



# **ADVICE SUPPORT KNOWLEDGE INFORMATION (ASKI)**

Health & Safety  
Policy

March 2026

## 1. Introduction

This Health and Safety Policy is written to ensure that staff, volunteers, consultants and trustees are aware of how we manage our health and safety across the Charity and its activities and understand individual/organisational legal responsibilities.

This document contains essential information, compiled to help everyone working for the charity to work safely and without risk to others. This document often refers to 'employees' and this is aimed at covering all staff, trustees, volunteers, freelancers and consultants.

This document forms part of the induction procedures for new staff and is reviewed and updated annually.

## 2 Policy

The Charity will take all reasonable steps necessary to provide a healthy and safe environment for all its sites and activities and comply with all statutory obligations as a minimum standard.

It is the duty of every employee to take care of their own health and safety and that of others who could be affected by their acts or omissions. In addition, employees have a duty to bring to the attention of the employer any failings in the arrangements made for health and safety. The Charity's Health and Safety Policy can only be effective if there is commitment by staff, trustees, volunteers, freelancers and consultants.

Our statement of policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to take all reasonable and practical steps to provide and maintain a safe and healthy environment on our premises for all employees, volunteers, and visitors;
- to consult with our employees, volunteers, and visitors on matters affecting their health and safety;
- to provide and maintain a safe working environment and equipment;
- to ensure safe handling and use of substances;
- to provide such information, instruction, training and supervision as is necessary;
- to ensure the health and safety of employees and visitors;
- to ensure all staff are competent to do their tasks, and to give them adequate training;
- to try to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions;
- to monitor the effectiveness of health and safety provisions within the Charity, in consultation with appropriate authorities and staff representatives;
- to review and revise this policy annually.

## 3 Responsibilities

### 3.1 Staff Responsibilities

You have a responsibility for your own safety at work and therefore must:

- take reasonable care of yourself and other people who may be affected by what you do or do not do;
- co-operate with managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- perform any necessary duty which is required by law;
- not misuse anything which is required by law;
- not misuse anything which is provided as a health or safety service;
- report to your immediate superior or Manager any hazardous condition which becomes apparent.

### 3.2 The Charity's Responsibilities

Board of Trustees have overall and final responsibility for health and safety.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Designated H&S Lead, Joseph Jeffers.

The Charity must:

- make sure that the working environment is safe;
- provide and maintain equipment, premises and systems of work which are safe and do not endanger health;
- make sure that the handling, storing and transporting of objects and substances are carried out safely;
- provide safety information, instruction, training and supervision as necessary;
- provide and maintain a safe access and exit to any place of work.

### 3.3 The Chief Executive

The Chief Executive will ensure that:

- the health and safety policy is issued to all employees, volunteers, freelancers and consultants and that details of the arrangements made to implement the policies are made available to all. This is done on induction and updated annually;
- all employees, freelancers, consultants, contractors and volunteers are made aware of their personal responsibilities;
- appropriate training, resources and support are to be made available to all;
- health and safety issues are to be given appropriate consideration at all times;
- risks relating to potential incidents at work, loss or damage to property, and risks to the public through the organisation's activities are properly evaluated;
- liability is covered by appropriate insurance and that advice is given to the extent to which risks are acceptable, whether insured or not;
- health and safety performance is recorded and reviewed periodically so as to advise when action is necessary to correct adverse trends;
- all risk assessments pertinent to areas of operation responsibility are written, reviewed and maintained.

### 3.4 Senior Managers

Senior staff are at all times responsible for implementation of the organisation's health and safety policy and must:

- understand the Charity's health and safety policy;
- set a positive personal example;
- identify and organise appropriate training for their staff;
- actively promote a positive environmental culture throughout their areas of responsibility;
- ensure the policy is implemented properly and that any delegated duties are correctly performed;
- ensure that all agreed actions are implemented as soon as practicable;
- suspend any work or other activity which is considered to constitute an immediate danger. The circumstances should then be fully investigated and no work shall be allowed to continue until the appropriate remedial actions have been implemented;
- ensure that regular health and safety inspections are carried out and that environmental issues are actively managed and controlled;
- report any problems or improvements to this policy to the Chief Executive.

