



## **Your Learning Voice Health Safety Policy**

Your Learning Voice CIC has a Health and Safety Policy and operates clear procedures to ensure we comply with our legal obligations and to ensure as far as reasonably practical, the health, safety and well being of all who work at Your Learning Voice CIC. All staff have a responsibility and duty to ensure that their working practices do not endanger themselves, colleagues or visitors.

All staff will receive induction training on fire alarms, evacuations, emergency procedures, first aid facilities and instruction on any hazardous process, equipment or substance used in their area of service. As a minimum all staff are expected to undertake the British Safety Council's basic Health and Safety awareness course, which is available as an on-line course,

In roles where lifting and handling is required, you should ensure that you are fully trained and understand how to use any manual handling equipment.

Protective clothing must be worn, and equipment used at all time where this has been identified as a health and safety requirement.

### **FIRST AIDERS**

Ensures that it has trained First Aiders. A list of qualified first aiders can be found in the Health & Safety Policy. You should ensure that you know how to contact the First Aiders for your area in the event of an emergency.

### **REPORTING ACCIDENTS AND INCIDENTS**

If a member of staff has an accident at work they must report it to their line manager and ensure that an Accident Report Form is completed and sent to the service manager, Resources as soon as possible. Accidents or incidents occurring outside of My Advocacy Cic but whilst on CH business should be reported on an incident Report Form

### **WORKING FROM HOME**

Staff working from home have a responsibility to ensure that they are working safely and not putting themselves at risk, have appropriate space to work in and use the correct equipment.

### **STAFF WELFARE**



The initial responsibility for your wellbeing rests with line managers and you are encouraged to seek support from your line managers if you are experiencing difficulties either at work or at home which are impacting or likely to impact upon your work.

**Last Modified on the 01/01/2026**

**Next Review date: 01/01/2027**