

Health and Safety Policy

This is the statement of general policy and arrangements for:

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

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

TalkFIRST
Tracy Sheppard
Tracy Sheppard

Statement of general policy	Responsibility of	Action / Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Tracy Sheppard – Project Manager	Weekly checks of the office to identify any potential hazards and identify any issues that may arise which would put staff/volunteers/families at risk. Risk assessments carried out for homes, community venues etc. All accidents reported in our official Accident Book.
To provide adequate training to ensure employees, trustees and volunteers are competent to do their work	Tracy Sheppard – Project Manager	Full training policy in place to ensure that staff/volunteers are competent. Monthly supervision for all mediators to ensure emotional wellbeing.
To engage and consult with employees, trustees and volunteers on day-to-day health and safety conditions and provide advice and supervision on occupational health	Tracy Sheppard – Project Manager	Monthly supervision and annual appraisal include emotional wellbeing. Staff/volunteers advised not to take any unnecessary risks and to follow risk assessments and Personal Safety Policy. Provide staff with details of how they can report any issues, advise that they can seek professional help or advice.
To implement emergency procedures - evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: (See note 1 below)	Tracy Sheppard – Project Manager	Details of evacuation procedures on office wall. Weekly fire alarm checks undertaken by building owners. Quarterly test evacuation is carried out within the building.
To maintain safe and healthy working conditions, provide and maintain equipment and machinery, and ensure safe storage / use of substances	Tracy Sheppard – Project Manager	All equipment will be installed by authorised persons or under supervision. All electrical equipment Portal Appliance Tested.
Health and safety law poster is displayed:	Yes in office	
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below)	In Community Centre office and kitchen. Fire extinguisher in office. Yes	

Signed: (Employer)		Date:	16/10/19
Subject to review, monitoring and revision by:	Tracy Sheppard	Every:	12 months or sooner if work activity changes

Note 1: <https://www.gov.uk/workplace-fire-safety-your-responsibilities>

Note 2: www.hse.gov.uk/riddor

Risk assessment

All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment.

Organisation name: TalkFIRST

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Slips and trips	Staff, volunteers and visitors may be injured if they trip over objects or slip on spillages	We carry out general good housekeeping. All areas are well lit. There are no trailing leads or cables. Staff keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately, offices cleaned each evening	Staff/volunteers to advise Project Manager if any additional housekeeping is required.	All staff/volunteers, Project Manager to monitor	01/12/15	✓
Electric shock	Staff, volunteers and visitors may be injured if they do not take care when using electrical equipment	Voltage protected adaptors and awareness of potential dangers when dealing with electronic equipment. Equipment PAT tested	First Aid advice on how to deal with a person who has had an electric shock	All staff/volunteers, Project Manager to monitor	01/12/15	✓
Repetitive strain	Staff/volunteers who use a mouse and keyboard	Provide ergonomic mouse and keyboard plus the option of a wrist support	Awareness of exercises that will help avoid this and regular breaks	All staff/volunteers	01/12/15	✓
Eyesight problems	All staff/volunteers, usage of PC, mobile or tablet will cause strain on the eyes	Providing staff with health care to get their eyes regularly checked and advising that regular breaks are needed	Testing of monitors to make sure that the glare and distance that they are set from staff is correct	All staff/volunteers, Project Manager to monitor	01/12/15	✓
Fire or Evacuation of Building	All staff/volunteers who are in the building at the time when a fire breaks out in our office or any other part of the building	Regular fire alarm tests and a quarterly evacuation test carried out by Community Centre	Make all staff aware of the fire and evacuation procedures and make them aware of exits.	All staff/volunteers, Project Manager to monitor	01/12/15	✓

Employers with five or more employees must have a written health and safety policy and risk assessment.

It is important you discuss your assessment and proposed actions with staff or their representatives.

You should review your risk assessment if you think it might no longer be valid, e.g. following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

[Combined risk assessment and policy template published by the Health and Safety Executive 11/11](#)