#### **4 Risk Assessment**

The Charity seeks to manage effectively the risks associated with its day to day operations involving staff, volunteers, consultants and trustees and users of its services. Risk assessments will be undertaken for work activities.

The minimum requirements for the Charity's Risk Assessments are:

- Identify hazards, i.e. anything that may cause harm. Employers have a duty to assess the health and safety risks faced by their workers;
- Decide who may be harmed, and how;
- Assess the risks and take action;
- Make a record of the findings;
- Review the risk assessment.

Management staff are responsible for ensuring that their staff are appropriately trained and aware of risks that impact on their daily work. Risk Assessments where required should be recoded as part of departmental operational manuals or as part of event briefs.

Any significant risks identified in the risk assessments will be reported to Board of Trustees.

Action required to reduce risks will be undertaken as soon as possible. Where a risk is identified as high and control measures cannot be implemented immediately the activity will be stopped.

Action required to remove/control risks will be approved by the Chief Executive, following agreement by Board of Trustees where appropriate.

#### **5 Accident Reporting**

It is a legal requirement for all accidents to be reported and investigated. If you have an accident at work (in our offices or off-site), no matter how trivial or small it seems, you must report it and it must get recorded on the accident form (available in the Charity's office). Records are maintained by the Chief Executive.

You must complete accident reports within 24 hours. If you are unable to do this (e.g. if away from the office) it is acceptable for someone else to complete it on your behalf. On receipt of this form, your line manager will investigate the circumstances of the accident and record any action taken.

If an accident is not recorded on an accident report or reported to your line manager within 24 hours, the organisation will note that an incident has taken place but will not necessarily accept liability for injury. In the case of an accident that leaves you taking seven days or more off work, but does not require a visit to the hospital, or an accident that does involve a visit to the hospital, a RIDDOR report form will also need to be completed as soon as it is practicable. Your Line Manager will complete their on-line form. RIDDOR stands for Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. Forms and information are available at <http://www.hse.gov.uk/riddor/>. 'Near misses' need reporting as well so the incident can be investigated.

## **6 First Aid**

The Charity will ensure that as many staff as possible are first aid trained and will update this training every three years. At least one member of first aid trained staff will be on site at any one time to carry out first aid if the need arises.

An ambulance must be called if the injury is serious or if you have any doubts about the person's condition. It may be quicker to use the nearest vehicle to get them to hospital if they can walk (NB – guests/visitors must not be taken in charity vehicles, guests/visitors can obviously use their own transport). The ambulance service must be informed if the patient is unconscious, has heart failure or gas poisoning is suspected or severe bleeding is present so that they can arrive appropriately prepared. Do not move a seriously injured person if it can be avoided unless resuscitation is necessary.

### **6.1 First Aid Box**

The First Aid box is clearly labelled in the Charity's main office and will be checked on a monthly basis, by the Chief Executive. This is to ensure contents are within date and are replenished. This check will be recorded on a sticker on the first aid box dated and initialled. When delivering activities at other locations a travel First Aid kit will be taken and the qualified First Aiders and procedure noted on the activity risk assessment.

## **7 Fire Safety**

The Board of Trustees will appoint a Fire Officer who will receive appropriate training.

The responsibilities of the Fire Officer are to:

- be instructed on potential fire hazards and the use of firefighting equipment;
- ensure that sites have regular testing of fire alarms and fire drills;
- keep a record of checks and training along with risk assessments;
- assist with the efficient evacuation of staff and visitors
- liaise with the Fire Brigade at the assembly point
- ensure staff and volunteers are aware of the fire alarm and drill.

### 7.1 Basic Fire Procedure

Should anyone discover a fire you must:

- Raise the alarm and operate the nearest fire alarm;
- Call 999 from a safe position;
- Help with evacuation of the building if you can;
- Only tackle fires using the correct fire extinguisher provided if you have been trained and feel confident enough (there are extinguishers by exit points), and, without taking any personal risks.
- Do not enter smoke filled rooms and never let a fire or smoke get between you and the exit.
- You must NOT attempt fire-fighting if you feel that a fire is becoming out of control - get out and leave it to the fire brigade, you are more important than the property.

