



Health and Safety Policy

Lead/Owner	CEO
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Related Policies	Smoking policy
Level of Approval	Board of Trustees

1. Introduction

This Health & Safety policy sets out to ensure, as far as possible, compliance with legal requirements of the Health & Safety at Work etc Act 1974, and other EC Regulations which came into effect on 1 January 1993 and thereafter and informs staff, tenants, volunteers, contractors and visitors to Compassionate Inverclyde premises, about the organisation's policy for Health & Safety and the arrangements made for putting the policy into effect. It contains practical guidance on Health and Safety standards that have a common application throughout the organisation, which will enable management, employees, and volunteers to provide a healthy, safe, and secure working environment.

The Health and Safety at Work etc. Act 1974 places upon Compassionate Inverclyde the statutory duty of securing the health, safety and welfare of persons at work and protecting other persons against risks to health and safety arising out of the activities of the organisation's staff, tenants, volunteers or contractors.

2. Purpose of Policy

The objectives of the Health & Safety Policy are:

- 2.1. To provide a healthy safe working environment with premises, equipment, and procedures from which hazards to the health & safety of all staff, volunteers, and the general public are eliminated or if not, controlled.

- 2.2. To ensure that all staff, and volunteers have a proper concern for their own health and safety at work and for that of others and to engender a respect for the organisation's property and a concern to protect it from loss or damage;
- 2.3. To aim to prevent the recurrence of accidents and other dangerous incidents by investigation of the cause and, where appropriate, carrying out remedial action, and,
- 2.4. To ensure compliance with statutory requirements on matters of health and safety.

3. Health & Safety Policy Statement

Section 2(3) of the Act requires employers to prepare, update and bring to the attention of staff and volunteers a written policy statement.

Compassionate Inverclyde endeavours to provide adequate control of the health and safety risks arising from our work activities with the aim of preventing accidents and work-related ill health. Compassionate Inverclyde will fulfil this obligation by ensuring that health and safety risks are assessed and mitigated through the provision of training, control measures and safety equipment. Compassionate Inverclyde believes that Health and Safety is everyone's responsibility and we will support active participation from all employees, volunteers, and contractors.

4. Responsibility for Health and Safety

- 4.1. Everyone at Compassionate Inverclyde, including employees, volunteers, and contractors must take an active role in the assessment and prevention of Health and Safety Risk.
- 4.2. However, the final responsibility for health and safety is with the Board of Directors of Compassionate Inverclyde, as the legally responsible body. Relevant legislation includes Health and Safety at Work etc Act 1974, The Management of Health & Safety at Work Regulations 1992, and common law.
- 4.3. Day-to-day responsibility for ensuring this policy is put into practice is delegated to CEO. To ensure health and safety standards are maintained/improved, the CEO will further delegate responsibility for the operational assessment and elimination of risk to Compassionate Inverclyde Project Lead.
- 4.4. Compassionate Inverclyde will ensure that new employees, and volunteers receive information on health & safety as part of their induction.
- 4.5. The Health & Safety at Work etc. Act 1974 places legal responsibilities on staff and volunteers to take care of the health and safety of themselves and others, and to co-

operate with management to help them comply with the law. All of Compassionate Inverclyde employees, volunteers, and sub-contractors have a responsibility to:

- 4.4.1. Co-operate with management on health & safety matters.
- 4.4.2. Not interfere with anything provided to safeguard their health & safety.
- 4.4.3. Take reasonable care of their own health & safety; and
- 4.4.4. Report all health & safety concerns to an appropriate person (as detailed in this policy).

- 4.6. Compassionate Inverclyde employees, volunteers, and sub-contractors must also ensure that levels of alertness and/or ability reduced due to illness or fatigue are reported to the CEO, if this might jeopardize the health and safety of themselves or another person.
- 4.7. It is a requirement that any accident or injury received while in the course of work at Compassionate Inverclyde, either onsite, or offsite must be reported promptly to the CEO, who, in turn must record details of the accident.
- 4.8. The organisation encourages compliance with these duties by issuing rules and procedures which staff, volunteers and sub-contractors should read, and encourages dialogue between all parties.

5. Assessing Health and Safety Risks

- 5.1. Compassionate Inverclyde, as an organisation is responsible for;
 - 5.1.1. assessing risks to health & safety of staff, volunteers and anyone else who may be affected by the employer's undertaking so that the necessary preventative and protective measures can be identified
 - 5.1.2. making arrangements to put into practice the health & safety measures that follow from the risk assessment (and to record these arrangements if the employer has 5 or more staff or volunteers).
 - 5.1.3. providing appropriate health surveillance where the risk assessment shows this to be necessary.
- 5.2. The risk assessment will be carried out by a competent person in accordance with The Management of Health & Safety at Work Regulations 1999 and the Approved Code of Practice (ACOP). This risk assessment will be written up and made available to all employees.
- 5.3. The written risk assessment will be reviewed annually to ensure that it covers all employees against all risks, and to ensure that any action identified as needed in the risk assessment has been carried out. The risk assessment will also be updated every time there is a major change in working practices.

