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# Health and Safety Policy

## About this policy

### Purpose

This policy sets out the means by which RNIB will ensure compliance with its statutory duties under the Health and Safety at Work etc Act 1974, and other health, safety, fire and environment (HSFE) legislation specific to all the countries of the UK.

This policy had been produced to meet the requirement of Section 2(3) of the above Act. This requires that a general health and safety at work policy be prepared, detailing the responsibilities and arrangements required to enact the policy and to bring to the notice of all employees. The Arrangement section is detailed in the Appendix to this policy.

### Benefits of the policy

This policy sets out the responsibilities of people, and the arrangements in place, to enable RNIB to ensure the health and safety of our employees and volunteers, customers, clients, contractors and members of the public affected by our undertakings. It also sets out RNIB’s statutory responsibility under HSFE legislation and the means by which these requirements will be met.

### Embedding the policy

The policy is supported by specialist expertise from the HSFE Team; by a range of guidance, forms and assessments available via the H&S Sharepoint pages; by training; by systems for the auditing and monitoring of HSFE standards; by the clear identification of people’s responsibilities; by the reporting of performance monthly, quarterly and annual; and by scrutiny of the Compliance Task Force.

### Risks and Implications

Non-compliance with health and safety legislation can leave RNIB at risk of criminal prosecution, including fines up to £10m, and to civil action.

### Scope

#### Who does this policy apply to?

This policy applies to all RNIB trustees, employees, volunteers, contractors and consultants, and details our duty to our clients and customers, and member of the public affected by RNIB activities.

#### What does this policy apply to?

RNIB’s commitment to ensuring compliance with health, safety and welfare at work legislation, and wider HSFE legislation.

### Exceptions to this policy

None

## Review

This policy is due for review every 3 years or following any significant organisational changes, or a change of CEO.

Next review date: 31/03/2023

## Health and Safety Policy Statement

The health, safety and welfare of RNIB’s employees, volunteers, clients, customers, and anyone else that may be affected by what we do, is of primary importance to us. Effective health and safety management is an integral part of our efforts to achieve RNIB’s vision. To this end, the following objectives have been set:

RNIB recognises its statutory duties and will aim, as a minimum, to comply with these duties, and strive to operate to a higher standard.

RNIB will protect the health, safety and welfare of our employees and volunteers, so far as is reasonably practicable, by:

* Identifying and assessing foreseeable risks.
* Removing, avoiding and reducing risks where practicable.
* Developing and adopting safe working practices.
* Providing information, instruction, training and supervision.

RNIB is also committed to ensuring that all practicable measures will be taken to minimise risk to our customers, clients, contractors or members of the public affected by our undertakings.

We are committed to continual improvement and will achieve this by monitoring standards, assessing risk and implementing precautions.

We will ensure sufficient resources and arrangements are maintained to achieve appropriate levels of risk control, and competent assistance.

Everyone in RNIB has responsibility for health and safety. In particular, managers are responsible for the health and safety of people irrespective of whether they work from home or in an RNIB premise, and for the safety of areas and activities under their control.

As Chief Executive Officer, I am, along with the Board, ultimately responsible for health and safety. I will, with the Executive Leadership Team, work to ensure that this policy is implemented throughout RNIB.

Matt Stringer, Chief Executive Officer



Date: 31 March 2021

##  **Responsibilities**

The management of health and safety is integrated into RNIB’s existing management structure through the Head of HSFE and Insurance, and the Director of People and Organisational Development. Staff and volunteers have responsibility for health and safety commensurate with their level of responsibility as well as for their own health and safety.

Section 4 of this policy provides detail on the responsibilities of all groups within RNIB and for those key staff with additional responsibilities.

### Chair and Trustees

The Chairs and Trustees of RNIB and associated charities are responsible for overseeing the management and administration of their respective organisations. In respect of health and safety they will oversee that governance arrangements are maintained, that RNIB meets its statutory obligations in a manner that ensures the safety of all to whom it owes a duty in line with the organisation’s strategic direction.

