personnel and thatsuitable records are kept.
6. To carry out risk assessments in areas under their control to identify all hazardousactivities, and the risks associated with such activities.
7. To bring to the attention of those concerned, the significant risks identified as a result ofany such assessments.
8. To stipulate safe systems of work, so that work on or around the premises, are carriedout in accordance with Statutory and in-house regulations and codes of practice.
9. To ensure maintenance employees are effectively instructed in safe systems of work, andthat records of training are kept.
10. To ensure risk assessments are reviewed regularly, particularly in respect to any new orproposed activities.
11. To check that tests, inspections and maintenance are carried out.
12. To ensure that all repair and maintenance work undertaken on site is effected in a propermanner and that emergency repairs are dealt with effectively.
13. To set a personal example.

## CHILDREN'SAND ADULT'S RESIDENTIAL MANAGERS

Responsibilities are:-

1. To familiarise themselves with the Company Health & Safety Policy.
2. To ensure that staff in their department are adequately trained in proper and safe working methods and are fully aware of any hazards in the department.
3. To ensure all employees in the department are aware of the fire procedures and first aid facilities.
4. To seek to develop safe practices in their department and encourage suggestions from other employees.
5. To ensure that all safety rules are observed and protective equipment is worn or used when appropriate.
6. To ensure that hazardous defects in the workplace are reported and subsequently rectified.
7. To complete accident reports for all accidents involving injury, damage etc.
8. To maintain good housekeeping standards within their departments.
9. To ensure that all visitors are made aware and comply with all aspects of Health & Safetylegislation.
10. To ensure that staff whether on the premises or elsewhere avoid risks to the Health & Safety of themselves and any person not employed, but who may be affected by the operations of the company.
11. To set a personal example.

## CHILDREN'S AND ADULT'S EDUCATION SERVICES LEADERSHIP TEAM

Responsibilities are:-

1. To familiarise themselves with the Company Health & Safety Policy.
2. To ensure that staff in their department are adequately trained in proper and safe working methods and are fully aware of any hazards in the department.
3. To ensure all employees in the department are aware of the fire procedures and first aid facilities.
4. To seek to develop safe practices in their department and encourage suggestions from other employees.
5. To ensure that all safety rules are observed and protective equipment is worn or used when appropriate.
6. To ensure that hazardous defects in the workplace are reported and subsequently rectified.
7. To complete accident reports for all accidents involving injury, damage etc.
8. To maintain good housekeeping standards within their departments.
9. To ensure that all visitors are made aware and comply with all aspects of Health & Safetylegislation.
10. To ensure that staff whether on the premises or elsewhere avoid risks to the Health & Safety of themselves and any person not employed, but who may be affected by the operations of the company.
11. To set a personal example.

## ALL EMPLOYEES

Responsibilities are:

1. Be familiar with the Safety Policy and to implement it at all times.
2. Develop a concern for safety personally and for others, particularly new employees.
3. Avoid improvising.
4. Suggest ways of eliminating hazards.
5. Co-operate with the Company in maintaining a safe working environment and make yourcontribution to reducing accidents.
6. Take care of Company property entrusted to you, refrain from horseplay and abuse ofwelfare facilities.
7. Use only items of equipment for which you are authorised.
8. Use the correct tools and equipment for the job, use safety equipment and protectiveclothing which is made available and issued when required.
9. Keep tools and equipment in good condition.
10. Report to immediate supervisor any defects in buildings or equipment and ensure thatequipment is left in a safe and secure state when unattended.
11. Report all incidents which could result in personal injury or property damage.
12. Report any personal injury or disease.
13. Comply with any risk assessments that have been undertaken.
14. Obey Company Safety Rules and always work in accordance with method statementswhere necessary.
15. Set a personal example.
16. To complete accident reports for all accidents involving injury, damage etc.

## PEOPLE WHO ACCESS OUR SERVICES

Responsibilities are:

1. Always use correct safety equipment
2. Tell staff if something looks dangerous or broken
3. Do not use machinery without permission or training
4. Always wash hands after using the toilet and before meals
5. Always wear protective clothing when needed and tell staff if it does not fit
6. Never leave objects on the floor
7. Always keep areas tidy after use
8. Don't run in the building
9. Always follow health and safety rules and notices
10. Always switch plugs and electrical equipment off safely
11. Use the correct lifting equipment where needed and never lift something if it looks tooheavy
12. Leave the building immediately when you hear the fire alarm
13. Keep fire exits are kept tidy and free from objects
14. Tell staff immediately if there has been an accident so that first aid can be given

## ORGANISATION AND RESPONSIBILITY

### OVERALL RESPONSIBILITY

The CHIEF EXECUTIVE OFFICER has overall and final responsibility for health and safety within the company and its operations.

He will ensure the company has an effective policy for health and safety and will appoint a number of competent persons with specific responsibilities to ensure that all requirements of current health and safety legislation are satisfied.

A person shall be regarded as competent when they have sufficient training & or experience or knowledge & other qualities to enable to assist in undertaking such measures.

The following members of staff have been designated competent persons for the responsibilitiesshown:

### SPECIFIC RESPONSIBILITES

| Responsibility | Name |
|---|---|
| Company H&S | Bob Richardson |
| Procedures for serious & imminent danger | Brian Stoker |
| Vetting of subcontractors H&S policies | Bob Richardson |
| Auditing of H&S on sites | Bob Richardson |
| Instruction in safe working practices: | Bob Richardson / Senior Managers |
| Health & Safety Inspections: | Bob Richardson / Senior Managers |
| Training: | Training Manager |
| Workplace Safety Inspections | Dept Managers/ H&S Representatives |
| Equipment Maintenance & Inspection inc | |
| Buildings: | Bob Richardson |
| Workshops: | Dept. Manager |
| First aid Provision: | Named First Aiders |

| | |
|---|---|
| Fire: - Equipment: | Maintenance Dept |
| Evacuations: | Senior Managers |
| Computer Equipment: | Senior Managers |
| Housekeeping: | All Staff |
| Collection of Goods: | Senior Managers |
| Accident Reporting & Recording (RIDDOR): | Head of HR |
| Accident Investigation: | Bob Richardson<br>Grainger Simpson (H&S rep) |
| Visitors (inc. sub-contractors) | Senior Managers<br>Bob Richardson |

Risk Assessments:-

| | |
|---|---|
| General: | Home Managers |
| COSHH: | Senior Managers |
| Manual Handling: | Managers / Supervisors |
| PPE: | Dept Managers |
| VDU Screens: | Head of HR |
| Noise: | Bob Richardson |
| Specific | Bob Richardson |

| | |
|---|---|
| Permit to Work: | Bob Richardson |
| Waste (inc clinical waste) | PHS Group |

## CONTRACTORS RESPONSIBILITIES

Contractors are responsible for ensuring that all persons under their control are aware of thefollowing company procedures:

Fire Procedure

First Aid Arrangements

The contractor must ensure that all equipment brought onto the premises is fit for the purpose and in a good state of repair.

The company reserves the right to order off site, any contractor not complying with the safetypolicy and/or safe systems of work.

It is the responsibility of this company to inform the contractor of any known hazards. It is the responsibility of the contractor to provide risk assessments, method statements, or safe systemsof work, which must be adhered to in all aspects of safety.

The company will inspect all equipment and procedures before commencement of the work andat regular intervals during the period of work.

## VISITORS RULES

The following rules are designed to control all visitors around the premises. It is importantthat persons should not be permitted to wander freely around the premises, for reasons of Health Safety and Security. In case of fire, it is imperative to know the number of persons in the building and their location.

This can be achieved by maintaining a record of the name, time of arrival and departure and whereabouts of visitors. A suggested format for the control of visitors is outlined overleaf.

The relevant employees should ensure that:-

1. Visitors enter their details in the "Visitors Record Book" on arrival and book out on departure.
2. Visitors remain in the reception area until they are attended to.
3. All accidents suffered by visitors are reported to a member of Senior Managementwithout delay and logged in the incident reporting procedure.
4. Visitors read and comply with the Fire Procedures.

## 1. VISITORS RULES

All visitors must read these rules, and by entering their details in the visitors book on arrival, thereby indicating they understand their obligations. Visitors must also sign outon departure.

## 2. PARKING

Visitors must ensure that their vehicles are left in approved parking areas.
Vehicles must not obstruct fire escape routes, private or public access and other vehicles.