6. Consultation with Staff and Volunteers

6.1. Under the Health and Safety Regulations 1996, employers have a duty to consult with staff and volunteers. The Board sees communication between workers at all levels as an essential part of effective health and safety management. Consultation will be through Team Meetings, and other relevant channels. The Board will endeavour to communicate their commitment to ensure that staff and volunteers and sub-contractors are familiar with the contents of the organisation's Health & Safety Policy. Compassionate Inverclyde will communicate with its workers orally, in the form of directions and statements and in writing, in the form of directives and this policy statement. Co-operation between workers at all levels is essential to build and maintain a healthy and safe working environment. All staff, volunteers, and sub-contractors are expected to co-operate with safety officers and to accept their duties under this policy.

7. Reporting Health and Safety Risks and Incidents

- 7.1. All accidents must be reported to your line manager and entered into the Accident Book, any and all accidents no matter how small, including 'near misses', so necessary remedial actions can be considered to keep others safe. The Accident Book is kept at the Back home box store and First Aid kit is kept in the Back home box store, and access to them must be kept unrestricted at all times.
- 7.2. Records of any accidents, which are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), will be kept on file. The CEO will draw up a follow up report which will be completed after a reasonable period of time examining the effectiveness of any new measures adopted.

8. New or Expectant Mothers

- 8.1. It is the policy of Compassionate Inverclyde to comply with The European Union (EU) Pregnant Workers Directive.
- 8.2. In addition to the general risk assessment, a further assessment of risk to new or expectant mothers will be conducted within 2 weeks of Compassionate Inverclyde being informed that the employee is a new or expectant mother. Where a risk to new or expectant mothers is identified, working conditions, and/or working hours will be adjusted so as to avoid the risk. The risk assessment will be updated when there are material changes to the risk.
- 8.3. Employees who are pregnant or a new mother should follow the Family Leave policy. While there is no obligation for expectant employees to inform Compassionate Inverclyde of their pregnancy until 15 weeks before EWC, the expectant employee may wish to share this information before this date to receive any support or adaption needed.

9. Fire Safety

- 9.1. Emergency procedures must be written, and all staff and volunteers must be informed of the arrangements made. (Induction booklet and church hall written instructions)
- 9.2 All staff and volunteers and sub-contractors have a duty to conduct their operations in such a way as to minimise the risk of fire.
- 9.3. Staff, volunteers, and sub-contractors must ensure that they know and understand the fire alarm and evacuation procedures from the building they are in.
- 9.4. Anyone discovering a fire should immediately raise the alarm and evacuate the building immediately using the identified exits and assembly points.
- 9.5. In line with current legislation, smoking is prohibited in Compassionate Inverclyde premises and in any community setting such as the home of a Back Home/palliative care patient/person. All employees and volunteers must ensure that all visitors and contractors are made aware of Compassionate Inverclyde's Smoking Policy.

10. First Aid

Emergency First Aid at Work

- 10.1. The Health and Safety (First Aid) Regulations 1981 require that the organisation provide such equipment and facilities that are adequate and appropriate in the circumstances for enabling first aid to be administered to its staff and volunteers if they are injured or become ill at work.
- 10.2. The organisation's Employer's Liability Insurance policy protects a staff member who holds a current First Aid Certificate whilst giving first aid treatment against claims or damages arising from accidental injury to any person and all legal and other costs and expenses arising from dealing with these claims.
- 10.3. The Employer will arrange and pay for training with an approved training organisation for 2 First Aiders to obtain the required First Aid Certificates. Arrangements will be made as and when required for First Aiders to attend a re-qualification course to renew the appropriate certificates as appropriate.
- 10.4. First Aid Boxes are held in the Back Home Box Store and Friendship hub. The contents of these boxes will be replenished after use to ensure that there is an adequate supply of all materials. First Aid boxes may not contain medication of any kind and Compassionate Inverclyde will not purchase any kind of painkillers for use by its staff or volunteers. The dispensing of painkillers is not part of First Aid Treatment and no workers should give drugs of any description to another staff or volunteer.

10.5. The organisation will hold details of medical conditions or medication of both staff and volunteers within the personnel records.

10.6. Written records of all First Aiders' Certification dates and additional specific or refresher training dates will be held on file.

Escalation of Medical Assistance

10.7. Medical assistance must be sought if the illness or injury is judged to be serious. A list of emergency telephone numbers of doctors and hospitals near to each office is posted next to the first aid station. If there is any doubt regarding the condition of the casualty, the First Aider should remain with the casualty while someone else calls an ambulance.

10.8. If the casualty is taken to hospital, the next of kin or specified contact should be notified immediately. Where at all possible the casualty should be accompanied to hospital by a member of Compassionate Inverclyde staff.

Sending Workers Home Following First Aid Administration

10.9. Workers should only be sent home at the discretion of the First Aider, and CEO, and only when they are satisfied that no further medical assistance is required. One of the above should ensure that the casualty is not going home to an empty house, without their emergency contact being informed. The worker should be accompanied home or provided with a taxi.

