

Ryedale District Mencap

Health & Safety Policy

April 2022

Ryedale & District Mencap

Health and Safety

POLICY

This policy and procedure has been adopted by Ryedale & District Mencap through its Trustee Committee which remains responsible for its review.

An original signed version is kept at the Ryedale & District Mencap registered office.

Signed: _____ Date: _____

Name: _____

Chair of Trustee Committee

Signed: _____ Date: _____

Name: _____

Committee Member

Record of adoption and review of this policy and procedure:-

Adopted:

Due for review:

Ryedale & District Mencap

HEALTH AND SAFETY POLICY

Where referred to, staff and staff member refers to employees.

1. The Health & Safety Executive (HSE)

Ryedale & District Mencap recognises the Health & Safety Executive (HSE) as the independent body providing health and safety information and instruction to employers. The Health and Safety at Work Act 1974 and the Workplace (health, safety and welfare) Regulations 1992 and their associated Approved Code of Practice (ACoP) places a statutory duty on employers to ensure, so far as reasonably practicable, the health, safety and welfare of all its staff and other people who may be affected by its activities, e.g. service users, visitors.

2. Responsibilities

As the employer, the Trustee Committee has overall and final responsibility for health and safety matters and for ensuring health and safety legislation is complied with. This responsibility may be delegated to a member of staff for day-to-day tasks in relation to health and safety.

The Trustee Committee has delegated day-to-day responsibility for health and safety tasks and for ensuring this policy is put into practice to:

Ms Josephine Hall
Manager
Ryedale & District Mencap

All staff and volunteers must:-

- co-operate with instructions from the Manager, or other authorised persons, in relation to health and safety
- take reasonable care of their own health and safety
- report all near-misses, accidents and incidents to the appropriate person, e.g the Chairman, appropriate committee member or the Manager.

3. General policy statements

Ryedale & District Mencap's general policy is to:-

- provide health and safety training/information to its staff and volunteers, appropriate to their role

Ryedale & District Mencap Risk Assessment Policy & Procedure - last reviewed
April 2022

- ensure any equipment used by Ryedale & District Mencap is safe and appropriately maintained
- conduct risk assessments of its services and activities, which are made available to relevant staff and volunteers, in order to identify and manage any hazards, prevent incidents and accidents and avoid work-related ill-health
- ensure any near-misses or accidents are recorded, investigated and reported to the Trustee Committee
- ensure any reportable occurrences are reported to the Health & Safety Executive, as required

The Trustee Committee will ensure that health and safety is a regular agenda item at Trustee Committee meetings, and that an update is given at these meetings in relation to the status of health and safety training for staff and volunteers, any near-misses, accidents or reportable occurrences (see section 11).

4. General premises arrangements

Ryedale & District Mencap will ensure the premises it uses for its services, activities and general business are kept clean, hygienic and safe. In the event of the use of independent premises this Health and Safety Policy will apply and it is the responsibility of Ryedale & District Mencap to ensure that the standards required are met.

Ryedale & District Mencap Trustee Committee considers the promotion of health and safety of those who use its premises, including contractors who may work there, to be of great importance and they recognise that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work. To this end, the Trustee Committee will require its members, hirers, users and other visitors to engage in the establishment and observance of safe working and other practices.

Hirers, users and other visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the Trustee Committee, with all safety requirements set out in the Hiring Agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

Hirers will be expected to have their own public liability insurance.

Hirers are responsible for reading the whole Hiring Agreement and must sign the hiring form as evidence that they agree to the hiring conditions. The Hiring Agreement states that all statutory or local regulations and rules for public safety must be strictly observed by hirers.

5. Risk Assessments

Risk assessments will be conducted by a member of staff who is competent to carry out the task and recorded on the relevant Ryedale & District Mencap risk assessment form.

Ryedale & District Mencap Risk Assessment Policy & Procedure - last reviewed April 2022

Projects and activities

Risk assessments will be carried out for each of Ryedale & District Mencap's projects. Risk assessments for any additional activities will also be completed (e.g. excursions; open days; sponsored walks)

A copy of the risk assessment will be made available to the relevant staff and volunteers involved with the project or activity.

Reference should be made to Ryedale & District Mencap Risk Assessment Policy & Procedure.

6. Control of Substances Hazardous to Health (COSHH)

In accordance with the 1992 COSHH Regulations (Control of Substances Hazardous to Health), Ryedale & District Mencap recognises its duty to conduct risk assessments related to hazardous substances, e.g. cleaning chemicals.

Following a COSHH risk assessment, the following action will be taken:

- in the first instance, action is taken to remove the need for the hazardous substance
- if this is not possible, action is taken to find a replacement for the hazardous substance, with a substance which does not have any hazardous properties
- if this is not possible, a further risk assessment of the hazardous substance will show instructions for safe use and storage, and any personal protective equipment (PPE) required (e.g. safety spectacles, gloves) which the charity will provide.

