



## **Health and Safety Policy**

### **Statement**

The health and Safety at Work Act 1974 and recent additional legislation place a legal duty on WISE UP Workshops to try and ensure, as far as is reasonably practicable, the health and safety and welfare at work of all employees, participants and visitors.

To do this WISE UP Workshops will make sure as far as is reasonably practicable that:

- All staff and volunteers are made aware of their individual responsibilities
- All staff and volunteers are given sufficient information, instruction and training to maintain their health and safety at work
- Equipment and ways of working are safe and without risk to health
- Arrangements are made for the safe use, handling, storage and transport of equipment and substances at work
- Risk Assessments are carried out and reports detailing the findings are made available to staff and volunteers
- All relevant Health and Safety legislation is complied with.

The Board of Trustees expects all its employees and volunteers to assist WISE UP Workshops to fulfil all its health and safety obligations by:

- Working safely and efficiently
- Reporting incidents that have led or may lead to accidents
- Following WISE UP Workshops safety rules and procedures.

## **Managerial Organisation and Responsibilities**

### **Introduction**

This policy covers all employees and volunteers working for WISE UP Workshops.

The Board of Trustees will be responsible for:

- Ensuring resources are adequate to maintain health and safety standards
- Ensuring the company carries out safety duties adequately
- Acting on reports and recommendations made by the Operations Director.

The Operations Director and Facilities Manager will be responsible for:

- Ensuring all employees and volunteers receive adequate safety training
- Ensuring that the Health and Safety Policy is implemented, monitored and reviewed regularly
- Working with the nominated person in investigating all accidents and incidents and preparing the appropriate reports for the board of trustees
- Making regular inspections of the equipment and procedures
- Presenting reports on accidents, incidents, near misses to the board of Trustees
- Ensuring the nominated person carries out their duties as Health and Safety Officer adequately.

The Duty Manager will be responsible on a day-to-day basis for:

- Acting as the competent person under the Act
- Carrying out risk assessments as required under current legislation
- Implementing the health and safety policy in co-operation with other staff
- Reporting accidents, incident and near misses to the Facilities Manager

- Ensuring good housekeeping is maintained
- Maintaining records of:
  - accidents
  - fire drills
  - safety checks
  - nominated first aid persons
- Preparing, where appropriate, incident /accident reports
- Maintaining up to date legislative information on Acts and Regulations
- Maintaining all certificates and registers under relevant legislation
- Ensuring all new equipment or processes are introduced in line with regulations

**All staff and volunteers will be responsible for:**

- Taking reasonable care in their work practices
- Working in a way which does not endanger others (including members of the public)
- Reporting any accidents, incidents or near misses or any potential risks to the Duty Manager
- Complying with any instruction relating to health and safety
- Maintaining good housekeeping.

The policy will be reviewed every two years, and amended after major changes to legislation, processes or equipment. The review will be carried out by the nominated person in consultation with all staff and will be submitted to the Board of Trustees for approval

### Arrangements for Health and Safety

All employees are obligated under the Health and Safety at Work Act 1974 to ensure that they work in a manner that protects not only their own safety but also that of their colleagues and members of the public. The nominated person will hold copies of all relevant

Health and Safety Legislation and this will be available to all members of staff on request.

Compliance with the Health and Safety Policy is a condition of employment and breaches may be subject to disciplinary procedure.

### **Reporting Accidents**

- a) Any person involved in an accident whether or not injury is sustained must report it to the nominated person as soon as possible
- b) Any person receiving an injury - however slight - must report it and obtain adequate treatment
- c) Any person involved in a "near miss" or dangerous occurrence must report this as soon as possible
- d) Any unsafe conditions or work activities must be reported to the Facilities Manager immediately.

### **Smoking**

Smoking is prohibited anywhere during a WISE UP Workshop session or in the immediate vicinity.

### **First Aid**

- a) A first aid box will be maintained
- b) The first aid box will be suitably stocked
- c) The names of the appointed persons will be displayed in a prominent position during a WISE UP Workshop session
- d) The Facilities Manager will maintain an accident record book in line with WISE UP Workshops policy.

## **Working Away**

All relevant safety rules and legislation apply to all WISE UP Workshops employees and volunteers engaged on WISE UP Workshops business away from the office.

## **Fire /Emergency Arrangements**

Please refer to WISE UP Workshops fire policy and procedures.

## **Training**

a) All new staff and volunteers will be required to undertake induction training.

b) All staff and volunteers will receive periodic training on what is required to comply with the Health and Safety Policy.

c) Health and Safety training courses will be arranged as necessary to maintain a suitable level of 'appointed persons'.

d) Before the introduction of any new equipment or change in working practices, the nominated person will identify any new training requirements in consultation with the Facilities Manager.

## **Codes of Practice**

### **General**

- a) Use equipment only for the purpose for which it was purchased  
- do not improvise
- b) Use equipment in line with the manufacturers instructions.
- c) Stop using the equipment if a fault develops. Report it to the nominated person
- d) If door wedges are not being used, store them on a raised surface avoid leaving them on the floor
- e) Co-operate with other staff or volunteers by maintaining good housekeeping especially in your own work area.
- f) Filing cabinets
  - i) Avoid leaving drawers open at any time
  - ii) Fill from the bottom upwards to prevent toppling
- g) Staff or volunteers must avoid taking personal risks e.g. overstretching or climbing on inappropriate surfaces especially if working alone
- h) If any member of staff feels stressed by a working situation or workload they should contact their line manager as soon as possible.
- i) Members of staff who have a medical condition that affects their ability to work should discuss this with their line manager.
- j) Food waste must be left only in the kitchen bins.

## **Risk Assessment**

- a) Written risk assessment will be carried out where an unsafe condition or work practice is identified.

- b) A competent person shall be appointed to carry out such an assessment
- c) WISE UP Workshops will define and implement procedures for serious and imminent danger
- d) Assessment will be carried out with trustee/staff co-operation
- e) Information will be made available to relevant workers

### **Manual Handling**

- a) When moving heavy items staff and volunteers should pay attention to Manual Handling Techniques.
- b) Staff and volunteers must take account of their individual capability and ask for assistance with heavy or bulky loads.
- c) Instructions for Manual Handling will be provided.

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