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## **Governance Policy**

# **Health & Safety Policy**

DOCUMENT CONTROL PANEL	
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## HEALTH & SAFETY POLICY

### 1. Purpose and Scope

This policy sets out our arrangements for ensuring we meet our health and safety obligations to staff, and anyone visiting our premises or affected by our work.

This policy does not form part of any employee's contract of employment, and we may amend it at any time. We will continue to review this policy to ensure it is achieving its aims.

This policy aims to:

- maintain safe and healthy working conditions.
- prevent accidents and cases of work-related ill health.
- ensure all employees are competent to undertake their tasks and to give them adequate training.
- provide sufficient information, instruction, training and supervision for all employees and trainees.
- ensure the safe handling, use and control of hazardous substances.
- provide and maintain safe work equipment.
- consult employees on matters affecting their health and safety.
- provide adequate control of the health and safety risks arising from our work activities.

### 2. Organisational Responsibilities

The organisation has a legal responsibility to take reasonable care to ensure that your health is not put at risk by excessive pressures or demands arising from the way work is organised and the environments that work is carried out.

This policy takes account of our obligations under the Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999, Employment Rights Act 1996, Protection from Harassment Act 1997, Working Time Regulations 1998, and Equality Act 2010.

The organisation is required to keep a record of Fire Alarm Tests, drills, ELT Fire Equipment Servicing, Accident Slips, PAT Testing for 3 years.

### 3. Your Responsibilities

All staff share responsibility for achieving safe working conditions. You must take care of your own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.

You should report any health and safety concerns immediately to your Line Manager, or in the event of absence, a member of the Executive Team. For staff working outside of the hub, in one of the community or prison 'spokes', health and safety concerns should be reported to the relevant named person or department, which you should familiarise yourself with.

You must also:

- notify your immediate Line Manager AND Health & Safety Officer of any accident, near miss incident, or case of illness, which caused or could have led to personal injury or ill health, or property damage.
- report any dangerous occurrences or near miss incidents to Line Manager AND Health & Safety Officer without delay and to be available as a witness.
- seek medical treatment from one of the organisation's trained first aiders, for any injury sustained, and complete relevant part of the Accident Incident Form.
- record any relevant medical condition that could affect your wellbeing as well as the health of other people and providing the Deputy Chief Executive Officer with information on any prescribed medication you carry or need in the event of an emergency (information which then may need to be shared with other employees by consent).
- co-operate with the organisation to enable implementation of occupational health and medical programmes.

You must co-operate with managers on health and safety matters, including the investigation of any incident.

You must report any change in personal / professional circumstances that may prevent you from carrying out your duties or put others' health and safety at risk. All staff are required to follow any absence from work processes, as detailed in the People Absence Policy.

**All staff are also required to ensure they have read and understood all organisational policies and adhere to any procedures set by the organisation.**

Failure to comply with any part of this policy may be treated as misconduct and dealt with under our Disciplinary Procedure, or where legislation is contravened, result in criminal proceedings.

#### **4. Training**

The organisation will ensure that you are given adequate training and supervision to perform your work competently and safely.

All staff will be given, as part of their induction within the first 3 days, a Health & Safety briefing by the Health & Safety Officer(s), which includes talk by the relevant named First Aider and a Fire Marshall.

Staff working out of the hub, in community 'spokes' or prison 'spokes' will undergo relevant Health & Safety training appropriate to the working environment.

Specific and mandatory training for those working in Prison will be required before individuals are able to undertake the main tasks associated in their roles within the prison estate.

#### **5. Equipment**

You will be provided with all the equipment needed to carry out your duties. No personal equipment should be used for work purposes.

Any personal electrical equipment brought onto the premises, e.g. chargers, must be PAT tested (unless purchased new within 2 years) before being used within the building.

Should you require additional equipment to undertake your role, identified within an adaptations assessment, the organisation will take all reasonable steps to provide for this.

The organisation will undertake regular review of equipment and compliance tests, including PAT Testing, to ensure all equipment is safe to use.

You must use all equipment in accordance with any instructions given to you.

Any equipment fault, damage or loss must immediately be reported to your Line Manager. You must not attempt to repair equipment unless trained to do so or under the supervision of the Operations Director.

If you use a computer screen or other display screen equipment (DSE) as a significant part of your work, you are required to complete a workstation assessment and you are entitled to an annual eyesight test by an optician at the organisations expense.

## **6. Accidents and First Aid**

Details of first aid facilities and the names of trained first aiders are displayed on the notice boards.

All accidents and injuries at work, however minor, should be reported to a named First Aider.

The recording of all incidents must be processed as follows:

1. The named First Aider informs the Operations Director of the incident.
2. The Operations Director issues an 'Accident Incident Form' to the First Aider to be completed using factual information only.
3. Once the 'Accident Incident Form' is completed, the First Aider should obtain approval signature from the injured party and a witness to the accident.
4. The Operations Director should then submit the form to the Safety2Business 'Health & Safety' Portal.

All accident/incident records are kept for 3 years in line with Data Protection Act 2018.

The organisation commits to ensuring a minimum of two employees are trained First Aiders.

## **7. Fire Safety**

All staff should seek to always ensure good standards of housekeeping. The organisation employs a cleaning company to undertake general cleaning duties each morning.

A clean and tidy workplace is less likely to be a source of fire. Any act or omission, which you believe may constitute a fire risk, should be immediately notified to your Line Manager who must take the appropriate action.

The Operations Director, or Senior Operations staff, will carry out a Fire Alarm test and ELT (Emergency Light Test) on a weekly basis and record the test in the Safety2Business portal.

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As part of your induction, on day 1, you will undertake fire evacuation procedures and be made aware of all fire exits.

All staff will undergo a mandatory annual refresher of 'Fire Safety Standards' and will record completion on YouManage, with the Operations Director recording the Fire Training on Safety2Business portal.

All staff should familiarise themselves regularly with the fire safety instructions, which are displayed on noticeboards and near fire exits in the workplace.

If you hear a fire alarm, leave the building immediately by the nearest fire exit and go to the fire assembly point shown on the fire safety notices.

Two Fire drills will be held at least every 12 months and must be taken seriously, including an un-announced drill that is only known about by the Operations Director.

We also carry out regular fire risk assessments and regular checks of fire extinguishers, fire alarms, escape routes and emergency lighting.

Staff working in 'spoke' sites must ensure that they follow local fire safety standards; and will undergo all 'site specific' fire training.

## **8. Risk Assessments and Measures to Control Risk**

All staff should ensure they have read and understood the following policies that support the management and control of risk:

- SUINM Policy.
- Safeguarding Policy (including review of the Crisis/Risk Management Pathway).
- Lone Working Policy.
- VIP Policy.
- People Conduct Policy.

The Operations Director holds daily responsibility for the management of the Safety2Business Portal, which holds all risk assessments undertaken by employees and Safety2Business consultant, acting in the role of the organisations Health & Safety Manager.

We carry out general workplace risk assessments periodically. The purpose is to assess the risks to health and safety of employees, visitors and other third parties because of our activities, and to identify any measures that need to be taken to control those risks.