

## HEALTH AND SAFETY POLICY STATEMENT

### Health and Safety at Work etc Act 1974

This is the Health and Safety Policy Statement of Pulborough and District Community Care Association (PDCCA).

Our statement of general policy is to:

- Prevent accidents and cases of work-related ill health by managing health and safety risks in the workplace
- Provide clear instructions and information, and adequate training, to ensure employees and volunteers are competent to do their work
- Engage and consult with employees and volunteers on day to day health and safety conditions
- Implement emergency procedures- evacuation in case of fire or other significant incident
- Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery and ensure safe storage /use of substances
- Review and revise this policy as necessary at regular intervals.

### Responsibilities

Overall and final responsibility for health and safety is that of the Trustees of PDCCA. Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Lead Volunteer of each scheme.

All employees must:

- 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 Lead Volunteer/ Member of Staff.

The findings of the risk assessments will be reported to the Chair/Trustee.

Action required to remove/control risks will be approved by the Chair/Trustee or in their absence the most senior member of staff available.

The Lead Volunteer will be responsible for ensuring the action required is implemented.

Health and safety risks and significant incidents will be reported regularly to Trustees.

Assessments will be reviewed every six months or when the work activity changes, whichever is soonest.

## Consultation with employees and volunteers

PDCCA will consult with employees and volunteers on the following:

- any new measure which may substantially affect their health and safety at work, for example new equipment, new ways of working and new procedures
- arrangements for getting competent people to satisfy health and safety requirements
- information we provide to employees and volunteers on the risks to health and safety arising from their work, measures to reduce or get rid of these risks and what they should do if they are exposed to a risk, including emergency procedures
- planning and organising health and safety training and
- health and safety consequences for them of any new technology we plan to introduce.

The information provided to employees and volunteers will be in a form that can be easily understood.

PDCCA will consult directly with employees and volunteers through regular team/staff meetings and face-to-face discussions.

PDCCA will allow enough time for employees and volunteers to consider the issues and give informed responses. Employees and volunteers are encouraged to ask questions, raise concerns and make recommendations.

PDCCA will take employees' and volunteers' views into account before a final decision is made, respond to any concerns and questions raised and explain the final decision and why it has been taken.

## Safe equipment

The Lead Volunteer will have overall responsible for identifying all equipment needing maintenance.

The Lead Volunteer will be responsible for ensuring effective maintenance procedures are drawn up.

The Lead Volunteer will be responsible for ensuring that all identified maintenance is implemented.

Any problems found with equipment should be reported to the Lead Volunteer or in their absence the most senior member of staff available immediately.

The Lead Volunteer will have responsibility for ensuring that new equipment meets health and safety standards before it is purchased.

## Safe handling and use of substances

The Lead Volunteer will have overall responsibility for checking that new substances can be used safely before they are purchased. PDCCA does not currently use or store any substances which need a COSHH assessment.

## Safe use of VDU equipment

The Lead Volunteer will have overall responsibility for ensuring that use of work stations is analysed and risks reduced including putting controls in place, providing information and training to staff and volunteers, ensuring that eye and eyesight tests and special spectacles are provided if needed to regular users of VDUs who use the equipment for more than an hour continuously. The Lead Volunteer will ensure that VDU risk assessments are completed as necessary.

## Manual handling

The Lead Volunteer has responsibility for ensuring that hazardous manual handling operations are avoided so far as is reasonably practicable. When necessary tasks will be, redesigned to avoid moving the load or by automating or mechanising the process. An assessment of the risk of injury from any hazardous manual handling operations that cannot be avoided will be made and any risk of injury from those operations will be reduced so far as is reasonably practicable. Where possible, mechanical assistance, for example, a sack trolley or hoist, will be provided. Where this is not reasonably practicable changes to the task, the load and the working environment will be explored.

## Information, instruction and supervision

Health and safety advice is available from your Lead Volunteer.

Arrangements for supervision of young workers/trainees will be agreed with and monitored by the Lead Volunteer.

The Lead Volunteer is responsible for ensuring that our employees and volunteers 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 and volunteers by the Lead Volunteer of the scheme.

Job specific training is not required for any jobs within PDCCA.

Training records, including health and safety training, are kept by Lead Volunteers.

Training will be identified, arranged and monitored by Lead Volunteers. The Lead Volunteer is responsible for maintaining an overview of training undertaken and reporting on this to trustees

## Accidents, first aid and work-related ill health

Health surveillance is not required in relation to any jobs at PDCCA.

The first aid box(es) is/are kept at the premises of where the scheme is taking place.

The appointed person(s)/first aider(s) are the Lead Volunteers.

All accidents and cases of work-related ill health are to be recorded in writing. This needs to be sent to the Chair.

The Lead Volunteer is responsible for ensuring reporting of relevant accidents, diseases and dangerous occurrences to relevant external agencies and to Trustees.

## Monitoring

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

- Carry out inspections and spot checks
- Investigate any accidents or sickness absences that occur.

The Lead Volunteer is responsible for ensuring accidents are investigated.

The Lead Volunteer is responsible for ensuring work-related causes of sickness absence are investigated.

The Lead Volunteer is responsible for ensuring action is taken on investigation findings to prevent a recurrence and that trustees are kept informed and consulted about action taken.

## Emergency procedures – fire and evacuation

The Lead Volunteer is responsible for ensuring a fire risk assessment is undertaken, implemented and regularly reviewed.

Escape routes are checked regularly by the premises of the scheme.

Fire extinguishers are maintained and checked by the premises of the scheme every year.

Alarms are tested by the premises of the scheme every month.

## Fire Drill Procedure

A Fire Drill Procedure is carried out periodically and the procedure is on display situated in the premises of the scheme. The evacuation assembly point is clearly displayed at the premises of the scheme.

### **Further information to assist with implementation of health and safety policy:**

Further information about health and safety can be found at:

<http://www.hse.gov.uk>

You can access a basic office risk assessment form here:

<http://records.hse.gov.uk/connect.ti/officeriskassess/view?objectId=27251>

Information about regulations related to reporting Injuries, Diseases and Dangerous Occurrences can be found at:

<http://www.hse.gov.uk/riddor/>

A display screen equipment work station assessment form can be found here:

<http://www.hse.gov.uk/pubns/ck1.pdf>