

## **No. 9 Health and Safety Policy**

### **1. Statement of intent**

Our Policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our trustees, employees, volunteers and service users, and to provide information, training and supervision as required to support this.

This policy sets out who is responsible for making sure that For Us Too follows Health & Safety Executive guidance and how we can ensure that we operate safely as an employer and service provider.

This policy will be reviewed annually (it will be reviewed more frequently during periods of change and expansion). This policy is governed by the following:

Health & Safety at Work Act (1974)

Management Regulations (1999)

Other relevant current legislation.

### **2. Responsibilities**

Overall and final responsibility for health and safety at For Us Too rests with the For Us Too Board of Trustees.

Operationally, the For Us Too Head of Charity is responsible for this policy being followed at all For Us Too offices and for ensuring there is timely preparation, implementation and review of risk assessments and safe work practices. Health and Safety for events will be dealt with in a separate Events Policy.

All employees, trustees and volunteers have a duty to co-operate with the For Us Too Head of Charity to achieve high standards of safety within the work place and to take reasonable care of themselves and others. Any deficiencies or defects in current arrangements must be reported to the For Us Too Head of Charity.

### **3. Accidents**

All accidents or incidents that take place during For Us Too events or within For Us Too office space are to be reported to the For Us Too Head of Charity and recorded in the For Us Too Log books (one for Orchards MASH centre, one for Green Banks MASH centre).

All accidents that take place in For Us Too office space should then be reported by the For Us Too Head of Charity to the person or organisation who manages the host premises where the accident took place.

Reportable accidents are instances of work-related deaths, serious injuries, cases of disease, or near misses involving employees wherever they are working, as defined by the Health & Safety executive. These will be reported by the For Us Too Head of Charity via the RIDDOR Incident Contact Centre or on-line form at [www.riddor.gov.uk](http://www.riddor.gov.uk).

All accidents or incidents recorded in the log books will be reported to Board of Trustee meetings, and recommendations made for any necessary changes to For Us Too's working systems, conditions and event management.

#### **4. First aid**

As For Us Too currently uses space in multi-agency settings (at Green Banks and Orchards MASH Centres) where all reception staff are trained in First Aid, For us Too will not require its members of staff to undertake work-place First Aid certification at this time. However, this will be reviewed every six months.

All sessional staff employed by For Us Too to work directly with children or vulnerable adults outside the two MASH buildings will have undertaken suitable professional First Aid training before taking up their roles and will keep it up to date.

For First Aid provision at events, please see the For Us Too Events Policy.

#### **5. Fire safety**

All staff will ensure that they are aware of the fire procedure, location of fire alarms and fire exits at their usual place of work and at any venues that are used for events or occasional service provision. Event risk assessments will note this.

Where For Us Too uses office, space provided by a host organisation, For Us Too members of staff will abide by the fire safety procedures of the host organisation and be included in the roll-call of staff members of that organisation. The For Us Too Head of Charity will make sure that the host organisation is aware of this arrangement.

#### **6. Housekeeping**

All For Us Too staff will ensure that:

- They use safe stacking and storage methods
- They maintain good standards of cleanliness and hygiene in kitchens / food preparation areas
- They dispose of waste safely, in appropriate containers
- They keep corridors and exits clear and free of obstruction
- Their work area equipment is in good working order

Any problems should be reported to the For Us Too Head of Charity.

Trustees, employees and volunteers will ensure that they co-operate with all reasonable requests from the For Us Too Head of Charity or the host organisation's Health & Safety Officers to ensure the above standards are maintained.

#### **7. Electrical equipment**

All For Us Too electrical equipment will be regularly visually inspected by the For Us Too Head of Charity.

The For Us Too Head of Charity, in cooperation with the host organisation where office space is provided to For Us Too, will ensure an office risk assessment is prepared and updated annually, and safe work practices are in place to ensure trailing wires are covered and fastened down, portable equipment is placed in a safe position, regular visual checks of equipment are made, and equipment faults are reported and corrected.

