

Medway Voluntary Action Health & Safety Policy

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General Statement of Policy

It is the policy of Medway Voluntary Action (MVA) to comply with both the letter and the spirit of the Health and Safety at Work Legislation and all other relevant legislation, and to regard the provisions of this legislation as minimum requirements. MVA will also take full consideration of relevant health and safety guidance issued by the Health and Safety Executive and all other enforcement agencies.

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees. The Trustees and staff fully appreciate that responsibility for Health and Safety is an integral function of management, on a par with responsibilities for all other business operations, and we recognise the benefit of a fit and healthy workforce.

We also accept our responsibility for the health and safety of other people who may be affected by our activities, including clients, volunteers and contractors.

The allocation of duties and responsibilities for safety matters and the particular arrangements that we will make to implement the policy are set out elsewhere in this policy.

MVA will commit to provide health and safety training, information and supervision to all employees to enable them to improve their knowledge and awareness of health and safety and to discharge their own health and safety responsibilities.

MVA will provide opportunities for staff to be consulted on areas of operation which affect their health and safety and provide reporting systems to allow staff to raise concerns with the management team.

We will undertake to review and revise this policy as often as required by changing legislation and particularly as the business changes in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed annually or more

frequently where there are significant changes to our operations or environment. All changes will be brought to the attention of all Trustees, employees and volunteers.

We believe it is important for all personnel, whatever their position, to accept their personal responsibilities as detailed in this Policy and we seek active co-operation between management and employees to maintain a safe and healthy environment for ourselves and for those who use our facilities.

AIMS AND OBJECTIVES

Introduction

This document lays out our aims and objectives in the important area of Health and Safety. It sets out in broad terms, how we will implement these aims and objectives.

All staff must co-operate in this endeavour.

The Policy will be issued to all employees. It incorporates our general approach towards compliance with all Health and Safety legislation.

Aims of the Policy

1. To ensure a safe and healthy environment and working conditions for all our employees, volunteers, clients, and visitors.
2. To create and maintain a positive health and safety culture across the organisation, so that there is a continuous improvement in our health and safety performance.

These aims will be pursued regardless of whether particular services which form part of MVA undertakings are performed by our employees and volunteers, or by outside contractors acting for us.

These aims will be borne in mind in all policy and operational decisions made by the organisation, especially in relation to the adequate provision of resources.

Objectives of the Policy

MVA expects, and requires all trustees, employees and volunteers to work towards achieving the following objectives in the field of health and safety.

1. To comply at all times with the Health and Safety at Work Act (1974) and the Management of Health and Safety at Work Regulations (1999) and all other relevant statutory provisions, including Health and Safety Executive codes of practice and guidance and relevant fire safety legislation.
2. To identify hazards arising from our activities, to assess the resultant risks to health and safety and to develop appropriate measures to control these risks.

3. To effectively plan, organise, implement, control, monitor and review measures put in place to control risks.
4. To provide employees and volunteers with suitable information on health and safety risk assessments and on the measures necessary to control these risks.
5. To establish appropriate emergency procedures to be followed in situations of serious and imminent danger and to co-operate and co-ordinate with the emergency services.
6. To provide and maintain suitable and safe equipment and systems of work.
7. To provide employees and volunteers with suitable health and safety training and supervision, and to take account of employees' capabilities with regard to health and safety matters when assigning tasks to them.
8. MVA recognises that no Health and Safety Policy will be successful unless it actively involves its employees and will consult with employees and volunteers on matters which affect their health and safety.
9. To avoid health and safety and fire risks in connection with the use, handling and storage of articles and substances.
10. Where appropriate to ensure that employees and volunteers are provided with, and use, suitable personal protective clothing or equipment.
11. To provide appropriate employer's liability insurance, public liability and professional indemnity insurance .
12. This policy is to be implemented alongside the Staff Induction Procedure, Fire Safety Policy, Emergency Action Plan, Staff Training Plan, Lone Working Policy and Accident / RIDDOR Policy.

ORGANISATION AND RESPONSIBILITIES

This section shows the delegation of responsibility for health and safety in MVA.

The Board of Trustees

Health and Safety Management forms a critical part of risk management. MVA management strategy provides a framework to enable MVA to identify, analyse, manage, monitor and report risks in a way that will enable the organisation to minimise losses and maximise opportunities.