## 3. RECEPTION AREA

Visitors must remain in the reception area until collected.
Visitors must be either (i) accompanied or (ii) authorised to enter premises.

## 4. SECURITY

Nothing may be taken from the premises without permission.
The Company reserve the right to request to search visitor's bags, packages and vehicles.

## 5. HEALTH AND SAFETY

Visitors must use all protective clothing and equipment provided.
Visitors must not enter any areas without permission of an authorised representative.
All visitors (including contractors) must report any accident, injuries or dangerousoccurrences to the authorised representative immediately.

## 6. FIRE

Visitors must obey the Fire Procedure and Instructions.Visitors
must comply with any "NO SMOKING" controls.

## Arrangements for Securing the Health, Safety and Welfare of Workers

The Society will, in consultation with employees and their representatives, ensure thefollowing:

1. The workplace will be regularly inspected and maintained including:
   - Suitability and condition of flooring.
   - Presence of obstructions in walkways.
   - Items stored on top of cabinets in walkways.
   - Encroachment of furniture and equipment.
   - Ease of passage through security doors during emergency evacuation.
   - Presence and condition of emergency lighting (where relevant).
   - Suitability of lighting.
   - Handrails on stairways and guardrails on the edges of ledges etc.
   - Facilities for personnel with limited motability.
   - Condition and ease of use of doors.
   - Presence of any blockages in walkways which could prevent access/egress.
   - Suitability of access to electrical equipment.
   - Details, duration and condition of any access arrangements.
   - Condition and cleanliness of sanitary conveniences, washing, changing and rest facilities,facilities provided for eating meals and accommodation for clothing.
   - Ventilation systems are maintained (if applicable).

2. The workplace is effectively ventilated with fresh or purified air.
3. A reasonable temperature is maintained within the workplace. Providing safe andeffective heating and cooling systems where necessary. Provide thermometers fortemperature monitoring.
4. Suitable and sufficient lighting is provided, by natural light where possible. Task lightingto be provided on request. The excessive effects of sunlight are avoided.
5. The workplace is kept in a clean and tidy state, including the regular emptying of wastebins.
6. Workers have sufficient space to carry out their tasks safely.
7. Workstations provided are suitable for the workers using them and the tasks performed.
8. Suitable seating is provided for anyone who carries out most of their work while sittingdown.
9. Floors and traffic routes are kept in safe condition, including carrying out repairs andcleaning spillages as soon as possible.
10. Measures are taken to prevent people falling from height or being struck by fallingobjects.
11. Windows and other transparent or translucent panels are made from safety material,protected against breakage and conspicuously marked where necessary for safety reasons.
12. Windows, skylights and ventilators that are capable of being opened do not create a riskto health & safety.
13. Windows and skylights are cleaned safely.
14. Traffic routes are organised so that pedestrians and vehicles can move about safely.
15. Doors and windows are properly maintained.

16. Appropriate sanitary conveniences and washing facilities are provided throughout theworkplace in sufficient numbers for both men and women.
17. Where showers and / or baths are required for reasons of health and safety these havebeen provided and are maintained in a safe condition. They must only be used by authorised personnel.
18. A clean supply of drinking water is available to all employees, including a supply ofdisposable cups.
19. Suitable lockers are provided for storing personal clothes not normally used during working hours. Where special clothing is required to be worn at work suitable facilitieshave been provided for changing clothes.
20. Suitable staff rooms and eating facilities have been provided on site for employees, withconsideration for pregnant women if they need to rest. (First aid room).
21. The building is organised where necessary to take account of any disabled persons usingor occupying the workplace.

## Procedures for Dealing with Health & Safety / Maintenance Issues

Where an employee raises a matter related to workplace health, safety or welfare theSociety will:

a) Take all necessary steps to investigate the circumstances.
b) Take corrective measures where appropriate.
c) Advise the employee of the action taken.

Where any employee notices a defect in the workplace which is considered dangerous they must inform their manager or the maintenance manager immediately and record all defects in the maintenance repair book provided.

## Information & Training

The Society will provide sufficient information, instruction and training to all employees on the arrangements in place to ensure Workplace Health Safety and Welfare, including workingenvironment, welfare facilities, access and egress etc.

This is the responsibility of the learning & development department.

## SAFETY AND INDUCTION TRAINING

### 1.1 Safety Induction & Training

1.1.1 All employees of The North East Autism Society will be given induction training detailing responsibilities and safety requirements of the job. This will be done prior to commencing work.

1.1.2 This applies to the entire workforce including sub-contractors, agency supply staff,operatives supplied by the client as well as company employees.

1.1.3 General induction will be carried out by the relevant Manager in charge and as part of theinduction.

1.1.4 In addition to the general safety requirements, the Manager in charge will carry out any health and safety induction for the specific job function, i.e. usage of Visual Display Units(VDUs), Working Safety and any other specified on the Induction checklist.

1.1.5 Documents will be kept as evidence that induction has taken place, which are:

- Induction Checklist
- Inductions register

1.1.6 All persons must adhere to the safety rules that are set out and explained duringinduction.

1.1.7 This general induction covers the main Society facility at Newton Aycliffe, and also equipment and site related conditions. Further information will be given for site-specific conditions, detailed in method statements, work instructions and specific briefings.

1.1.8 Records of all training will be kept as part of the Safety Management System records.

1.1.9 The following forms are used as part of this procedure.

Induction Check List

| TITLE | ☐ | TITLE | ☐ |
|---|---|---|---|
| Safety Policy | | First Aid | |
| Accident Reporting | | House Keeping & Waste Disposal | |
| Welfare Facilities | | Storage | |
| Emergency Exits | | Asbestos | |
| Site Access and Egress | | Permit to Work | |
| Employees Duties | | Working at Heights – Equipment | |
| Sub-Contractors Duties | | Excavations | |
| Safety Restrictions | | Manual Handling | |
| PPE | | Lifting Equipment | |
| Electricity | | Power Tools | |
| Fire Safety | | Plant and Mobile Equipment | |
| COSHH | | Signs & Notices | |
| Drugs & Alcohol | | Confined Spaces | |
| Buried Cables | | Lone Working | |
| Over Head Cables | | Members of the Public | |
| Highways and Footpaths | | Dealing with Aggression | |

{Note add or remove specific training as appropriate}

I have been instructed on safety requirements as identified by the above.

Signed:_____

Dated: _____

The relevant Manager carrying out the induction should use the above list to highlight any specific hazards and brief the applicable policies and procedures. The induction register should also be signed by each person inducted.

Safety Induction Register

| Date | Employee Name | Signature | Trainer | Signature |
|---|---|---|---|---|
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## CONSULTATION WITH EMPLOYEES

The North East Autism Society acknowledges that it has a duty under the Health & Safety (Consultation with Employees) Regulations 1996 to consult employees on health and safetymatters. It has chosen to fulfil this duty by direct consultation.

Employees will be provided with such information as is necessary to enable them to participate fully and effectively in the consultation. Such information will be provided by the means most appropriate to the matters and circumstances concerned. These means will include, but will notbe limited to, the following:

- conversations with individuals;(instruction)
- staff meetings;
- information displayed on notice boards; (written procedures)
- Letters attached to payslips.
- The Intranet (SharePoint)
- Appropriate training (where necessary)

Any employee wishing to raise a matter for discussion should bring it to the attention of the unitmanager.

## RISK ASSESSMENTS

Under the current edition of the Management of Health & Safety at Work Regulations thecompany is required to carry out risk assessments.

The purpose of risk assessments is to identify any significant hazard and to ensure that the riskis where possible eliminated or controlled to minimise the potential of injury.

The company's aim is to:

1. Identify the hazard.
2. Identify the staff and or other persons that might be affected by that hazard.
3. Ensure that the controls are adequate.
4. Where necessary action further controls.
5. Communicate the significant findings of the risk assessment to those who may be affected.

This will be done by:

Conducting regular Risk Management Meetings.

Information will be passed to Employee representatives by relevant Managers.

Periodically review to maintain controls for the purpose of Risk Assessment. (You should looksolely to such hazards that constitute a significant risk.)

Control of specific hazards.