All trustees, employees and volunteers must visually inspect equipment they use and report any defects or faults to the For Us Too Head of Charity.

Equipment for hire or use by visitors will be inspected visually prior to each event for loose connections and faults to plugs or cables. Equipment with known faults will not be used.

## **8. Safe working practises**

For Us Too will monitor and follow Health and Safety Executive guidance on all aspects of avoiding and minimising musculoskeletal disorders, including use of display screen equipment, manual handling, repetitive strain injury, etc.

The For Us Too Head of Charity will undertake a risk assessment with each new employee to ensure that health and safety risks associated with an individual's work place and work practises are identified and mitigating steps taken. The risk assessment will be revised upon any employee's work placement changing or changes occurring in an employee's needs.

Employees must bring to the attention of the For Us Too Head of Charity any health problems that may be affected by working practises.

## **9. Training**

All employees and volunteers will receive an induction pack that will include this Health & Safety Policy.

Any updates or changes to these arrangements will be discussed at staff supervision meetings.

Training needs in the sphere of Health & Safety will be identified through the individual employee risk assessment process and supervision meetings. The For Us Too Head of Charity will be responsible for sourcing any training needed.

## **10. Lone working**

For Us Too staff should generally avoid making lone home visits and should seek to meet families either in the For us Too designated offices or in public places such as parks, Children's Centres, cafes or other family-friendly settings, if they cannot be accompanied by a colleague.

The For Us Too referral form asks referrers whether there is any reason a member of staff should not make a lone visit to a family and asks whether there is anyone at the address who is or can be violent or difficult. Lone home visits should never be made if there is an indication from a referrer of a history of violence / difficulty in the home.

If a lone home visit cannot be avoided, employees must ensure that full details of the proposed visit, including the person's name, address, phone number and the start and finish times of the visit, are notified to the For Us Too Head of Charity, or in his/her absence, the Chair or Vice-Chair. The employee must keep a mobile with them and text the Head of Charity when they arrive at the home for the visit and ensure that they keep it switched on throughout the visit.

At the end of the visit, the employee must text the Head of Charity (or Chair / Vice Chair) to say that they have left the home and confirm that the visit has ended.

In the event that a member of staff has gone on a home visit and failed to "log off", the For Us Too Head of Charity (or Chair / Vice Chair) will ring their mobile phone number or home number to ascertain what the situation is. If contact cannot be made in this way, the For Us Too Head of Charity will contact the family or colleague who was visited.

Where the attempts listed above have failed to pinpoint the worker's location, the For Us Too Head of Charity will review whether any other steps can be taken to identify the whereabouts of the member of staff, and if none can be identified, inform the police of the situation.

In the event that an employee on a home visit feels threatened by a situation or unsafe, the employee will calmly but firmly end the meeting and leave immediately. If this is not possible and the employee feels that they are in danger, the employee will telephone the police.

For Us Too will not require volunteers to undertake lone working.

## **11. Disabled Access**

For Us Too will always ensure that the buildings it uses for provision of core services are fully accessible to disabled people.

For Us Too will also seek to ensure that all venues used for one-off events and visits are as accessible as possible and that full risk assessments and access plans are completed before each event.

**Annex 1: Incident / accident report form**

**For Us Too Incident/accident report form**

This information to be completed by the member of staff involved and then logged by the Head of Charity

**Name of person in charge of event/session**

**Site where incident/accident took place**

**Date of incident/accident**

**Name and address of injured person**

**Nature of incident/injury and extent of injury**

**Give details of how and precisely where the incident took place.**

Describe what activity was taking place, for example using play facilities / on a visit / making tea etc.

**Give full details of action taken during any first aid treatment and the name(s) of first-aider(s).**

**Were any of the following contacted?**

Parents/carers                      Yes                       No

Police                                      Yes                       No

Ambulance

Yes

No

**What happened to the injured person following the incident/accident?**

E.g., carried on with session, went home, went to hospital etc.

