



Health & Safety Policy

Charitable Incorporated Organisation No: 1180096

Effective Date: August 2021

Policy created by: Trish Riches

Review Date: August 2024 or sooner if there are changes in the law or circumstances

Signature:  **Trustee**

Health & Safety Policy statement

1. It is the policy of Disability Advice North East Suffolk (DANES) to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees, and to provide information, instruction, training and supervision as is needed for this purpose. For the purpose of this policy “employees” are defined as paid staff, volunteers and trustees of DANES. The Manager, The Chair of Board of Trustees and the first aiders are those listed on the First Aid noticeboard in the main office.

2. We will manage health & safety by:
 - 2.1 Controlling the health & safety risks at work.
 - 2.2 Involving employees on health and safety issues that affect them.
 - 2.3 Making sure that where employees work, and any equipment they use is safe.
 - 2.4 Making sure that dangerous substances are stored and used safely making sure that employees, especially new employees, have relevant information and training on health and safety.
 - 2.5 Making sure employees, especially new employees, have relevant information and training on health & safety.
 - 2.6 Making sure employees can do their jobs safely, and are properly trained.
 - 2.7 Trying to prevent accidents and work-related health problems.
 - 2.8 Regularly checking that working conditions are safe and healthy.
 - 2.9 Regularly reviewing this policy and making changes if necessary.

3. This policy is issued to all employees

Responsibility for health and safety

4. Overall responsibility for Health and Safety belongs to the Board of Trustees.

Health & Safety Policy

Charitable Incorporated Organisation No: 1180096

5. The Manager of DANES has day to day responsibility for all aspects of Health and Safety in the offices including fire evacuation, Health and Safety induction, risk assessments, testing of equipment and the recording and investigation of accidents.
6. In the absence of the Manager, the Office Administrator or office-based staff member will assume responsibility.
7. The following people have responsibilities for Health and Safety:

Manager	Fire Evacuation
Manager	H&S Induction
Manager	H&S Risk Assessments
Manager	Accident recording and reporting to the Board of Trustees
Trustee with special responsibility for H&S	Report to the Health & Safety Executive
A list of current First aiders is displayed in the main office	

8. Employees working from home are responsible for all day to day health and safety matters relating to their home office and must comply with the relevant policies e.g. Home working, Lone working, H&S, GDPR. Employees working from home must complete the relevant documentation/checklists e.g. Home working risk assessment, DSE checklist regularly.
9. Employees working away from the office e.g. outreach, events and home visits will follow this policy and complete/abide by the appropriate risk assessment documentation.
10. All employees are responsible for:
 - 10.1 Co-operating with people who are responsible for health and safety.
 - 10.2 Using safety equipment when it is necessary.
 - 10.3 Taking care of their own health and safety – all staff and volunteers have been informed of the various health conditions associated with the use of display screen equipment and have been issued with the appropriate additional equipment e.g. laptop stands, separate key board etc.
 - 10.4 Reporting health and safety concerns to the appropriate person as written in this policy.
 - 10.5 Ensuring that 161, Rotterdam Road is a “non- smoking” building.
 - 10.6 Any abuse of health and safety responsibilities by an employee will lead to disciplinary action.



ARRANGEMENTS FOR HEALTH AND SAFETY SYSTEMS AND PROCEDURES

Controlling the health and safety risks at work

11. The Manager will do regular health and safety risk assessments.
12. The results of the risk assessment will be reported to the Board of Trustees.
13. The Manager will carry out the agreed action points arising from any risk assessment.
14. The Trustee with responsibility for Health and Safety will check that the actions taken have reduced the risks.
15. Assessments will be carried out every 12 months or when there is a change to the way we work by the designated Trustee and the Manager as named on the “Health and Safety Law” poster displayed in the main office.

Involving employees

16. Employees will be involved in Health and Safety through staff meetings and in 121's. In addition, health and safety measures may be raised by employees with the Manager at any time.
17. In order to monitor and assess the effectiveness of this policy, health and Safety reports will be prepared and discussed at meetings of the Board of Trustees every twelve months. Any decisions made at these meetings concerning Health and Safety will always be recorded and made available to staff.

Making sure that the workplace and equipment are safe

18. The Manager will be responsible for making sure that there is a maintenance procedure for the premises and any equipment.
19. The Manager will be responsible for checking to see if any equipment being used for work, or parts or parts off the workplace need maintenance.
20. The Manager will be responsible for arranging PAT testing in line with legislation.
21. The Manager will be responsible for making sure that all necessary maintenance is done.



Health & Safety Policy

Charitable Incorporated Organisation No: 1180096

22. Any problems with work equipment or the workplace should be reported to the Manager and discussed with the Manager.
23. Before buying any equipment or changing where people work, the Manager will check that Health and Safety standards are met.

