



Health and Safety Policy

Our policy is to provide and maintain safe and healthy, environment, working conditions, equipment, and systems of works in our workplace. It is also our policy to provide adequate control of the health and safety risks arising from our work activities. We will ensure safe handling and use of substances. We will also provide such information, training, and supervision, as is need for this purpose. We also acknowledge responsibility for the health and safety for other people who may be affected by our work and activities.

It is also our policy is to consult with our volunteers on matters affecting their health and safety, and it is our policy to prevent accidents and cases of work-related ill health.

Risk Assessments will be completed and reviewed every three years or when an incident occurs which requires amendment to the policy or assessment.

Signed..... Chair

Reviewed 2021

Review By Trustee Committee 2024

Responsibilities

The Chair has overall responsibility for health and safety in the Organisation.

The Trustee Committee is responsible for ensuring that all matters relating to health and safety are addressed within the Organisation and that the policy is kept up to date and reviewed regularly. He / she is also responsible for the implementation of the Health and Safety Policy, the co-ordination of the undertaking of risk assessments, and the implementation and monitoring of any controls which are imposed as a result of the risk assessments.

The Chair has day-to-day responsibility for ensuring that the health and safety policy is put in to practice and that any controls are put in to practice or are carried out.

All volunteers/employees have the responsibility to co-operate with the Organisation to achieve a safe and healthy workplace and to take reasonable care of themselves and others and not to interfere with anything provided to safeguard their health and safety. An employee has a responsibility to let members of The Trustee Committee know if there is a matter relating to health and safety that should be brought to their attention for action.

Health & Safety Advisor / Workplace Safety Advisor

The Chair is responsible for health and safety matters and will be available to advise on particular health and safety matters.

Implementation of Policy

The Trustee Committee will ensure that all volunteers/employees have access to the Health and Safety Policy as part of their induction. Each employee will be given a copy of the general policy on commencement of his or her volunteering/employment.

The Chair will ensure that all employees are given a copy of the Health and Safety Policy and will keep and maintain records that staff have received a copy of the policy

Risk Assessments

Risk assessments will be undertaken for all members of staff, work activities and systems every three years. The results of the risk assessments will be recorded in writing, safety procedures produced, implemented to ensure adequate levels of health safety and welfare.

The results of any risk assessment shall be recorded and kept at in the Policy Document file

The findings of the risk assessments will be reported to Trustee Committee.

Action required to remove or control the risks identified will be approved by Trustee Committee.

Trustees will be responsible for ensuring that any required action is implemented.

Trustees will check that the implemented actions have removed or reduced the risks.

Accidents, First Aid, Ill Health and Near Misses

The First Aid Equipment is carried on patrol

On Duty Volunteers are responsible for ensuring that the First Aid Bags are kept fully stocked and equipped.

All injuries, incidents, and dangerous occurrences at work involving volunteers/employees or members of the public must be reported and recorded in the Accident Book.

The Accident Book is kept at the base : Information required

Date of incident/near miss/accident

Volunteer's Name

Description of Incident/Accident

Medical Assistance Given (note if none required)

Did they need to attend A&E

Advice Given

Signature of Volunteer

Signature of Team Leader

Major accidents or incidents must be reported to the Enforcing Authority quickly by phone or fax. These and other specified injuries or incidents must also be reported by submitting a completed F2508 report form to the Authority within ten days of the incidents. The Regulations also require the notification of non-consensual violence to a person at work and any incident that results in a member of the public having to go directly to hospital is reportable.

Team Leaders are responsible for reporting accidents/incidents, diseases and dangerous occurrences to the enforcing authority. The enforcing authority for this organisation is :-

Environmental Health, Middlesbrough Borough Council

The Chair is responsible for investigating any incidents, injuries or dangerous occurrences and is also responsible for advising Trustee Committee of any measures that need to be put in place to minimise the risk of any incidents reoccurring.

The Chair is responsible for acting on investigation findings to prevent a recurrence.

Emergency Procedures – Fire and Evacuation

Team Leaders are responsible for ensuring that the Fire Evacuation procedure for Linthorpe Road Methodist Church is adhered to. Fire Evacuation posters/information can be found near the exit.

Protective Clothing (PC)

Trustee Committee will be responsible for ensuring that, where the need for PC is identified, that it is suitable for the activity it is required for and that it is suitable for the individual using it.

Trustee Committee will be responsible for ensuring that PC is maintained, clean and that it is replaced when necessary.

Trustee Committee will be responsible for giving training, information and instruction to employees on the use of PC, including wearing Hi-Viz jackets and the advising of wearing suitable footwear. He / she will also be responsible for keeping & maintaining records of the training, information and instruction given to volunteers.