

Health & Safety Policy

It is the Policy of St Chads Communication Centre Trust to provide and maintain a healthy and safe workplace, pursue best practice in Workplace Health and Safety and to comply with all requirements of the Safety at Work Act 2015, subsequent amendments and codes of practice. St Chads is further committed to empowering our service users to be conscious of both their own, and others, health and safety.

We will do this by:

- Recognising that all staff (both paid and voluntary) have a role to play in Health and Safety and are to act safely at all times to ensure their own welfare and that of their fellow staff members, service users and others who may be present in the workplace
- Continuously improving the environment's health and safety through ensuring all staff (both paid and voluntary), service users, contractors and visitors have the ability to identify hazards as they see them, and report them accordingly to the General Manager
- providing safe plant and equipment and ensuring that appropriate personal protective equipment is available and used correctly
- ensuring all individuals on St Chads site are not exposed to unmanaged or uncontrolled hazards and risk is minimised
- communicating this policy to all staff (both paid and voluntary) and contractors and ensuring processes are in place so service users and visitors are aware of their responsibilities under this policy
- To ensure all off-site activities, including travelling in vehicles, are assessed for safety and plans enacted to minimise, isolate or eliminate risk.

This Policy applies to all staff (both paid and voluntary), contractors, service users and visitors

The General Manager together with the Board of Trustees are responsible for ensuring this Policy is adhered to and any non-compliance with this Policy may be included in performance and appraisal processes for the General Manager at the discretion of the Board Chairperson

Procedural Guidelines:

1. Appropriate staff (both paid and voluntary) induction to St Chads' site, including ensuring that all new staff, volunteers and contractors have read the Health and Safety Policy and signed off confirming same
2. Develop and implement emergency and evacuation procedures supported with regular drills to ensure effectiveness
3. Provide information and training in the correct use of personal protective equipment, safety devices, hazard identification/signage, and hazard management
4. Systematically identify, record, and manage all hazards in the workplace. Where there are significant hazards, to take all practicable steps to eliminate, isolate and or minimise these hazards to prevent any injury or damage and inform all staff of these hazards and the hazard controls, reviewing these on a monthly basis
5. Risk assessments to be completed for all offsite activities including travel in vehicles
6. Ensure all staff are properly trained and supervised around Health and Safety Procedures including emergency and evacuation procedures
7. Record and investigate all incidents and accidents in the workplace, and take all practicable steps to prevent these events from re-occurring
8. Carry out planned self-inspections every six months to monitor health and safety issues.
9. Monthly reporting of Health and Safety risks and incidents to the Board of Trustees
10. External audits to be considered yearly on any aspect of Health and Safety that has been determined by self-inspection to require this input. Scope of external audit to be agreed by the Board of Trustees in conjunction with the General Manager

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Date ratified: October 2006	Date reviewed: May 2019	Next review: May 2021

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11. Provide first aid training courses to all staff ensuring that 75% of staff have current first aid certificates
12. Encourage each staff member to play a vital and responsible role in maintaining a safe and healthy workplace through:
 - a. Being involved in the workplace health and safety system
 - b. Adhering to correct procedures and use of equipment
 - c. Wearing protective clothing and equipment as and when required
 - d. Reporting any pain or discomfort as soon as possible
 - e. Ensuring all accidents and incidents are reported
 - f. Assisting other staff, volunteers, contractors, clients and visitors to the centre understand the right safety procedures and why they exist
 - g. Telling the General Manager immediately of any health and safety concerns
 - h. Keeping the work place tidy to minimise the risk of any trips and falls
 - i. Appointing two members of staff to be Health and Safety Representatives to work with the General Manager
 - j. acting in the best interests of Health and Safety at all times
13. Contractors are required to provide a copy of their Health and Safety policy to St Chads which must be signed off by the General Manager
14. Sign in/out register to be maintained and monitored
15. Clients to undertake a Health and Safety induction/refresher at least yearly as appropriate to their needs
16. Behaviour management plan information for Client behaviour that poses a risk to others must be communicated regularly to staff and volunteers

The provisions of this Policy supersede and replace all previous Health and Safety Policies and Procedures.

This policy is to be read in conjunction with the following documents:

Fire/Evacuation drill Policy

Evacuation Procedure

Incident File (confidential)

Drug and Alcohol Policy

Hazard Register

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