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The Breastfeeding Network

Health and Safety Policy

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Lead: Phyll Buchanan

To find your nearest Breastfeeding Supporter call the **Supporterline 0300 100 0210**

Calls to 0300 numbers cost no more than calls to UK numbers starting 01 and 02 and will be part of any inclusive minutes that apply to your provider and call package

The Breastfeeding Network is a Company Limited by Guarantee Registered in Scotland Company No. 330639
Registered office Alexander Sloan, Chartered Accountants, 38 Cadogan Street, Glasgow, G2 7HF
The Breastfeeding Network is a Registered Scottish Charity No SC027007

**BREASTFEEDING NETWORK (THE "COMPANY")
HEALTH AND SAFETY POLICY**

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1. Introduction

- 1.1 It is the Breastfeeding Network (BfN's) policy to ensure safe working conditions for all its volunteers and employees so far as is reasonably practicable, wherever they are working for BfN.
- 1.2 BfN is committed to the achievement of the following health and safety objectives, which are published for the information and guidance of all volunteers and staff:
 - 1.2.1 to analyse working conditions and practices and to identify health and safety hazards;
 - 1.2.2 to anticipate risks to volunteers, staff and to visitors of all types, and take appropriate action to minimise them;
 - 1.2.3 to involve volunteers and staff in the formulation and control of safe working practices;

- 1.2.4 to identify individuals with specific safety responsibilities, and provide appropriate training; and
- 1.2.5 to ensure that all volunteers and employees understand their individual roles, and take personal responsibility for their own safety and that of other volunteers and staff.
- 1.3 All Supervisors and managers are authorised to take appropriate actions to ensure that the above objectives are achieved, and have the full support of BfN. Resources will be provided to enable the policy to be implemented, including facilities for training staff, to ensure understanding and compliance with procedures for safe working.
- 1.4 All health and safety procedures are validated and controlled by regular management reviews.
- 1.5 BfN is committed to ensuring the health, safety and welfare of its volunteers and employees, so far as is reasonably practicable, wherever they are working for BfN.
- 1.6 It is the intention of BfN to provide, so far as reasonably practicable:
 - 1.6.1 a safe and healthy place of work with safe access and egress (exit);
 - 1.6.2 safe equipment and systems of work;
 - 1.6.3 safe methods of handling, using and storing hazardous substances;
 - 1.6.4 instruction, training and supervision on BfN's health and safety policy; and
 - 1.6.5 a system of regular inspections to ensure that the above responsibilities are fulfilled.
 - 1.6.6 a health & safety policy that treats volunteers and staff with equal consideration.
 - 1.6.7 a policy which applies in all settings where BfN activities take place or BfN volunteers and staff may work, including homeworking.
- 1.7 This policy is for guidance only and does not form part of your contract of employment.

2. Health and Safety Information

- 2.1 BfN holds detailed health and safety information.
- 2.2 If you have any questions about a particular aspect of BfN's health and safety policy, please contact your Supervisor or the BfN Health & Safety Adviser.

- 2.3 Before working in any new building or situation ask to see the Health & Safety policy operating in the building and discuss with the named Health & Safety person in that building about how it that applies to you and the services you are providing. This includes finding out who the First Aider is and where the First Aid box is kept.

3. Working with other organisations

- 3.1 When planning to work in a new setting or work in partnership with one or more other organisation(s) (whether on a long term basis or just for a one-day project), the person leading on the project on behalf of BfN should work through the list below of basic health and safety principles to ensure all parties involved understand their responsibilities in terms of insurance cover, risk assessment and needs for health & safety provision.
- 3.2 Use BfN's risk assessment procedure to do your own risk assessment on behalf of BfN, as the specific needs of our organisation may not have been considered. This will ensure there are no gaps or omissions in the Health & Safety Policy operating in that setting.
- 3.3 Make sure you know who has ultimate responsibility for health & safety between the two (or more) organisations. This should be written down as part of the Service Level Agreement.
- 3.4 Establish and record how the organisation with responsibility will ensure its policies are carried through.
- 3.5 Ensure all BfN staff and volunteers working in the new setting understand their responsibilities and know who they should report to if they are not satisfied with health & safety standards.
- 3.6 Establish and record what BfN can do if health & safety standards are not being met.