10.10. The First Aider must advise the patient to contact a doctor in the event that their condition deteriorates or is prolonged.

11. Buildings

11.1 Compassionate Inverclyde has a responsibility to provide a safe and healthy environment for staff and volunteers.

11.2 All the staff of Compassionate Inverclyde are responsible for spotting hazards or potential hazards. If a hazard is seen, it should be removed or dealt with as soon as possible, or if not, reported to the Competent Person.

Examples of hazards

11.3 Things Out of Reach: Chairs or other furniture must not be used to stand on for the purpose of replacing light bulbs, reaching for things off top of cabinets, etc. A properly maintained, undamaged step ladder must be used.

11.4 Damaged Equipment: Regular checks must be carried out on furniture and equipment for damage which leaves sharp edges protruding or other hazards. Any

damaged furniture must be reported for repair or condemnation straight away and must be removed from use.

11.5 Damage to Fabric of Building, Windows, etc: All such damage must be reported immediately to the competent person as named above.

11.6 Misplaced Furniture, Equipment or Supplies: Any furniture, equipment or supplies left in an inappropriate place, for example obstructing a gangway, must be removed immediately and placed in an appropriate, safe place.

12. Good Housekeeping

12.1 Aisles & Gangways must be kept clear from obstructions and materials must be stored in safe areas. Under no circumstances must goods or materials be stacked immediately in front of or obstructing fire doors, fire exits, fire alarms or fire equipment.

12.2 Compassionate Inverclyde will avoid unhealthy and overcrowded working conditions and will consult staff on any changes in office layout.

12.3 Compassionate Inverclyde will endeavour to provide a well-ventilated workplace in which staff have control over their local level of ventilation.

12.4 In office workplaces a minimum temperature of 16°C must be maintained. Efforts will be made so far as is reasonably practical to ensure the workplace temperature does not rise to an uncomfortable level. A thermometer will be provided in such a position as to be easily seen.

12.5 Adequate lighting must be provided. If lights are found to be out of order, the fault must be corrected as soon as reasonably possible.

12.6 Compassionate Inverclyde will endeavour to ensure that noise in its offices is kept to as low a level as is practicable.

12.7 Office equipment such as photocopiers and printers can emit pollutants into the atmosphere. The organisation will take reasonable precautions in ensuring that these levels are kept as low as possible. Employees and volunteers will not be expected to work in enclosed spaces with equipment that emits atmospheric pollutants. Spaces where these pollutants are present shall be kept well ventilated.

12.8 Equipment Storage and Usage:

12.8.1 Equipment must not be left lying around but must be suitably stored.

12.8.2 No wires must be left trailing across floors.

12.8.3 Non-flammable rubbish bins must be positioned at various points

13. Manual Handling and General Equipment

- 13.1. Under the Manual Handling Operations Regulations 1992, Compassionate Inverclyde has a duty to make a suitable and sufficient assessment of risks to Health and Safety of its staff and volunteers while at work.
- 13.2. Compassionate Inverclyde will, as far as is reasonably practicable, avoid the need for staff and volunteers to undertake manual handling operations at work, which involve the risk of injury.
- 13.3. Any defect to equipment should be reported to Admin Officer, who will arrange for the equipment to be checked and repaired, as necessary.
- 13.4. No personal electrical equipment should be used on the premises unless tested for safety by a qualified person.
- 13.5. The CEO should be informed of any equipment in use that does not bear a label confirming that it has been tested within the last 2 years.

14. Workstations

- 14.1. Compassionate Inverclyde will carry out a suitable assessment of workstations for the purpose of assessing the health and safety risks to all users of VDUs provided for their use including those with disabilities.
- 14.2. As far as is reasonably practicable, Compassionate Inverclyde will reduce any risks highlighted by the risk assessments.
- 14.3. VDU screen users should control their work to vary the time spent at their screen with other work duties.
- 14.4. New staff are entitled to have their eye tests paid for by their employer if they are required in addition to those provided free by the Government.
- 14.5. Where a test shows that because of work with the organisation's VDUs, a member of staff needs to purchase special corrective appliances (usually glasses), these will be paid for by the employer. This excludes those normally used for purposes other than work with VDUs and is subject to a maximum expenditure of £100.
- 14.6. Employers will take every reasonable effort to ensure the equipment used is suitable for and accessible to all workers regardless of any disability or impairment.

15. GENERAL SAFETY

15.1. All employees of Compassionate Inverclyde, volunteers, and sub-contractors have the right to conduct their work free from any form of abuse. Compassionate Inverclyde will support anyone who experiences abuse in the course of their work to challenge this robustly, and where necessary through the involvement of the Police.

16. INVESTIGATION OF ACCIDENTS

16.1. All accidents will be investigated by the CEO and the Board. The outcome of each investigation and the lessons learnt will be shared with all staff and volunteers. It is hoped that such information on accidents will increase awareness and lead towards reduction in accident rates.

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