7. Safe use of equipment & Portable Appliance Testing (PAT)

Ryedale & District Mencap will maintain a record of all items and equipment (over £50) owned by the charity in relation to its services and activities, for insurance purposes, showing their approximate value.

All staff must comply with all relevant instructions on the use of any items or equipment in relation to any of Ryedale & District Mencap's services and activities.

Ryedale & District Mencap will ensure all portable electrical items used during its services and activities undergo Portable Appliance Testing (PAT). Ryedale & District Mencap will maintain records to show PAT has been carried out for electrical items owned by the charity.

In the case of electrical items not owned by the charity, an agreement with the owner of the items will be established by Ryedale & District Mencap to ensure PAT is carried out.

Adequate supervision will also be provided to service users accessing equipment (see risk assessment for each project). Staff should report any problems found with items or equipment to the relevant person, e.g. the Chairman. Appropriate committee member, Development Manager or Project Worker.

8. Staff ratios

Risk assessments are completed to determine the precise staffing ratios needed to deliver an activity involving people with a learning disability. In any case, to ensure health and safety, the ratios of staff to our service users will not be less than the following:

- for premise-based activities: **1:5** (one staff to five service users)
- for community based activities: **1:3** (one staff to three service users)

9. First Aid

Ryedale & District Mencap will ensure that at least one member of staff working on its projects or activities has received first aid training. A first aid box will be provided at all premise based projects and activities. For projects and activities which are community-based, a portable first aid box is provided.

Reference should also be made to Ryedale & District Mencap's *First Aid & Administration of Medication Policy & Procedure*.

The First Aid Box location must form part of any risk assessment

10. Accidents and Reportable Occurrences

Any incident or accident relating to health and safety occurring in relation to any activity of Ryedale & District Mencap and any action taken in respect of it will be recorded on an Incident/Accident report form relating to that activity, and a copy of it must be passed as soon as practicable to the relevant person, e.g the Manager.

The Manager will review the incident or accident record as appropriate to the Chairman and Trustee Committee to determine if follow-up action is necessary to reduce or minimise any risk of re-occurrence.

The Chairman of the Trustee Committee is responsible for reporting relevant matters under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and RIDDOR 2013 . RIDDOR covers the following incidents:

- fatal accidents
- major injury accidents/conditions
- dangerous occurrences
- accidents causing 7 days or more incapacity from work
- certain work-related diseases

Current reporting and recording requirements are listed at :

www.hse.gov.uk/riddor/reportable-incidents.html

Records of all accidents/incidents are maintained at the Ryedale & District Mencap registered office, by the Manager.

11. Audit

Health and safety practice, as reflected in the risk assessments, will be checked through audits. The Chairman and the Trustee Committee is responsible for ensuring audits are completed and actions undertaken. Audit findings will be reported and reviewed by the Trustee Committee.

Health & Safety audits of each project will take place regularly.
Reference should also be made to Ryedale & District Mencap's *Audit Policy and Procedure*.

12. Regular review and assessment

Health & Safety features as a standard agenda item at all:

- staff meetings
- Trustee Committee Meetings
- supervisions and appraisals

13. Communicating matters of health and safety to service users

Ryedale & District Mencap will ensure relevant matters of health and safety are communicated to people with a learning disability using our services in an accessible way.

15. Concerns about Health and Safety

If any staff has any concern about any aspect of health and safety in relation to any of Ryedale & District Mencap's activities they should report it immediately to the Chairman.

Audit Guidance

Check	Evidence
Do staff know who the designated Health & Safety Officer is for the charity, who they can raise concerns with?	Ask staff and volunteers
All staff have received Health & Safety training?	Check the Training Records to see whether all staff and volunteers have completed training
Are Incident Forms available on site?	Check the project file on-site. Check that blank Incident Forms are in the file and that staff know they are there
Do staff know the procedure to record any incidents/accidents/near misses?	Ask staff and volunteers what they would do to record an incident/accident/near miss
Incident Forms are being completed accurately and passed to the Manager and any follow ups completed	Check the Incident Form file at the office and check whether Incident Forms have been completed appropriately
Risk Assessment Form is in the file at the project and is being followed by staff and volunteers	Check file Ask staff whether they have read the Risk Assessment – check their knowledge of it
Fire Evacuation Procedure is in place and referenced at each location used for Ryedale & District Mencap activities	Check that the Fire Evacuation Procedure is known and described at each project.
Safe staff ratios are being adhered to	Check that the staffing ratios (as referenced at 9, above) are in place
A qualified First Aider is on duty	Check that there is a First Aider on duty Check that the training is up to date
Check that service users know about Health and Safety procedures (e.g. fire evacuation point)	Ask service users (where appropriate)