

Health and Safety Overview

At Uppertunity, we are committed to maintaining a safe and supportive environment where everyone can thrive. Health and safety is a shared responsibility, and everyone plays a vital role in ensuring safety. Below is an overview of our health and safety practices at Uppertunity and where to find additional resources. Uppertunity receives Health & Safety advice from an external advisor, Citation. Citation reviews our documents to ensure compliance.

Individual handbooks and policies (These can all be found on Uppertunity's website):

- Organisational Handbook
- Employee Handbook
- Health and Safety Handbook
- Health and Safety Policy
- Staff and Volunteer welcome pack
- Risk Assessments

<u>Item</u>	<u>Notes</u>	<u>Where to find more info</u>
Health and Safety Policy	<p>Our approach to health and safety is realistic and balanced, focusing on managing risks to ensure continuous improvement. While we cannot eliminate all risks, we aim to control hazards as much as reasonably practical.</p> <ul style="list-style-type: none"> • Responsibilities: Health and safety are overseen at the highest management level, but every employee, volunteer, and member must cooperate in maintaining a safe environment. Staff and volunteers need to make management aware of any health needs that may impact them at work. • Action: Read the policy, report any issues immediately, and avoid tasks beyond your ability, training or expertise. • If you identify a workplace hazard (e.g., trip hazards, faulty equipment, or unsafe conditions), report it immediately to a manager. Do not attempt to fix hazards beyond your expertise 	Access the full policy on the Citation website (login required), as well as Uppertunity's website.
Roles and Responsibilities	<p>Preparation for groups: Plan activities that are safe and enriching. Weekly rota and plans are shared to ensure everyone knows their role.</p> <ul style="list-style-type: none"> • Team support: Check in with other staff to provide help when needed, especially during busy times like lunch. • Daily tasks: Ensure rooms are set up in the morning, and tidy at the end of the day. Empty bins promptly to reduce fire risks. • Communication: Use the staff WhatsApp group and weekly co-manager updates for clear communication. 	We host regular team meetings and one to ones, and have an open door policy where you can ask for support.
Risk Assessments	<p>Assessments are reviewed annually or sooner if required, based on specific activities or changes in circumstances.</p> <ul style="list-style-type: none"> • Staff Responsibilities: All staff must familiarise themselves with relevant risk assessments and adhere to the outlined guidelines and protocols. • All staff who use laptops frequently will complete individual DSE assessments. All staff who may use their car for work purposes will complete a driver check assessment. 	These documents are available on the Citation platform and the Uppertunity website.
Fire Safety and Evacuation Procedures	<ul style="list-style-type: none"> • Fire alarm testing: Conducted every Tuesday morning • If you discover a fire: Activate the alarm, call 999, inform a manager, who will contact The Circle management • Upon hearing a fire alarm/evacuation process: <ul style="list-style-type: none"> ○ Evacuate immediately using the nearest exit. 	Full fire risk assessment and evacuation plans are available on the

	<ul style="list-style-type: none"> ○ Ensure everyone, including clients and volunteers, has left the building. Check all bathrooms, downstairs areas, and all other rooms. ○ Turn off kitchen equipment (oven, grill & microwaves) and close doors to contain the fire. ○ Go to the assembly area (Car park behind Castle). The Circle will bring the register. ○ Do not use lifts or re-enter the building until advised. ● Fire Marshalls: Due to the small size of our team, Uppertunity does not have designated fire marshals. Instead, all staff members share the responsibility for responding to fire alarms (except during routine testing) and must follow the outlined fire safety procedures. Staff must ensure they are familiar with evacuation routes and procedures 	Citation website and displayed at all doors.
Emergency Procedures	<p>Basic steps for handling emergencies:</p> <ul style="list-style-type: none"> ● Stay calm: Keep yourself and others calm to manage the situation effectively. ● Assess the situation: Determine the type and severity of the emergency. ● Act quickly: Follow the appropriate procedure for the specific emergency type. If life threatening, call emergency services (999). If urgent but not an emergency inform managers. ● Document the event: Record the details as soon as possible for review and follow-up. 	
Accidents and Incidents	<p>An accident or incident is any event requiring a response, such as administering first aid (e.g., applying a plaster or running an injury under cold water). While accidents can happen, it's essential to prioritise everyone's safety and respond appropriately.</p> <ul style="list-style-type: none"> ● Immediate action: Ensure the injured person is cared for promptly and calmly. ● First aid resources: A first aid trained staff member will always be on-site, and each room is equipped with a first aid kit. ● Reporting: All accidents and incidents must be documented accurately. Notify a manager as soon as possible for further guidance. 	
COSHH	<p>At Uppertunity, we are committed to maintaining a safe working environment. Staff and volunteers must adhere to all Control of Substances Hazardous to Health (COSHH) regulations and use required PPE where required. An overview of all hazardous substances is available in the kitchen, art room 1 and on designated metal COSHH cabinet in basement. All flammable substances must be stored in the designated metal COSHH cabinet.</p>	Full data sheets are available on Citation platform
Safeguarding	<ul style="list-style-type: none"> ● All individuals working in direct contact with vulnerable adults in a supportive capacity must obtain a PVG. ● All staff complete safeguarding training. ● All concerns must be reported to the safeguarding lead (Danielle) or, if necessary, Dundee's First Contact Team. ● Procedure: <ol style="list-style-type: none"> 1. Respond to the immediate safety and welfare needs of the individual. 2. Report concerns to the safeguarding lead or co-manager if unavailable. 3. Record details in the safeguarding incident form. 4. Refer to appropriate authorities as required. 	Refer to the full safeguarding policy in the organisational handbook or on the Citation website.
Training	<p>All staff are required to complete mandatory training, including:</p> <ul style="list-style-type: none"> ● Manual Handling ● Food Safety ● Safeguarding ● Risk Assessment ● Fire Safety 	Online training is available through Care Skills. Every staff member

	<ul style="list-style-type: none"> • First aid <p>Additional in-person training (e.g., first aid, mental health first aid etc) may be scheduled depending on availability. DSE Assessments (for frequent laptop users) and Driver Safety Checks (for those using personal vehicles for work-related travel) are also required.</p>	will have a login.
Supporting Members	<ul style="list-style-type: none"> • Member Information: Summaries for clients and volunteers are in the register folder in Art Room 1. If a carer or support staff need to be contacted, please speak to Danielle or Caroline • Team Collaboration: Review and update member information as needed. Communicate updates to the team and managers to ensure everyone is informed. 	
Workplace Wellbeing	Uppertunity supports staff wellbeing by maintaining an open-door policy, encouraging regular communication, and providing mental health support. If any adjustments are needed to support your wellbeing at work, please inform management. Uppertunity also values and supports volunteers, encouraging all team members to reach out for support whenever needed.	