

5.1 Policy

1. H&S Principles

- All those who are involved with Home-Start Bristol (HSB) have a right to work in conditions which are safe and healthy
- All those who are involved with running HSB must accept and abide by their responsibilities to create and maintain safe, healthy working conditions which comply with all relevant statutory requirements and codes of practice
- The trustees have overall responsibility for creating and maintaining safe and healthy working conditions.

2. Principles in Practice

HSB will endeavour to create and develop a working environment in which there is an awareness of the vital importance of health and safety and which encourages all staff and volunteers to participate in developing and practising safe working methods and to have regard for the welfare of themselves and others.

It is the aim of HSB to ensure that all staff and volunteers are kept safe and healthy while performing their role and are not subjected to excessive workloads, onerous working practices or a working environment which might, if unchecked, cause them stress.

3. WHO IS RESPONSIBLE AND FOR WHAT

THE BOARD OF TRUSTEES

The Trustees of HSB are responsible for providing and maintaining:

1. A safe place of work.
2. A working environment that is free from risk to both physical and mental health.
3. Equipment and systems of work that are safe and free from risk to health.
4. Such information, instruction, training and supervision as is necessary to ensure the health and safety of staff and volunteers at work.
5. Formal systems for identifying hazards.
6. Adequate first aid facilities.

7. Adequate means of preventing, fighting and escaping fires.

The Trustees are responsible for monitoring, implementing and reviewing the health and safety policy. The Trustees may delegate responsibility for the implementation of the policy to a Trustee appointed by them (HST) and, on a day-to-day basis, to the Manager of HSB.

TRUSTEE RESPONSIBLE FOR HEALTH AND SAFETY

The HST has overall responsibility for monitoring the implementation of the health and safety policy. The HST will:

- Familiarise herself/himself/themselves with all appropriate health and safety legislation in order to advise the board of trustees.
- Support the Manager in fulfilling her responsibilities.

The Manager will:

- Familiarise themselves with all appropriate Health and Safety legislation
- Draw the attention of new HSB staff and volunteers to the health and safety policy.
- Ensure that on joining HSB all new staff and volunteers are given training in health and safety matters appropriate to their role, including accident reporting, emergency procedures, fire precautions and code of safety conduct (see section 3 below).
- Ensure that all staff and volunteers are provided on an ongoing basis with adequate information, instruction, training and supervision regarding health and safety.
- Maintain safety records and conduct accident investigations and reporting these to the board.
- Ensure that audits, inspections and risk assessments of the workplace are carried out with regard to the health and safety of equipment, work methods and practices

STAFF AND VOLUNTEERS

The health and safety policy requires active co-operation from staff and volunteers. All staff and volunteers have a statutory duty to promote their health and safety and the health and safety of others who may be affected by their actions. All staff and volunteers must:

- Comply with statutory obligations and the Code of Safety Conduct (see 5.Appendix).
- Make themselves familiar with and conform to the health and safety policies and observe safety rules at all times. (see 5. Appendix)

- Work safely and with due regard for the health, safety and welfare of themselves and others including the public.
- Report promptly accidents and incidents that may lead to injuries and potential accidents and incidents.
- Report all unsafe conditions.
- Co-operate when accidents require investigation.
- Not interfere with or misuse anything provided in the interests of safety.
- Use equipment provided in accordance with the instruction that they have received.

4. PROCEDURE – IN PRACTICE

Staff training

Staff are trained as soon as they commence work. Additional training is provided on an on-going basis to meet any additional hazards introduced to the workplace.

The Manager is responsible for talking to them about the importance of keeping themselves safe. The Health and Safety Policy and Personal Safety Policy are explained to them and they are given copies. They are shown where the first-aid box and the Accident Reporting book are kept. Attention is drawn to Health and Safety notices in the office. Emergency evacuation procedures are explained.

Volunteer training

Health & Safety training takes place on the Volunteer Preparation Course.

The course leaders talk to them about the importance of keeping themselves safe. The Health & Safety Policy and Personal Safety are explained to them and they are given copies. On training days volunteers are informed about what to do in the event of a fire and the location of emergency exits.

Ongoing training

For employees this takes the form of an on-going dialogue with the Manager and any member of staff who has delegated responsibility. Health and safety issues are raised regularly in staff meetings.

For volunteers any health & safety issues will be raised at regular meetings with their Co-ordinator, who will deal with them or discuss them with others. General issues are shared with volunteers by email as appropriate.

Monitoring and evaluation procedures

Health and Safety is a regular item on the Board agenda.

The Manager, or a delegated member of staff, organises yearly audits and risk assessments:

- Health & safety audit
- Fire safety audit
- Fire risk assessment
- Office risk assessment
- Display screen equipment questionnaire
- Staff stress audit

Co-ordinators complete a risk assessment at every home visit they make. They assess risk and take appropriate action.

Date of Board Approval: 17 March 2022

Signature of Chair:



Review date: March 2023

This policy has been checked against national requirements February 2022.

5. APPENDIX: HEALTH AND SAFETY A - Z

ACCIDENT REPORTING

All accidents, however minor, must be reported to the Manager or the delegated member of staff who will complete an accident report form. Near misses, potential hazards and any damage must also be reported immediately.

