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The Queen's Award for  
Voluntary Service  
2007



## Health and Safety Policy

### Statement of General Policy

Foresight will take all steps necessary to ensure the health, safety and welfare of all employees and volunteers at work.

Foresight will also take responsibility for the health and safety of clients, volunteers, staff members and other visitors to the centre. Foresight will adhere to the requirements of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, and other relevant health and safety legislation and codes of practice. To achieve those objectives we have appointed a designated member of staff to be responsible for the organisations health and safety; to keep workplace health, safety and welfare procedures under constant review; to liaise with the Health and Safety Executive where necessary; and to keep the staff, volunteers and the Trustee Board abreast of new legislation, EU directives, Regulations and British Standards, in order to ensure ongoing compliance with the law.

Foresight will:

- Establish, maintain and regularly review safety systems and risk assessments
- Make regular risk assessments available to employees
- Take appropriate preventative/protective measures
- Provide adequate and competent supervision of all activities involving risk
- Ensure appropriate training in health and safety is delivered
- Establish and maintain systems for consulting paid and voluntary workers about health and safety issues
- Take health and safety considerations into account when planning developments in the service, purchasing equipment and occupying new premises
- Maintain accurate records of accidents and other events with health and safety implications and review and monitor these records to establish what remedial action, if any, should be taken
- Appoint competent personnel to secure compliance with statutory duties, and to undertake reviews of the policy as necessary.



## Responsibilities

1. Overall and final responsibility for health and safety is that of

The Board of Directors

2. Day-to-day responsibility for ensuring this policy is put into practice is delegated to

The Chief Officer

3. To ensure health and safety standards are maintained / improved, the following people have responsibility in the following areas

Name	Responsibility
Peninsula Group Limited Amy Dixon	Health & Safety Consultancy Firm for organisation Senior Administrator for organisation

4. All employees have to:

- Co-operate with supervisors and managers 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; and
- 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 will be undertaken by

Organisation Health & Safety officer and Safeguarding Officer

The findings of the risk assessments will be reported to

Trustees, Chief Officer and Peninsula

Action required to remove / control risks will be approved by

Organisation Health & Safety officer / Trustees / Safeguarding Officer / Peninsula

Will be responsible for ensuring the action required is implemented.

Organisation Senior Administrator

Will check that the implemented actions have removed / reduced the risks

Assessments will be reviewed

Annually or when the work activity changes or when the work activity changes, whichever is soonest.

### **Consultation with Employees**

Employee representative(s) are

Chief Officer

Consultation with employees is provided by

Senior Administrator  
Safeguarding Officer

Will be responsible for ensuring that all actions identified in the assessments are implemented.

### **Safe Handling and Use of Substances**

Senior Administrator

Will be responsible for identifying all substances which need a COSHH assessment.

Senior Administrator

Will be responsible for undertaking COSHH assessments.

Senior Administrator

Will be responsible for ensuring that all actions identified in the assessments are implemented.

Senior Administrator

Will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

Senior Administrator

Will check that new substances can be used safely before they are purchased.

Assessments will be reviewed

Annually or when the work activity changes, whichever is soonest.

### **Information, Instruction and Supervision**

The Health and Safety Law poster is displayed at.

Reception

Health and safety advice is available from

Senior Administrator, Safeguarding Officer

Supervision of young workers / trainees will be arranged / undertaken / monitored by.

Senior Administrator & Volunteer Co-ordinator

Senior Administrator, Volunteer Co-ordinator, Safeguarding Officer

Is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information.

### **Competency for Tasks and Training**

Induction training will be provided for all employees by

Line Manager

Job specific training will be provided by

Line Manager

Training records are kept at/by

Senior Administrator office and Volunteer Managers office

Training will be identified, arranged and monitored by

Amy Dixon and Volunteer Co-ordinator

### **Accidents, First Aid and Work-Related Ill Health**

Health surveillance is required for employees doing the following jobs

N/A

Health surveillance will be arranged by

N/A

Health surveillance records will be kept by/at

N/A

The first aid box/es is /are kept at

Reception area, First floor administration office, second floor hub cupboard, Café area

The appointed person(s)/first aider(s) is/are

Jodie Bingham, Clarise Southern, Lisa Cook, Becky Kurz, Jess Burnette, Lynne Smith, Derek Bartholemew, Briony Meadows, Theresa Khalaf, Amy Dixon

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by/at

All First aid posts and a master copy In the Senior Administrators office.

Senior Administrator takes responsibility of reporting incidents. They are also first aid trained.

Is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

### **Monitoring**

Health and Safety Policy

Version 5

Updated 23<sup>rd</sup> February 2018

To check our working conditions, and ensure our safe working practices are being followed, we will

Have daily checks of all working areas.  
Hold weekly senior management meetings  
Hold user forums and volunteer forums

Senior Administrator

Are responsible for investigating accidents.

Senior Administrator

Is responsible for investigating work-related causes of sickness absences.

Senior Administrator & Volunteer Co-ordinator

Is responsible for acting on investigation findings to prevent a recurrence

### **Emergency Procedures- Fire and Evacuation**

Senior Administrator

Is responsible for ensuring the fire risk assessment is undertaken and implemented.

Escape routes are checked by/every

Senior Administrator and fire marshalls

Fire extinguishers are maintained and checked by/every

Senior Administrator

Alarms are tested by/every

Fire Marshall / weekly

Emergency evacuation will be tested

Every six months

This information is also available in other formats, languages and picture format upon request.