The arrangements that will be made in respect of reducing the risk presented by workplacehazards are as follows: These will be technical, procedural or behavioural controls such as:

- Provision of written safe systems of work, & where necessary the more rigorous permit towork system.
- Provision of written instruction for fire safety & fire prevention, including evacuationprocedures, escape routes & assembly points.
- Provision of written instructions for the control of contractors & supervision of visitors.
- Procedures involving the use of display screen equipment, including arrangements for eyetests & provision of corrective lenses.
- Procedures for maintaining cleanliness & for waste disposal.
- Provision of instruction for the use & maintenance of machinery, including machineguarding & emergency procedures in the event of a breakdown.
- Provision of suitable PPE & other safety equipment.
- Provision of instructions concerning handling of hazardous substances used in our workprocess.

Bob Richardson ( H&S Manager) will advise unit Managers on specific assessments required bylegislation. These include:

- Ionising Radiation Regulations 2017
- Control Of Asbestos at work 2012
- Noise at work 2005
- Manual handling 1992
- Display Screen Equipment 1992
- Work at Height 2005
- C.O.S.H.H.2002

Others to include special cases:

- Young persons ( if applicable)
- Expectant Mothers
- Workers with a disability
- Lone workers

## COSHH PROCEDURE

The Company acknowledges that it has a duty under the current edition of the Control of Substances Hazardous to Health Regulations (COSHH) 2002 to assess the health risks associated with the substances it uses throughout the course of its business. We recognise that the purposeof a COSHH assessment is to identify the health hazards of substances before they are used and to introduce controls to eliminate risks or to reduce them as far as is reasonably practicable.

The Company will:

1. Maintain an up to date inventory of substances used or encountered as a result of the Company's activities.
2. Identify the health hazards associated with the substances listed in the inventory.
3. Identify the employees, and other persons that might be exposed to the hazardsidentified.
4. Identify the controls currently in place.
5. Introduce further controls if required to eliminate risks or reduce them as far as isreasonably practicable.
6. Maintain written records of COSHH assessments.
7. Review COSHH assessments yearly, or as when required if substances or activities changesignificantly, to ensure that controls remain adequate.

Unit managers are responsible for maintaining the COSHH inventory and an up to date library ofsuppliers material safety data sheets (MSDS).

Unit managers are responsible for carrying out COSHH assessments and for bringing anysignificant findings to the attention of those concerned.

All employees are responsible for using the controls identified in COSHH assessments.

Where any employee considers that the controls identified in a COSHH assessment are not sufficient to reduce the risks to health from substances encountered to an acceptable level thisshould be brought to the attention of the unit manager immediately.

Where local exhaust ventilation (LEV) is provided to control exposure to hazardous substancesthis will be examined every 14 months by a competent person and records kept.

Records of personal protective equipment (PPE) issued to individuals to control exposure tohazardous substances will be maintained by the unit manager.

Where atmospheric monitoring is carried out, either in order to complete a satisfactory assessment or to monitor the effectiveness of controls or as a legal requirement, records will bekept as follows:

- General area monitoring results will be kept for 5 years.
- Personal monitoring results will be kept for 40 years.

Guidance on carrying out COSHH assessment is contained in the Risk Assessment Manual.

## PERSONAL PROTECTIVE EQUIPMENT (PPE) Regs 2022.

Where it is not practicable to control exposure to hazards by any other means the North EastAutism Society will provide employees with suitable PPE free of charge. The type of PPE required will be determined as part of the risk assessment process.

All employees are responsible for using PPE as directed. PPE damaged through natural wear andtear will be replaced free of charge. Equipment damaged through negligence, or lost will be charged to the individual.

PPE should be issued by the unit manager and employees will be required to sign acknowledgement of receipt. All PPE remains the property of the company and must bereturned if the employee leaves.

Any employee experiencing problems using PPE should bring this to the attention of the unitmanager immediately.

Refusal or failure to wear designated PPE will render the individual liable to disciplinary actionbeing taken against them.

## INCIDENT/ ACCIDENT REPORTING

1. Under the current edition of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2005, it is the responsibility of the North East Autism Society to investigate all incidents and dangerous occurrences to prevent recurrence and to report it to the pertinent authority any of those incidents, dangerous occurrences which, according to RIDDOR must be reported. (The regulations are covered in the Health& Safety Reference Manual).

### 2. RESPONSIBILITES

Senior Managers or their deputies are responsible for investigating incidents involvingpersonal injury and near misses.
Health & Safety Manager is responsible for investigating accidents involving damage toproperty, machinery, equipment, fixtures/fittings and near misses.

3. The current regulation Accident Books will be kept in the MANAGERS OFFICES and it is theresponsibility of the PERSONNEL DEPARTMENT to ensure that records are correctly maintained.

### 4. NOTIFICATION OF ACCIDENTS/DANGEROUS OCCURRENCES

The PERSONNEL DEPARTMENT will be responsible for reporting any notifiable injuries,diseases or dangerous occurrences to the Enforcing Authority.

### 5. ENFORCING AUTHORITY

The Enforcing Authority is:

HSE
Alnwick House Benton
Park View Newcastle
upon TyneNE98 1YX
TEL NO: 0345 300 9923 (contact centre Mon to Fri 8:30 am to 5:00 pm)
FAX NO: 0191 202 6300

Reporting can be completed by using the appropriate online form at
http://www.hse.gov.uk/riddor/report.htm

Contacting the HSE Out of Hours

The types of circumstances where HSE may need to respond out of hours are:

- following a work-related death
- following a serious incident where there have been multiple casualties
- following an incident which has caused major disruption such as evacuation of people,closure of roads, large numbers of people going to hospital etc

If your incident fits these descriptions ring the duty officer on 0151 922 9235.

It is Company Policy that verbal communication regarding any accident is expressly forbidden.Any request for information by relevant parties must be addressed to the CEO in writing, who

will make the Company's official response. This statement relates to both reportable and non-reportable accidents/incidents under these regulations.

## FIRST AID

In the event of an injury you should seek medical attention from a trained first aider asidentified at each site.

Listed below are the locations of our first aid equipment:

### Central Services

| | |
|---|---|
| Lumley Court | Reception |

### Adult Services

| | |
|---|---|
| Thornbeck College | Kitchen, Common Room, Hair Salon, ICT, Textiles, FloristryEmsworth Kitchen, Office, Classrooms |
| New Warlands Farm | Office |
| Darlington Workshops | Main area, Workshop Office, Workshop Class |
| Hendon Workshops | Main area, Canteen, Workshop 11 Office, Workshop 10 Class |

### Child Services

| | |
|---|---|
| North East Centre for Autism | Office, Kitchen, Staff Room, Domestic Science, Medical RoomThornholme Office, Kitchen, Staff Room, Medical Room, Classrooms |
| Kiora Hall | Main Kitchen, Staff Kitchen (upstairs),Main Office, Medicalroom |
| Mackenzie Thorpe Centre | Planning room, Post 14 staff room, Post 14 staff room, Reception, Main kitchen, Little kitchen, Class 3 – KitchenMedical room, Class 5,Class 6, All Busses |

### Residential Services

First aid boxes within residential units are kept within the Offices, Kitchens and Staff Sleep InRooms

## ACCIDENT INVESTIGATION PROCEDURE

### 1. PRECONDITIONS

Keep an open mind.

Do not become emotionally involved.

Decision making and taking- assessments belong, in the first instance, to those involved in the accident, not the investigators.

### 2. PRE- REQUISITES

Reach the scene as quickly as possible.

Leave the scene unaltered for as long as possible.

### 3. SKILLS

Observation and assimilation.

The taking of photographs and the making of sketches.

An understanding of all the technical factors.

Adequate recording of all relevant data.

The interviewing and taking statements from the injured persons, witnesses and others. These must be signed off and dated.

The evaluation of documentation of all types.

The capability of evaluating all the factors referred to at (3.1 to 3.5).Report writing.

Interpretation of Health & Safety law. Conclusions as to

the remedial action required.Use the skills to:

- Establish all the relevant factors as quickly as possible- particularly the causation andsequence of events leading to the accident/incident.
- Interview all who appear to be able to contribute to the investigation. Take statementsonly from those having essential information.

- Evaluate all the facts as to the accuracy, reliability and relevance.
- Attempt to reach conclusions on the basis of the reliable/relevant evidence.
- Never automatically discount any evidence which runs counter to the mainstream facts.Search until completely satisfied.
- Be satisfied as to the work system, training, information, instruction and supervision.
- Commit the results of the investigation to paper in a clear and concise manner.
- Be certain the legal position has been covered in respect of health & safety obligations(ring insurance company).
- Be certain the recommended action will prevent future accidents/incidents of the typeinvestigated so far as this is practicable.
- Monitor future operations of the type involved in the accident/incident until satisfiedthat in-built safety systems are fulfilled automatically.