4. Fire Procedures and Emergency Evacuation

4.1 General Fire Safety

- 4.1.1 Every setting you work in will have a copy of the fire regulations and you should make yourself familiar with them and act upon them. Fire regulations will include the following points:

- (i) Never wedge open fire resistant doors designed to stop the spread of smoke and fire.
- (ii) Make sure you know how to raise the fire alarm.
- (iii) Make sure everyone can get out safely, particularly those who may need assistance with an evacuation, e.g. anyone who may need help carrying their children
- (iv) Make sure you have an exit plan and know the evacuation procedure for the area in which you work.
- (v) Keep fire routes and fire doors clear of obstruction.
- (vi) Report any faulty or locked fire doors to the manager of the building.

5. Accidents

- 5.1 All accidents, incidents or near misses which could result in actual injury, loss or damage to yourself or others, or property must be reported to your Supervisor, senior member of staff on duty and the BfN Health & Safety Adviser.
- 5.2 The BfN Health & Safety Adviser is responsible for reporting certain accidents to the Health and Safety Executive. This includes any injury to members of the public that require them to go to hospital.
- 5.3 All accidents will be recorded in an accident record book. A copy will be sent to the BfN Health & Safety Adviser.
- 5.4 The senior member of staff on duty is responsible for completing an adverse incident form as soon as possible after the event
- 5.5 Make sure you know who the designated first aiders are in the setting you are working.
- 5.6 A risk assessment should be performed before any hot drinks are served at any BfN event. The benefits of serving hot drinks needs to be weighed against the risk of scalds. Please abide by the Hot Drinks Policy and display the Hot Drinks poster prominently.

6. First Aid

6.1 Anyone being injured or taken ill needs immediate attention. You may need to call an ambulance in serious cases. There should be a trained first aider in any building you work in. Your first-aid needs should be similar to other users of the building and the first aid box should be stocked to include things you may need. The recommended contents of a first aid box include:

- 20
individually wrapped sterile plasters (assorted sizes, to include toddler sizes)
– with some hypoallergenic plasters;
- two
sterile eye pads;
- four
individually wrapped triangular bandages, preferably sterile;
- six
safety pins;
- two
large, individually wrapped, sterile, unmedicated wound dressings;
- six
medium-sized, individually wrapped, sterile, unmedicated wound dressings;
- a pair
of disposable gloves (Latex free gloves may be requested).

7. Infectious illnesses

7.1 BfN considers the safety of pregnant women, new mothers and their babies to be the utmost priority. The following points apply to any setting where you are representing BfN and helping breastfeeding mothers.

7.2 Do not undertake any face-to-face BfN activities if you are feeling unwell particularly if you think you may be getting flu. This is because people are most infectious soon after they develop symptoms. They can continue to spread the virus, for example in coughs and sneezes, for up to five days (seven days in children). People become less infectious as their symptoms subside, and once symptoms are gone, they are

considered no longer infectious to others. So, do not do any BfN work until you are fully recovered. (NHS: Pandemic flu, Risk assessment in the occupational setting)

Refer to BfN's influenza A/H1N1 (swine flu) policy for further guidance.

- 7.3 Other infectious illness such as vomiting or diarrhoea, require you to stay away from a BfN Breastfeeding Centre for 48 hours.
- 7.4 Contact with infectious diseases such as measles, mumps or chicken pox would not exclude you from attending a BfN Breastfeeding Centre as long as you and your children feel well and have no symptoms.
- 7.5 Infestations with head lice would also exclude you from helping mothers until these have been cleared or treated.