### Chief Executive Officer

The Chief Executive Officer of RNIB(CEO) has overall responsibility to put in place measures for ensuring, so far as is reasonably practicable,

the health and safety at work of:

* All RNIB employees, volunteers, clients, customers, contractors and member of the public affected by RNIB activities.
* All employees, volunteers, clients, customers, contractors and members of the public, who may be affected by RNIB subsidiaries activities in circumstances where such activities are clearly under the overall direct management control of the CEO.
* Where activities carried out by RNIB subsidiaries are not under the overall direct management of the CEO, responsibility for matters dealt with under this policy shall rest with the CEO / Director of Operations of those subsidiaries.

The CEO, as the employer, has this legal duty under the Health and Safety at Work etc Act 1974 and other relevant statutory provision, and is accountable to the RNIB Chair and Trustees.

The CEO’s performance of this duty is supported by the Health and Safety Lead Officer.

The CEO will demonstrate active and visible leadership of health and safety by its inclusion in presentations, at meetings and site visits.

In particular, the CEO will ensure the following:

* That the governance structure for health and safety risk management is in place and working effectively under the direction of the Compliance Task Force.
* Recommendations arising out of meetings of the Compliance Task Force are considered and where appropriate actioned.
* That suitable funds and resources are made available to enable health and safety to be managed effectively based on a risk management approach to prioritising and targeting actions.
* That HSFE is a standing agenda item and is discussed at Executive Leadership Team meetings.

### RNIB’s responsibilities as an employer

RNIB must comply with its primary duties as an employer under Section 2 of the Health and Safety at Work etc Act (HSW Act), by ensuring employees are provided with:

A safe place of work

This duty applies equally to any place of work whether in an RNIB premise, homeworking, in another organisation premises, in the community, at an event etc.

Safe access and egress from that place of work

RNIB has a duty to ensure all employees and volunteers, including those with a disability, have safe access to, from, and in their place of work.

Safe work equipment

In providing equipment for employees and volunteers to use RNIB must ensure the equipment is safe for use, maintained, people are trained in its use and have all necessary information. If the equipment presents a significant risk, a risk assessment must be carried out before use.

Safe articles and substances

When providing articles and substances for employees and volunteers to work with, RNIB must ensure they are safe for use, staff have the necessary protection, training and information, and risks are assessed.

Safe working environment

Employees must be provided with a safe working environment, covering such issues as adequate lighting, ventilation, heating, facilities, space and welfare facilities.

Safe employees

Employees must be provided with such information, instruction, training & supervision as is necessary to ensure their health and safety.

Safe systems of work

Providing employees with safe systems of work encompasses any necessary guidance, procedures and risk assessments to enable them to carry out their work safely.

Duty to non-employees

Under Section 3 of the HSW Act, RNIB must conduct its undertakings in such a way to ensure non-employees (volunteers, customers, clients, visitors, contractors and the public) are not exposed to risks to their health or safety.

Duty to others working in RNIB premises

Under Section 4 of the Act, where RNIB makes its premises available to others (non-RNIB employees) as a place of work, such premises must be safe and without risk, so far as is reasonably practicable.

### Executive Leadership Team (ELT)

The ELT will support, and be accountable to, the CEO in implementing this policy in areas under their control; in particular by providing a strategic lead in meeting our legal duties as detailed in 4.3 above. Additionally, ELT must:

* Managing and prioritising health and safety to an equal standard as other core business activities and ensuring its profile is maintained.
* By visible and active leadership, foster positive attitudes to HSFE.
* Consult with staff on matters of health and safety.
* Ensure risk assessments are undertaken for all significant risks.
* Protect RNIB’s reputation by compliant and positive representation.
* Allocating adequate resources to health and safety.
* Clarify responsibilities and liability when working with third parties.

### Chief Executive and Director of associated charities

The Director of Operations, Sight Life, and the Chief Executive, BucksVision have overall responsibility for the health and safety of all undertakings under their control; and provide a strategic lead in ensuring they meet their legal duties detailed in 4.3 above.

Additionally, they must:

* Work with the CEO of RNIB and the ELT to implement this policy consistently across all aspects of the business under their control.
* Demonstrate active and visible leadership of health and safety by its inclusion in presentations, meetings and site visits.

