



Introduction

This is the Health and Safety policy of Hope4More CIC

Hope4More CIC recognises the responsibility it has to its employees/volunteers under the Health and Safety at Work Act 1974 and the provisions of the Management of Health and Safety at Work Regulations 1999.

This policy applies to all staff and volunteers.

This policy will be reviewed annually. However, as this policy is a working document, any areas identified in need of change should be noted and the policy should be reviewed at the first available opportunity.

General Statement

It is the declared and committed policy of Hope4More CIC as an employer to be concerned for and attentive to, the needs and expectations of its volunteers in respect of health and safety at their place of work (this includes working out of the office), so far as is reasonably practicable.

Responsibilities of Hope4More CIC as the employer:

- Provide a suitable and acceptable environment in which to work
- Provide and maintain a safe and healthy working environment
- Set and maintain appropriate standards of safety, health and cleanliness
- Carry out regular health and safety risk assessments
- Ensure that staff/volunteers are made aware of Hope4More CIC 's Health and Safety policy

Policy

Responsibilities of staff and volunteers

Staff/Volunteers must take all reasonable care for their own individual health and safety and be concerned for any other persons who may be affected by their own acts or omissions.

In particular, staff/volunteers have a responsibility to:

- Know, or seek explanation of, and observe Hope4More CIC's Health and Safety Policy.
- Conduct themselves as to promote and maintain a safe, healthy, clean and tidy environment in the best interests of all concerned.
- Ensure that floor space, passageways and stairs are kept tidy and are not subject to any dangerous obstructions.
- Report any incidents, situations or any safety hazard which may lead to injury or damage.

Responsible Person

The application of this policy is the responsibility of Hope4More CIC's H&S officer, who is the designated "Responsible Person" for the premises.

The responsibility of the Responsible Person extends to all aspects of this policy, including information, training and induction of volunteers.

Hope4More CIC's responsible person is: Leeanne Donnelly, Operations Manager

Competent Person

Responsible Person shall appoint a Competent Person and ensure they are fully trained.

The name of the Competent Person shall be made known to the rest of Hope4More CIC staff/volunteers and the Board.

Hope4More CIC competent person is: Sheila Sanders CEO

Information

Staff/volunteers will be advised of the responsibilities of Hope4More CIC on health and safety matters.

All staff/volunteers will also be provided with safety information in respect of hazards, risks and any preventative measures that affect their workplace.

Staff/volunteers will also be told the names of the appropriate Responsible Person, Competent Person and First Aider(s) if applicable.

Training

All staff/volunteers will be given suitable training in the steps required to ensure safe working. Upon appointment, new staff/volunteers will undergo a safety induction briefing.

Statutory requirements and standards

The Responsible Person shall ensure that all reasonably practical steps are taken to comply with statutory standards in respect of workplace hazards.

Risk assessments

Risk assessments shall be carried out at all Hope4More CIC premises in order to identify hazards, determine risks, and put in place any necessary preventative measures.

Risk assessments will be conducted by the Competent Person, in consultation with the appropriate staff member(s)/volunteers.

Risk assessments shall be recorded in writing and be subject to an annual review. If circumstances change (for example new offices) it may be necessary to undertake an earlier review.

Handling

Hope4More CIC has a policy of not handling members with physical difficulties, as staff/volunteers/members have not received the appropriate training. Members who need physical help should have a Carer in attendance to give aid when necessary.

Concerns over safety

All employees/volunteers of Hope4More CIC have the right and responsibility to raise any matters concerning health and safety with the appropriate responsible person.

Any staff/volunteer, who considers that a health and safety issue has not been dealt with satisfactorily, may discuss the matter with their line manager/supervisor, with a view to pursuing the matter either informally, or through the grievance procedure.

Hazards

Staff/volunteers are requested to advise the Responsible Person of any malfunction or signs of wear and tear which are dangerous, in respect of any electrical appliances or other equipment situated in the [insert organisation name] premises.

Employees/volunteers are instructed to ensure that all electrical equipment is switched off and left in a safe condition after use.

The Responsible Person will ensure that all [insert organisation name] electrical equipment is subject to annual safety testing where appropriate.

Emergency procedures

Procedures will be established by the Responsible Person for the emergency evacuation of the office in line with the building procedures.

All employees, volunteers, and sub-contractors working on Hope4More CIC premises will be informed of the procedures and notices will be displayed prominently to advise visitors of the procedures.

Employees/volunteers should be familiarised with the site and operating instructions of any fire extinguishers situated on Hope4More CIC premises.

Accidents

Serious accidents shall be reported immediately to the Responsible Person or the most senior person available at the time and to the Responsible Person as soon as practicable.

Where necessary, an ambulance shall be called, or other transport provided to take the injured person to the nearest Hospital Accident / Casualty Department.

Equipment that might have contributed to the accident should be isolated and any obstructions removed.

All serious accidents will be investigated thoroughly by the Responsible Person.

All minor accidents shall be reported to the staff/volunteers' line manager, and first aid provided if appropriate.

All accidents (major or minor) must be recorded in the Office Accident Book. The location of the accident book will be made known to all staff and volunteers.

In the event of any accident near misses, the staff member/volunteer should report the incident to the Responsible Person, who will record the incident.

First Aid

Where possible, a member of staff/volunteer shall undergo first aid training and will be appointed the office First Aider.

Hope4More CIC premises shall have a First Aid Box.

All staff/volunteers will be informed of the location of the first aid box.

The Responsible Person (or First Aider if there is one) will ensure that the contents of the First Aid Box are kept in good condition and any item used is replaced as soon as possible.

A leaflet giving general First Aid guidance will be available inside the First Aid Box.

First aid is for minor or temporary treatment only.

No member of staff/volunteer should give first aid treatment unless trained to do so.

Review

This policy will be reviewed on an annual basis unless we identify a need to review the policy earlier.

POLICY DATED: (Insert date when approved by trustees/board)

9th January 2023

REVIEW DATE: Yearly after date of policy

This policy should be read in conjunction with the following:

Risk Assessments

Lone Working Policy

Manual Handling Policy (if applicable)