8. Hand care

- 8.1 Hand hygiene is an essential activity to reduce the risk of cross infection.
- 8.2 Training on hand washing techniques is essential.
- 8.3 Good hand washing facilities are essential.
- 8.4 Toilets and hand washing facilities must be safe, regularly cleaned and adequate for the users of the building.
- 8.5 Liquid soap is preferable to bars of soap as these can get contaminated with germs.
- 8.6 Effective hand drying facilities should be provided; paper towels or automatic dryers are preferable to communal towels.
- 8.7 Keep nails short and clean.
- 8.8 When working in hospitals or home visiting or in keeping with local policies; do not wear nail polish, artificial nails, wrist watches, bracelets, or rings with stones or ridges.
- 8.9 Keep sleeves short, arms bare below the elbow.
- 8.10 Any cuts or open wounds, below the elbow, should be covered with a water resistant occlusive dressing.
- 8.11 Sanitiser hand gels should be used before visiting the maternity unit and between each mother visited and in settings where access to hand washing facilities is restricted, for example when visiting mothers in their homes.

9. Electrical Safety

Every setting you work in will have a policy dealing with electrical safety you should make yourself familiar with it and act upon it.

The policy should include the following points:

- 9.1 Before using any portable electrical apparatus you are asked to carry out a visual inspection for damage to equipment, attached cables, extension leads and plugs.
- 9.2 All electrical work must only be undertaken by a competent person. Under no circumstances should you change a plug/fuse, unless trained by a qualified person and authorised to do so by BfN. Non-compliance with this instruction may result in disciplinary action.

10. Work Equipment

- 10.1 You must not use any work equipment unless you have received adequate information, instruction and training in it's safe use.
- 10.2 Training must include the methods of using the equipment, any potential risk involved and the precautions necessary to avoid those risks,
- 10.3 As part of a visual display unit ("**VDU**") assessment, ensure your workstation meets minimum requirements
- 10.4 Written instructions on the use of work equipment will be provided where appropriate.
- 10.5 If you are using a VDU take regular breaks, even if this means carrying out other work duties, thus avoiding eye contact with the VDU.
- 10.6 BfN will offer any employee free eye sight tests on request if they regularly use VDUs for their BfN work.

11. Manual Handling

- 11.1 Manual handling is any form of activity which involves pushing, pulling, lifting and carrying at work.
- 11.2 There is no general guidance that can be given as to what load is too heavy for a person to carry. This depends on a person's age, physique, condition and whether the person knows how to lift and handle loads. However the Health & Safety

Executive (HSE) recommend a maximum lifting weight of 16kg for women to lift safely.

- 11.3 New and expectant mothers are more at risk of injury through manual handling.
- 11.4 New mothers in particular may still be recovering from the birth and may need assistance carrying their baby (whether someone meeting them at the door, or bringing their buggy into the group). [See section 13] BfN volunteers and employees should never carry a baby or toddler for whom they do not have responsibility (parental or in loco parentis) in a sling or baby carrier, whether their own, BfN's or provided by the mother.
- 11.5 Weight is not the only factor that makes things difficult to lift and carry. The size and shape of any object can make it difficult to handle. Know your limitations; you should not lift anything that you feel is beyond your capacity.
- 11.6 Take time to look at the HSE manual handling leaflets, showing you how to lift correctly (see link in appendix).

12. Hazardous Materials

- 12.1 Material safety data sheets for all materials will be obtained from suppliers, before they are introduced for routine production.
- 12.2 The risks associated with hazardous materials will be assessed, and safe systems laid down for the use of all such materials. You will be trained to use the materials and appropriate protective clothing will be provided as necessary. This includes items such as household bleach and dishwasher cleaner.
- 12.3 All new materials will be subject to assessment for potential hazards and a safe system established before they are used.

13. Housekeeping and Premises

- 13.1 Make sure you leave any rooms tidy and empty waste bins at the end of any BfN session. Used nappies must only be left in bins specifically designated for this purpose. Most buildings require parents or carers to take used nappies away with them.
- 13.2 Make sure toys are cleaned, especially if they have been in children's mouths.