**Name:**

**Date:**

**Follow-up action (For Us Too Head of Charity to complete):**

*In the event of an accident occurring through insufficient training or faulty equipment/facilities, follow up action to include completion of risk assessment form and further steps for training etc.*

Risk Identified	Information/Action Required	Further Action Required
<p><b>1) General environment</b></p> <ul style="list-style-type: none"> <li>• Lighting</li> <li>• Heating</li> <li>• Condition</li> <li>• Exits – access – number - locks</li> </ul> <p><b>Internal areas</b></p> <ul style="list-style-type: none"> <li>• Cleanliness</li> <li>• Stairs and floors*</li> <li>• Disability accessible*</li> <li>• Windows and glass secure?</li> <li>• Any sharp/ protruding objects, tripping or slipping hazards?</li> <li>• Electrical equipment - PAT checked</li> <li>• Adequate electric sockets</li> </ul> <p><b>Fire Risks</b></p> <ul style="list-style-type: none"> <li>• Emergency exits accessible*</li> <li>• Meeting Point – visible?</li> <li>• Fire Plan – drill record</li> <li>• Fire Extinguishers</li> <li>• Smoke detectors - sprinklers</li> </ul> <p><b>External areas</b></p> <ul style="list-style-type: none"> <li>• Adequate lighting</li> <li>• Surface levels/ materials*</li> <li>• Secure perimeter</li> <li>• Safe steps / ramps clearly marked*</li> </ul>		
<p><b>Risk Identified</b></p>	<p><b>Information/Action Required</b></p>	<p><b>Further Action Required</b></p>
<p><b>2) Toilets/washing facilities</b></p>		

<ul style="list-style-type: none"> <li>• Functional</li> <li>• Clean</li> <li>• Wheelchair accessible*</li> <li>• Changing table and hoist*</li> </ul>		
<p><b>3) DBS checks</b></p> <ul style="list-style-type: none"> <li>• Have all staff and volunteers, including outside staff, who have unsupervised access to the participants, been CRB checked?</li> </ul>		
<p><b>4) Personnel</b></p> <ul style="list-style-type: none"> <li>• Are staff sufficiently trained and experienced for the event</li> <li>• Are volunteers aware of child protection procedures</li> <li>• Brief all staff and volunteers at start of event*</li> <li>• Run through check list</li> <li>• Provide appropriate written instructions/ itinerary/ travel plan/ care advice/ staff &amp; emergency numbers*</li> <li>• Share all numbers of &amp; with all staff/ volunteers</li> <li>• Provide emergency plan</li> <li>• Check venue Public Liability &amp; employee, instructor Insurance</li> <li>• DBS checks where required</li> </ul>		
<p><b>Risk Identified</b></p>	<p><b>Information/Action Required</b></p>	<p><b>Further Action Required</b></p>



<p><b>5) Folder Contents*</b></p> <ul style="list-style-type: none"> <li>• Risk assessments</li> <li>• Itinerary</li> <li>• consent forms,</li> <li>• care plans (key information shared with all staff and volunteers</li> <li>• Medication sign offs and instructions</li> <li>• emergency contact details for all volunteers and participants?</li> <li>• emergency contact details for staff Parents, Manager.</li> </ul>		
<p><b>6) Mobile phones*</b></p> <ul style="list-style-type: none"> <li>• FSO and Manager have fully charged mobile phones - numbers shared.</li> <li>• Phone charger for residentials</li> <li>• Carry phone where you can hear it</li> <li>• Check venue signal – if none obtain venue number &amp; share</li> </ul>		
<p><b>7) Car parks</b></p> <ul style="list-style-type: none"> <li>• Can group exit safely?</li> </ul>		
<p><b>8) Medication*</b></p> <ul style="list-style-type: none"> <li>• Read and adhere to SPACE Medications Policy and risk assessment</li> <li>• Sign for all medication</li> <li>• Ensure right medication for</li> </ul>		

right recipient at right time. • Keep records		
<b>12. Any Other items          of note</b>		