## 4. THE INVESTIGATION

A good principle to adopt when questioning injured person/witnesses is to startWith what, where, when, how or who. Questions starting with why will only putThe witness on the defensive, and may even antagonise them, and should Therefore be avoided. Typical questions might be:

1.1 What happened?

1.2 What did you see?

1.3 What time was it?

1.4 Where were you at the time?

1.5 Where was the injured person?

1.6 When did you realise something was wrong?

1.7 How did it happen?

1.8 How were you involved?

1.9 Who else was involved?

1.10 Who else saw the accident?

1.11 Who reported the accident/incident?

### 1.12 How could it have been prevented?

The question “what happened” will often promote the fullest response and it is vital thatyou listened to what is said, without interrupting the witness account of the incident. If you don’t understand something, wait until the witness has finished before asking them to clarify a point. You require the witness’s version of the events and therefore should not disagree with any of their statement or make any judgements of their evidence.

Once you have heard and recorded their version of the incident, repeat it back to them to ensure the account is fully understood and agreed with. This also allows them to add anything they may have momentarily forgotten. Once complete, end the interview on a positive note byinviting from them suggestions as to how it may be avoided in the future.

Ideally the first to be interviewed should be the injured person, and as soon as possible following the event. However, this will depend on the extent of their injuries, and in such circumstances they should not be pressed for a statement. The interview techniques apply to both witnesses and injured persons, and are best carried out at the scene of the incident. Thisfacilitates the witness to use the props at the scene to jog their memory and to explain to youwhat happened.

## 5 THE ACCIDENT REPORT

Either of the attached forms can be used e.g. in cases where in depth reporting is notrequired, or the following should be adopted.

The main headings with sub-headings required on both the investigation report and thecourse of action report.

## 6 INVESTIGATION REPORT

Main heading.

Date(s) of investigation.

Names and addresses of persons interviewed and similarly for their employers.Names of

persons from whom statements are taken.

Circumstances:

- Brief summary.
- Injured/deceased person (name and relevant details)
- Equipment, machinery, work permits or other written documents.
- Narrative and any remedial (immediate) action taken.

- Sketch(s) (if necessary)
- Photographs.
- Plans/manuals/manufacturers-suppliers data/written instruction etc.
- Details of injuries/disease/illness/first aid details/position in company/name.
- Treatment given (if known).
- Legal requirements.

## 7. COURSE OF ACTION

Preventative measures.

- Before the accident/incident.
- After the accident/incident.
- Safety policy/policies.

Comment.

Legal Conclusion.

## 8. ACTION

Taken.

Proposed.

Transport of injured persons to hospital.

INCIDENT REPORT FORM

NAME
……

DEPARTMENT ..... UNIT

**Dangerous Occurrence* or Accident* *(Please delete as appropriate)**

Major: ..... Minor: ..... (Please tick)Location:
……

Nature and extent of damage:
……

……

……

Classification (As Listed):
……

**Witnesses**

1) Name: ……  1) Name: ……

Address: ……  ……

……

Date of dangerous occurrence: ……  Time: .....

Name of Person in Charge: .....  Position: .....

**Date: ……**  **Name: ……**

**Signature: ……**  **Position: ……**

INVESTIGATION DETAILS:
(Sketch with precise location, measurement, etc. on separate sheet if necessary)

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CLASSIFICATION (tick as appropriate)

| | | | |
|---|---|---|---|
| Head | Machine in op | Faulty planning etc | Employee |
| Eye | Vehicle in motion | Mech. Handling | Supervision |
| Trunk | Hand tools | Machine guards | Rule enforcement |

| | | | |
|---|---|---|---|
| Arm | Power tools | Tools | Horseplay |
| Hand | Manual handling | Prot clothing | Housekeeping |
| Leg | Harmful contact | Safety signs | Short cuts |
| Foot | Persons falling etc | Colour coding | Pers Disability |
| Shock | Object falling etc | Procedures | Unsuitability |
| General | Other | Safety rules | Other reasons. |

ACTION NEEDED/TAKEN TO PREVENT RECURRENCE (Delete as necessary)

……

……

OFFSITE ACCIDENT/INCIDENT REPORT

1. Site Address……..

.

……

……2.

Contact……

3. Injured persons surname …… Forenames ……

4. Injured persons
Address ……

……

……

5. Nat Ins No …… Age …… Employee No ……

6. Occupation……

7. Location of Acc/Inc……

Date and time ……

8. Nature of injury ……

……

9. To whom was the accident reported? ……

Date …… Time……

10. Entry made in accident book on……

12 Report sent to enforcing authority on ……

13 Has the accident/incident been recorded by H.R. Dept. ……

14. Was first aid given? ……

15. Did the injured person go to hospital? ……..

Give name of hospital ……

16. Was the injured person authorised to be at the place of the accident for thepurpose of his/her work ……..

17. How was the accident caused? ……..

18. Give a full description of what happened…….

……

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……

State what the injured person was doing at the time……..

……

19 If falls of persons from heights or down stairs etc are involved stateapproximate distance of fall in metres ……

20. What action has been taken to prevent recurrence? …….

21. Was machinery involved? ……..

22. What type of machine? ……..

23. Names and Addresses of witnesses to the accident. Obtain witnesseswherever possible. Attach statement from each witness.

a) ……

……

b) ……

……

This form was completed by:

Name …… Signed …….. Date ……

Return this form to your Line Manager as soon as possible.

FIRE PLAN

North East Autism Society

What to do in case of Fire



- Raise the Alarm.

*Operating a manual break-glass point can raise the alarm. The alarm mayautomatically be raised by the actuation of a smoke or heat detector.*



- Call the Fire Brigade by dialling 999.

*The person discovering the fire should ensure that the Emergency Services are called.*
*Consideration should be given to calling an Ambulance if the situation becomes serious*

A Member of staff is to proceed to the main alarm panel.



*The location of the fire should be determined by looking at the fire panel. If necessary, two members of staff should locate the whereabouts of the fire.*
*The person-in-charge should assess the situation and decide to operate staged evacuation i.e. to a safe designated refuge or full evacuation*. During the day, thechildren can be evacuated to another unit.*

- Tackle the fire only if it is safe to do so.



*Only trained staff are to tackle the fire. Ensure that your means of escape remain open and do not take any risks. If the fire is out of control, evacuate from the fire area and wait the arrival of the Emergency Services.*

- Provide a list of all persons in the building.



*When the Emergency Services arrive, one member of staff (Fire Warden) will provide details of all those present and report any person or persons reportedmissing.*

*DO NOT re-enter the building until told to do so by the Senior Fire Officer.

## FIRE INSPECTION & MAINTENANCE PROCEDURES

The Company recognises that if the Fire Warning System and/or Fire Extinguishers were to failthe lives of employees, and others, could be put at risk.

The following inspections and tests will be carried out to ensure that the warning system andequipment will function when required to.

### INDUCTION

- Ensure all staff are aware of the Fire Procedure, including how to raise the alarmverbally.

### WEEKLY

#### Nominated Persons

- Check that the Power on indicator on the fire alarm control panel is showing
- Check that the fault indicator is not showing or sounder operating
- Each week choose a different call point and operate the fire alarm using the key provided
- Check that the sounders operate and that the appropriate zone is indicated on thecontrol panel (this will require two persons)
- Using the key provided check all emergency lights operate
- Visually check all fire extinguishers
- Immediately notify any fault to a competent person and record in fire log

### MONTHLY

#### Nominated Persons

- Check red indicators on emergency lights are showing
- Check that all fire exits open
- Check that the fire escape routes are not obstructed
- Check that fire extinguishers are present, wall mounted and not obstructed

QUARTERLY

Nominated Persons

- Test emergency lighting by switching off electrical power. All emergency lights shouldcome on.
- Remove mains supply to the fire alarm control panel and check that the battery iscapable of supplying the alarm sounders
- Immediately notify any fault to Chubb contracts (give contract number located on firepanel)

EACH TERM UNIT

MANAGERS

- Conduct an unannounced practice Fire Drill by setting off the alarm
- The time taken for all persons present to reach the fire assembly point should berecorded
- Note any difficulties and inform Senior Management

ANNUALLY

Nominated Persons

- Clean the smoke detectors to ensure correct operation and freedom from false alarms(nominated contractors do this)
- Service all fire extinguishers.

