



# **KINGSWOOD UNITED CIO HEALTH AND SAFETY POLICY**

**June 2023**

Approval by Trustees	June 2023
Responsible Manager	Shane Davy/Paul Richardson
Implementation Date	With immediate effect
Next Review	June 2024
Reviewed	

## **Kingswood United CII Health & Safety Introduction**

This policy applies to all staff, volunteers, Trustees, members, users, sub-contractors, and the general public.

This policy has been drawn up in response to and in accordance with the Health and Safety at Work Act 1974.

For more information on 'The Health and Safety at Work Act' (1974), and other relevant legislation, please visit [www.hse.gov.uk](http://www.hse.gov.uk)

Kingswood United CIO is aware that it has a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice for all staff, volunteers, trustees, members, users, sub-contractors, and the general public.

Kingswood United CIO will, as far as is reasonably practicable, pay particular attention to:

1. The provision and maintenance of equipment and systems of work and ensure they are in a fit and safe state
2. Involving and motivating staff and volunteers in health and safety matters
3. Controlling situations which may threaten life, health, or property
4. The maintenance of a working environment that is safe, without risks to health and provides adequate facilities and arrangements for welfare at work.

### **The Procedure**

The Management is responsible for safety in Kingswood United CIO and will monitor the policy; it will be reviewed annually. The trustees will ensure that sufficient resources are available to provide any health and safety equipment, personal protective equipment, training in manual handling where appropriate, and the provision of eye tests for those who habitually use display screen equipment. Information and training for staff and volunteers will be provided, as far as is reasonably practicable, to achieve and maintain a high standard of safety.

**The Safety Officer** – The Manager(s), whose responsibilities cover maintenance of safety records; investigation of accidents; providing accident statistics; and keeping a watching brief on changing safety legislation. He/she will report directly to the trustees, and they will also, with a view to prevention of future occurrences, conduct full investigations of accidents.

The Safety Officer has responsibility to provide leadership and to promote responsible attitudes towards health and safety. Any managers will ensure that all staff and volunteers are given induction training into health and safety procedures. All new staff and volunteers will be shown the location of First Aid boxes, fire exit doors, firefighting equipment and receive the Employee Safety Handbook. Managers will ensure good housekeeping standards. They will review periodically all new and existing equipment with reference to mechanical and operational safety and conduct regular safety checks and audits. Sub-contractors will be expected to produce their own health and safety policy when requested and to take part in regular safety checks and audits conducted by Kingswood United CIO's Safety Officer.

**All staff, volunteers and sub-contractors** have a responsibility to do everything they can to prevent injury to themselves, their colleagues and others affected by their actions or omissions at work. They are expected to follow Kingswood United CIO procedures in particular and to report any incidents that have or may have led to injury or damage. All staff and volunteers should ensure that they use any equipment provided in accordance with training that they have received. They should report any serious or imminent danger and any shortcomings that they see in the protection arrangements, to their manager or Safety Officer.

### **Violence at Work**

Violence at work can be defined as:

*“Any incident in which an employee is abused, threatened or assaulted by a member of the public in circumstances arising out of the course of his or her employment”* (The Health and Safety executive leaflet ‘Violence to Staff,’1990).

This may also include any form of verbal abuse, any form of harassment due to any of the discriminations identified within Kingswood United CIO’s Equality, Diversity, and Inclusion policy, as well as any other threatening behaviour and physical attack.

Kingswood United CIO is committed to ensuring the personal safety of its staff and volunteers while they are within the working environment. Therefore, Kingswood United CIO will:

- Implement procedures that will be followed at all times to minimize risk and develop safe working practices
- Provide equipment such as personal alarms where necessary
- Maintain a report/record system
- Provide up to date information and training on personal safety issues
- Review systems and procedures on a regular basis

Staff and volunteers are required to:

- Follow the procedures set out with regard to personal safety (groups should set these out as separate appendices)
- Report any incident which comes under the definition above
- To report any incident where there was a feeling of threat
- To inform their line manager or Safety officer of any new or increased risk in their work

## **Accidents**

In the event of an accident all staff and volunteers must report full details to their line manager or Safety Officer as soon as possible. Accidents will be reported to the inspecting authority as and when necessary. The line manager and Safety Officer will investigate all accidents. The Safety Officer will ensure that necessary action is taken to prevent recurrence.

