

Health and Safety Policy and Procedure

(Including Manual Handling)



Policy Statement

Transitions UK is committed to the Health and Safety of its employees, volunteers and all who use or visit our premises or take part in our activities in any way. We will advise and train our staff and volunteers appropriately to support their safety and wellbeing in the workplace – whether in our centre or at any other venue we may use for the delivery of services.

Transitions UK is very conscious that many of those using our services will be children and young people and will ensure that procedures, guidelines and training reflect that.

In particular, the charity undertakes to:

- Provide adequate control of the health and safety risks arising from its work place activities.
- Involve and consult where possible its employees and volunteers on matters affecting their health and safety.
- Provide and maintain safe equipment.
- Provide information, instruction and supervision for employees;
- Ensure all employees are competent to do their job and to give them adequate training; including in manual handling
- Prevent accidents and cases of work-related illness;
- Maintain safe and healthy working conditions; and
- Review and revise this policy as necessary at regular intervals.

Responsibilities

The overall and final responsibility for health and safety rests with the Transitions UK Chair of Trustees/Chief Executive, who is the Health and Safety Officer for the Charity. However, the day to day responsibility for putting this into practice delegated to Line Managers; details can be found in Appendix 1. All Transitions UK workers (staff and volunteers) share the responsibility of providing an environment that complies with this policy and of undertaking their duties in a way which supports their own Health and Safety, and that of colleagues and those who use our services or who attend our premises or activities.

All employees must:

- Co-operate with their Line Managers and the Chief Executive on Health and Safety matters;
- Not interfere with or remove anything that has been provided to safeguard their own or others Health and Safety;
- Take reasonable care of their own health and safety; and
- Report all health and safety concerns to their Line Manager.

Risk assessments

Risk Assessments (see Risk Management policy) will be carried out by the appropriate manager or service co-ordinator and the findings reported to the Health and Safety Officer. Any actions required to remove or control the identified risks will be agreed by the appropriate manager or service co-ordinator and the Health and Safety Officer will ensure that the actions are implemented in a timely manner.

Risk assessments will be reviewed annually or when the work activity or work location changes, whichever is the soonest.

Employee involvement

As a small charity, all employees are responsible for highlighting and solving potential health and safety risks. If anyone spots anything that they believe poses a risk to an employee, volunteer, user of services, contractor or visitor to Transitions UK, then they must notify their Line Manager or the Health and Safety Officer as soon as possible.

Where practicable, all employees and volunteers will be consulted on any changes to health and safety practices.

Information and instruction

The booklet, "Health and Safety Law – what you should know" published by the Health and Safety Executive, is included at Appendix 2 to this policy, along with other information relevant to the working environment.

Further advice is available from the Health and Safety Officer, who is also responsible for ensuring that contractors or visitors to Transitions UK are given any necessary health and safety information.

Transitions UK offers services in several different environments and due regard will be taken to the specific Health and Safety risks attached to each particular situation.

Training

Induction training, including information on Health and Safety, will be provided by the employee or volunteer's Line Manager and/or the Health and Safety Officer in the first weeks of employment. At that stage, any specific training required to allow the employee to do their job safely will be identified and arranged. Training records will be kept in each individual's Personnel File.

Manual handling training will be provided as part of our commitment to ensuring all staff and volunteers are adequately trained and supported for the work that they are doing, including the lifting and handling of heavy loads and possible assistance with personnel.

Where we are working with partner organisations including schools we will ensure good practice procedures harmonise with those partners.

Accidents, First Aid and Work-related illness

Transitions UK will ensure it provides staff who are appropriately qualified in first aid. Details can be found in Appendix 1. The charity will ensure that a member of staff trained and qualified as an emergency first aider is present for all service deliveries. They are responsible as appropriate to their level of training for:

- Taking charge when someone is injured or falls ill, including administering basic first aid;
- Calling an ambulance if necessary; and
- Ensuring that first aid equipment is functional and fully stocked.

Details of where the First Aid Boxes are kept are available in Appendix 1.

All accidents (including "near misses" and incidents where there is no injury but which have relevance to Health and Safety) must be recorded in the Accident and Incident Book kept at each location (and taken to each outreach activity) by the appropriate manager or service co-ordinator or office administrator who will inform the Health and Safety Officer where there are accidents, diseases and dangerous occurrences that require reporting to the enforcing authority. The Chief Executive will be responsible for making these reports.

Monitoring and learning

The Health and Safety Officer will, where necessary, investigate accidents or work-related absences and ensure that any measures required to prevent their reoccurrence are taken. The Health and Safety Officer will review all accident and incident records periodically to ensure that the record is learned from and feed into Health and Safety Planning.

Emergency Procedures – Fire and Evacuation

When a person discovers a fire, the first and immediate action to be taken is to raise the alarm as described by the location's fire action instruction – including opening the nearest fire alarm 'break glass' call point, where provided. Where no other method is available that will mean shouting loudly "Fire! Please evacuate the building/area".

On hearing the evacuation signal or alert, all employees, volunteers and others are to evacuate via the nearest escape route and proceed to the pre-determined Assembly Point. Details of where the

Fire Evacuation Assembly Points can be found in Appendix 1. Visitors are to be escorted from the building/facility/area.

Only if it is safe to do so should you attempt to tackle the fire using the equipment provided where appropriate. If in any doubt whatsoever you should not attempt to do so.

If anyone has information in connection with the outbreak of fire, this information must be given to the Fire Officer(s); details of who this is can be found in Appendix 1. They will relay that to the Fire Brigade as necessary.

All employees are to remain at the Assembly Point until further instruction from their Fire Officer(s).

For safety during any evacuation the following guidance is given:

- Remain calm and proceed in an orderly manner
- Do not delay to finish an important telephone call or to collect personal belongings
- If your normal escape route is obstructed by fire, quickly find a secondary one
- If there is a lift at the location DO NOT USE IT
- Give assistance where necessary to colleagues experiencing difficulty and do not hesitate to ask for help if you need it
- Obey instructions given by the Fire Officer(s)
- Do not re-enter the building/facility/area of the fire until the Fire Officer(s) advise that it is safe to do so

When the fire has been extinguished and the Senior Fire Brigade Officer is satisfied that the building/facility/area is safe to reoccupy, the Fire officer(s) will allow employees to re-enter the building/facility/area.

Review

This policy will be reviewed annually or earlier if there is any significant change in legislation or organisational practice.

Date of Next Review is March 2018.

Appendix 1

Safety Information

Health and Safety

The Health and Safety Officer at our Centre is the Chief Executive, Ron Overton.

The Health and Safety Contact for any projects or services away from the Centre is the appropriate manager or service co-ordinator.

Fire Officers

The Senior Fire Officer is the Chief Executive, Ron Overton

The Fire Officer for any projects or services away from the Centre is the appropriate manager or service co-ordinator.

First Aid

The First Aid Contact for any projects or services is the appropriate manager or service co-ordinator, provided they have an emergency first aid qualification.

First Aid Boxes

The first aid boxes are located as follows:

- In the kitchen area to the left of the door.

For activities or fundraising events away from the Office the service co-ordinator or fundraiser will assess whether a First Aid Box should accompany any given activity and provide it if required.

Fire Evacuation Assembly Point

Opposite the Greenhouse Centre on the pedestrian footway.

The Fire Evacuation Assembly Point at activities and events away from the centre will be advised by the Fire Officer.