### Health and Safety Lead Officer

The Director of People and Organisational Transformation as the Health and Safety Lead Officer will additionally be responsible for:

* Supporting the CEO and ELT in implementing this policy; in particular by providing a strategic lead in ensuring RNIB meets is legal duties as an employer as detailed above in section 4.3.
* Oversee compliance with legislation, policies, and guidance.
* Line manage and support the Head of HSFE and Insurance.
* Ensuring adequate resources to achieve HSFE legal compliance.

### Managers

All managers will support, and be accountable to, their line manager and the ELT in implementing this policy in areas under their control; in particular by providing an operational lead in meeting our legal duties as detailed in section 4.3.

Managers must:

* Lead by example and promote a positive safety culture, ensuring its profile and importance is maintained and included in meetings and one to ones with staff.
* Plan and consider work in advance to ensure risks are identified, assessed and precaution implemented.
* Protect RNIB’s reputation by compliant and positive representation.
* Allocating adequate resources to health and safety.
* Ensuring that up to date documented procedures are in place for processes where necessary and include health and safety.
* Ensure all health and safety training needs have been identified for their staff and solutions are being implemented.
* Ensure that all incidents are reported and investigated.
* Ensure all guidance and working procedures staff need to ensure their safety is provided and up to date.
* Check contractor’s method statements and risk assessments as necessary and monitor their compliance when working for RNIB.
* Clarify responsibilities and liability when working with third parties.
* Ensure employees have the personal protective clothing they need.

### Employees and volunteers

For the purposes of health and safety no distinction is made between employees and volunteers. The only exception to this is the reporting of accidents to volunteers under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) for which volunteers must be considered as ‘persons not at work’.

The health and safety responsibilities of all employees and volunteers are to:

* Take all reasonable care for the health and safety of yourself and others who may be affected by your acts or omissions.
* Co-operate with your manager regarding health and safety requirements.
* Use all safety equipment, protective clothing and devices provided.
* Not to interfere with anything provided on health and safety grounds.
* Comply with any relevant safe system of work or risk assessment.
* Notify your manager of any unsafe working practices or condition.
* Report all accidents, incidents and near misses.
* Read any procedure and guidance provided and undertake any necessary training to meet health and safety requirements.
* Be familiar with, and follow, emergency procedures.

### Head of Health, Safety, Fire, Environment (HSFE) and Insurance

RNIB employs the Head of HSFE and Insurance and the HSFE Team as the competent persons required under the Management of Health and Safety at Work Regulations and the Regulatory Reform (Fire Safety) Order 2005, to provide advice on the application on all HSFE issues.

Additionally, the Head of HSFE and Insurance must:

* Provide competent advice to the CEO, ELT, H&S Lead Officer, managers and supervisors and employees.
* Advise on statutory HSFE compliance and good working practice.
* Develop, maintain and monitor RNIB’s Safety Management System.
* Write, review and maintain RNIB’s OH&S Strategy and Action Plan, Risk Register, H&S Annual Report, policies, procedures, guidance and SharePoint pages.
* Track and report on HSFE performance.
* Undertake and arrange Fire Risk Assessments and Audits to monitor compliance.
* Maintaining records of accidents/incidents, near misses, RIDDOR reportable incidents and enforcement body interventions.
* Undertaking investigations into complaints, interventions, and serious accidents/incidents as appropriate.
* Act as the point of contact in dealings with those enforcement bodies that monitor HSFE, and present RNIB in a positive light.
* Advising on all aspects of health and safety training.
* Arrange, through external consultants, for Asbestos Surveys and Legionella Risk Assessments to be undertaken, and undertake audits to ensure all associated routine maintenance and documentation is managed, monitored and actioned by the Property Team.