All accidents, near misses, potential hazards and damage will be investigated by the Manager who will take responsibility for ensuring that corrective action is taken where appropriate to prevent a recurrence. The Manager

will inform the Board of Trustees where appropriate.

The Board of Trustees will notify the appropriate authorities where necessary.

ALCOHOL AND DRUGS ABUSE

Over-indulgence in alcohol and drugs can lead to dependency and resultant health problems. It can impair an individual's performance at work, adversely affecting the efficiency of the organisation and jeopardising the safety of others.

Any Trustee or member of staff who has concerns about a colleague should tell the Chair of Trustees or the scheme manager as appropriate, and the HR trustee.

When a member of staff admits to having a problem of this nature and agrees to undergo treatment for it, HSB will regard the matter in the same way as any other illness and will support the individual's efforts to overcome the problem.

Should the individual not co-operate with treatment or suffer a relapse, or if it appears that recovery is unlikely, a warning will be issued to the member of staff requiring a full recovery. If this does not materialise, then dismissal is likely.

This policy in no way relieves a member of staff or a volunteer from the requirement not to consume alcohol or drugs, nor be under their influence, on the organisation's premises. In the event of a member of staff failing to comply with this rule, it is likely to result in dismissal without notice.

BLOOD BORNE VIRUSES (BBV)

HSB will not require or seek information from staff or volunteers as to whether they suffer from a BBV. If any such information comes to light it will not affect their involvement with HSB beyond their own health limitations.

CODE OF SAFETY CONDUCT

The code of safety conduct specifies that all staff and volunteers should:

- Conform to the health and safety policy, all health and safety rules and signs, fire precautions and emergency procedures.
- Ensure that they understand and follow the safe operation of their duties; ask if they do not understand any aspect of these.
- Report all accidents, near misses, potential hazards and damage immediately.
- Not interfere with or misuse any health and safety equipment.
- Not act in a way that could endanger themselves or others.

- Keep their work area tidy.
- Clean up any spilt liquids immediately.
- In the event of being called upon to handle bulky or heavy objects, only lift or move what they can manage and ask for help if necessary.
- Notwithstanding that electrical equipment is regularly checked and is safe when properly used, ensure that they:
 - never touch electrical equipment with wet hands
 - always disconnect electrical equipment before moving it
 - never attempt electrical repairs unless authorised
 - always keep electrical supply cables and wires away from wet areas or from where they could be walked over, etc.
 - always switch off equipment if not in use.

DISPLAY SCREEN EQUIPMENT (DSE) PRECAUTIONS

It is the policy of HSB to optimise use and application of DSE whilst safeguarding the health, welfare and job satisfaction of those involved in operating such equipment. The following should be observed:

- Staff engaged on intensive VDU work should take a 10-minute break following 2 hours of continuous VDU operation.
- Where the member of staff's workload includes the operation of a VDU as well as other duties, they should organise their working time so that VDU work is interspersed with other activities whilst maintaining an acceptable level of efficiency and productivity.
- Members of staff in jobs involving a significant amount of VDU work will be reimbursed if they need an eye test. Where a member of staff is advised that glasses are needed, these must be obtained and worn.
- All VDU users are reminded that regular check-ups are advisable.
- If it is necessary for members of staff in jobs involving a significant amount of VDU work to obtain spectacles for use in VDU work that differ from those worn at other times HSB will meet the cost of basic spectacles obtained for use at work.
- HSB will provide office chairs which staff should adjust to provide support to the lower back. A footrest and/or document holder will be provided if requested.
- The top of the VDU should be just below eye level.

- VDU users should look into the distance periodically, to change focus.
- VDU users should do some stretching exercises during the day (neck, shoulder, back, wrists, hands and fingers).

FIRE AND EMERGENCY PROCEDURES

Evacuation procedures will be made clear to all staff and volunteers.

FIRST AID

Induction training for staff and volunteers will include the location of the first aid box and names of the appointed First Aiders.

INFORMATION AND TRAINING

On joining HSB, all staff and volunteers will be informed about and trained in health and safety matters. Training will be reinforced periodically and whenever there is a change in circumstances.

MOBILE PHONES

When driving a car, staff and volunteers must not use mobile phones. HSB does not support the use of hands free phones by drivers.

PERSONAL SAFETY

See separate HSB Policy on Personal Safety, 5.2.

RISK ASSESSMENT

Regular and systematic inspections and risk assessments of all work activities will be made by the appropriate person; specialist advice will be obtained if necessary. Findings will be recorded and appropriate action taken.

SMOKING

Smoking is not permitted at HSB premises. Although outside the legislation, the smoking of E cigarettes will be treated in the same way as smoking cigarettes.

STRESS

It is the aim of HSB to identify and assist those who are suffering from stress, for whatever reason, by offering reasonable, practical alternatives and support mechanisms. Help may be sought from a GP, counsellor, colleague or the Home-Start UK helpline. If it is believed that the work or the working environment is the problem, this should be raised with the manager. Any such concern will be fully investigated and appropriate action taken.