

## **Health and Safety Policy**

## **TO WHOM DOES THIS POLICY APPLY?**

## Boleskine Community Care (BCC) is committed to ensuring the health and safety of all staff and volunteers and to providing a safe environment for all those attending our premises. This policy applies to those working at all levels and grades, including senior managers, trustees, employees, consultants, trainees, home-workers, and volunteers (collectively referred to as ‘staff ‘in this policy).

## BCC is committed to maintaining safe and healthy working conditions through control of the health and safety risks arising from our activities, consulting with our staff and providing appropriate information, instruction, training and supervision and taking steps to prevent accidents.

# What is covered?

In accordance with our health and safety duties, we are responsible for:

### Assessing risks to health and safety and identifying ways to overcome them.

### Providing and maintaining a healthy and safe place to work and a safe means of entering and leaving our premises, including emergency procedures for use when needed.

### Providing information, training and supervision ensuring safe working methods and procedures and that appropriate protective clothing is provided.

### Regularly monitoring and reviewing the management of health and safety at work, making any necessary changes and bringing those to the attention of all staff.

# responsibilities for implementation

## Our board of trustees has overall responsibility for health and safety and the operation of this policy. This includes but is not limited to monitoring statistics relating to near misses, accident, etc. identifying hazards, assessing risks and taking appropriate action.

## All staff and volunteers must also recognise that everyone shares responsibility for achieving healthy and safe working conditions. The Health and Safety at Work Act specifically requires each employee “to take reasonable care for the Health and Safety of himself and other persons who may be affected by their acts and omissions.”

# Standards of workplace behaviour

## You must co-operate with Managers/Trustees on health and safety matters and comply with any health and safety instructions. Any health and safety concerns should be reported through the Manager to the Trustees.

## You must take reasonable care of your own health and safety and that of others by observing safety rules applicable to you and following instructions for the use of equipment (including the appropriate use of safety equipment, protective clothing and sanitation).

## You must co-operate in the investigation of any accident or incident that has led, or which we consider might have led, to injury.

## Failure to comply with health and safety rules and instructions or with the requirements of this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

# Accidents and first aid

## Any accident at work involving personal injury should be reported to the Trustees. All staff must cooperate with any resulting investigation. Near misses should also be reported.

## Details of first aid facilities and trained first aiders are available from the Manager.

## If you suffer an accident at work you (or someone on your behalf) must report that fact to your manager as soon as possible. All accidents should be reported, however trivial. The accident will be recorded in our Accident Book.

# reports to the health and safety executive

## BCC acknowledges its responsibilities for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR).

# National health alerts

## In the event of an epidemic or pandemic alert we will provide advice on steps to be taken by staff, in accordance with official guidance, to reduce the risk of infection at work as far as possible. Any questions should be referred to your line manager.

# Emergency evacuation and fire precautions

## You should familiarise yourself with the instructions about what to do in the event of fire which are available from the Manager. You should also know where the fire extinguishers are, ensure that you are aware of your nearest fire exit and alternative ways of leaving the building in an emergency.

## Regular fire drills will be held to ensure that our fire procedures are effective and to ensure you are familiar with them. These drills are important and must be taken seriously.

## You should notify your manager as soon as possible if there is anything (for example, impaired mobility) that might impede evacuation in the event of a fire.

## If you discover a fire you should not attempt to tackle it unless you have been trained or feel competent to do so. If you have sufficient time, call a colleague and report the location of the fire.

## On becoming aware of a fire you should remain calm and walking quickly, not running, evacuate the building immediately. Do not stop to collect personal possessions and do not re-enter the building until you are told that it is safe to do so.

# Risk assessments, DSE (Digital Screen Equipment) and manual handling

## General workplace risk assessments are carried out when required or as reasonably requested by members of staff or management. The Trustees are responsible, through the Support and Development Officer, for ensuring that any necessary risk assessments are undertaken and that recommended changes to the workplace and working practices are implemented.

## The purpose of the risk assessment is to eliminate hazards to maintain a safe working environment and this will be done through the following 5 steps:

## Identify the hazards

## Decide who might be harmed and how

## Evaluate the risks and decide on precautions

## Record the findings and implement the precautions

## Review the assessments and update when necessary

## If you use a computer for prolonged periods of time you can request a workstation assessment by contacting your line manager.

# working time

## BCC is committed to and abides by the principles of the Working Time Regulations. No employee will be required to work more than 48 hours per week.

## **TRAINING**

## Appropriate training will be provided to staff and volunteers to familiarise them with the main provisions of the legislation, the practical implications, the provisions of this policy and any other pertinent information. Other training will be provided as appropriate in areas such as safeguarding, food hygiene, manual handling and driver safety.

## **REVIEW OF POLICY**

## The Board of Trustees will review this policy as required to meet the needs of changing legislation and at least annually to ensure that it is achieving the stated objectives.