

Community Insight Project CIC

Health and Safety Policy

Insight Community Project takes Health and safety very seriously and is committed to protecting the health and safety of its staff and service users. This policy aims to clarify who is responsible for health and safety matters and what they are.

Who is responsible for workplace health and safety?

Workplace health and safety is a collective responsibility shared by employers and staff/volunteers. These responsibilities and expectations are also shared with service users who are asked to follow guidance and support staff in protecting the health and safety of others.

Responsibilities of Insight Community Project directors

- a) Take reasonable steps to protect the health and safety of staff, service users and visitors.
- b) Identify possible risks to health and safety and create and follow risk assessments accordingly.
- c) Provide and maintain safe place of work with safe working areas and systems in place such as lone working policies and emergency procedures. (Please see lone working policy).
- d) Where using external or shared premises, steps must be taken to work with others to ensure workspaces are safe and suitable for the activity.
- e) Provide suitable health and safety equipment where necessary.
- f) Provide safe *arrangements* for the use, handling, storage, and transportation of equipment.
- g) Provide adequate training, information, and supervision to enable staff to carry out their work safely.
- h) Provide a point of contact that staff can contact if in need of health and safety support.
- i) Regularly review the management of health and safety at work, making necessary changes and bringing those to the attention of staff and service users.

Responsibilities of the designated health and safety representative

- a) Ensure all staff are appropriately trained to deliver specific activities.
- b) Document and action any concerns from others.
- c) Document and action any incidents or accidents that occur.
- d) Investigate any injuries or work-related disease, preparing and keeping records and submitting reports under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Responsibilities of all staff / volunteers

- a) Take reasonable care for their own health and safety and that of others around them.
- b) Adhere to all health and safety guidance and rules, including when using equipment.
- c) Take part in training and health and safety updates to ensure they maintain good practice and their knowledge is up to date.
- d) Keep their work area tidy and hazard-free.

- e) Report any health and safety concerns to**Owen Ferron**.....
- f) Cooperate with the employer and other external agencies in the event of an incident or accident.

Staff responsibilities relating to equipment

- a) Use equipment as directed by any instructions, for example, verbal by senior member of staff, user manual or training.
- b) Report any faulty or damaged equipment to the designated health and safety representative (Owen Ferron).
- c) Do not attempt to repair equipment unless suitably trained or authorised.

Staff responsibilities relating to first aid

- a) Promptly report an incident or accident, however trivial, to the health and safety representative (Owen Ferron, contact number 07920058746). This will then be recorded in the incident/accident book.
- b) Familiarise themselves with details of first aid trained members of staff and the location of first aid equipment.

Staff responsibilities relating to fire evacuation

- a) Must be aware of the evacuation procedure for each specific venue and must familiarise themselves with this.
- b) Ensure they are aware of the location of fire extinguishers, fire exits and alternate ways of leaving a building or premises.
- c) Comply with instructions of fire wardens.
- d) Cooperate with fire drills and take them seriously.
- e) Ensure fire routes are not blocked and fire exit signs are clear.
- f) Notify the designated health and safety representative immediately of any concerns relating to fire safety.
- g) Must only ever attempt to tackle a fire if they have been trained to do so or otherwise feel competent to do so.

Staff responsibilities relating to manual handling and display screen equipment.

- a) Must comply with manual handling training where necessary and must follow guidance in relation to this. Guidance on manual handling can be obtained from Owen Ferron.
- b) Must not attempt to lift anything that they feel is too heavy and feel able to ask for help from others or inform other staff that they are not able to lift said object.
- c) Must not expect another member of staff to lift an object that is too heavy.
- d) Staff who may need to use a computer for long periods of time are entitled to a display screen equipment risk assessment and should discuss this with the designated health and safety representative.

Staff responsibilities in relation to Coronavirus (COVID-19)

- a) Staff must ensure that they familiarise themselves with working guidelines in relation to Coronavirus. Guidance will be updated by senior staff following changes or updates to government guidance.
- b) Staff must follow hand hygiene guidance and promote good hand hygiene for service users.
- c) Staff must follow social distancing guidance, and keep up to date with changes in this.
- d) Staff must not attend a session, or should leave the session immediately, if they are feeling unwell with symptoms described on the NHS website.
- e) Staff should inform senior member of staff if they cannot attend a session due to illness at their earliest convenience.
- f) Staff should not return to work until safe to do so following government guidance.

Non-compliance with health and safety guidelines

Any breaches of health and safety guidance or failure to comply with this policy will be taken very seriously and will be investigated accordingly. Disciplinary action may be taken following the disciplinary policy with action up to and including immediate dismissal.

Policy written by: Carly Ferron

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