



Health and Safety Policy Statement

Health and Safety at Work Act 1974 Management of Health and Safety at Work Act 1999

Be Free Young Carers is committed to securing and maintaining the health, safety and welfare of its staff, volunteers, visitors and clients.

All staff share a responsibility for maintaining a healthy and safe working environment as part of this policy. The Director is responsible for ensuring the implementation of this policy and for its annual review.

Our general statement of policy is to:

- Provide adequate control of the health and safety risks arising from our work activities. To make regular risk assessments available to employees. To provide first aid equipment and to have two members of staff trained to undertake first aid duties
- Provide and maintain safe premises, plant and equipment and ensure regular safety inspections at appropriate intervals
- Consult with staff at regular team meetings on matters affecting their health and safety and review the policy annually
- Maintain safe systems of work, which are to be reviewed at team meetings
- Provide information, instruction and supervision for all employees on matters of fire hazards including having all equipment checked. Fire procedures and fire assembly points to be detailed on notices at suitable locations in the building
- Ensure that all employees are competent to do their tasks and provide adequate training and safeguards
- Prevent accidents and cases of work-related ill health by providing and maintaining safe and healthy working conditions
- Any concerns about safety should be directed towards the Director
- Any complaint, incident or query shall be duly investigated and reported upon to the Director. Every accident shall be recorded in the accident record book kept with the first aid box in Room 123 Harwell Innovation Centre.

A handwritten signature in black ink, appearing to read 'John Taylor', is written over a horizontal line.

Signed:
Director and Company Secretary

1. Responsibilities

Overall and final responsibility for health and safety is that of **The Trustees**.

Day to day responsibility for ensuring this policy is put into practice is delegated to **The Director**.

To ensure health and safety standards are maintained/improved, the following people have responsibility the following areas:

Be Free Young Carers Offices and staff	Director
Young carers away from the building the	Director and Young Carers' Worker(s)

All employees and volunteers must co-operate with the Director and Trustees on health and safety issues including:

- Ensuring they are fully conversant and compliant with this safety policy
- Ensuring they are conversant with fire procedures
- Recording all work related activities outside of the office in the diary
- Keeping all working areas free of excess paper and other hazards e.g. trailing leads and untested electrical equipment
- Not interfering with anything provided to safeguard the health and safety of themselves or others
- Reporting all health and safety concerns to an appropriate person as detailed above

2. Health and safety risks arising from our work activities

The Director will ensure that all premises and activities subject to risk assessment are assessed in accordance with the relevant legislation. Assessments will be recorded and records maintained by the Director.

Finding of the risk assessment will be reported to **The Trustees**.

Action required to remove/control risk will be approved by **The Trustees**.

The Director will be responsible for ensuring the action required is implemented.

Assessments will be reviewed annually or when the work activities or legislation changes, whichever is soonest.

3. Working with employees

Consultation with employees takes place at every team meeting, notes are kept and change implemented as appropriate.

4. Safe plant and equipment

The Director will be responsible for:

- Identifying all equipment/plant needing maintenance
- Ensuring effective maintenance procedures are drawn up
- Ensuring that all identified maintenance is implemented

Any problems with plant or equipment should be reported to **the Director**.

The Director will check that new plant and equipment meets health and safety standards before purchase.

5. Safe handling and use of substances

The Director will be responsible for

- identifying all substances which need a COSHH assessment and undertaking COSHH assessments.
- ensuring that all actions identified in the assessments are implemented.
- ensuring that all relevant employees are informed about COSHH assessments and will check that new substances can be used safely before they are purchased.

Assessments will be reviewed annually or when the work activity changes, whichever is the soonest.

6. Safe systems of work

Working methods will be kept under review to promote constant attention to health and safety. In particular, manual handling operations involving risk of injury are to be avoided as far as possible. Risk of injury arising from unavoidable manual handling is to be reduced by training in safe handling techniques and supervision where appropriate.

All staff will be responsible for ensuring that unaccompanied children are not left in the building. If there isn't a member of staff available to look after them then they must remain with their parents while the parents are visiting the building.

7. Information, instruction and supervision

A Health and Safety law poster is displayed within the building

Health and safety advice is available from **the Director or the relevant Young Carers' Worker**.

Supervision of workers and trainees will be arranged and monitored, induction training for all employees, and training records kept by **the Director**.

Additional training needs will be identified by staff and volunteers and arranged and monitored by **the Director**.

Office procedures, outlining specific safety rules for Be Free Young Carers is available on Dropbox. It is the responsibility of staff members to ensure they are up to date with these procedures; staff will be notified of any major changes. Records of the following are to be kept available for inspection:

- First aid and safety training
- Quarterly safety consultations meetings
- Complaints, accidents and work-related ill health
- Safety inspections of premises, plant and equipment
- Annual risk assessment reviews

8. Accidents, first aid and work related ill health

First aid box is kept in Room 123 Harwell Innovation Centre and one is also kept with Young Carers Workers specifically for outings Young Carers' trips and activities.

All accidents and cases of work related ill health are to be recorded in the accident book kept in Room 123.

9. Monitoring

- To check working conditions and ensure safe working practices are being followed.
- Report all accidents initially to the Director who will, if necessary report to **the Chairman** who in turn will decide whether it needs to be reported to the enforcing authority.
- Ensure annual checks on fire equipment and all electrical goods used on site.
- Ensure first aid boxes have the correct contents to comply with the Act.

The Director is responsible for:

- investigating all accidents.
- for investigating work-related causes of sickness absences.
- acting on investigative findings to prevent a recurrence of any accidents or illness.

10. Emergency procedures - fire and evacuation

The Director is responsible for:

- ensuring that a fire risk assessment is undertaken and implemented
- escape routes are checked every three months
- fire extinguishers are maintained and checked.