### Head of Property

The Head of Property shall:

* Provide technical expertise and advice on premises maintenance.
* Ensure safety, fire and access standards relating to the fabric of buildings are maintained in RNIB owned and leased premises.
* Support Head of HSFE in respect of HSFE and insurance issues.
* Support Responsible Persons regarding property maintenance.
* Maintain property maintenance certificates, registers and records.
* Ensuring planned preventative and timely responsive maintenance.
* Ensure all associated maintenance activities and documentation for legionella and asbestos is managed, monitored and actioned. The HSFE Team will undertake audits to monitor this and feedback to the Property Team.
* Ensure homeworkers have access to appropriate furniture.

### Head of Procurement

The Head of Procurement shall ensure:

* In procurement transactions due regard for products and services meeting relevant standards and products being ethically sourced.
* Ensuring HSFE is considered in relevant procurement processes.

Maintain system for ensuring all contractors are approved.

### Head of Information Technology (IT)

The Head of IT shall ensure:

* The ergonomics of software systems is considered and supports blind and partially sighted staff and volunteers.
* Safe maintenance of IT installations in premises.
* Homeworkers have access to appropriate IT equipment.

### Head of Organisational Development (OD)

Will support the HSFE Team to ensure people have access to HSFE and competency training to meet legal duties and their development.

### Head of Human Resources (HR)

The Head of HR shall ensure:

* All staff have access to occupational health and an employee assistance programme.
* Clear health and safety responsibilities in job descriptions.
* HSFE is integral into people policies where appropriate.

### Responsible Persons

Every RNIB site has a manager appointed and the Responsible Person, primarily to meet the requirements of fire legislation.

The Responsible Persons will:

* Review, action and update Action Plans arising out of Fire Risk Assessments and H&S Audits on SharePoint.
* Oversee the management of all HSFE matters at a local level.
* Ensure that an appropriate complement of site fire marshals, first aiders and where necessary evac chair operators is maintained.

## Associated Policies, Procedures, Standards and Guidelines

This policy is associated with the following RNIB documents. Subsidiary policies and procedures may be developed as a result of implementing and maintaining this policy.

* HSFE.02 Fire Safety Policy
* HSFE.03 Food Safety Policy

## Document Control

(Table; 9 rows, 1 column)

|  |
| --- |
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| **2. Document owner:** Head of HSFE and Insurance |
| **3 Originally approved by:** Board of Trustees |
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| **5. Approved by:** Executive Leadership Team |
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| **9. Version no.:** 1.6 |

## Version control

The table below shows the history of the document and the changes that were made at each version:

| **Version** | **Date** | **Author** | **Changes made** |
| --- | --- | --- | --- |
| 1.4 | 6/6/2019 | M. Filder | Reissue due to new CEO |
| 1.5 | 9/2/2020 | M. Filder | Review and update |
| 1.6 | 31/3/2021 | M. Filder | Review and update |

# Appendix to Health and Safety Policy

The Appendix to the Health and Safety Policy sets out the most important systems and procedures in place to enable RNIB to meet its statutory duties in respect of HSFE, and necessary to comply with this policy.

To meet the requirements of Section 2(3) of the Health and Safety at Work etc Act, a Health and Safety Policy must have three Sections:

* Health and Safety Policy Statement
* Responsibilities
* Arrangements

The first two are contained within the body of RNIB’s Health and Safety Policy, whilst the Arrangements are detailed in this Appendix to the policy.

## Arrangements

## Strategic Arrangements

#### 1.1 Occupational Health and Safety Strategy and Action Plan

RNIB has an OH&S Strategy 2019 – 2021 which outlines RNIB’s Safety Management System and focusses on six key objectives. Also see the [‘How we manage H&S in RNIB’](https://rnib.sharepoint.com/sites/HSFETestSite/SitePages/How-we-manage-H%26S-in-RNIB.aspx) page on SharePoint.

#### 1.2 HSFE Risk Register

There is an HSFE Risk Register for HSFE forming part of the HSE Business Planning and Budget Template.

#### 1.3 Risk Profiling

H&S Auditing is being replaced by Risk Profiling, a recognised element of our Safety Management System, to better facilitate the identification, assessment and mitigation of HSFE risks in departments and premises.

#### 1.4 Annual Health and Safety Report

Each year in April the Head of HSFE and Insurance produces the Annual H&S Report and presents it to the Audit and Risk Committee.

