

## Health and Safety Policy

This document is relevant to:	
Trustees	✓
Staff	✓
Volunteers	✓

### Purpose

Section 2(3) of the Health and Safety at Work Act 1974 states that it is the duty of every employer to prepare a general policy on health and safety.

Accordingly, Dorset Mind has a duty to:

- state its general policy on health and safety
- bring the policy to the notice of all employees, Trustees and volunteers
- review and revise the policy periodically.

### Policy

#### General Statement

Dorset Mind recognises its responsibilities as an employer for providing a safe and healthy work place for its employees and is committed to developing safe systems of working.

Dorset Mind recognises its responsibilities as a service provider for ensuring a safe environment for **all** who use its services and enter its premises.

Dorset Mind will display the poster “Health and Safety law, what you should know”, at a location that ensures that all staff will see it in the normal course of their work.

The Board of Trustees of Dorset Mind shall form a Health and Safety Committee comprising of:

- at least two Board of Trustee representatives
- the Chief Executive and/or the Staff with designated H&S responsibilities
- a Staff Safety Representative (if staff have appointed one see 3.1.5)
- any other appropriate person.

Dorset Mind aims to hold all required appropriate certifications with regard to conducting its practices in line with health and safety best practice including **The Contractors Health and Safety Assessment Scheme**.

Dorset Mind will allocate the appropriate Finances to ensure the efficacy of this Policy.

## Responsibilities

**All employees** are reminded of their duties under Sections 7 and 8 of the Health and Safety at Work Act 1974 in that they are responsible on a personal basis for taking reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work.

It is the duty of **all employees** to take reasonable care for the Health and Safety of themselves, their colleagues and other persons who may be affected by their work and to cooperate with any other employee or employer to enable statutory duties or requirements to be fulfilled.

**All employees** have a clear responsibility for Health and Safety and shall ensure that all Dorset Mind Policies and Procedures are complied with. This shall include:

- being familiar with the Health and Safety Policy and all Health and Safety procedures
- ensuring that they comply with their responsibilities
- monitoring Health and Safety within their area of responsibility
- reporting any hazards or defective equipment to their line manager promptly
- consulting with their line manager **and/or the Health and Safety Committee**, if they are presented with a Health and Safety issue which they are not satisfied about
- ensuring training, instruction and information is provided to their staff and volunteers, which is adequate to achieve safe working practices
- ensuring risk assessments are undertaken for activities within their area of control
- reporting all accidents to their line manager as soon as possible whether persons are injured or not
- making themselves familiar with and conforming to any policies and procedures that relate to their work
- taking care of and using correctly any safety equipment or protective clothing provided, reporting any loss or defect to their line manager immediately
- being aware of any hazards or potential hazards relating to their work
- developing a personal concern for safety, for themselves and others
- participating in emergency practices such as fire drills
- not interfering with or misusing anything provided to them in the interests of Health and Safety
- following all laid down reporting procedures.

**Employees who fail in this responsibility may render themselves liable for disciplinary action.**

Employees may appoint from their number a Safety Representative who has the right to:

- carry out scheduled workplace inspections following accidents, including documentation
- attend meetings on Health and Safety
- investigate accidents and health and safety complaints
- serve on the Health and Safety Committee.

**The Board of Trustees** has overall responsibility for ensuring adequate arrangements are provided for the Health and Safety of employees and volunteers within Dorset Mind. The implementation will be delegated to the **Health and Safety Committee**.

The main responsibilities of the **Board of Trustees** are to:

- determine policy and strategy for managing Health and Safety
- ensure that necessary resources are available to meet Health and Safety requirements

- promote training and instruction in Health and Safety for all staff within the organisation as may be necessary to implement this Health and Safety policy.

This may include:

- *handling aggression, in and away from the office and on the phone*
  - *undertaking risk assessments*
  - *first aid*
  - *manual handling, lifting and moving*
  - *using computers safely*
  - *fire safety*
  - *anything else required, to ensure a safe service.*
- ensure compliance with all statutory requirements and obtain information on all legislation related to Health and Safety and maintain this so that it is readily available when requested
  - through the **Chief Executive** continually review the effectiveness of the policy and its implementation by employees within Dorset Mind
  - consider Health and Safety regularly at Board of Trustee meetings, at least every six months at the time of the building audit
  - liaise with, inform and advise the Chief Executive on all Health and Safety matters
  - audit and review the management of Health and Safety within Dorset Mind.

**The Chief Executive and the Staff with designated H&S responsibilities** are responsible for ensuring this Policy is adhered to and are responsible to the Board of Trustees for the monitoring and application of this policy.

Their main responsibilities are to:

- ensure appropriate Health and Safety Policies and Procedures are in place and regularly reviewed
- continually review the effectiveness of the policy and monitor its application as far as possible
- be fully responsible for taking any immediate action needed to maintain safe working practices
- review all reported accidents and investigate where necessary
- produce for and report to the Board of Trustees on statistics on accidents and incidents every 6 months
- distribute information relating to Health and Safety within Dorset Mind
- put Health and Safety onto the agenda of meetings as required
- ensure consultation with all staff on Health and Safety matters takes place.

Overseeing of Dorset Mind premises is the responsibility all staff on a daily basis and of the Health & Safety Committee who will carry out six monthly building audits using a check list, the outcome to be reported through the organisational structure to the Board of Trustees.

**Service Managers/Leads** are responsible for the day to day compliance with and operational management of Health and Safety within their areas of service responsibility and any premises used to deliver that service.

