



# HEALTH AND SAFETY POLICY

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## Introduction

JSENSE has a statutory duty to provide a safe place of work and healthy working environment for all its employees and volunteers, and to ensure as far as is reasonably possible the health and safety of all who engage with our work, with particular emphasis on those clients who receive support.

The Board accepts its responsibility to set a safety policy for JSENSE. In doing so it will seek to maintain, and improve progressively, the environment of the organisation in order to ensure the health, safety and welfare of all its users. It intends to comply with all relevant legislation and to ensure that everyone has sufficient information and appropriate training to fulfil their responsibilities. In drawing up health and safety procedures and requirements, and in reviewing risk, it will consult with staff, usually through discussion at Board meetings.

JSENSE seeks to create an environment where everyone:

- is aware of their responsibilities to each other
- acts in responsible ways, consistent with others' health and safety
- safeguards and promotes the health and safety of others.

JSENSE seeks to promote health and safety by providing or ensuring, in so far as is reasonably practical:

- healthy and safe working practices and conditions
- information, instruction and training in safe working methods and practices
- first aid facilities and employees trained in first aid
- safe premises and equipment
- a regular system of risk assessment
- safe access and egress, including evacuation procedures
- appropriate security arrangements
- effective communication systems for issues of health and safety
- periodic checks on the fire alarms and fire-fighting equipment.

This policy relates to health and safety at the premises where JSENSE operates, and also to activities run by JSENSE off site or using remote/on-line access if required to work from home. Where employees, volunteers and clients are engaged in activities away from JSENSE they may need to be aware of the policies and procedures of other centres or organisations, and of the requirements of the safeguarding policy in relation to risk assessment of such activities.

Failure on the part of employees to discharge the obligations placed upon them by this policy may make them liable to:

- prosecution under Health and Safety legislation
- disciplinary action under JSENSE's disciplinary procedures

## Responsibilities

The Board has the responsibility to:

- make itself familiar with health and safety legislation and codes of practice which are relevant to the work of JSENSE
- ensure that there is an effective and enforceable policy for the provision of health and safety
- undertake to provide a safe place for everyone to work
- enable staff and volunteers to perform their duties in a healthy and safe manner by offering them the opportunity to receive health and safety training appropriate to their duties and responsibilities.

The Board expects **all employees** to be responsible for ensuring the effective implementation of this policy.

### General staff responsibilities

All staff shall ensure they comply with the following basic principles:

- The safety of users of JSENSE and of fellow staff and volunteers should be of paramount importance
- Make themselves aware of any Fire Precaution Drill Procedure and be aware of the position and contents of the First Aid Box in any premises regularly used
- Ensure that any equipment or premises used is kept in a safe and healthy condition
- Any accident or injury that occurs during working time must be dealt with and recorded according to procedures laid down by the Board

### Senior Staff Member

The Senior staff member for the organisation is accountable to the Board for the implementation of the Health and Safety Policy. S/he has responsibility for the day to day maintenance and development of safe working practices and conditions. The Senior staff member is required to take all necessary and appropriate action to ensure that the requirement of all relevant legislation, codes of practice and guidelines are met in full at all times.

In particular the Senior staff member will:

- be aware of the requirements of health and safety legislation and codes of practice relevant to JSENSE
- ensure that all staff and volunteers understand and abide by the Health and Safety policy
- ensure the health, safety and welfare of all staff, clients, volunteers and visitors to JSENSE, including anyone taking part in any activities
- ensure safe working practices and procedures
- involve staff in identifying health and safety issues and their resolution
- identify training needs of employees, volunteers and clients and ensure, within the resources available, that these needs are met
- ensure that risk assessments are carried out for particular activities as required, e.g. visits, on-line group sessions, etc
- collate accident and incident information and ensure the Accident Book is completely up to date; and, if appropriate and necessary, carry out investigations
- ensure that the first aid box, if and when JSENSE has responsibility for a building, is kept properly stocked and that staff have appropriate first aid training
- report any health and safety issues relating specifically to any building being used by JSENSE to the Board
- work with the Board to ensure that any building being used by JSENSE is a safe place for employees and visitors