If the fire alarm sounds you must:

- Leave the building by the nearest exit immediately, do not use any lifts;
- Make sure all doors are closed;
- Go to the fire assembly point, where the fire marshal will do a roll call for people working that day
- Do not stop to pick up personal possessions on the way out.
- Do not stop to pick up personal possessions on the way out. Do not re-enter the building until given the go-ahead by the fire marshal or fire brigade.

### 7.2 Fire Precautions

You should make sure that your work areas observe good fire precautions such as:

- Clear escape routes, free from boxes or rubbish and fire doors closed and not obstructed
- Do not accumulate waste or rubbish - clear it promptly & don't assume someone else will do it.
- Safely store potential hazardous materials or flammable liquids
- All electrical equipment is safely connected to the appropriate mains supply and mains or higher voltage equipment switched off when not in use
- Staff with physical disabilities are encouraged to take part in all practice fire drills and ensure that there are arrangements for their evacuation in an emergency
- Remember that faulty equipment and any fire hazard or condition that could be a potential fire hazard should be brought to the attention of your manager.

## 8 Good Housekeeping

A basic requirement for ensuring the health and safety of all people is an organised, tidy work place. It is every employee's responsibility to ensure good housekeeping. This includes home workers. Hazards can be reduced if you keep floors, passages and stairs clear of goods, obstructions and trailing leads. The Charity will endeavour to avoid unhealthy and overcrowded working conditions and will consult staff on any changes in office layout.

The Charity will ensure that suitable and sufficient toilets and washing facilities are provided for all. Staff and volunteers are able to use the toilet and kitchen facilities at the Community Centre. They are expected to keep them clean and tidy and raise any issues with the Chief Executive or in their absence the deputy.

Smoking is not allowed inside buildings. Smokers will be made aware of designated places where smoking is permitted.

Everyone should make sure that waste paper is thrown into a recycle bin. All rubbish must be cleared away regularly. Broken glass or other sharp objects must be disposed of carefully and never left exposed in a wastepaper bin. Particular attention must also be paid to the storage of paper and other combustible materials in the work place. You should never overload top drawers of filing cabinets and desk drawers or open more than one drawer at a time as this may cause the cabinet or drawer to tip over. Bottom drawers of filing cabinets and desk drawers should not be left open as this creates a tripping hazard.

You should also ensure that there are no trailing cables and leads from a computer or telephone – for example, which could cause a tripping accident. Furniture which is broken or in some other way unsafe must immediately be taken out of use or effectively repaired. To gain access to high shelves, you should use 'kick stools' or secure step ladders and never climb on boxes or chairs. Spilt liquids can cause many accidents.

Always clear up spills immediately and use a 'wet floor' sign to inform users of the area.

If you notice anything which you think is a potential hazard, you should not assume that someone else is dealing with the problem. Take action by reporting it to your manager.

## **9 Computers, Office and General Machinery**

All computing, office and general equipment should have been passed as safe for use. If you are unsure of how to operate any item of machinery, you must not attempt to use it until trained - seek assistance from your manager.

In no circumstances should machines be operated if the guarding has been removed or tampered with. And you should report such an occurrence to your line manager. Some machinery, even if portable, can be very heavy. No one should attempt to lift any item which is too heavy for them as it could lead to a serious back injury. Therefore, when you need to move a heavy item always seek assistance.

## 9.1 Safe use of Electrical Equipment

Staff should use electrical equipment in accordance with instructions.

When certain types of new electrical equipment is installed it must be properly tested and labelled accordingly before use. After this, it must be regularly tested (once every 1-3 years depending on the particular item) by a qualified person. If any equipment bears an out of date test label or no label at all, you must inform your manager so that the equipment can be taken out of use until a test has been carried out.