**Service Managers/Leads** shall ensure that:

- specific legal requirements are complied with

- Health and Safety factors are taken into account when new methods of working or processes or changes in the existing ones are being considered or planned
- training, instruction and information is provided to all their staff and volunteers, adequate to achieve safe working practices
- the **Chief Executive and the Staff with designated H&S responsibilities** and **Health and Safety Committee** are informed when any new major activity is to be undertaken
- risk assessments are undertaken
- all Dorset Mind policies and procedures are complied with.

**Volunteers** of Dorset Mind have a responsibility to take reasonable care for the Health and Safety of themselves and service users.

**Volunteers** of Dorset Mind will ensure that they comply with policies, procedures or guidelines issued to them and with any training or verbal and/or written instructions issued to them regarding Health and Safety.

**Visitors** to Dorset Mind have a responsibility to take reasonable care for their own and others safety.

### Overview

Dorset Mind will, as far as is reasonably practicable, ensure:

- the maintenance of buildings and equipment to ensure a safe environment. The provision of adequate facilities, for example toilets and drinking water. Safe means of entrance to and exit from the premises with contingency plans to meet any foreseeable emergency situation
- the undertaking of an assessment of risk of all activities
- implementation of precautions and procedures to eliminate any significant risk
- safe arrangements for the use, handling, storage, transport and disposal of potentially harmful substances, for example cleaning materials
- up to date information, to enable all employees to avoid hazards and to contribute positively to service users, volunteers and their own safety and health
- proper monitoring arrangements to ensure agreed standards are maintained
- maintenance of a Health and Safety notice board (usually by the Staff with designated H&S responsibilities). This notice board should include:
  - names of first aiders
  - the location of the first aid box
  - names of fire marshals
  - the evacuation procedure
  - the security procedure
  - training courses
  - location of accident forms
  - a floor plan of the building
  - minutes and papers of any Health and Safety meetings
  - any other Health and Safety notices.

Dorset Mind will ensure that there are adequate **Procedures** in place that outline

- the frequency and method of inspections and monitoring
- designated staff with responsibilities for specific tasks, for example first aid, fire and the reporting lines
- arrangements for dealing with contractors
- arrangements for managing hazards
- accident reporting

- All accidents are required to be reported on Dorset Mind accident report form
- RIDDOR (reporting of injuries, diseases and dangerous occurrences regulations 1995) requirements must be complied with
- reporting Incidents
- investigating accidents and incidents, including appropriate levels
- security issues including:
  - arrangements for the opening and closing of the building
  - the management of reception, interview rooms and visitors
- fire control and evacuation
- undertaking risk assessments:
  - including countersigning by senior management
- safe delivery of all services that Dorset Mind provides.

### **Risk Assessments**

Dorset Mind recognises the importance of risk assessments. Undertaking risk assessments provides a structure for staff to come to an informed decision about what risks are acceptable and what reasonable procedures or precautions can be implemented. It also provides a means of prioritising Health and Safety activity. Keeping a written record is essential to enable Dorset Mind to demonstrate that risks have been considered. Suitable and sufficient risk assessments will be carried out by competent people and any identifiable hazards will be recorded.

Risk Assessments must be completed. **Employees** are responsible for undertaking risk assessments for activities within their area of control.

A risk assessment involves identifying all hazards relating to an activity:

- defining the hazard and who may be affected
- identifying all existing precautions and procedures
- deciding whether there is still a significant risk that is not acceptable
- identifying and implementing further precautions and procedures to bring the risk down to a level that is acceptable.

Risk assessments must be produced on Dorset Mind Risk Assessment forms, signed and dated and kept in the Risk Assessment File (except for individual client risk assessments). These shall include:

- manual handling, lifting and moving
- COSHH (control of substances hazardous to health)
- computer workstations
- use of equipment
- banking Money
- home visits, external meetings
- specific risk assessments
- service area/delivery
- anything else required to ensure a safe service.

All risk assessments are to be undertaken in consultation with the appropriate people concerned with the activity.

Individual risk assessments must be undertaken in consultation with the service user concerned and will be held on their case file.

Risk Assessments will be reviewed annually or when circumstances change.

**Review**

This Policy will be reviewed every two years, or sooner, if legislative changes dictate.

## **Responsibilities**

The Chair of the Development and Risk Committee is responsible for managing this policy and overseeing its implementation. The Chief Executive is responsible for implementing the policy within their areas of work, and for overseeing adherence by staff and volunteers. Every member of staff and every volunteer should take personal responsibility for conforming to it.

## **Associated Policies and Procedures**

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*The equality impact of this policy has been considered and Dorset Mind believes that it complies with its commitment to equality as stated in its Equality Policy*

## Policy Ownership

Policy Name	Version	Doc ref
Health and Safety Policy	2.0	Health and Safety Policy

<b>Policy Owner</b>	Chair of Development and Risk Committee
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## Approval Status

<b>Date adopted by Trustees</b>	February 2016		
<b>Date published</b>	February 2016	<b>Date for next review</b>	February 2018

*Consult the Dorset Mind website for the latest version of this policy.*

## Document Control

### Reviewers

Name	Position
Ken Heap	Chair of Development and Risk Committee
Chris Price	Chair of Trustees
Gary Corderoy	Trustee
Claire Bridges	Staff

## Change History

Issue	Date	Author	Reason
1.0		Jackie Lillywhite	New policy
1.0	Jan 15	Jackie Lillywhite	Amended
2.0	Dec 15	Ken Heap	Revised policy