- 13.3 Clean furniture and any equipment where breastmilk has been spilt.
- 13.4 Make sure materials are stored safely in designated areas.
- 13.5 All passageways and exits will be marked and kept clear.

14. New and expectant mothers

- 14.1 BfN has a duty to protect the health of female volunteers and staff who are, or in the future could be, a new or expectant mother or breastfeeding. [A new mother is defined as one who has given birth within the previous six months so breastfeeding extends beyond this definition]
- 14.2 If you are a BfN employee or volunteer and pregnant or a new mother, notify your Supervisor in writing. This person will do a risk assessment (with your help) to ensure that you are not exposed to any significant risk. This will include specific measures to minimise any risk of exposure to influenza A/H1N1 (swine flu). Your Supervisor will inform you of actions being taken to reduce, remove or control the risks identified.
- 14.3 As a BfN employee you are entitled to time off with pay to keep appointments for antenatal care made on the advice of your GP, midwife or health visitor.
- 14.4 BfN employees are entitled to rest breaks if pregnant or breastfeeding and where possible a private place to express and store milk.
- 14.5 You should notify your Supervisor when you are pregnant as you may be entitled to six months sabbatical which includes a reduction in ongoing learning requirements.

15. Stress

- 15.1 The BfN recognises that all employees have the right to work free from bullying or sexual harassment and should feel valued and respected. The BfN is fully committed to ensuring that all employees are able to enjoy that right, and support will be provided in the case of concerns or complaints. There is a responsibility on all employees to comply with this policy.
- 15.2 If you are experiencing work-related stress, you should be listened to and help should be available from your manager, trade union or employee representative.

- 15.3 You will be given an opportunity to give your views and to help create an action plan to help reduce stress at work.
- 15.4 If you are becoming stressed try to identify the causes and what you can do to make things better. Ideally, tell your Supervisor at an early stage. If your stress is work-related, this will give her a chance to help and prevent the situation getting worse. Even if it isn't work-related, she may be able to do something to reduce some of your pressure.
- 15.5 A risk assessment for work-related stress, involves assessing six key areas (or 'risk factors') that can be causes of work-related stress.

These are:

- the demands of your job;
- your control over your work;
- the support you receive from Supervisors and colleagues;
- your relationships at work;
- your role in the organisation;
- change and how it's managed.

If the source of pressure is your Supervisor, contact Supervision Leadership Group and ask to change Supervisor.

16. Machinery and Equipment

- 16.1 Machines will only be operated by those trained and authorised to do so. Before a machine is used, the operator must check that guards are in place and in working order. They must be kept in place during operation.
- 16.2 The following special items of plant and equipment will be checked at the appropriate intervals by a competent person:
- 16.2.1 central heating boilers;
 - 16.2.2 air conditioning and ventilation equipment.
- 16.3 Risk assessments will be carried out by supervisors, working in liaison with the Health & Safety Adviser, on all equipment held at a BfN centre intended to be used by parents (for example slings or baby carriers). Risk assessments will also be

carried out on all breast pumps that BfN volunteers and staff may need to demonstrate to parents.

- 16.4 All new machinery will be assessed for adequate guarding before it is put into use and must be guaranteed by the manufacturers to British Standards.

17. Personal Safety

- 17.1 All volunteers and employees must abide by the safe home visiting policy when working alone [and, where relevant, the PCT's Lone worker Policy].
- 17.2 Keep personal property in a secure area. BfN does not accept responsibility for the loss or damage to any personal property.

18. Slips and trips

- 18.1 Try to keep areas tidy, remove any rubbish and do not allow it to build up.
- 18.2 Clean spills up immediately.
- 18.3 Position equipment to avoid cables crossing pedestrian routes, use cable covers to securely fix to surfaces, restrict access to prevent contact.
- 18.4 Ensure rugs/mats are securely fixed and do not have curling edges.

