

POLICY AND PROCEDURE



Solihull
Life
Opportunities

St Andrew's Centre
Pike Drive
Chelmsley Wood
Birmingham
B37 7US

Charity no: 1102297
Company no: 5025939

Health and Safety

Category: All stakeholders

General Statement of Policy

This document is the health and safety policy of Solihull Life Opportunities (SoLO). This policy covers the office base at St. Andrew's Centre and our off site activities.

The office base is shared with Solihull Action through Advocacy and this includes some shared use of rooms and equipment. Each organisation will have a separate Health and Safety representative, however, they will work closely together to implement the policy and procedures where they relate to use of the building.

Responsibilities

Our policy is to provide safe working conditions in relation to equipment and systems of work for all our employees, volunteers and members. We will consult with our employees on matters affecting their health and safety and provide training, instruction, supervision and information as necessary. We also accept responsibility for all other people who may be affected by our activities, provided they act in a responsible manner.

In recognition of the nature of our work and responsibilities under the Disability and Discrimination Act, SoLO will ensure Health and Safety information is provided in an accessible format.

This policy will be kept up-to-date particularly as the organisation changes in nature and size. It will be reviewed every two years unless there is a major change in circumstances.

Overall and final responsibility is vested in the Board of Directors.

Policy Name: Health & Safety

Organisation: Solihull Life Opportunities

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The SoLO health and safety representative will oversee the day-to-day health and safety implementation and will report issues to the CEO who will then report to the Board of Directors.

All employees are required to:

- Co-operate with their project leader/manager on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Follow any system of work implemented to protect their health and safety and generally 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)

Risk assessment

The Office Health and Safety officer has been nominated as the person who will oversee the carrying out of risk assessments in our office workplace, the project leader will be the person on our offsite activities. We will adopt a proactive approach by conducting a systematic and up-to-date risk assessments of all areas of our organisation. These risk assessments will establish what needs to happen in your area. This assessment will cover all foreseeable hazards. This is a practical exercise that will lead to the implementation of necessary improvements in the design of our workplace and the way in which we organise work. We will periodically review our health and safety policy to ensure that it remains relevant to the needs of our staff, organisation and legislative requirements. We recognise that improving health and safety standards is an ongoing process.

Consultation

As part of our risk management process we are committed to consulting and involving all employees. Their involvement in this process is seen as essential. An important part of our policy is the commitment to provide them with appropriate health and safety training so that they can fulfil competently their health & safety responsibilities - including participating in the risk assessment process.

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Monitoring and inspection

Constant scrutiny contributes to the development of a healthy and safe workplace. We will undertake regular Inspections and checks to monitor health and safety performance. Staff and Volunteer involvement and participation in this ongoing exercise is seen as very important.

Training and information

The Health and Safety Officer has been nominated as the person who will oversee the delivery of health and safety training in our workplace. A key element to achieving safe work practices is knowledge and information. All staff, including temporary workers, will receive health and safety training, as part of their induction process. In addition to this, support will be offered for staff on more specific issues associated with their work. Health and safety training will cover all the foreseeable hazards to which employees are exposed and safety measures they must take to protect their health and safety. If they are required to undertake a task for which they feel they are not competent and where their health or safety might be put at undue risk they are required to report this immediately so that appropriate remedial steps can be taken.

Accident Reporting and Recording

The reporting of accidents and dangerous occurrences is a statutory requirement in accordance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995).

Certain accidents and ill health that result in a person being absent for three or more days must also be reported to the Health and Safety Officer, who in turn will comply with the statutory reporting requirements.

In addition to obvious injury, this reporting covers absence due to ill health from recognised diseases. All staff are required to report any work related ill health absence or dangerous occurrence. In the event of an accident there will be a formal investigation either on project or by the Health and Safety Officer, depending on its severity. This is not to apportion blame but to establish root causes so that we can prevent future accidents.

The person responsible for investigating, and recording accidents and incidents including violence is the Project Leader or Project Manager who will then report to the CEO. The CEO will report significant accidents/incidents to the Board of Directors.

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In the case that the CEO is the subject of the accident/incident, the Board will take responsibility for the investigation.

All employees and volunteers have a responsibility to report accidents and incidents to the CEO by completing the appropriate accident/incident report.

In the case of office based accidents or incidents, there is a book located within the reception area.

On Project, the project leader is responsible for reporting incidents to the CEO using the incident reporting system within 24 hours.

Health and Safety representative – St. Andrew’s Premises

An employee working within the offices will be nominated as Health and Safety representative for the premises and supported to fulfil this role. A key role will be to liaise with the Solihull Action through Advocacy Health and Safety representative on a regular basis. The Health and Safety representative will be responsible for co-ordinating the implementation of the policy. They will identify any training or equipment needs and also report issues and/or concerns to the CEO on a regular basis. If appropriate the CEO will take responsibility for reporting Health and Safety concerns to the Landlord, and to the Board of Trustees.