#### 1.5 KPIs and Regulatory Compliance Report

* Monthly data is provided against a number of KPIs to the Head of Compliance, Risk and Assurance.
* A quarterly update is provided on key areas to the Audit and Risk Committee.

#### 1.6 Auditing of the HSFE Function within RNIB

Periodically, HSFE is audited by an independent auditor. The Insurers also conduct periodic audits based on several RNIB premises.

#### HSFE Policies, Guidance, Information and Forms

The HSFE Team ensure RNIB managers and staff have access to health and safety information via a variety of means, including:

* [Policies](https://rnib.sharepoint.com/sites/HSFETestSite/SitePages/How-we-manage-H%26S-in-RNIB.aspx)
* [Guidance](https://rnib.sharepoint.com/sites/HSFETestSite/SitePages/A-to-Z-Reference.aspx)
* [SharePoint Pages](https://rnib.sharepoint.com/sites/HSFETestSite)
* [Forms](https://rnib.sharepoint.com/sites/HSFETestSite/Shared%20Documents/Forms/AllItems.aspx?csf=1&e=0jO1MR&cid=eb596f16%2D8f72%2D4b22%2Db739%2Daac8703acc05&RootFolder=%2Fsites%2FHSFETestSite%2FShared%20Documents%2FHealth%20and%20Safety%2FD%20%2D%20Forms&FolderCTID=0x012000777F4573FFC4534A91B93D1A29C4295D)

#### 1.8 Dashboard for performance data

Performance data on audits, assessments, and compliance scores is presented on the [Home Page](https://rnib.sharepoint.com/sites/HSFETestSite) of the HSFE pages on SharePoint. All audits and assessments are also available for inspection on [SharePoint](https://rnib.sharepoint.com/sites/HSFETestSite/Shared%20Documents/Forms/AllItems.aspx?viewid=839048c9%2D784f%2D4ae9%2D967d%2Dc9f89b090e79&id=%2Fsites%2FHSFETestSite%2FShared%20Documents%2FAudits).

## Operational Arrangements

#### 2.1 Compliance Task Force

The Compliance Task Force oversees the governance of HSFE risk management within RNIB. As appropriate it will escalate issues as required to the ELT. Terms of reference and list of members are on SharePoint.

#### 2.2 HSFE Group

The [HSFE Group](https://rnib.sharepoint.com/sites/HSFETestSite/SitePages/HSFE-Group%281%29.aspx) is made up of Union Representatives and the HSFE Team to discuss operational HSFE issues. It meets the requirements of legislation allowing unions to establish a Safety Committee.

#### 2.3 Accident Reporting and Investigation

See [Accident Reporting](https://rnib.sharepoint.com/sites/HSFETestSite/SitePages/Incident-and-Accident-Reporting.aspx) and [Accident Investigation](https://rnib.sharepoint.com/sites/HSFETestSite/SitePages/Incident-and-Accident-Investigation.aspx) pages on SharePoint. Accident and incident statistic, along with data on incidents reported under RIDDOR is reported as part of the monthly KPIs.

#### 2.4 Consultation with employees

Health and safety liaison with the Trade Unions, will be via one of the existing four regular meeting between HR and the Unions, at which the Head of HSFE and Insurance will also attend.

#### 2.5 Coronavirus

For access to an extensive range of information, internal and external links, FAQ’s and to access Covid-19 Risk Assessments, see the [Coronavirus pages](https://rnib.sharepoint.com/sites/HSFETestSite/SitePages/Coronavirus.aspx) on SharePoint, and a number of sub-pages.

#### 2.6 COSHH

Any person using a substance hazardous to health must carry out a COSHH Assessments, see the [Risk Assessment page](https://rnib.sharepoint.com/sites/HSFETestSite/SitePages/Risk-Assessments.aspx) on SharePoint.

#### 2.7 Display Screen Equipment (DSE)

RNIB’s guidance on DSE can be found on the [Display Screen Equipment](https://rnib.sharepoint.com/sites/HSFETestSite/SitePages/Workstation-Assessments.aspx) page on SharePoint. All staff are also sent a Flexible Workstation Assessment which is a combined to complete Homeworker and DSE Assessments. All staff have also been sent the Flexible working - Display Screen Equipment Awareness training module to complete.

