

## **Health & Safety Policy**

The responsibility for the health and safety of all management committee members, staff and volunteers lies ultimately with the management committee. This includes protecting service users against risk to their health and safety arising from any contact with AdvoCard's volunteers and staff. Although the ultimate responsibility for the health and safety of all lies with the management committee much of the implementation of health and safety measures and the monitoring of such measures at project level lies with the Coordinator. In law however everyone involved in the project has a certain amount of responsibility to ensure their own safety and safety of others.

### **Management Committee responsibilities**

The committee undertakes to:

Monitor the Health and Safety policy and procedures ensuring implementation is carried out competently by the Coordinator

Ensure that AdvoCard complies with all statutory requirements in respect of the health, safety and welfare of its staff, volunteers and service users

Undertake regular discussions with the Coordinator to identify problems and come up with possible solutions

Ensure a suitable framework for the support and supervision of staff and volunteers including the coordinator

Ensure the written recording of incidents and accidents in accordance with The Health and Safety at Work Act 1974 and The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1985

Ensure that all necessary insurance requirements are in place with regard to the building, staff, volunteers and service users

Ensure this policy is regularly reviewed and it's effectiveness monitored at least yearly

Include the project's Health and Safety performance in the Annual Report

Ensure that any other measures which will improve the health and safety of all at work are highlighted to the coordinator and implemented forthwith.

### **Project Manager's responsibilities**

As the first line manager of AdvoCard's staff and volunteers the coordinator is responsible to the management committee for ensuring that activities within the project and on occasion out with the project when relating to volunteer work are conducted with due regard to the Health and Safety policy. He / she will:

Establish an Induction programme which gives staff and volunteers the knowledge, skills, information and attitudes to conduct themselves in a satisfactory and safe manner to a sufficient standard thus helping to avoid hazardous situations

Identify risks and hazards and develop procedures and practices to minimise these risks and hazards both within the work environment and in relation to the work of the organisation

Ensure that all staff and volunteers have the necessary training (at least induction) in AdvoCard's safety procedures to enable them to carry them out effectively

Ensure that all staff and volunteers are in receipt of and understand the Health and Safety policy and related procedures. These to be positioned prominently in the main office

Aim to provide as safe and healthy working environment as possible bearing in mind that some of our work takes place in peoples' homes and that we are dealing with vulnerable people

Ensure that all staff and volunteers are encouraged to report potential hazards

Ensure that any incidents or accidents are properly documented and the necessary action is taken to reduce this event occurring again

Monitor effectiveness of and compliance to policies and procedures to the management committee

Ensure that suitable insurance requirements are regularly reviewed and renewed

Identify satisfactory first aid facilities including competent first aiders

Ensure support and supervision of staff and volunteers including out with the project taking care to balance what is reasonable for maintenance but with an opportunity for crisis supervision if needed

Ensure that all policies and procedures and related training are updated and reviewed

### **Staff and Volunteers' responsibilities**

Staff and volunteers all have a responsibility to be aware of and ensure the health and safety of themselves and others. This applies both within the AdvoCard office and in the case of volunteers when they are out in the wider environment meeting service users or in service users' homes. This collective responsibility helps ensure that safe work practices are developed and that everyone involved is working to the same level of

understanding and application of safety policies and procedures. Their responsibilities are to:

Become familiar with and to comply to the Health and Safety policy and any related procedures in relation to all aspects of their work and conduct

Report to the Coordinator any hazards deemed unacceptable and agree an appropriate course of action

Report in writing any accidents or incidents as soon as they occur or as near as practicable and participate in any subsequent enquiry or investigation

Actively participate in any Health and Safety policy or procedural training including induction

Familiarise themselves with location of Health and Safety policy, related procedures, safety signs and notices, safety equipment and safety exits within the building

### **Related Procedures / Forms / Checklists and when used / reviewed**

Fire Safety Procedure - on induction and as and when

Personal Safety / Lone Working Procedure - on induction and as and when

Home Visiting Procedure - on induction and as and when

General Risk Assessment - reviewed 6 monthly

Fire Risk Assessment - reviewed 6 monthly

Personal Risk Assessment - reviewed 6 monthly

Induction Checklist - on arrival or retrospectively if long standing

Health and Safety checklist - on induction and as and when

Panic Button / alarm Test Sheet - monthly / 6 monthly

Health and Safety policy review sheet - annually

### **Related Acts**

While these acts will vary in relevance to AdvoCard it is worth bearing them in mind and referring to them if you get the chance.

**Workplace (Health and Safety and Welfare) Regulations 1992**

**Health and Safety (Display Screen Equipment) Regulations 1992**

**Personal Protective Equipment at Work Regulations 1992**

**Manual Handling Operations Regulations 1992**

**Health and Safety (First Aid) Regulations 1981**

**The Health and Safety Information for Employees Regulations 1989**

**Employers' Liability (Compulsory Insurance) Regulations 1998**

**Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)**

**Noise at Work Regulations 1989**

**Control of Substances Hazardous to Health Regulations 1999 (COSHH)**