19. Smoking Policy

19.1 Policy

- 19.1.1 This Policy complies with the Health Act 2006 and associated regulations.
- 19.1.2 The Company does not allow its employees or visitors to smoke in any part of its premises or whilst undertaking any activity on behalf of BfN.

19.2 Procedure

- 19.2.1 BfN takes the view that smoking constitutes a fire risk and a hazard to the health of all its employees, both smokers and non-smokers (as a result of 'passive smoking'). It is therefore against the Company's rules for anybody to smoke inside any enclosed or substantially enclosed spaces or in or near the entrances to and exits. You may only smoke outside in designated areas during breaks. When smoking outside, you should ensure that you dispose of cigarette butts and other litter in the receptacles

provided. Avoid smoking anywhere where your smoke could drift towards others, particularly mothers and children.

- 19.2.2 If you breach the smoking ban you will be subject to the Company's disciplinary procedure and may, as a consequence, be dismissed for gross misconduct.
- 19.2.3 Smoking in smoke-free premises or vehicles is also a criminal offence and may incur a fixed penalty fine and possible criminal prosecution.
- 19.2.4 BfN is committed to making this policy effective and to promoting a healthy working environment. If you are experiencing particular difficulty in complying with this policy you should discuss your situation with your Supervisor or the BfN Health & Safety Adviser. In addition, the NHS offers a range of free services to help smokers give up. If you are seeking help you should visit www.gosmokefree.co.uk, call the NHS Smoking Helpline on 0800 169 0 169 or text 'GIVE UP' and your full postcode to 88088 to find a local NHS Stop Smoking Service.
- 19.2.5 If you are providing BfN services to mothers in their own home you should be able to do so in a safe environment. This assessment should include not being exposed to second-hand smoke. BfN will support you to make alternative arrangements with the mother to provide breastfeeding support in a smoke free environment. If you cannot reach an agreement with the mother, contact your supervisor and ask for their support in handling the issue.

20. Where To Get Advice About Health and Safety

- 20.1 Different health & safety issues can compete, for example the need to keep corridors free which prevents buggies being stored outside a room with the need for mothers (who may have difficulty carrying their baby) to have access to a BfN Breastfeeding Centre or tutorial. When this occurs a common sense approach should be taken.

To find your nearest Breastfeeding Supporter call the **Supporterline 0300 100 0210**

- 20.2 If you have any problems of a health and safety nature you should bring them to the attention of your Supervisor or the BfN Health & Safety Adviser. The Health and Safety adviser reports to the Directors in respect of Health and Safety matters.

Summary of relevant Health and Safety leaflets & information

Topic	Website link
Accidents	RIDDOR [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995] http://www.hse.gov.uk/riddor/ To report notifiable accidents call the Incident Contact Centre (ICC) 0845 300 99 23
Display screen equipment	http://www.hse.gov.uk/pubns/indg36.pdf
Electrical equipment In offices and low risk environments	http://www.hse.gov.uk/pubns/indg236.pdf
Fire Safety	http://www.hse.gov.uk/fireandexplosion/workplace.htm
First aid	http://www.hse.gov.uk/pubns/indg347.pdf http://www.hse.gov.uk/pubns/indg214.pdf
Skincare & handwashing information	http://www.hse.gov.uk/skin/index.htm http://www.npsa.nhs.uk/nrls/alerts-and-directives/alerts/clean-hands-save-lives/
Homeworking	http://www.hse.gov.uk/pubns/indg226.pdf
Infections	http://www.hse.gov.uk/pubns/infection.pdf
Lone working	http://www.hse.gov.uk/pubns/indg73.pdf
Manual Handling - guide Assessment charts	http://www.hse.gov.uk/pubns/indg143.pdf http://www.hse.gov.uk/pubns/indg383.pdf
Pandemic Flu	http://www.dh.gov.uk/en/PublicHealth/Flu/Swineflu/DH_098650 http://www.hps.scot.nhs.uk/resp/index.aspx
Regulations	http://www.hse.gov.uk/pubns/regindex.htm
Risk assessment	http://www.hse.gov.uk/pubns/indg163.pdf
Smoking at work - advice Protecting community staff from exposure to second-hand smoke	http://www.hse.gov.uk/contact/faqs/smoking.htm http://www.rcn.org.uk/__data/assets/pdf_file/0006/78702/003043.pdf
Stress - minimising stress Staff and volunteers	http://www.hse.gov.uk/pubns/stresspk.htm http://www.hse.gov.uk/pubns/misc714.pdf http://www.hse.gov.uk/pubns/misc686.pdf
Storage of materials	
Tackling slips and trips	http://www.hse.gov.uk/pubns/indg225.pdf
Pregnancy and maternity	for health professionals http://www.hse.gov.uk/pubns/indg373hp.pdf for mothers http://www.hse.gov.uk/pubns/indg373.pdf http://www.hse.gov.uk/mothers/faqs.htm

