

AdvoCard Health & Safety Policy

The responsibility for the health and safety of all Board of Directors members, staff and volunteers lies ultimately with the Board of Directors. This includes protecting service users against risk to their health and safety arising from any contact with AdvoCard's volunteers and staff. Although the ultimate responsibility for the health and safety of all lies with the Board of Directors, much of the implementation of health and safety measures and the monitoring of such measures at project level lies with the Director. In law however everyone involved in the project has a certain amount of responsibility to ensure their own safety and safety of others.

Board of Directors responsibilities

The Board undertakes to:

- Monitor the Health and Safety policy and procedures ensuring implementation is carried out competently by the Director
- Ensure that AdvoCard complies with all statutory requirements in respect of the health, safety and welfare of it's staff, volunteers and service users
- Undertake regular discussions with the Director to identify problems and come up with possible solutions
- Ensure a suitable framework for the support and supervision of staff and volunteers including the Director
- Ensure the written recording of incidents and accidents in accordance with The Health and Safety at Work Act 1974 and The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1985
- Ensure that all necessary insurance requirements are in place with regard to the building, staff, volunteers and service users
- Ensure this policy is regularly reviewed and it's effectiveness monitored at least yearly

- Include the project's Health and Safety performance in the Annual Report
- Ensure that any other measures which will improve the health and safety of all at work are highlighted to the Director and implemented forthwith

Director's responsibilities

As the first line manager of AdvoCard's staff and volunteers the Director is responsible to the Board of Directors for ensuring that activities within the project and on occasion out with the project when relating to volunteer work are conducted with due regard to the Health and Safety policy. He / she will:

- Establish an Induction programme which gives staff and volunteers the knowledge, skills, information and attitudes to conduct themselves in a satisfactory and safe manner to a sufficient standard thus helping to avoid hazardous situations
- Identify risks and hazards and develop procedures and practices to minimise these risks and hazards both within the work environment and in relation to the work of the organisation
- Ensure that all staff and volunteers have the necessary training (at least induction) in AdvoCard's safety procedures to enable them to carry them out effectively
- Ensure that all staff and volunteers are in receipt of and understand the Health and Safety policy and related procedures. These to be positioned prominently in the main office
- Aim to provide as safe and healthy working environment as possible bearing in mind that some of our work takes place in peoples' homes and that we are dealing with vulnerable people
- Ensure that all staff and volunteers are encouraged to report potential hazards
- Ensure that any incidents or accidents are properly documented and the necessary action is taken to reduce this event occurring again
- Monitor effectiveness of and compliance to policies and procedures to the Board of Directors

- Ensure that suitable insurance requirements are regularly reviewed and renewed
- Identify satisfactory first aid facilities including competent first aiders
- Ensure support and supervision of staff and volunteers including out with the project taking care to balance what is reasonable for maintenance but with an opportunity for crisis supervision if needed
- Ensure that all policies and procedures and related training are updated and reviewed

Staff and Volunteer's responsibilities

Staff and volunteers all have a responsibility to be aware of and ensure the health and safety of themselves and others. This applies both within the AdvoCard office and in the case of volunteers when they are out in the wider environment meeting service users or in service users' homes. This collective responsibility helps ensure that safe work practices are developed and that everyone involved is working to the same level of understanding and application of safety policies and procedures. Their responsibilities are to:

- Become familiar with and to comply to the Health and Safety policy and any related procedures in relation to all aspects of their work and conduct
- Report to the Director any hazards deemed unacceptable and agree an appropriate course of action
- Report in writing any accidents or incidents as soon as they occur or as near as practicable and participate in any subsequent enquiry or investigation
- Actively participate in any Health and Safety policy or procedural training including induction
- Familiarise themselves with location of Health and Safety policy, related procedures, safety signs and notices, safety equipment and safety exits within the building

Related Procedures / Forms / Checklists and when used / reviewed

Fire Safety Procedure - on induction and as and when

Personal Safety / Lone Working Procedure - on induction and as and when

Home Visiting Procedure - on induction and as and when

General Risk Assessment - reviewed 6 monthly

Fire Risk Assessment - reviewed 6 monthly

Personal Risk Assessment - reviewed 6 monthly

Induction Checklist - on arrival or retrospectively if long standing

Health and Safety checklist - on induction and as and when

Panic Button / alarm Test Sheet - monthly / 6 monthly

Health and Safety policy review sheet - annually

Related Acts

While these acts will vary in relevance to AdvoCard it is worth bearing them in mind and referring to them if you get the chance.

Workplace (Health and Safety and Welfare) Regulations 1992

Health and Safety (Display Screen Equipment) Regulations 1992

Personal Protective Equipment at Work Regulations 1992

Manual Handling Operations Regulations 1992

Health and Safety (First Aid) Regulations 1981

The Health and Safety Information for Employees Regulations 1989

Employers' Liability (Compulsory Insurance) Regulations 1998

Reporting of Injuries, Diseases and Dangerous Occurrences
Regulations
1995 (RIDDOR)

Noise at Work Regulations 1989

Control of Substances Hazardous to Health Regulations 1999 (COSHH)