## **First Aid**

During induction, all staff and volunteers will be shown the location of the nearest First Aid box. First Aid boxes will be placed in appropriate places and clearly signposted. First Aid training will be provided for named staff or volunteers on an annual basis. Names of First Aiders will be posted on notice boards for staff members, volunteers, and service user’s information.

## **Fire**

Fire exits must be kept clear from obstruction. Fire doors must be kept shut at all times. Fire regulations are displayed in working areas, as is the fire evacuation procedure. All staff and volunteers must receive information and training upon fire equipment and how to use it.

## **Electrical Equipment**

Electrical equipment is normally safe, provided it is properly installed, staff, volunteers and sub-contractors need to be vigilant when using electrical equipment and inspect it is safe to use, e.g., no loose wires, or wires showing. Remember that water and liquids are conductors of electricity and their associations with faults caused by, for example, damaged cables, flexes, plugs and sockets, the overloading of circuits and fuses would make the shock more severe. Therefore:

- **NEVER** touch electrical equipment with wet hands; or move any portable equipment without disconnecting it from the mains; or make electrical repairs or do other electrical work unless authorization has been given.
- **KEEP** electrical supply cables and flexes away from wet areas, or from where they will be damaged.

- **ALWAYS** switch off all equipment when not required unless continuous operation is necessary. All defective equipment must be reported. A qualified electrician will check all electrical equipment annually.

### **Risk Management**

Under the Management of Health and Safety at Work Regulations (1999), made under the Health and Safety at Work Act (1974), risk assessment is a compulsory legal requirement to ensure that all members and service users of organisations enjoy a safe and healthy environment. Risk management is the responsibility of the Safety Officer, who can delegate to a competent person or a small team.

### **VDU users**

An assessment will be made of each workstation to ensure that there is adequate light, seating, screen protection, footrests, and support for typing.

### **Control of Substances Hazardous to Health (COSHH)**

Hazardous substances will be identified and if possible safer alternatives will be found. If this is not possible, then substances will be labelled and stored safely.

### **Manual Handling**

- Do not lift objects which pose undue strain
- Always check the load before moving it
- Avoid the need for handling wherever possible
- Always use appropriate aids
- Do not attempt to lift alone if two people are more appropriate

Training will be provided for staff and volunteers when necessary.

### **Monitoring and Reviewing**

Kingswood United CIO is committed to ensuring safe working conditions for all staff and volunteers. The Safety Officer is responsible for monitoring these procedures on a regular basis and the Trustees will review this policy annually.

### **Risk Management – Health & Safety at Work**

Under the Management of Health and Safety at Work Regulations (1999), made under the Health and Safety at Work Act (1974), risk assessment is a compulsory legal requirement to ensure that all members and service users of organisations enjoy a safe and healthy environment. Risk management should be the responsibility of the Safety Officer or a small team, depending upon the size of the organization.

Risk management covers three central themes

- Prevention
- Minimization of harm
- Liability of reduction

All three can be achieved as far as is possible, by ensuring that Kingswood United CIO follows this policy at all times and also is able to carry out the 'five steps to Risk Assessment'. These are:

Step 1 – Look for the hazards

Step 2 – Decide who is going to be at risk of harm and how

Step 3 – Evaluate these risks and decide whether there are sufficient precautions already in place or whether more needs to be done

Step 4 – Record your findings

Step 5 – Review your assessment

A Kingswood United CIO Risk Assessment template is available

It should also be noted that groups working with children, young people or vulnerable adults may need to have informed consent from either parents/carers or themselves, in order for them to participate in activities, especially those which have been identified as possible risks.

**Risk Assessment and Management is an on-going process and should be regularly undertaken and reviewed in line with changes in the organisation and service delivery.**