#### 2.8 Driving

For those who drive RNIB vehicles, or their own vehicles on RNIB business must follow the RNIB [Driving at Work guidance](https://rnib.sharepoint.com/%3Aw%3A/r/sites/HSFETestSite/Shared%20Documents/Health%20and%20Safety/C%20-%20Guidance/HSFE01_C3_Driving%20at%20work.docx?d=w040a7a46179d4a019af95b69b22847bf&csf=1&web=1&e=96gp1b).

#### 2.9 Electrical Safety

RNIB’s guidance on electrical safety, including the maintenance of electrical equipment is contained in the [Electrical Safety](https://rnib.sharepoint.com/%3Aw%3A/r/sites/HSFETestSite/Shared%20Documents/Health%20and%20Safety/C%20-%20Guidance/HSFE01_C1_Electrical_Safety.docx?d=w78246c3b74624c1fb6a7b456ac6732ad&csf=1&web=1&e=wEmOgg) guidance.

#### 2.10 Emergency Procedures

All RNIB premises have emergency procedures detailing what to do, in the event of an emergency situation.

#### 2.11 Emergency and Business Continuity Plans

All RNIB Premises have Emergency and Business Continuity Plans and a Site MIRT (Major Incident Response Team). There is also a Corporate MIRT to provide a strategic lead in the event of an emergency.

#### 2.12 Equipment

Where work equipment is used and presents a significant risk, users must be trained in the use of the equipment and risk assessments are in place.

#### 2.13 Evac Chairs

All sites where people may need assistance to evacuate the premises via stair are provided with Evac Chairs, and trained operators.

#### 2.14 Events

An [Event Risk Assessment and Agreement form](https://rnib.sharepoint.com/%3Aw%3A/r/sites/HSFETestSite/Shared%20Documents/Health%20and%20Safety/D%20-%20Forms/F20_Event_Risk_Assessment_and_Agreement_Form.docx?d=wba853d3e427f4623a2fb7fd6f70a2a32&csf=1&web=1&e=PjNQBh) must be completed for all RNIB events.

#### 2.15 Eye Tests

All RNIB employees are entitled to a free Eye and Eyesight Test. See the [Eye Test](https://rnib.sharepoint.com/sites/HSFETestSite/SitePages/Eye-Tests.aspx) page on SharePoint.

#### 2.16 Fire Marshals

For all RNIB premises, and for events there will be adequate provision of fire marshals to assist people to evacuate in an emergency.

#### 2.17 Fire Safety

The Fire Safety Policy and guidance, plus access to the Fire Risk Assessments and Action Plans can be found on the [Fire Safety](https://rnib.sharepoint.com/sites/HSFETestSite/SitePages/Fire-Safety.aspx) page.

#### 2.18 First Aid

Guidance on First Aid is contained on the [First Aid page](https://rnib.sharepoint.com/sites/HSFETestSite/SitePages/First-Aid.aspx) on SharePoint.

#### 2.19 First Aiders

For all RNIB premises, and for events there will be adequate provision of first aid cover, as identified by an assessment of needs.

#### 2.20 Food Safety

Fore RNIB’s Food Safety Policy, guidance and forms see the [Food Safety](https://rnib.sharepoint.com/sites/HSFETestSite/SitePages/Food-Safety.aspx) page on SharePoint.

**2.21 Health and Safety and Food Audit**

Annual H&S and Food Audits are undertaken and performance data presented on the [Home Page](https://rnib.sharepoint.com/sites/HSFETestSite) whilst all report are available for inspection on [SharePoint](https://rnib.sharepoint.com/sites/HSFETestSite/Shared%20Documents/Forms/AllItems.aspx?viewid=839048c9%2D784f%2D4ae9%2D967d%2Dc9f89b090e79&id=%2Fsites%2FHSFETestSite%2FShared%20Documents%2FAudits).