- work with the Board to ensure that the risk register is regularly reviewed and updated and that actions which are required in relation to the risks identified are carried out

### **All Employees**

This policy specifically requires all staff to:

- take reasonable care and precautions to ensure the health and safety of themselves and others; and to do nothing, by act or omission, which might compromise their own or others' health and safety
- support measures implemented to meet statutory requirements and requirements of the Board
- be aware of, support, implement and comply with this policy
- fill in an accident or incident report where there has been any accident or incident during any JSENSE activities, whether on or off site, and to report the accident or incident immediately to the Senior staff member
- report to the Senior staff member anything which might compromise the safety of staff or others, such as inappropriate behaviour, unsafe equipment, building defects, or external threats
- set a good personal example through safe behaviour
- make sure that activities in which they are involved have been properly risk assessed
- where appropriate, make use of protective equipment available and follow procedures established for safe working; and ensure that all others do the same
- familiarise themselves with emergency evacuation procedures
- report promptly all concerns about health and safety, accidents, reportable diseases and dangerous occurrences
- satisfy themselves, when using plant, machines, tools and equipment, that it is not defective or a potential hazard; and satisfy themselves, when purchasing or hiring equipment, that it is suitable for its intended use and complies with appropriate safety regulations
- promote safe behaviour and practice within and outside any building being used by JSENSE, explicitly and by example; and bar any client or user from all or specific activities if they consistently refuse to act in safe ways and are likely to endanger themselves, other clients or users, staff or others
- to assist the Board in ensuring the safe working of any building being used by JSENSE, any projects being run and the safety of all clients and users.

### **Clients and Users**

Clients and users are expected to:

- exercise personal responsibility for the safety of themselves and others
- observe the safety rules of JSENSE and, in particular, the instructions of staff given in an emergency
- be aware of basic safety evacuation procedures
- report unsafe matters and voice concerns about health and safety to staff.

### **Personal safety**

JSENSE has a legal duty to minimise employees' exposure to harm while in work. Personal safety includes more than just the risk of physical violence. Employees may face verbal and/or mental abuse, discrimination, threatening behaviour, bullying even ostracism. Anyone who has concerns regarding their personal safety should discuss this with their line manager immediately.

## Arrangements and Procedures

### Accident and Incident Reports

All accidents and injuries to any person on JSENSE premises or at off-site activities are to be reported immediately to the Senior staff member, plus any other incidents which might be cause for concern, such as inappropriate behaviour. A written report should be submitted to the Senior staff member as soon as possible, and the Accident Book must be filled in where accidents or injuries have occurred.

The Senior staff member is responsible for informing the Board of any serious accidents or incidents, and to ensuring that any reporting to statutory bodies is undertaken if required.

### First Aid

Supplies of first aid material will be held either in the JSENSE office or, where a building being used has its own first aid material, in an accessible location. The Senior staff member will also ensure that staff have appropriate first aid equipment on hand for any off-site activities where this is deemed appropriate.

At the discretion of the Board a number of staff and volunteers will be given such training in first aid techniques as is required to give them a basic minimum level of competence.

A record will be made of each occasion that first aid treatment is given either on JSENSE premises or as part of a JSENSE related activity.

Staff must ensure that appropriate medical assistance is obtained for all accidents and injuries which require more than basic first aid assistance.

### Fire and Evacuation Procedures

The fire alarm system on premises used by JSENSE will be tested weekly by the Landlord, and the Senior staff member will request confirmation that it has been tested that it has been recorded by the Landlord.

### Security

JSENSE shall ensure that procedures are in place so that all clients and other visitors can be identified before they are admitted to any building being used. It is the responsibility of all staff to ensure that the door is always closed and that they are confident about the identity of any person wanting admittance before allowing them to enter the building. Staff should not routinely allow volunteers or clients to let in friends without ensuring confirmation of their identity.

JSENSE has a strict policy that no weapons or illegal drugs should be allowed inside premises it is using.