



HEALTH AND SAFETY POLICY

Policy Statement

Health and Safety at Work Act 1974

Age Concern Petersfield & District (ACP) is committed to meeting in full our duty to ensure, so far as is reasonably practicable, the health, safety and welfare of staff, and members of the public. ACP complies with the Workplace (Health, Safety and Welfare) regulations 1992.

Our staff and volunteers are a key resource and their commitment to our clients is an essential part of our business plan. Our commitment to their health and safety is recognised by this policy document.

ACP will provide the training, assistance and resources necessary to ensure that all the requirements of this policy can be met in full. Each of us must accept our role and responsibilities and undertake them to the best of our ability. In this way we can all play a part in creating a safe, risk-free environment for everyone.

Health, safety and welfare will, so far as is reasonably practicable, take precedence over all other objectives. We are committed to meeting all health and safety requirements specified in law and to further demonstrate our commitment by adopting codes of practice to ensure a safe environment for our staff, volunteers and members of the public.

Organisation

This policy should be read in conjunction with other relevant policies, in particular the Safeguarding policy, the Lone Worker policy and the Working at Home policy.

The Board of Trustees has overall and final responsibility for health and safety within ACP. Day to day responsibility for ensuring this policy is put into practice is delegated to the Manager.

ACP will:

- properly consider staff and volunteer concerns, criticisms and comments regarding Health and Safety, its organisation and arrangements and take the necessary action.
- ensure that all outstanding matters are addressed and either corrected or resources and a timetable of action provided.

- ensure that risk assessments are carried out on working practices, before they start if possible, and to ensure they are reviewed should there be a change in any factor affecting the risk.
- ensure that all staff, volunteers and contractors are informed, trained, supervised or otherwise instructed in matters of Health and Safety, fire precautions and other emergency procedures.
- investigate all accidents and incidents to staff, volunteers and clients, reporting all details in the ACP Accident Book and, having reviewed the cause, make necessary provisions to prevent a recurrence.
- ensure that staff and volunteers are provided with updates and amendments of the policy, its organisation and arrangements.
- organise and properly document periodic staff consultation meetings.

All staff and volunteers will:

- advise the Chair, or Manager of ACP of any matter of concern and the resources needed to meet Health and Safety requirements.
- take reasonable care of their own Health and Safety and of others who may be affected by their acts or omissions at work.
 - co-operate with the Management so far as is necessary to enable us to fulfil or comply with any duty or requirement under the Health and Safety Act.
 - report any situation that they consider to be a serious or imminent danger to the management of ACP (electrical faults, problems with safety equipment, fire doors jamming, minibus damages or faults etc.)
- report all accidents, incidents and damage, whether or not persons have been injured, to the ACP Managers as soon as possible. The Managers will record this in the Accident Book.
- report to the management any perceived shortcomings in the Health and Safety arrangements.
- NOT intentionally or recklessly interfere with or misuse anything provided by the charity that is necessary to comply with provisions of the Health and Safety or other Acts (safety equipment, fire alarms, extinguishers etc.). Any such actions will be considered a serious disciplinary offence and action taken accordingly.
- familiarise themselves with their Induction Pack and this Policy.

Systems of Work & Working Arrangements

All staff and volunteers will receive training and instruction in the safe systems of work that apply to their areas of responsibility and employment. On no account should anyone attempt to use equipment or chemicals on which they have had no training, are unsure as to the safety, or where obvious hazards exist. If in any doubt refer to the ACP Management.

First Aid Provision

Appointed persons:

Currently the basic First Aider is Marian Leybourne for the lunch club.

A fully equipped First Aid Box is located in the minibus, and in the kitchen and foyer area of Petersfield Community Centre where the lunch club is held. There is also a Biohazard Spillage kit on the minibus.

No untrained persons are to administer first aid except where nominated individuals are absent.

No treatments are to be administered, First Aid only, i.e. no painkillers, tablets, eye ointments, creams or lotions.

All First Aid given is to be reported to ACP management who will record it in the Accident Book.

In the case of a serious accident, dial 999, ask for assistance and stay with the patient.

Emergency Procedures & Fire Prevention

Information on emergency procedures and fire prevention forms part of the induction training for all employees, and volunteers.

Where ACP uses hired premises to carry out its services and activities the maintenance of all fire equipment and emergency lighting rests with the building management.

The person responsible for Fire emergency training for staff and volunteers is the Manager. Currently fire drills are arranged annually via the Manager at the Community Centre for Lunch Club personnel.

General Rules for Safe Working Practices

No member of staff or volunteer should undertake any technical task or give advice without being qualified to do so.

Lifting and/or moving Heavy Weight

Staff and volunteers must not attempt to lift or move any weight that is in excess of that which they feel capable of moving. When it is necessary to lift or move a weight in excess of that considered reasonable, staff should obtain assistance.

If in any doubt on matters of safety or health, staff should consult ACP management.

Safe Driving

All members of staff and volunteers are expected to drive in a safe and courteous

manner in accordance with the regulations and the Highway Code at all times. Staff and volunteers employed or carrying out duties which involve driving their own vehicle while on ACP business, should hold a current driving licence with no disqualifications in force. There is a separate policy for driving.

Safety and Security

All staff and volunteers are at all times required to ensure that they take care of themselves at work. Violent or drunken customers or others are not to be confronted. Call the police as necessary and immediately inform a member of the ACP Management.

In the event of a robbery attempt employees are not to resist their demands for company property or cash. The police must be involved as soon as practicably possible.

Risk Assessments

Where a specific requirement for Risk Assessment is identified, e.g. lone working, a risk assessment will have been completed prior to staff and volunteers starting their role. All new projects and service delivery developments will undertake a risk assessment.

POLICY STATEMENT

All Policies and Procedures held by Age Concern Petersfield & District are regularly reviewed and may be amended from time to time to reflect any changes in Legislation, regulatory guidance or internal policy decisions, as well as for any other reasons determined by the Board of Trustees. The latest versions will always be reflected on our website.