

Survivors Together
HEALTH AND SAFETY POLICY
(Staff and Volunteers)



1. STATEMENT OF INTENT

Survivors Together recognises that it has a duty to ensure the health, safety and welfare at work of all its employees, volunteers, clients, and visitors.

Its aim is to maintain the very highest standards of safe and healthy working and living conditions and to take all reasonable precautions to safeguard the environment in which activities operate.

Accordingly, Survivors Together will:

- provide adequate control of the health and safety risks arising from our work;
- consult with our staff on all matters affecting their health and safety;
- provide and maintain safe equipment;
- provide information, instruction and supervision for staff;
- ensure that all staff are competent to do their tasks, and to give them adequate training;
- do its utmost to prevent accidents and cases of work-related ill health;
- maintain safe and healthy working conditions; and review and revise as necessary its health and safety policy at regular intervals.

2. PRINCIPLES

- The safety of staff, volunteers and clients is of paramount importance;
- Safety must always take precedence over expediency;
- Every effort will be made to involve all staff and others using our premises in the development, implementation and monitoring of health and safety procedures;
- All legislation relating to health and safety at work (e.g. Health & Safety at Work Act 1994, Health & Safety Regulations 1992, COSHH Regulations 1988, Electricity at Work Regulations 1989, etc.) will be complied with in spirit and as well as the letter of the law;
- Survivors Together will ensure that through adequate training and the supply of sufficient and appropriate information, all staff are trained and informed to a standard that ensure that all activities are carried out in a safe manner and an environmentally considerate way.

3. RESPONSIBILITIES

General

Ultimate responsibility for all health and safety matters rests with the Director and trustees. However, responsibility for the day-to-day implementation and monitoring of health and safety issues is delegated to the member of staff responsible for the relevant aspect of Survivors Together work.

The staff responsible for implementing and monitoring the Survivors Together Health and Safety Policy are also responsible for ensuring that adequate training and information is made available to staff and that training is undertaken as and when necessary.

Staff

All staff are reminded that that they must, at all times, take reasonable care for the health and safety of themselves and others at work and to co-operate with Survivors Together duties regarding health and safety matters.

Further Responsibilities

Monitoring maintenance of equipment will be the responsibility of all members of staff. Any problems must be reported to a Senior Team Member promptly.

First Aid & Accidents

First Aid and emergency kits are available at all meetings.

An accident register is to be kept with the first aid boxes and should be consistently and accurately maintained. All accidents, no matter how trivial, must be reported and logged so that a record of incidents can be compiled and problem areas identified.

Visitors Book

A visitors book will be maintained to note session attendance. In the event of an emergency, the visitors book will be used to establish who is present and to be accounted for.

4. GENERAL FIRE SAFETY

All staff will receive training in the Fire Drill and how to use the fire extinguishers. They will be notified of the whereabouts of all fire exits, extinguishers and fire alarms.

In the event of a fire, immediately sound the fire alarm and ring the Fire Brigade.

If you feel that, without putting yourself or others at risk, you can start to tackle the fire, attempt to do so using the appropriate extinguisher.

If the above action is not appropriate, exit the building immediately through the nearest fire exit, ensuring that anyone else within the building is also able to do so safely.

All survivors Together volunteers are expected to familiarise themselves with the Fire Regulations and Fire Safety Guidance Notes and to be aware of the Assembly point and to locate all fire exits, fire extinguishers and fire alarm points.

If Survivors Together is working at a site away from its main base, it is the responsibility of staff to familiarise themselves with fire procedures on that site.

5. HAZARDS

Risk Assessment

A senior member of staff will ensure risk assessments are performed at regular intervals. They will be carried out when conditions change that may increase/decrease hazards and related tasks e.g. when a new staff member starts work, or a new activity is planned. When performing a risk assessment the following will be assessed:

- Look for risks and hazards
- Decide who might be harmed and how
- Evaluate the risks by considering the likely frequency and severity, and decide whether the existing precautions are adequate or whether more should be done.

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Risk holders for each area of work are set out below. However, it is the responsibility of all staff to take account of the risks involved in the performance of their duties, in an ongoing way.

Housekeeping and Premises

All staff are responsible for ensuring that no risk is created on the premises or other sites at which Survivors Together operates, due to poor standards of cleanliness, poor stacking and storage of equipment or the blocking of gangways and fire escape routes.

The relevant staff are responsible for ensuring that all escape routes and fire exits are suitably marked in accordance with current regulations. All staff are responsible for ensuring that gangways are not blocked.

All staff are responsible for knowing where the cleaning materials are securely stored, their appropriate use and re-storage, and for ensuring that no children or clients have contact with them.

Procedures for reporting breakages or lack of materials are taught during the induction and all staff will be introduced to the site manager.

Health and Safety forms should be completed where a new risk, hazard, or incident is identified. These should be completed by the staff member identifying the problem, or, if reported by a client, either by that client or by the staff member receiving the report in consultation with the client. Health and Safety forms are available from senior management staff. Completed forms should be returned to the relevant risk holder who should then take necessary steps to manage the risk and ensure that any follow-up recommendations are made and actions are pursued.

Electrical Equipment

Electrical mains wiring is the responsibility of the property owner of each building who will arrange for the routine inspection and maintenance of this facility.

Qualified personnel will carry out routine inspection of portable electrical equipment in accordance with the Electricity at Work Regulations 1989 on an annual basis.

Manual Handling

All staff are to carry out manual handling tasks in a safe manner. Staff are only to lift or move equipment that they consider to be within their capabilities. Before lifting they must be assessed for the most suitable method, i.e. lift by one person; lift by more than one person; lift by mechanical means, etc. Survivors Together never requires an employee to lift more than they are capable of.

Disposal of Nappies and other Biohazardous Waste

Protective gloves will be made available to staff required to come into contact with bodily substances and their use will be encouraged.

It is the responsibility of all staff to ensure that spillages of bodily substances are cleared up promptly and adequately and that appropriate arrangements are made to ensure clients, children, and others are kept away before this process is completed.

Flushable materials should be flushed down the toilet. Nonflushable materials, such as nappies, should be tied in two plastic bags before being deposited in the main waste bin. A designated biohazard bin should be used where available.

Contaminated cleaning cloths should be disposed of as above, or sterilised adequately if designed and intended for reuse.

Soiled clothing should be tied in two plastic bags and returned to its owner or, where the owner is a child, the parent or carer. Basic changes of clothes for children, spare nappies, etc are available for use in emergencies.

6. USE OF VISUAL DISPLAY UNITS (VDUS)

All staff using a VDU should ensure that chairs and workstations are adjusted to a comfortable working position. Screens should be adjusted to the correct angle, height, contrast and brightness.

Every hour spent working at a VDU should include a ten-minute break away from the screen.

7. LONE WORKING

An important part of the work of Survivors Together is one to one contact with members. Occasionally this can create problems and leave people vulnerable or to allegations of inappropriate behaviour.

To minimise risk:

- Initial face to face meetings should be with two members of staff
- Where possible, 1:1 sessions should be either in a public place eg cafe , or at the Survivors Together office
- Meetings should never be in the home of a staff member
- As far as possible, meetings should not be in members homes. Where this is unavoidable, eg.because of small children, or health issues, the staff member should leave details of where they are with another member of the team.

8. COVID 19

Survivors together will continue to comply with all requirements relating to Covid 19, and other communicable diseases

9. Review Procedure

Discussions regarding health and safety matters will be open and inclusive of all. The results of all reviews/ discussions will be fed back to the trustees who will review this Health and Safety Policy annually. Any changes or amendments will be notified to all staff.