The Board's key tasks are:-

- To ensure Health and Safety is a priority and is considered in all decisions for the organisation.

- To annually review and evaluate the effectiveness of this Health and Safety Policy and procedures within the organisation and ensure that it reflects the Trustees' views as to the level of acceptable risk.
- To ensure that sufficient resources are available for effective management of health and safety within the organisation.

Chief Executive

- Has personal and overall responsibility for health and safety within MVA.
- Will ensure that there is an effective policy for health and safety within the organisation.
- Will ensure that the liability is adequately covered by insurance.
- Must ensure the implementation of this policy and fully support all persons who carry out the policy.

Services Development Officer

- Has day to day operational responsibility for health and safety within the organisation.
- Will periodically appraise the effectiveness of this policy, ensure regular review is completed and ensure that necessary changes are made.
- Will establish a means of consultation with staff and the Board to arrange for appropriate lines of communication / decision making.
- Will investigate all accidents, dangerous occurrences and similar incidents and prepare reports for submission to the Chief Executive and Board of Trustees as appropriate and make recommendations to prevent recurrence.
- Will ensure all guidance from the Health and Safety Executive and other enforcement bodies are taken into account during the risk assessment process and when establishing safe systems of work.
- Will ensure that all risk assessments and safe systems of work documentation are maintained and kept up to date through an appropriate audit system.
- Will ensure that sufficient trained First Aiders and Fire Wardens are appointed.
- Will ensure that all health and safety records and documents are appropriately completed and properly stored.

Licensees

- Will ensure risk assessments and safe systems of work are established within their area of responsibility.

- Will ensure that appropriate reviews of risk assessments are undertaken when significant change occurs and or at regular intervals of no longer than 1 year.
- Will have responsibility for bringing this policy and the arrangements for carrying out this policy to the notice of the employees and volunteers they manage.
- Will ensure that this policy is understood at all levels and arrange appropriate training and competency evaluation, as part of induction and supervision and appraisal processes.
- Take appropriate disciplinary action where any breach of health and safety safe systems of work are identified.
- Will support and encourage employees and volunteers to take part in consultations on health and safety matters.
- Will ensure all health and safety records and documents are appropriately completed and passed to the Services Development Officer where necessary.

Health and Safety Team

The Health and Safety Team will comprise of the Chief Executive and the Services Development Officer. This team will meet twice a year to undertake the following;

- Review accident and incident reports and make recommendations to working procedures in light of experience.
- Review and monitor safe systems for work, the Health and Safety Policy, Risk Assessments and Health and Safety Training Programme.
- Ensure that all new and relevant legislation, codes of practice, guidance etc. are adopted and integrated into current policies and existing working practices.

Employees and Volunteers

- Will make themselves familiar with the MVA Health and Safety Policy.
- Will attend health and safety training as required.
- Will at all times follow training given and make full and proper use of the appropriate safe systems of work.
- Will make full use of safety equipment and protective clothing where appropriate.
- Will report to their line manager any unsafe systems of work, unsafe working conditions, or damage to equipment
- Will report any accidents immediately to their line manager or a senior member of staff.

- Will take reasonable care for the health and safety of themselves and other people who may be affected by their acts or omissions.
- Will co-operate with MVA so as to enable it to carry out its own duties and responsibilities.
- Will not intentionally or recklessly interfere with or misuse anything that is provided in the interests of health and safety by the organisation.

RISK ASSESSMENT

Risk assessments will be completed and reviewed annually for all areas of work and communal areas. Additional risk assessments will be carried out as required if working practices or the work environment is subject to any changes, or if an accident has occurred.

SUB-CONTRACTORS

All contractors engaged by MVA must:

- Be familiar with and comply with this Health and Safety Policy and any other related documents (Fire Safety Procedures, Emergency Action Plan, Risk Assessments and Safe Methods of Working).
- Comply with any health and safety legislation or guidance not covered in this policy that is relevant to their area of work or service delivery.
- Provide information as required for MVA to make checks as to their health and safety performance.

FIRST AID PROVISION

First Aid Boxes are kept in the following places:

The main MVA office
First Floor Kitchen
Ground Floor Kitchen
Training/Meeting Room

First Aid Appointed Persons are:

Danielle Key NKTS
Georgia Smith NKTS

Policy Last Updated By: Jane Howard, CEO
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Next Policy Review Date: *September 2018*