If further information is required, contact your local council or the Health and Safety Infoline
0845 345 0055
infoline@natbrit.com
www.hse.gov.uk

Appendix 1

The following individuals have specific duties for safety in particular areas:

Staff member/ director	Specific duty
H & S Adviser; Phyll Buchanan [Temporary]	Ensuring implementation of Health & Safety Policy
Director; Anabel Hands	Oversee implementation of Health & Safety Policy

LIST OF ALL RELEVANT BfN DOCUMENTS JUNE 2011

Document	Issue date	Review date
BfN Code of Conduct	July 2007	Being updated
BfN Complaints Procedure	April 2007	Being updated
BfN Safeguarding Policy	Being updated	
BfN Doula Guidelines	Feb 2007	Being updated
BfN Fees and Expenses Information	March 1999	Being updated
BfN Funding Policy	May 2011	May 2013
BfN Grievance Procedure	April 2007	April 2008
BfN Guidance Document	March 2003	Being updated
BfN Influenza A/H1N1 (Swine Flu) Policy	July 2009	Being updated
Hot drinks Policy	Oct 2010	Oct 2012
IG Policy	Oct 2010	Oct 2012
Volunteers Policy	draft	
Risk assessment documents	see shared files	
Insurance documents	Updated annually – see shared files	

This list will be regularly updated, please replace with the latest version in Shared Files on Helpers and Supporters email list or from BfN's office, details given on front page.

Other information

Data protection	<p>The Data Protection act is UK wide so the following sites apply to the whole of the UK</p> <p>The Information Commissioner's Office</p> <p>http://www.informationcommissioner.gov.uk</p> <p>Data Protection Help Line; Tel: 01625 545 745</p> <p>Email: mail@ico.gsi.gov.uk</p> <p>http://www.charity-commission.gov.uk/supportingcharities/ogs/g058a002.asp#a3</p> <p>http://www.ico.gov.uk/what_we_cover/data_protection/your_legal_obligations.aspx</p>
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AGREEMENT BETWEEN THE BREASTFEEDING NETWORK AND BfN REGISTERED BREASTFEEDING VOLUNTEER or EMPLOYEE

YOUR COPY – KEEP THIS PAGE

Name.....

Address.....

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Tel:.....

I confirm that I have read the Health and Safety Policy.

I understand that everything that has been brought to my notice in these documents follow Health and Safety guidelines and procedures, and further, I understand my responsibilities as a BfN volunteer or employee and will abide by them .

Print name..... signed.....

Date.....

**AGREEMENT BETWEEN THE BREASTFEEDING NETWORK AND BfN
REGISTERED BREASTFEEDING VOLUNTEER OR EMPLOYEE**

OFFICE COPY – RETURN TO PO BOX

Name.....

Address.....

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Tel:.....

I confirm that I have read the Health and Safety Policy.

I understand that everything that has been brought to my notice in these documents follow Health and Safety guidelines and procedures, and further, I understand my responsibilities as a BfN volunteer or employee and will abide by them.

Print name..... signed.....

Date.....