Using and storing dangerous substances

24. The Manager will ensure that checks are made to see if any substances being used at work need COSHH (Control of Substances Hazardous to Health) assessment.
25. The Manager will make sure that any action points from the COSHH assessments are implemented including the correct labelling and storage of hazardous substances.
26. The Manager will make sure all employees are told about the COSHH assessments and that adequate training is given to any employee who is likely to come into contact with or use the hazardous substance.
27. The Manager will check how to use new substances safely before they are bought.
28. COSHH assessments will be reviewed every 12 months, or when there is a change to the way of working.

Health and Safety information and support

29. The current employer's liability insurance certificate is displayed in the offices.
30. Health and Safety advice is available from the Manager and the Trustee with designated responsibility for H&S.
31. People using any equipment for the first time will be supervised by the Manager.
32. The Manager is responsible for making sure that employees working away from the workplace are given relevant Health and Safety information as well as other policies and documentation as relevant e.g. lone working, home working. Risk assessments for all venues will be made available to employees.



Health & Safety Policy

Charitable Incorporated Organisation No: 1180096

Training and Induction

General Health and Safety induction training will be provided for all employees by the Manager.

- 33. Health and Safety training for the particular job will be arranged by the Manager.
- 34. Any person contracted to carry out work on the premises will be responsible for his/her own health and safety procedures and must undertake special health and safety training arranged by their employer.
- 35. Training and induction records are kept by the Manager.

Accidents and work-related health problems

- 36. The first aid box is kept in the main office and it is clearly marked and accessible by all employees.
- 37. The Business Administration and Social Media Coordinator is responsible for the proper use and maintenance of the first aid box.
- 38. All accidents and work-related health problems should be reported to the Manager who is then responsible for recording the incident in the accident book. The accident book can be found in the first aid box. In the absence of the Manager, the Business Admin and Social Media Coordinator will assume responsibility.
- 39. The Trustee with designated responsibility for Health and Safety is responsible for reporting accidents and diseases to the Health and Safety Executive.

Checking work conditions are safe and healthy

- 40. To make sure that the workplace is safe and that the Health and Safety policy is being followed: risk assessments will be undertaken, accidents will be thoroughly investigated, with reports, and discussion on Health and Safety matters at staff meetings and at Board of Trustee meetings.
- 41. The Manager is responsible for investigating accidents at work.
- 42. The Manager is responsible for investigating work related causes of absence i.e. wrist/arm pain/stress, eye strain.
- 43. The Manager is responsible for acting on the results of the investigation as appropriate.



Health & Safety Policy

Charitable Incorporated Organisation No: 1180096

Fire and Evacuation

44. Personal evacuation and Emergency plans (P.E.E.P.S) must be completed for all members of staff and volunteers who will find evacuation of the building more difficult due to illness or disability. It will be the responsibility of all staff and volunteers to assist those individuals who need extra support to safely evacuate the building. All completed P.E.E.P.S will be kept in the "Fire Procedure" file.
45. Fire extinguishers are located in the entrance hall and back office. A powder extinguisher for electrical fires is situated outside the mason office door and a fire blanket is in Sensing Change's kitchen. They are all maintained and checked by the appropriate service provider every twelve months.
46. Vertas Ltd is responsible for the full fire risk assessment of the building and as result any necessary action points are to be carried out by the manager and reported to the Board of Trustees.
47. Vertas Ltd is also responsible for checking escape routes, smoke detection devises and the fire alarm at regular intervals along with the emergency evacuation of the building carried out every six months.
48. The evacuation procedure is:

- Evacuate the building immediately by the nearest exit
- Ensure any visitors leave the building and assist in the safe evacuation of those less able
- Do not put yourself at risk
- Assemble at the entrance to Amy Court
- Do not re-enter the building for any reason until the Manager or the fire brigade confirm that it is safe to do so.

If you discover a fire

- Sound the alarm
- Phone the fire brigade
- Evacuate the building immediately as above
- If the fire is small and manageable (about the size of a waste paper bin on fire), and the appropriate type of fire extinguisher is available, then somebody may attempt to extinguish the fire, but only if they have been trained to do so.



Health & Safety Policy

Charitable Incorporated Organisation No: 1180096

Display screen equipment

49. As part of the induction process, all employees will be given full guidance in the correct use of computers and associated equipment, including positioning of the chair and desk so as to avoid ill health problems.
50. As part of the induction process all employees will be asked to complete the display screen equipment checklist and to review the risk assessments relevant to your role. DSE checklists will be updated annually.
51. Any employee who uses a computer for their work may request an annual eyesight test which will be paid for by DANES.

Manual handling

52. DANES has adopted the Health and Safety Executive guidelines for lifting i.e. no employee is expected to lift more than 25kg without assistance.
53. Any employee who may be involved in physical handling will be trained in the correct procedures to adopt.