All the inspections and tests must be recorded in the fire log books kept at each unit.

RULES COVERING HEALTH & SAFETY AT WORK

EMPLOYEE RULES

GENERAL

## 1. WORKING PRACTICES

Employees must:

Report to management immediately any fault or damage to equipment.

Use all substances, chemicals, liquids etc in accordance with written instructions.Dispose of clinical/chemical waste in the correct manner.

Return all substances, chemicals, liquids etc to their safe storage area when not in use.

Employees must not:

Use equipment unless they have been trained and authorised to do so.

## 2. WORKING CONDITIONS/ENVIRONMENT

Employees must:

Make proper use of any equipment or facilities provided to control working conditionsand Environment.

Keep all areas clear and in a clean and tidy condition.

Dispose of all refuse, scrap and waste materials using the facilities provided.Clear up any spillage of liquids immediately.

## 3. PROTECTIVE CLOTHING AND EQUIPMENT

Employees Must:

Use all items of protective clothing and or equipment provided.

Store and maintain protective clothing and equipment in the approved manner.

Employees must not:

3.3 Misuse or willfully damage any item of protective clothing or equipmentprovided.

## 4. FIRE PROCEDURES

Employees must:

Comply with the emergency procedures.

Report any use of fire fighting equipment to Unit Managers.

Employees must not:

Obstruct any fire escape route, fire fighting equipment or fire doors.Interfere with

or misuse any fire equipment provided.

## 5. VEHICLES.

Employees must not:

Drive or operate any vehicle for which they do not hold an appropriateDriving License or permit.

Carry unauthorised passengers.

Use the employer's vehicles for unauthorised purposes.

Drive or operate vehicles whilst suffering from a medical condition or illness that mayaffect their driving or operating ability.

## 6. ACCIDENTS/INCIDENTS

Employees must:

Seek medical treatment for any injury they may receive. Upon returning from treatmentthey must report the accident to their line manager.

Report all incidents as soon as practicable to their line manager.

Notify any incident in which damage is caused to property or equipment to maintenanceand log in the repair book.

## 7 SMOKING

The company smoking policy must be adhered to at all times.

## 8 LIFTING & CARRYING

Do not attempt to lift objects if too heavy, get help.

Never stand on boxes, chairs or equipment to reach, use appropriate access equipment(ladders, stepladders, hydraulic lift etc).

## 9 WORKING AT HEIGHT

Employees must:

do as much work as possible from the ground.

avoid working at height where it is reasonably practicable to do so.
Where work at height cannot be avoided, prevent falls using either an existing place ofwork that is already safe or the right type of equipment.

minimise the distance and consequences of a fall, by using the right type ofequipment
where the risk cannot be eliminated.

ensure equipment is suitable, stable and strong enough for the job, maintained andchecked regularly.

make sure you don't overload or overreach when working at height.take

precautions when working on or near fragile surfaces.

## 10 WORK AREAS

Employees must:

Keep work areas, and aisles clear of obstructions likely to cause trips and falls.Return tools and

equipment to the correct storage area.

## 10 RULES COVERING GROSS MISCONDUCT

An employee will be liable for disciplinary action taken against them if he or she isfound to have acted in any of the following ways :-

A gross breach of the preceding safety rules. Unauthorised removal of

any item of first aid equipment.

Willful damage to, misuse of, or interference with, any item provided in the interests ofHealth and safety or welfare at work.

Unauthorised removal or defacing of any label, sign or warning device. Misuse of chemicals,

flammable or hazardous substances or toxic materials.Smoking in designated "No Smoking"

areas.

Horseplay that could cause accidents.

Making false statements or in any way deliberately interfering with evidence followingan accident or dangerous occurrence.

Dangerously overloading any item of lifting equipment.

Non-compliance with any controls provided in the pursuit of safety.Failure to

comply with risk assessment requirements.

HEALTH AND SAFETY EMPLOYEE RECOGNITION

PERSONAL PROTECTIVE EQUIPMENT

MAINTENANCE

Employee

| DESCRIPTION | QUANTITY ISSUED | DATE ISSUED | ISSUEDBY | GOODS RECEIVED BY ( SIGN NAME) |
|---|---|---|---|---|
| | | | | |
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NO GOODS TO BE ISSUED WITHOUT VALID SIGNATURE AND DATE.
STRICTLY NO GOODS TO BE SIGNED FOR ON BEHALF OF ANOTHER EMPLOYEE.

MONITORING

north east autism society

Reviewed by.....

Signed.....

Date.....

Next Review.....

Copy kept?.....

| Topic | Adequate | Less than adequate | Not present |
|---|---|---|---|
| **General statement** of policy | | | |
| **Organisation** for health & safety:Organisation chart. | | | |
| Clear responsibilities given for allmanagement levels & employee's | | | |
| Role & functions of H&S professional staff | | | |
| Appointment of a competent person asrequired by the MOHSAW regs. | | | |
| **Arrangements** | | | |
| Allocation of finance for health & safety. | | | |
| Systems used to monitor safety performance(not just injury recording) | | | |
| Identification of main hazards likely to beencountered by the workforce,<br>Including e.g.: Process noise Asbestos Manual handling<br>Working at height<br>Display screen equipment. | | | |
| Arrangements for making & reviewing riskassessments. | | | |

| | | | |
|---|---|---|---|
| Details of any circumstances when specificrisk assessments will be required. | | | |

| | | | |
|---|---|---|---|
| Arrangements (or cross references) fordealing with specific risk assessments. | | | |
| Safety training policy, with details of arrangements including induction trainingand young persons training and risk assessment. | | | |
| Design safety | | | |
| Fire arrangements and fire risk assessments. | | | |
| Emergency evacuation summary andpractice arrangements. | | | |
| Arrangements for maintaining mechanical &electrical work equipment & systems. | | | |
| COSHH implementation, assessments,review, information to employee's | | | |
| Occupational health facilities, including firstaid. | | | |
| Environmental monitoring policy andarrangements. | | | |
| Purchasing policy (e.g. on safety, noise chemicals) | | | |
| Methods of reporting accidents andincidents. | | | |
| Methods used to investigate accidents and incidents. | | | |
| Arrangements for the procurement &management of contractors. | | | |
| Personal protective equipment policy,requirements, availability. | | | |
| Employee consultation arrangements (e.g.safety committees). | | | |
| Listed H&S rules, e.g.:Wearing of PPE<br>Drugs & alcohol<br>horseplay | | | |

## MONITORING PROCEDURES

The Company recognises the need for regular safety inspections and will ensure that theseinspections are undertaken and that these inspections are documented.

The following will ensure that areas under their control are inspected at the frequency shown.

| Name | Area/Activity | Frequency |
|---|---|---|
| Paul McGinnety<br>C.E.O. | POLICY<br>RISK ASSESSMENTS<br>ACCIDENT RECORDS | ANNUALLY<br>ANNUALLY<br>MONTHLY |
| Valerie Bowden<br>Head of Finance | INSURANCES | ANNUALLY |
| SENIOR MANAGERS<br>NOMINATED PERSONS | HEALTH & SAFETY INSPECTIONS | BI-MONTHLY |
| MAINTENANCE MANAGER | MAINT/REQUEST BOOKS<br>FIRE PRECAUTIONS<br>STATUTORY INSPECTIONS | WEEKLY<br>AS REQUIRED<br>AS REQUIRED |
| UNIT MANAGERS | FIRE PRECAUTIONS<br>EVACUATIONS | AS REQUIRED |
| H.R. DEPT | ACCIDENT RECORDS<br>INFORMATION/TRAINING | ANNUALLY AS REQUIRED |
| ALL STAFF | HOUSEKEEPING | DAILY |

The Society General Health & Safety policy document will be audited annually by: Bob Richardson the company H&S Manager, any significant findings will be reported to: Paul McGinnety the Society C.E.O.

There are particular circumstances which should give rise to reviews, focused on either thegeneral policy or specific aspects of it depending on the issues involved such circumstancesinclude:

- Changes in the structure of the organisation, & or changes in key personnel.
- A change in premises.
- When work arrangements change, or new processes are introduced.
- When indicated by an audit or a risk assessment.
- Following enforcement action or as a consequence of the findings from accidentinvestigations.
- Following a change in legislation.
- If consultation with employees or their representatives highlights deficiencies.
- If requested by a third party – for example insurance companies, customers or clients.