During normal use you must examine equipment to ensure that obvious defects such as worn or damaged cables or broken switches, plugs or sockets are reported immediately so that repairs can be undertaken. Unsafe equipment must be reported to your line manager and taken out of use until it has been repaired.

If electrical equipment develops a fault never attempt to carry out repairs yourself but report it to your manager who will call in a qualified person.

## 10 Lifting & Manual Handling

Lifting and manually handling any size of object the wrong way can cause serious back injuries and strains. No-one should lift, move or carry anything which is too heavy or awkward for them. If you are unsure, then don't try. Staff and volunteers will be given appropriate advice and guidance on lifting and handling, as needed.

## 11 Hazardous Substances

All hazardous substances must be assessed to ensure that they comply with the Control of Substances Hazardous to Health Regulations (COSHH).

Everyone should take care not to allow chemicals to come into contact with their eyes, skin or clothing. In the event of contamination, use plenty of cold water to wash the area and seek medical advice and treatment without delay.

Only the minimum quantities of solvents or chemicals needed should be kept and stored in suitable cabinets. You must always keep them properly labelled and in the containers which the manufacturers supplied.

## 12 Personal Safety

### 12.1 Office Security

From time to time you may be working on your own. As well as following the rest of the guidelines in this document, please also take note of the following points:

- Do not allow access to casual visitors who are not expected. Such callers should be encouraged to make an appointment. In these situations, the management will put their trust in the feelings of the worker;
- Sign in and out after every work session if visiting our office so we know of your whereabouts;
- Keep any work diary you use up to date;



- Your line manager should know your schedule/place of work but please do keep them and your colleagues informed as to your location if circumstances change. Tell other senior staff if your manager is unavailable;
- If you use a mobile phone, make sure we have the number, keep it charged, turned on and with you during all work times;
- If working at home, your manager should as a matter of course know of your whereabouts;
- If involved in direct contact with children, young people or adults at risk, make sure another adult is present;
- If travelling (particularly driving) during work time, please inform your line manager of your route and destination, time of arrival and be aware of the need to take regular breaks if driving long distances;
- Extra training is available for anyone worried about lone working and personal safety.

## 12.2 Violence to Staff

If you are threatened or attacked by anyone whilst working for the Charity, try to keep calm and remember:

- It is best not to retaliate especially as the law permits only a reasonable amount of force to restrain an attack.
- Always attempt to leave the situation even if this means surrendering cash or equipment. There is certainly no obligation to physically defend the Charity's property.

If you feel vulnerable in your work, discuss the situation with your manager so that action can be taken to minimise the threat.

You must report any incident where you experience violence. Preventative action can only be taken when the Charity knows about these incidents, so when reporting an incident to your line manager you will be required to submit a report of the incident.

If you are assaulted on duty, you can obtain legal assistance.

## 13 Stress at Work

The effects of stress on your health are varied with both long and short-term effects. They can be split into three types; behavioural, physical and emotional.

Behavioural effects of stress can include: apathy, social isolation, breakdown of relationships and accidents.

Physical effects from stress include poor sleep, nausea, dizziness, headaches, backaches, indigestion and chest pain, ulcers, hypertension, heart disease and poor general health.

The emotional effects of stress can include symptoms such as fatigue, anxiety, irritability, inability to concentrate, boredom, insomnia and nervous or mental breakdowns.

Staff and volunteers will be encouraged to talk to their manager about any issues around stress, if they are unable to talk to their line manager then they can contact the trustee board or another senior manager to discuss what support can be given. This may be supported through one to one supervision time.

#### **14. Health and Safety Training**

The Charity will ensure that new employees and volunteers receive information on health and safety as part of their induction. They will organise training for employees and volunteers as appropriate, including: general health and safety training, first aid, manual handling, fire safety, risk assessment.

The Charity will also organise training for appropriate use of equipment, and any special training needed to ensure safe systems of work. If employees and volunteers, consider they have health and safety training needs they should inform their manager.

#### **15 Review**

This document will be reviewed and updated to reflect changes in legislation that would require the Charity to amend its policy and procedures. As a minimum, it will be reviewed annually.