



SUPPORT SERVICES

REGISTERED NUMBER CIC 11373253
All Welcome! All Supported! All Together!

HEALTH & SAFETY POLICY & PROCEDURES

Title of Policy: Health and Safety

Effective Date: January 2020

Review Date: January 2021

Policy Number: 2

Policy Authorised by: Nicola Williams

Introduction

Allsorts Support Services CIC (which will be referred to as the organisation throughout this policy).

We want all service users to have successful and fulfilling lives.

This policy document should be considered in conjunction with all other relevant duties, policies and guidance.

Aim of the Policy

To provide adequate control of the Health and Safety risks arising from our work activities:

- To consult with our employees on matters affecting their health and safety.
- To provide and maintain safe equipment.
- To ensure safe handling and use of hazardous substances.
- To provide information and instruction on Health and Safety.
- To ensure all employees are competent to do their tasks and give them adequate training in Health and Safety.

- To prevent prevent accidents and cases of work-related ill health and promote apro-active attitude towards safety at work.
- To maintain safe and healthy working conditions.
- To implement emergency evacuation procedures, in case of fire or other significant incident.
- To do our best to meet the needs of service users, staff and visitors with disabilities.
- To review and revise this policy as necessary on an annual basis.

Having effective, up to date and easy to follow policies and written documents minimises risk to service user's, employees and the organisation itself and can ensure that statutory requirements, standards and regulations are understood and provides a framework to monitor compliance. To ensure the organisation provides a robust and clear framework, the organisation has developed this policy to manage processes to achieve compliance and effective co-ordination across the organisation.

Through this policy , the organisation will ensure that there is a process whereby all policy documentation is consistent. In addition, there will be an effective process for managing and reviewing policies and any associated written documents on a regular basis, to ensure that documentation remains legally compliant and actions are undertaken in a safe and efficient manner.

This policy will ensure that the organisation meets its legal responsibilities and provides a clear organisational approach to documentation.

All employees have to: Co-operate with the **Manager (Nicola Williams)** and the **Health and Safety Officer (Robert Williams)** on all health and safety matters:

- Not interfere with anything provided to safeguard their Health and Safety.
- Take reasonable care of their own Health and Safety.
- Report all Health and Safety concerns to the appropriate person as detailed in this policy.
- The person responsible for ensuring that all relevant employees are informed about the COSHH assessments is the Health and Safety Officer.
- All records are kept in the Health and Safety folder in the Director's office.

Staff Training and Competency

- Health and safety induction training is provided for all new employees by the Health and Safety Officers.
- New Employees are asked to sign a Health and Safety Induction form. This form is then kept with the employees records by the Manager.
- Accident and Incident book, first aid and work related ill health forms. First aid box are kept in the admin offices at Allsorts Community Hub , Old court building, Old Nelson Street, Lowestoft NR32 1EQ.
- The appointed Lead First Aider is Robert Williams.

- First Aiders attend first aid refresher courses.
- All new staff are required to do Emergency First Aid at Work Training.
- The appointed First Aider is responsible for keeping the First Aid boxes stocked.
- These are checked monthly and maintained by the First Aider as per the manufacturer's guidance.

Monitoring

To check our working conditions and ensure our safe working practices are being followed, we will carry out random health and safety inspections. We will have reports regarding health and safety submitted by staff when appropriate, investigate any accidents that occur when deemed necessary by the Manger and the Health and Safety Officer and investigate any work related sickness that occurs.

- The person responsible for investigating accidents is the Manager or the Health and Safety Officer.
- The person responsible for investigating work-related causes of sickness, absences is the Manager or the Health and Safety Officer.

Risk Assessment

- Risk assessments are carried out and recorded for all events that might pose a possible risk for staff, volunteers and service users.

- These include evening activities, Saturday excursions, outings and in-house activities.
- Risk assessments have been undertaken by the Health and Safety Officer.
- Action required to remove/control risks will be approved by the Health and Safety Officer.
- The Health and Safety Officer is responsible for checking that the implemented actions have removed/reduced risks.
- For new activities/excursions, a new risk assessment will be created by the Health and Safety Officer.

Safe Equipment

- The person responsible for identifying all/any equipment needing maintenance is the Health and Safety Officer.
- The person responsible for ensuring effective maintenance procedures are drawn up is the Health and Safety Officer.
- The persons responsible for ensuring that all identified maintenance is implemented are the Manager and Health and Safety Officer.
- Any problems found with equipment should be reported to the Health and Safety Officer.
- The person responsible for checking that all new equipment meets health and safety standards is the Health and Safety Officer.
- PAT testing on all electrical devices is overseen by the Health and Safety Officer.

Safer Handling and use of substances

- The person responsible for identifying all substances which need COSHH (Control of Substances Hazardous to Health Regulations) assessment is the Health and Safety Officer.
- The person responsible for undertaking COSHH assessments is the Health and Safety Officer.
- The person responsible for ensuring that all actions identified in the COSHH assessments are implemented is the Manager and the Health and Safety Officer.