MONITORING CHECKLIST

NAME: B Richardson

TITLE: Health & Safety Manager / Maintenance Manager DATE: 01/06/2025

| | YES / NO |
|---|---|
| SENIOR MANAGEMENT | |
| 1. Review the Safety Policy annually. | Yes |
| 2. Are insurances adequate? | Yes |
| 3. Are sufficient funds available for health and safety purposes? | Yes |
| 4. Are all risk assessments current? | Yes |
| 5. Has suitable and sufficient training been undertaken as per riskassessments? | yes |
| ASSESSMENTS | |
| 1. Are there any hazards which are not controlled? | No |
| 2. Have all risk assessments been completed? | Yes |
| 3. Have substances been assessed? | Yes |
| 4. Is the substance inventory up to date? | Yes |
| 5. Are all the health &safety data sheets for all substances on yourinventory list? | Yes |
| 6. Are the procedures for dealing with spillages written down? | Yes |
| 7. Have all measures and actions decided upon as being necessaryto prevent exposure to the risk being implemented? | Yes |
| 8. Are employees wearing the protective equipment correctly? | Yes |
| 9. Are there any changes, which need to be considered as part ofthe assessments? | No |
| INSPECTION : LIFTING EQUIPMENT N/A | |
| | |
| INSPECTION : WORKSHOPS/MACHINERY/KITCHEN | |
| 1. Are all statutory inspections of machinery being carried out atthe specified intervals? | Yes |
| 2. Are regular tests of emergency stops/Guards made, are they operating correctly? | Yes |
| 3. Are all extraction systems considered under the COSHHregulations as LEV being inspected every 14 months? | Yes |
| 4. Are all mechanical and electrical safety devices and interlocks safe and operational? | Yes |
| 5. Are all the machine guards in place? | Yes |
| 6. Are all emergency stops/isolation switches clear fromobstruction? | yes |

| | |
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| 7. Are the extraction points operating efficiently? | Yes |
| 8. Is the use of machinery restricted to trained staff only/ | Yes |
| 9. Is lighting adequate where machinery is being operated? | Yes |
| 10. Is there adequate area around the machine to allow theoperator to work safely? | Yes |
| | |

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|---|---|
| INSPECTIONS : ELECTRICS | |
| 1. Are all isolators, DB boards, electrical switchgear clearlyidentified as to the circuitry they control? | Yes |
| 2. Have all portable electrical appliances been inspected and are all records up to date? | Yes |
| 3. Is all defective equipment and appliances taken out of serviceuntil repaired? | Yes |
| 4. Are all leads and cables in good condition? | Yes |
| 5. Have you visually inspected the plugs and cables? | Yes |
| 6. Are plugs fitted correctly with the outer cable within the cordgrips? | yes |
| | |
| STORAGE | |
| 1. Are all storage racks/shelving securely fixed to floor or walls? | Yes |
| 2. Are free standing racks tied together where necessary toensure stability? | yes |
| 3. Are materials stored safely on the racks/ shelving with heavyobjects stored on the lower shelves? | yes |
| 4. Are articles and equipment stored so as to prevent damage ordeterioration? | yes |
| 5. Are all materials and substances stored in accordance withstatutory requirements and in-house rules? | yes |
| 6. Are suitable step ladders provided for access to high levelshelving? | yes |
| 7. Are there sufficient and suitable safety instructions andinformation available for the materials, substances, and equipment stored? | yes |
| 8. Is all material handling equipment in safe working condition? | yes |
| 9. Are employees using the protective equipment and clothingprovided? | yes |
| 10. Are hazardous materials stored in accordance with the COSHH assessments? | yes |
| 11. Are the procedures for dealing with spillages written down andhave employees been instructed in their application? | yes |
| 12. Have all employees been instructed on correct manual | yes |

| | |
|---|---|
| handling techniques? | |
| | |
| | |
| SECURITY | |
| 1. At the end of work, are all sites left in a secure condition? | yes |
| 2. Are vehicles parked in a safe position and locked? | yes |
| 3. Is all equipment / tools locked away or in a safe position whennot in use? | yes |
| | |
| FIRST AID | |
| 1. Are the first aid boxes adequately stocked and readilyavailable? | yes |
| 2. Are there any changes to the first aid procedures? | no |
| 3. Do all staff know who are first aiders and where the first aidpoints are/ | yes |
| 4. Have all accidents been recorded and where necessaryreported to the authorities? | yes |
| 5. Have you investigated any accident within your control and areyou satisfied that controls are adequate to prevent recurrence? | yes |
| DISPOSAL OF SHARPS | N/A |

| | |
|---|---|
| FIRE | |
| 1. Has a fire risk assessment been completed? | yes |
| 2. Are there any alterations anticipated that may requireapproval by the fire authority? | yes |
| 3. Are there any changes or alterations to the premises whichrequire the modification to fire alarm / procedures or equipment? | yes |
| 4. Are adequate storage facilities provided for highly flammableliquids, LPG or petroleum spirits? | Yes |
| 5. Is all fire fighting equipment maintained and serviced by acompetent person? | yes |
| FIRE ALARMS | |
| 6. Can you clearly hear the fire alarm in your part of thebuilding? | yes |
| 7. Are all alarm points clearly marked and free from obstruction? | yes |
| FIRE APPLIANCES | |
| 8. Are all fire appliances located in their correct position and freefrom obstruction? Fire extinguishers should be wall mounted approximately one metre from the floor. | yes |

| FIRE DOORS | |
|---|---|

| | |
|---|---|
| 9. Are all external doors easily opened and free from obstruction? | yes |
| 10. Are all fire exit signs clearly displayed? | yes |
| MEANS OF ESCAPE | |
| 11. Are all fire exits and access ways to a means of escape clearlymarked? | yes |
| 12. Is adequate lighting provided to their exits? | yes |
| 13. Are all exit routes clear and free from obstruction? | Yes |
| 14. Is the assembly point clearly marked? | yes |
| | |
| WELFARE | |
| 1. Are the welfare facilities suitable and sufficiently maintained? | yes |
| 2. Are suitable arrangements available for employee's outdoor clothing? | Yes |
| 3. Are all walls, windows, lights etc. In a good condition and arethey kept clean? | yes |
| 4. Is drinking water available to all employees? | yes |
| 5. Are toilets and washing facilities suitable and sufficient and arethey regularly cleaned? | yes |
| 6. Are soaps/barrier creams, hand drying facilities readilyavailable? | yes |
| | |
| GENERAL | |
| 1. Are all statutory notices displayed? | yes |
| 2. Are in-house rules and procedures obeyed? | yes |
| 3. Are gangways, aisles and passageways clear of obstruction. | yes |
| 4. Is there adequate space between the desks, equipment etc toallow safe passage? | yes |
| 5. Is there a thermometer placed in a suitable position? | yes |
| 6. Is the temperature reasonable? | yes |
| 7. Has adequate provision been made for ventilation? | yes |
| 8. Is suitable lighting provided? | yes |
| | |
| 9. Are floors, passages and stairs maintained in a good conditionand free from obstruction? | yes |
| 10. Are handrails secured? | yes |
| 11. Are there any trailing cables which could cause a person totrip/fall? | yes |
| 12. Is a good standard of housekeeping being maintained? | yes |
| 13. Are written safe systems of work in place? | yes |
| 14. Are safe systems of work adhered to? | yes |
| 15. Are spillages promptly cleaned up? | yes |