#### 2.22 Homeworking

Guidance on homeworking, setting up a homeworker workstation, links to related topics is contained on the [Homeworking](https://rnib.sharepoint.com/sites/HSFETestSite/SitePages/Homeworking.aspx) page on SharePoint.

#### 2.23 Induction

The Induction Checklist and links to information on induction can be found on the [Induction page](https://rnib.sharepoint.com/sites/HSFETestSite/SitePages/Health-and-Safety-Induction.aspx) on SharePoint.

#### 2.24 Information for Employees

Guidance on information that must be displayed in the workplace can found on the [Information for Employees](https://rnib.sharepoint.com/sites/HSFETestSite/SitePages/Information-for-Employees.aspx) page on SharePoint.

#### 2.25 Insurance

Guidance on insurance, copies of insurance certificates, and a sub-page on travel insurance can be found on the [Insurance page](https://rnib.sharepoint.com/sites/HSFETestSite/SitePages/Insurance.aspx).

#### 2.26 Lone Working

Lone workers can find guidance, plus the lone worker risk assessment and links to a lone worker monitoring service on the [Lone Worker](https://rnib.sharepoint.com/sites/HSFETestSite/SitePages/Lone-Worker.aspx) page.

#### 2.27 Manual Handling

Any person carrying out a manual handling activity that presents a significant risk must carry out a [Manual Handling Assessment](https://rnib.sharepoint.com/%3Aw%3A/r/sites/HSFETestSite/Shared%20Documents/Health%20and%20Safety/D%20-%20Forms/F3_Manual_Handling_Risk_Assessment_form.docx?d=w73f53fd03da8472bad13a34bdfb1337b&csf=1&web=1&e=qYAeRj).

#### 2.28 New and expectant mothers

Guidance and a risk assessment to ensure their safety in contained on the [New and expectant mothers](https://rnib.sharepoint.com/sites/HSFETestSite/SitePages/New-and-expectant-mothers.aspx) page on SharePoint.

#### 2.29 PEEPs

For any person working in an RNIB premises who may need assistance to evacuate in an emergency requires a [Personal Emergency Evacuation Plan](https://rnib.sharepoint.com/%3Aw%3A/r/sites/HSFETestSite/Shared%20Documents/Fire%20Safety/Section%20D%20-%20Fire%20Safety%20Forms/HSFE02_D2_Personal_Emergency_Evacuation_Plan_Form.docx?d=wb616afd3fe6849bd9fa85cdf461a053b&csf=1&web=1&e=iGIe5h) (PEEP) to be completed.

#### 2.30 Risk Assessment

Guidance, and access the various different type of risk assessment forms available, is available on the [Risk Assessment](https://rnib.sharepoint.com/sites/HSFETestSite/SitePages/Risk-Assessments.aspx) page.

#### 2.31 RIDDOR

For guidance on the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) and what need to be reported to the HSE under the regulations, see the [RIDDOR page](https://rnib.sharepoint.com/sites/HSFETestSite/SitePages/RIDDOR---Reporting-of-Injuries%2C-Diseases-and-Dangerous-Occurrences.aspx) on SharePoint.

#### 2.32 Smartworking

For information on RNIB’s approach to Smartworking plus guidance and links visit the [Smartworking](https://rnib.sharepoint.com/sites/HSFETestSite/SitePages/Smarter-Working-Across-RNIB.aspx) page on SharePoint.

#### 2.33 Training

A number of in-house HSFE training modules are delivered to staff via RNIB’s training system, MOLLiE, see the [Training](https://rnib.sharepoint.com/sites/HSFETestSite/SitePages/Training.aspx) page on SharePoint. The HSFE and OD Teams also monitor externally provided HSFE training is being delivered as required.

#### 2.34 Tree Inspections

RNIB has a number of sites where there are significant trees. These are inspected by an external Arborist and remedial work done as needed.

#### 2.35 Young persons

For guidance on ensuring the safety of young person while at work, see the [Young Person’s](https://rnib.sharepoint.com/sites/HSFETestSite/SitePages/Safety-of-Young-Persons-and-those-on-work-experience.aspx) page on SharePoint.