Health and Safety representative – Projects

The project leader/organiser will take the responsibility for Health and Safety and Risk Assessments on the project and will be supported to fulfil this role by the Project Managers and CEO. A key role will be to implement the policy in relation to their project. They will identify any training or equipment needs and also report issues and/or concerns to the CEO on a regular basis.

When using other premises, the Project Leader will ensure that they comply with all of the responsibilities as listed earlier in this policy.

The Project Leader will comply with the Fire Safety Policy in relation to health and safety on project, and in particular will ensure that:

- there is a system for signing in and out of the premises on one central book or register, which will form the fire register
- there is a reporting system for identifying potential fire hazards whilst on the premises
- no smoking is allowed in the building and that all visitors respect this.

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- storage of paper is not adjacent to electrical sockets
- fire exits are kept clear and fire equipment is easily accessible and not hidden
- they take the responsibility of escorting visitors off the premises in an emergency.
- that they and any visitors are recorded as being on site in case there is a fire

Registration of St. Andrew's Centre premises

Under the Health and Safety at Work Act 1974 we have registered with Solihull MBC Health and Safety department in March 2005. Renewal of this registration will take place from 1st April, 2008 and the named person responsible will be Maria Brown for the registration of the office premises at St. Andrew's Centre.

The owner of the premises is St. Andrew's Church, and they have been aware of the activities we carry out on the premises since 2000.

Fire Precautions

SoLO has a Fire Safety Policy which should be read in conjunction with the Health and Safety Policy. This policy outlines the approach taken to ensure that the risks associated with fire are minimised whether in the office situation, out on other premises or on off-site activities.

Insurance

The Board of Directors are responsible for insuring the activity of the organisation and they will be advised in this by the CEO. The CEO will hold the insurance documentation. Insurance will cover:

- Employer's liability
- Public liability
- Personal accident
- Insurance for specific events activities
- Insurance will cover employees, volunteers, service users, general public
- Individual staff/volunteer class 1 car insurance

Certificates of insurance will be displayed if required by law.

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First Aid

SoLO will ensure that all employees are familiar with first aid equipment and the manual which details the various injuries. This will be done within the first week of employment by the person responsible for the induction training.

On Project there will be at least one person who is trained in first aid.

At the Office - The person responsible for the annual first aid assessment of the St Andrew's office will be the Health and Safety representative

On Project - The project leader will be responsible for an annual first aid assessment of the project (except for the playscheme as this will be the responsibility of the Children's Project Manager)

Stress Policy

SoLO recognises that stress might be a significant factor in the work force and will be taken seriously. A poor quality work place environment is one of the factors that can lead to stress and this policy therefore takes an important role in reducing the effects of stress.

Staff Appraisal policy and Personal Safety Policy are two of the policies which will play a significant role in reducing stress in the work place of SoLO. The regular catch up sessions operated by the line managers will provide a vehicle for staff to discuss issues relating to stress.

Implementation

SoLO will carry out a 6 monthly joint inspection with Solihull Action through Advocacy of the working environment at St. Andrew's Centre. Interim inspections will occur if an incident raises cause for concern or if new equipment is placed within the premises.

The Project Leader will carry out a 6 monthly review of the working environment on project (In the case of the play-scheme the Children's Project Manager will carry out a yearly inspection of the working environment on project). Interim inspections will occur if incidence raises cause for concern or new equipment placed in the premises.

Projects that do not use a consistent venue need to anticipate likely hazards using a common sense approach and carry out a risk assessment if there are concerns.

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Employees will receive induction training when joining the organisation and there will be regular refresher training session for all staff. Records will be kept of staff training. Staff training will cover individual responsibility in terms of fire procedures, first aid, manual handling, VDU, stress management, and other health and safety hazards, as appropriate to their role.

The policy will be presented to the Board of Directors for review on a biannual basis, or if legislation changes.

Reference should be made to the following relevant legislation:

1. Regulations Health and Safety at work act 1974
2. Management of Health and Safety at work regulations 1999
3. The works place (health, safety and welfare) regulations 1992
4. The provision and use of work equipment regulations 1998
5. The manual handling operations regulations 1992
6. The Health and Safety (display screen equipment) regulations 1992
7. Chapter 6 of the Health and Safety handbook 2nd edition produced by the directory of social change details responsibilities under these regulations

This policy should be read in conjunction with the following policies:

- Lone Working & Personal Safety
- Emergency Treatment
- Fire Safety
- Hygiene
- Manual Handling
- Behaviour Management
- Managing Stress
- New & Pregnant Mothers at Work
- COSHH & RIDDOR*
- VDU *

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