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| | |
| CONTRACTORS | |
| 1. Are outside contractors working in a manner, which does notcause potential harm to staff. | yes |
| 2. Have you inspected the equipment used by the contractor, andare you satisfied as to the condition of that equipment? | yes |
| 3. Is there any information which you need to provide to the contractor? | yes |
| | |
| TRAINING | |
| 1. Have all employees received suitable training covering theirduties? | yes |
| 2. Have all employees been made aware of all known hazards andthe precautions to be taken in connection with their work? | yes |
| 3. Have all employees been made aware of their legalresponsibilities to: | yes |
| 3.1 Carry out their duties in a safe and proper manner? | yes |
| 3.2 Make full and proper use of all safety equipment, devices etcprovided | yes |
| 3.3 only work at height when necessary to do so | yes |
| 3.4 Report immediately any unsafe conditions, defective plantand equipment etc. | yes |
| | |
| LADDER INSPECTION | |
| 1. GENERAL | |
| 1.1 Are there any loose or missing steps or rungs? | no |
| 1.2 Are there any loose nails, screws, bolts or other metalparts? | no |
| 1.3 Are there any cracked, split, worn or broken stiles, braces,steps or rungs? | no |
| 1.4 Are stiles twisted or distorted? | no |
| 1.5 Is each ladder clearly identifiable? | yes |
| 2. STEPLADDERS | |
| 2.1Are there any bent or loose hinge spreaders? | no |
| 2.2 Are stops on hinge spreaders broken? | no |
| 2.3 Are there any broken split or worn steps? | no |
| 2.4 Are there any loose hinges? | no |
| 2.5 Are there any worn, broken or missing cords? | no |
| 3. EXTENSION LADDERS | |
| 3.1 Are there any loose, broken or missing extension locks? | no |

| | |
|---|---|
| 3.2Are there any defective locks that do not seat properly when | no |

| | |
|---|---|
| ladder is extended? | |
| 3.3 Are there any rusted or corroded parts? | no |
| 3.4 Are there any worn, broken or badly deteriorated cords? | no |
| | |

| | |
|---|---|
| 4. TRESTLES | |
| 4.1 Are there any loose hinges? | no |
| 4.2 Are there any loose or bent hinge spreaders? | no |
| 4.3 Are stops on hinge spreaders broken? | no |
| 4.4 Are the centre section guides for extension out of alignment? | no |
| 4.5 Are there any defective locks for extensions? | no |
| 5. POSITIONING AND USE OF LADDERS | |
| 5.1 Are ladders positioned on a firm level surface? | yes |
| 5.2 Are ladders firmly secured at the top, or if not possible, atthe bottom? If neither of these are possible is the ladder "footed"? | yes |
| 5.3 Are ladders set at the correct angle? (300mm out to every1200mm up, 1 out 4 up). | yes |
| 5.4 Are tools etc, carried in pockets or raised from a hoist line? | yes |
| 5.5 Are rungs free from extraneous matter? | yes |
| 5.6 Are ladders inspected for defects before and after use? | yes |
| 5.7Are all defects reported immediately and the ladder taken outof service until repaired or replaced with suitable writtenrecords kept? | yes |

## GUIDANCE NOTES

Under the health and safety at work act 1974 part of the company's general duty is to provide safe systems of work that are so far as is reasonably practicable safe and without risk to health.The system must take account of:
The organisation:
The co-ordination of the work of those involved:
Training, instruction and supervision:
Layout of plant and appliances:
Method to be used; and General
conditions of work.

This is further endorsed by the requirements to carry out risk assessments to identify hazards,evaluate risks and implement necessary control measures under the current edition of the management of the health and safety at work regulations.

Listed within this section are the guidance notes, which accompany this health and safety system. These will be held by management and will be made available to staff when required orupon request.

### FIRE
Fire instruction and Drills.

### ELECTRICAL
Procedure for safety checks on portable electrical equipment.Electrical
testing of distribution boards
Electrical isolation Electrical
testing (General)

### ENGINEERING
Operating machinery Abrasive
wheel/balancingDrilling
operatives Working with oils

### DISPLAY SCREEN EQUIPMENT
Visual display units Display
screen equipment.

### GENERAL
Highly flammable liquids.

Woking at Height/Ladder safety.Manual
handling.
Hand tools
Noise.
Lifting equipment.
Transport.
Access.
Chemicals.

Particles & Dust.
Radiation.
Biological.
Environmental.

SAFE WORKING PROCEDURE
PPE Form.

## INDEX OF POLICIES

All of the Society's policies can be accessed via SharePoint. Instructions, user ID's and passwords are issued to all staff as part of the induction process. Further details are alsocommunicated via the staff handbook.

Fire First
Aid
Display Screen Equipment
Access and Egress
Young Person
Pregnant Women
Asbestos Legionella
Infection Control
Food Safety
Accident
Alcohol and Substance Misuse
Manual Handling
Maintenance of Electrical ItemsSafe
System of Work
Induction
Risk Assessments

## COSHH POLICY STATEMENT

### GENERAL STATEMENT

The Company acknowledges that no substance can be considered completely safe. All reasonable steps will be taken to ensure that all exposure of employees to substances hazardousto health is prevented or at least controlled to within statutory limits.

The Company undertakes to control exposure by engineering means where reasonably practicable.

Where exposure cannot be adequately controlled by engineering means, appropriate personal protective equipment (PPE) will be provided free of charge after consultation with employees ortheir representatives.

All employees will be provided with comprehensive information and instruction on the nature and likelihood of their exposure to substances hazardous to health.

The implementation of this policy requires the total co-operation of all members of management and staff.

### INFORMATION AND TRAINING

The company will give sufficient information and training to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of the control measures provided. Information will also be given to others who may be affected, such as contractors, temporary staff, and visitors.

Managers and supervisors of areas that use substances hazardous to health will be givenadditional training to ensure the proper management of the risks.

### CONTROLS

Modern working methods involve the use of substances, principally chemicals, which may pose arisk to the health of people using them. No chemical is completely safe in all circumstances and any airborne dust in significant quantities can damage health. Since the hazard to health posed by many substances is not known, it is good practise to use working methods to minimise exposure. Where the hazards are known specific steps can be taken. The most important steps are:

- Identify the hazard
- Assess the risk
- Eliminate, prevent or control the risk
- Maintain and monitor the controls
- Monitor the health of the workforce
- Ensure assessments and controls are up to date
- Make arrangements for dealing with accidents/emergenciesSigned:

]

Signed



Name: Paul McGinnety
Title: Chief Executive Officer
Date: 09 June 2026

## ENVIRONMENTAL POLICY

The Management of The North East Autism Society realise that:

Planned prevention or reduction of pollution is cheaper than curing damage after the event. It therefore makes sense to minimise waste and pollution to reduce long term costs.
Our policy starts from the consideration of the company as part of the community and its impactlocally. More widely by bringing in materials, use of energy, distribution of finished product and discharging emissions and wastes.

The Company therefore, have the following commitments and objectives to:

1. Minimise disturbance to the local and global environment and to the quality of life of thelocal communities.
2. fully comply with all relevant statutory regulations
3. maintain appearances and highest environmental standards within the company premises
4. take positive steps to conserve scarce and non-renewable resources
5. assess, in advance if possible environmental effects of new processes and developments.
6. provide necessary information to enable proper use, storage and disposal of companywaste to avoid harm to the environment
7. provide necessary information to enable employees to operate processes properly andminimise effects on man and the environment
8. Keep the public informed of any major new projects in the locality

## OVERALL

The development of the business having full regard to the environment and taking into account the view of all affected interest.

Where necessary will provide for codes of good practice which will reflect the environmental impact of the contact. This policy will be communicated to all employees.

## ORGANISATION

The Chief Executive Officer has ultimate responsibility for this policy and through the Management team and supervisors, will direct this policy to all concerned.

Signed:



Name: Paul McGinnety
Title: Chief Executive Officer
Date: 09 June 2026

## ALCOHOL AND SUBSTANCE MISUSE POLICY

### 1. Policy Statement

North East Autism Society recognises that for a range of reasons individuals can and do misuse alcoholand substances, and that this represents a problem for the individual and for the organisation. The effects of such misuse range from absenteeism, low productivity and increased disciplinary action to injury in the workplace. Possession or use or non prescription substances can be a criminal offence. This Policy has therefore been adopted in order to protect employees, service users and the Society and to offer appropriate help and support to the individual concerned.

The Society is committed to ensuring the health, safety and welfare of its employees and those affected by its activities. It will therefore take all reasonable steps to reduce, if not eliminate the risk of injuries or incidents occurring due to individuals suffering from the effects of alcohol or substance abuse.

Under this policy the Society aims to:

- Indicate appropriate restrictions within the workplace
- Promote awareness and prevent alcohol and substance abuse and dependency
- Identify and provide help and support to those with an alcohol or a substance related problem

### 2. Scope and Application

This policy applies to all employees, workers and contractors coming onto the Society's premises.

### 3. Introduction

The Society strictly prohibits the consumption of alcohol or the taking of non prescription substances by employees and workers either during working hours (this includes during breaks) or on other occasions where the employee or worker remains affected by such consumption during working hours. It will therefore take all reasonable steps to prevent employees, workers and contractors from attending or remaining upon Society premises or carrying out work-related activities if they are considered to be unfit
/ unsafe to undertake their work or to enter or remain upon Society premises as a result of alcohol consumption or substance abuse.

