

## Health and Safety Policy

Greater Manchester Moving statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities.
- To consult with our employees on matters affecting their health and safety.
- To provide and maintain safe equipment.
- To ensure safe handling and use of substances.
- To provide information, instruction, and supervision for employees.
- To ensure all employees are competent in doing their tasks, and to give them adequate training.
- To prevent accidents and cases of work-related ill health.
- To maintain safe and healthy working conditions.
- To review and revise this policy as necessary at regular intervals.

### Statement of Responsibilities and Procedures

The Chief Executive has final responsibility for health and safety.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Strategic Lead – Business Operations.

All employees must:

- Co-operate with Line Managers, the Business Operations Team, the Executive Team, and other appointed individuals on health and safety matters.
- Not interfere with anything provided to safeguard their health and safety.
- Take reasonable care of their own health and safety.
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement).

### Health and Safety Risks arising from our Work Activities

Risk Assessments of office areas will be provided by the Strategic Lead – Business Operations. Risk Assessments for events and other out of office activities will be undertaken by the relevant member of the team (e.g. Strategic Lead, or Lead) in consultation with the Strategic Lead – Business Operations

Findings of risk assessments are to be reported to the Strategic Lead – Business Operations. Action required in removing or controlling risks are to be agreed by the relevant member of the team and the Strategic Lead – Business Operations.

Risk Assessments will be reviewed every 12 months, or when the work activity changes, whichever is soonest.

## **Consultation with employees**

Consultation with employees on the above procedures, and the results of Risk Assessments, will be carried out via team briefings and/or email as appropriate.

## **Safe equipment**

The Strategic Lead – Business Operations and the Business Operations team will be responsible for the following:

- Identifying all equipment needing maintenance.
- Ensuring effective maintenance procedures are drawn up.
- Ensuring that all identified maintenance is implemented.

Any problems with equipment should be reported to the Strategic Lead – Business Operations. The Business Operations Team will check that new equipment meets health and safety standards before it is purchased.

## **Safe handling and use of substances**

Greenwich Leisure Limited (GLL) will be responsible for the following:

- Identifying all substances which need a COSHH assessment.
- Undertaking COSHH assessments.
- Ensuring that all actions identified in the assessments are implemented.
- Ensuring that all relevant employees are informed about the COSHH assessments.
- Checking that new substances can be used safely before they are purchased.

Assessments will be reviewed every 24 months, or when the work changes, whichever is soonest.

## **Information, instruction, and supervision**

The Health and Safety Law poster is displayed in the office area.

Induction training will be provided for all employees by the member of staff carrying out their induction programme. Induction training records are kept in personnel files.

Supervision of work experience students/trainees will be undertaken by the relevant member of the team in line with the Greater Manchester Moving's Work Placement Policy.

## **Accidents, first aid and work-related ill health**

Following an assessment of significant risks in the workplace, and following HSE guidelines for first-aid provision, Greater Manchester Moving is obliged to implement the following level of first aid provision:

- A suitably stocked first-aid box – provided by GLL is located in Reception. An additional first aid box is kept in the shared kitchen of the office.
- An appointed person to take charge of first-aid arrangements to be available at all times staff are at work. This will be the Duty Manager of GLL who can be contacted on 07470433758.

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept in the business operations drawers in the main office. Completed, detachable portions are confidentially stored to comply with Data Protection legislation.

The Strategic Lead – Business Operations is responsible for reporting accidents, diseases, and dangerous occurrences to the enforcing authority.

### **Monitoring**

To check our working conditions, and ensure our safe working practices are being followed, we will follow a process of regular review of policies and procedures. All accidents and work-related causes of sickness will be notified to the Chief Executive.

### **Emergency procedures – The National Squash Centre**

Greenwich Leisure Limited (GLL) is responsible for putting in place and reviewing emergency and evacuation procedures. See separate Emergency Action Plan Policy for more information.

### **Emergency Procedures – Other locations**

We encourage flexible working within our team at Greater Manchester Moving. This could mean working from several locations such as Tootal, Chamber Space, or from home (amongst other locations). All staff must familiarise themselves with the emergency procedures of whichever location they choose to work from.

### **Lone Working**

Most members of the Greater Manchester Moving team undertake lone work from time to time but are largely office based. See separate Lone Working Policy.

### **Manual Handling**

In Greater Manchester Moving's working environments, lifting, or carrying heavy or awkward loads is unlikely to be a regular occurrence, although the need to occasionally move stationery such as boxes of photocopying paper, to lift boxes off shelves or to assist in moving furniture are all foreseeable events where injury could occur.

Where possible the need to handle heavy or awkward loads should be avoided. Large boxes for example can be broken down into smaller units of storage. Where it is not possible to avoid a manual handling activity, then practical measures to reduce the risk should be adopted, for example placing heavier items on shelves at waist height.

When larger objects such as desks and furniture are to be moved, careful planning and assessment of the operation are most important in preventing avoidable injuries. If there are doubts over the exercise, assistance should be sought from the Strategic Lead – Business Operations.

Here are some important points, using a basic lifting operation as an example:

### Stop and Think

- Is the lift essential?
- Can you use a handling aid such as a trolley?
- If it can't be avoided, plan the lift:
- Where is the load to be placed?
- Do you need help with the load?
- Remove obstructions such as discarded wrapping materials.
- For a long lift, such as floor to shoulder height, consider resting the load mid-way on a table or bench to change grip.



### Feet Positioning



- Feet apart, giving a balanced and stable base for lifting (tight clothing and unsuitable footwear make this difficult).
- Leading leg as far forward as is comfortable and if possible, pointing in the direction you intend to go.

### Adopt a Good Posture



When lifting from a low level, bend the knees, but do not kneel or over flex the knees. Keep your back straight, maintaining its natural curve (tucking in the chin helps). Lean forward a little over the load if necessary to get a good grip. Keep the shoulders level and facing in the same direction as the hips.

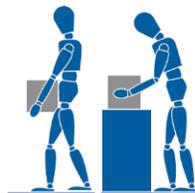
### Get a Firm Grip



Try to keep the arms within the boundary formed by the legs. The best position and type of grip depends on the circumstances and individual preference; but must be secure. A hook grip is less tiring than keeping the fingers straight. If you need to vary the grip as the lift proceeds, do it as smoothly as possible.

Don't jerk – lift the load smoothly, raising the chin as the lift begins, keep control of the load.

### Put Down Then Adjust



If precise positioning of the load is necessary, put it down first, and then slide it into the desired position.

This information is for guidance only – if you are in any doubt about a particular task, you should seek further assistance from the Strategic Lead – Business Operations.

<b>Last review:</b> March 2020	<b>This review:</b> May 2023	<b>Next Review:</b> May 2025
<b>Approval by Board:</b> N/A	<b>Reviewer:</b> Business Operations Manager	