


## Health & Safety Policy

<b>Policy Name:</b> Health & Safety Policy		<b>Process/Category:</b> Policy
<b>Approving Authority:</b>	<b>Name:</b>	<b>Next Rev Date:</b>
Chief Executive Officer	Tim Spilsbury	August 2022
Signature: 		

## HEALTH & SAFETY POLICY

## **INTRODUCTION**

This document provides information about our aims, plans and responsibilities for securing the health and safety of our paid staff and volunteers. We believe the only effective way to secure health and safety is to involve people in health and safety matters and provide them with accurate and accessible information. This manual presents information in 2 main sections, in a format that is easy to use, easy to understand and which can be regularly updated.

### **Section 1 - Health & Safety Policy**

This section sets out our statement on health and safety together with our general aims and responsibilities for securing a safe and healthy workplace.

### **Section 2 - Health & Safety Organisation**

In this section we describe the organisational mechanisms that have responsibility for carrying out the Health & Safety Policy.

July 2017

## **Section 1 Health & Safety Policy**

The Your Voice in Health & Social Care (YVHSC) Office is located in Hounslow. Whilst holding its own Health & Safety Policy, any activity carried out within the location falls within the terms and conditions laid out in the YVHSC Health & Safety Policy.

## **POLICY STATEMENT**

### **Responsible Employer and Service Provider**

YVHSC recognises and accepts its responsibility as an employer for providing a safe and healthy work place and working environment for its workforce (i.e. paid staff and volunteers) and those who may be affected by its operations. This responsibility also extends to the health and safety of our service users, visitors and members of the public on our premises.

### **Complying with statutory requirements**

We will take the necessary steps to meet our responsibilities by complying with all statutory requirements and approved codes of practice. We may also develop our own policies and codes of practice where legal requirements or standards do not exist or have been met and could be surpassed.

### **Organising the management of health and safety**

We value good communications at all levels throughout the organisation and regard this as a key element in effective implementation of health and safety in the workplace. We will therefore set in place clear and detailed mechanisms for organising the management of health and safety matters and we will bring these to the notice of our workforce and contractors.

### **Health & Safety Officer**

A senior manager is designated our Health & Safety Officer with responsibility for ensuring that the Health & Safety Policy is implemented and reviewed.

### **Monitoring & Review**

The monitoring and review of health and safety matters will always underpin our practice. Our organisation and health and safety arrangements will be reviewed annually, and this health and safety policy will be reviewed every three years. All revisions will be brought to the attention of our workforce as appropriate.

### **Co-operation**

We place particular importance on co-operation from the workforce on all health and safety matters and any neglect of health and safety requirements may be considered a

disciplinary matter.

### **Risk Assessments and Audits**

We regard the minimisation of risk and hazards as a key aim of our health and safety arrangements and we will implement and monitor a programme of risk assessments and health and safety audits covering all our operations.

### **Education & Training**

We are committed to making all at YVHSC aware of their health and safety duties and responsibilities and we will bring these to their notice through appropriate induction, education and training.

### **Our responsibility as an employer**

Our obligations as an employer in relation to health and safety matters derive from legislation, contracts of employment and the common law duty of care. We therefore undertake to comply with the following:

1. We seek to ensure the physical and mental health, safety and welfare at work of all our employees.
2. We seek to provide and maintain systems of work that are safe and without risk to health.
3. We will provide information, instruction, training and supervision to promote the health and safety of employees.
4. We seek to maintain a relationship of mutual trust and confidence with our employees.
5. We seek to provide and maintain a working environment that is safe, without risks to health, and adequate as regards facilities, plant and equipment and arrangements for the welfare of employees at work.
6. We will assess the risks to health and safety to which employees are exposed while at work, in order to ensure that appropriate measures can be taken to comply with any statutory obligations and minimise risk to employees.
7. We seek to ensure that employees work with colleagues who are competent and safe.
8. We seek to ensure that work carried out for YVHSC by contractors or consultants is done in ways that ensure the health and safety of service users, employees, volunteers and contractors.

### **Our responsibility as a service provider**

YVHSC provides information and signposting and a research function. We engage with the

public on a one-to-one, group and community level and this can involve entering statutory and community health and social care venues. We also provide in-house and commissioned training with food and refreshments.

Our obligations as a service provider therefore come from legislation and the common law duty of care.

We undertake to meet our responsibilities to participants involved in our activities, and so the statements above also apply to all our activities.

### **Individual responsibility**

#### **- Employees**

The successful implementation of this policy rests largely upon each and every individual being aware of their general and particular responsibilities for the health and safety of themselves, colleagues, clients and visitors.

All staff have a duty to co-operate in carrying out this policy and in particular must:

- a) Carry out their duties without endangering the health and safety of themselves or others.
- b) Comply with all instructions relating to health and safety, as well as statutory requirements and health and safety regulations.
- c) Report potential hazards either to their line manager or (where the hazard is not in their area or place of work) to the responsible manager.

It is our intention that all people involved with the organisation should be aware of and actively involved in the maintenance of the Health & Safety Policy. To facilitate this, we will ensure a ready means of communication between all areas of the organisation on health and safety matters.

#### **- Board Members**

The YVHSC Board has ultimate responsibility for health and safety. It gives full backing to the Health & Safety Policy and will support all those responsible for carrying it out.

### **Review of Health and Safety Policy**

Compliance with the policy will be reviewed annually, usually by the YVHSC Board.

The policy itself will be reviewed every 3 years

## **Section 2 Health & Safety Organisation**

## INTRODUCTION

The term 'Health & Safety Organisation' refers to the staff to which the HWH has delegated the responsibility of carrying out the Health & Safety Policy. This section will discuss each committee and group in detail in terms of its membership, how frequently it meets, to whom it reports and the work for which it is responsible. At the end of the section is a diagram showing the structure of our Health & Safety Organisation, and the flow of decision making within it.

### Health & Safety Officer

The Designated Health and Safety Officer for YVHSC is currently the Chief Executive Officer.

Reports To: YVHSC Board

- The Health & Safety Officer is responsible for ensuring the implementation and review of the Health & Safety Policy within the 'Health & Safety Organisation' structure described above.
- In this role they report on compliance on an annual basis to the Board and implement the review of the policy every three years.