No employee worker or contractor or other person under the Society's control shall:

- Report, endeavour to report for work or attend work having consumed substances or alcohollikely to render him / her unfit and / or unsafe for work
- Consume or be under the influence of non prescription substances or alcohol whilst at work
- Store non prescription substances or alcohol in personal areas such as lockers and desk drawers orotherwise on Society premises
- Attempt to sell or give non prescription substances or alcohol to any other employee, worker contractor or other person on Society premises, where the non prescription substance or alcoholis likely to be consumed on Society premises or where the consumption of the non prescription substance or alcohol is likely to render the employee worker contractor or other person unfit or unsafe to be present at or work within Society premises.

### 4. Prescribed Medication

Prescribed medication and some over the counter substances such as antidepressants, sleeping pills or hay fever remedies can cause drowsiness and loss of concentration. These effects may be intensified if even small quantities of alcohol are also consumed. Employees taking medication are advised to ascertain potential side effects from their GP or pharmacist and to inform their line manager / HR department if there are any safety implications.

Employees taking prescribed or over the counter medications including paracetamol which are requiredto be taken whilst at work should inform their line manager that they are taking medication and store the medication in a safe place, away from service users.

## 5. Support

It is the Society's policy to offer support to any employee or worker who has a problem associated with the use of alcohol or substances. Any employee suffering from substance or alcohol dependency should declare such dependency, and the Society will subsequently provide reasonable assistance including, as appropriate, referral for advice, medical treatment and or counselling. Reasonable absences in relation to treatment and / rehabilitation will be regarded as would any other sickness absence.

Managers who identify or suspect an employee or worker of having an alcohol or substance related problem should encourage the seeking of help at an early stage. Further advice can be sought from the Human Resources Department.

## 6. Disciplinary Action

Substance and alcohol misuse may become a matter for disciplinary action in accordance with the disciplinary or poor performance procedure, subject to the letter and spirit of this policy, particularly where help is unreasonably refused and / or impaired performance and/or risk continues.

- Dismissal may result from disciplinary action
- The illegal possession of and/or dealing in substances or alcohol by employees, workers or contractors or otherwise on or about Society premises will be immediately reported to the police in all cases without fail or exception

Signed:



Name: Paul McGinnety
Title: Chief Executive Officer
Date: 09 June 2026

Appendix 1

If you would like to speak to someone within the Society about any concerns you have with regards to alcohol and substance abuse, you should refer to your Line Manager or a member of the HR Department. Please note that this support system should not be used as an alternative to your own GP, and their professional advice should always be sought regarding any health issue.

Alternatively, this is a list of services in your local area, along with some national agencies you can contact no matter where you live. Some of the services listed below may not be available to everyone. They might be specific to a certain age group, or require a referral from a GP or health professional. Wetherefore recommend you ring ahead first, to see if it's the most suitable choice.

**North East Council on Addictions**
NECA (Sunderland)
12 John Street
Sunderland
SR1 1HT

Tel: (0191) 5672678
www.neca.co.uk

Open
Monday to Thursday 9.00am – 5.00pm
Friday 9.00am – 4.30pm

**North East Council on Addictions**
NECA (Newcastle)
141 – 143 New Bridge Street
Newcastle upon Tyne
NE1 2SY

Tel: (0191) 2603710
www.neca.co.uk

Open
Monday to Friday 9.00am – 6.30pm

**Matrix-Young People's drug & Alcohol Services**
7 Burrow Street
South Shields
Tyne & Wear
NE33 1PP

Freephone: 0800 3281898
Matrix team direct: 0191 4975637E-mail: enquires@ypmatrix.org

**Community Addiction Team**11
Norfolk Street Sunderland
SR1 1EA

Tel: 0191 5108933

**Alcoholics Anonymous**

**(National Helpline)** – Tel: 0845 769 7555
**(Local Helpline)** – Tel: 0191 521 4400 Website: www.alcoholics-anonymous.org.ukE-mail: help@alcoholics-anonymous.org.uk

**Talk To Frank (National Drugs Helpline)**

Tel: 0800 776600

Website: www.talktofrank.com

**Drinkline - National Alcohol Helpline**

Tel: 0800 8044722 / 0203 1316347
**Text 'help' to** 66777

## WELFARE POLICY

### The Workplace (Health & Safety Regulations 1992)General

### Policy Statement

The North East Autism Society Is aware that it must provide and maintain a safe workplace, including facilities, equipment and devices. The Society will ensure that the workplace meetsthe standards set out in the regulations and the associated approved code of practice (ACOP).The Society will ensure that these standards are maintained.

The implementation of this policy requires the co-operation of all members of management andstaff. There will be full consultation with employee representatives through existing channels ofcommunication.

The person responsible for implementing this policy is the CEO.

Signed:



Name: Paul McGinnety
Title: Chief Executive Officer
Date: 09 June 2026

## MANUAL HANDLING POLICY STATEMENT

### General Statement

Statistics show that manual handling is one of the most common causes of absence through injury at the workplace. More than one third of lost time accidents are caused in this way. These injuries may often have long-term effects. This policy is intended to reduce the risk ofmanual handling injuries and to provide guidance on the measures that should be taken to ensure safe lifting and carrying at the workplace.

The person with the responsibility for implementing the provisions of this policy is the ChiefExecutive Officer.

### Arrangements for Securing the Health and Safety of WorkersElimination of hazardous manual handling activities

The company will ensure that operations which involve manual handling are eliminated, so faras is reasonably practicable. Measures to achieve this include ergonomic design of the workplace and activity and the provision of mechanical aides such as trolleys etc.

### Assessment of risk

An assessment of manual handling activities will be carried out by competent persons. Risks which are identified will be reduced to the lowest level reasonably practicable. The followingfactors will be considered during the assessment.

### The Task

Bending and stooping to lift a load significantly increases the risk of back injury. Items should ideally be lifted from no lower than knee height to no higher than shoulder height. Outside this range, lifting capacity is reduced and the risk of injury is increased. Where items are required tobe lifted from above shoulder height, a stand or suitable means of access should be used. Items which are pushed or pulled should be as near to waist level as possible. Pushing is preferable particularly where the back can rest against a fixed object to give leverage.

Carrying distances should be minimised, especially if the task is regularly repeated. Repetitivetasks should be avoided wherever possible.

Tasks which involve lifting and carrying should be designed in such a way as to allow for sufficient rest breaks to avoid fatigue. Avoid tasks which require twisting the body whereverpossible.

### The Load

The load should be kept as near as possible to the body trunk to reduce strain and should not beof such size as to obscure vision. An indication of the weight of the load and the centre of gravity should be provided where appropriate.

Unstable loads should be handled with particular caution. The change in the centre of gravity islikely to result in overbalancing. Ensure that there is a secure handhold, using gloves where necessary to protect against sharp edges or splinters.

### The Individual

Consideration must be given to age, body weight and physical fitness. Regard must be given to personal limitation; employees must not attempt to handle loads which are beyond their individual capability. Assistance must be sought where this is necessary.

Persons with genuine physical or clinical reasons for avoiding lifting should be made allowancefor, as should pregnant women, who should not be required to undertake hazardous lifting or carrying tasks.

Sufficient knowledge and understanding of the work is an important factor in reducing the riskof injury. Individuals undertaking lifting or carrying will be given suitable instruction, training and information to undertake the task with minimum risk.

### The Working Environment

There must be adequate space to enable the activity to be conducted in safety and the transportation route must be free from obstruction. Lighting, heating and weather conditions must be taken into account. Floors and other working surfaces must be in a safe condition, andadequate ventilation is required, particularly where there is no natural ventilation.

### Other Factors

Use of personal protective equipment may be necessary whilst carrying out manual handling activities. If the use of PPE restricts safe and easy movement, this should be reported. Constantinterruptions from other workers must be avoided, as this can reduce the concentration of an individual.

### Duties of Managers and Supervisors

Managers and Supervisors must ensure that:

(a) manual handling assessments are carried out where relevant and records are kept
(b) employees are properly supervised
(c) adequate information and training is provided to persons carrying out manual handlingactivities
(d) any injuries or incidents relating to manual handling are investigated, with remedialaction taken
(e) employees adhere to safe systems of work
(f) Safety arrangements for manual handling operations are regularly monitored andreviewed.
(g) Employees undertaking manual handling activities are suitably screened for reasons ofhealth and safety, before undertaking the work.
(h) Special arrangements

Signed:



Name: Paul McGinnety
Title: Chief Executive Officer
Date: 09 June 2026