



The Trust for Developing Communities

Health & Safety Policy

Policy number	15.2
Effective date	June 2015
Key contact	Central Services Manager
Number of pages	6
Review date	January 2018
Expiry date	June 2018

Introduction

Our statement of general policy is:

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

Signed:
(Employer)

Date:

These policies must be read alongside this Health & Safety Policy to understand the full policy and to ensure the health and safety of all staff, volunteers and those TDC work with:

1. **Activity & Office Risk Assessment Forms**
2. **Child Protection & Duty to Vulnerable Adults Policy**
3. **Health & Wellbeing Policy**
4. **Lone Working Policy**
5. **Mobile Phone Policy**

Responsibilities

This is the general statement and arrangements for TDC's Health & Safety Policy. Overall responsibility for health and safety is that of The Trustee Board.

TDC is aware of and will comply with its duty as an employer under health and safety legislation to ensure, so far as is reasonably practicable the health, safety and welfare at work of all its employees, volunteers and visitors.

1. Overall and final responsibility for health and safety is that of:

Name:	Linda Saltwell
Position:	Chief Executive

2. Day to day responsibility for ensuring this policy is put into practice, including information through line management is delegated to:

Name:	Katharine Trevelyan
Position:	Central Services Manager

3. The staff member responsible for ensuring all staff are aware of the following Health and Safety requirements:

- To co-operate with supervisors and managers on health and safety matters;
- Not to interfere with anything provided to safeguard their health and safety;
- To take reasonable care of their own health and safety; and
- To report all health and safety concerns to an appropriate person through line management

Name:	Linda Saltwell (& Line Managers)
Position:	Chief Executive

4. Health and safety risks arising from our work activities

Name:	Katharine Trevelyan
Position:	Central Services Manager

Will be responsible for

- Ensuring that all necessary risk assessments are undertaken
- Reporting all necessary findings of risk assessments being undertaken
- Ensuring action is taken to remove/control risks
- Ensuring risk assessment procedures are reviewed annually or when the work activity changes, whichever is soonest

5. Information, Instruction and supervision

The Health and Safety Law poster is displayed at all office bases and the Health and Safety Policy (and related policies) are available in the Policies Folder at Wavertree House.

Name:	Katharine Trevelyan
Position:	Central Services Manager

Health and safety advice is available from **the Central Services Manager or Line Managers**

6. Health and Safety Induction

All employees will be given health and safety information during their induction. This will cover basics such as fire safety and role specific health and safety training/information. We will also provide health and safety training if risks change.

Name:	Linda Saltwell (& Line Managers)
Position:	Chief Executive

- Shall ensure that appropriate Health and Safety Induction training is provided for all employees
- Shall ensure job specific health and safety training is provided
- Health and Safety Training records are kept up-to-date
- That appropriate Health & Safety Training is identified, arranged and monitored through line management supervision

Name:	Katharine Trevelyan
Position:	Central Services Manager

Is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority (HSE or your local authority depending upon where you work).

First aid boxes are located in all neighbourhood offices or within easy access.

The accident book at the Wavertree House office must be used for the recording of incidents/accidents/near misses/work-related ill health for all staff from any of TDC's offices if there is not a separate book available in a neighbourhood office.

Any accident requiring medical attention (within 24 hours of injury occurring) must be reported to the Central Services Manager as soon as possible followed by a full written report submitted within 3 working days, or as soon as possible. Please include details of witnesses present.

The appointed person(s)/first aider(s) is/are

Name: **Katharine Trevelyan** Certificate Dated: **5.11.13 valid until 4.11.16**

7. Monitoring

We actively monitor our activities and operational practice.

Name:	Katharine Trevelyan (& Line Managers)
Position:	Central Services Manager

Will be responsible for checking working conditions, and ensuring that safe working practices are being followed

- Are responsible for investigating accidents
- Are responsible for investigating work-related causes of sickness absences
- Are responsible for acting on investigation findings to prevent a recurrence
- Are responsible for reporting near misses and spot checks

8. Emergency procedures – fire and evacuation

Emergency procedures and instructions are the responsibility of the Landlords of the TDC offices. The Landlords are responsible for ensuring

- Fire risk assessment is undertaken and implemented
- Escape routes are checked
- Fire extinguishers are maintained and checked
- Alarms are tested by
- Emergency evacuation will be tested at least annually

Risk assessments for neighbourhood offices must include reference to the above involving checking with Landlords that these procedures are in place.

9. Organised Activities

- All workers will ensure that a parental consent form is filled in and completed prior to the event.

- Staff working with children are advised to familiarise themselves with TDC's Child Protection & Duty to Vulnerable Adults Policy.

10. Safety at events organised by The Trust for Developing Communities' Staff

At any event or activity organised by/on behalf of The Trust for Developing Communities, all health and safety regulations should be observed; it is the duty of the organisers to do so.

NB: Some of these responsibilities may be delegated to a third party such as Red Cross/St. John Ambulance/Police in which case these agencies should assist in the completion of the Activity Risk Assessment Form.

- It is the responsibility of the event organiser to ensure that the event is organised in a safe manner and that a risk assessment is carried out and recorded in writing.
- The event shall be organised in accordance with health and safety legislation and all who have (to any extent) control of the premises or site of the event are responsible for ensuring that:
- Everything reasonably practical is done to ensure the health, safety and welfare of those attending and that they conduct themselves so that they do not put themselves or anyone else at risk

First Aid Kit - a first aid kit will be taken to, or available at, each event.

The event organiser must always be aware of the nearest available telephone and the nearest hospital with accident and emergency facilities. These details should be written down and kept with the first aid kit.

- Accident procedure - the event organiser and his/her assistants should have a procedure in place in case of an accident. This would include summoning assistance, guiding emergency vehicles from the nearest public road, etc.
- Food hygiene - caterers must comply with the local Environmental Health Department legislation. All staff that come in contact with food to hold current Food Hygiene Certificates.

The event organiser should ensure:

- safe access to and egress from the site
- safe movement of all vehicles connected with the event
- kitchen space is used safely
- safe use of electrical equipment particularly securing trailing leads
- proper toilet and washing facilities are available appropriate for the number of people attending
- That there is adequate insurance covering the event and if applicable TDC's insurers are informed and have confirmed that there is adequate cover.

11. Safety at events organised by Other Organisations / Individual at which The Trust for Developing Communities Staff are present

Many event organisers, particularly Community Groups or individuals, may not be as aware of health and safety issues as members of The Trust for Developing Communities staff. Whenever possible staff should encourage organisers to complete and place on record a check similar to the Activity Risk Assessment Form.

In the event of the organiser being unable or unwilling to complete this form, the member of staff involved in the event should record this in the minutes of a meeting or similar report.

12. Failure to comply

The maintenance of satisfactory standards of Health and Safety is a legal requirement for all employers and employees.

If, for any reason, employees fail to carry out reasonable instructions in relation to Health and Safety or if rules are not followed, disciplinary action may be taken against them.

The Trust for Developing Communities wishes to ensure that all staff are aware that they are all involved in preventing accidents and ill health in the workplace. Safety involves everybody and requires the full co-operation of all managers and employees.

Signed:..... Print:.....

On behalf of
The Trust for Developing Communities

Date: