



INFORMING - ADVISING - SUPPORTING - EMPOWERING
Parents & Carers of Children & Young People with Additional Needs & Disabilities

Health & Safety Policy

VERSION CONTROL

Version No	3
Version Date	September 2017
Next Scheduled Review	September 2018

STATEMENT OF INTENT

POINT has a legal obligation for health and safety under the Health and Safety at Work etc. Act 1974.

The POINT Board of Trustees are committed to ensuring the highest standards of health, safety and welfare of all team members, both in the course of their duty and in the process of any POINT activities. POINT's responsibility for health and safety extends to its visitors, service users and any other people who are working within the organisation.

The POINT Health and Safety Policy, as far as is reasonably practicable, is to:

- Provide and maintain safe and healthy working conditions, safe equipment and safe systems of work.
- Provide information, training and supervision necessary to minimise incidents, accidents and health disorders and ensure the development of a proactive safety culture.
- Comply with legal responsibilities to all people who may be affected by POINT activities.
- Ensure that hazards arising out of POINT activities are identified and that the risks involved are assessed and effective measures are taken to remove or control them.
- Consult with team members on matters affecting their health and safety.

SCOPE AND OBJECTIVES

- **Scope**

This Policy outlines the arrangements, roles and responsibilities and supporting procedures for the effective management of health and safety at POINT and the principal requirements for a safe working environment for its team members, visitors and Service Users.

Failure by any team member to observe health and safety requirements may lead to disciplinary action being taken against that person.

- **Objectives**

POINT will:

- Support the development, communication and implementation of effective health and safety controls by providing adequate health and safety resources.
- Identify and mitigate any significant risks arising that could adversely impact its team members, service users or business partners, by undertaking risk assessments of all work activities, items of equipment, processes and environments.
- Minimise any risks to team member's customers or supply chain through maintenance of all places of work, equipment, storage and systems of work.
- Enable all team members to take responsibility, for themselves and others while carrying out their work, by providing them with suitable, sufficient and on-going instruction, training, information and supervision.
- Build a culture whereby health and safety considerations are taken into account in all business as usual decisions.
- Consult and communicate on health and safety matters with team members and their representatives.

RESPONSIBILITIES

The Board of Trustees will monitor the Health and Safety Policy for effectiveness and compliance on an ongoing basis with a formal review on an annual basis. The Board of Trustees will ensure that POINT fulfills its legal responsibilities by:

- providing board level commitment for the delivery of systems and practices that are proportionate to protect the health and safety of team members and customers;
- allocating adequate resources to achieve and maintain the standards necessary to meet the responsibilities as the employer; and
- reviewing POINT's performance to ensure the systems in place are effective in managing risk and protecting people.

Within each POINT location, Team Members are responsible for certain areas of health and safety. They are responsible for bringing health and safety requirements to the attention of all team members within their own area **and** for enforcing the requirements in the work place. In addition, they:

- Ensure that policy requirements are made operational in their business area.
- Ensure a safe working environment is established and maintained and that work activities under their control are subject to risk assessment processes.
- Ensure that suitable, information, training, instruction and supervision in relation to health and safety is made available to team members and is achieved as part of individual development plans where applicable.
- Support the risk functions in providing evidence of monitoring and reviewing health and safety performance.
- Ensure all accidents and incidents involving team members, service users, visitors and business partners, of which they are aware, are reported and investigated promptly in accordance with POINT policy.

The "Body" responsible for helping POINT to manage health and safety responsibilities is the Board of Trustees.

Every team member has a statutory obligation to protect his/her own safety and that of others in the work place by ensuring that he/she:

- Reports hazards to their Line Manager.
- Reports all accidents or incidents, regardless of the outcome.
- Co-operates with the Line Manager on health and safety issues.
- Follows the guidance given relating to good posture during his/her use of Display Screen Equipment.
- Uses any safety equipment provided properly at all times.
- Takes reasonable care for their own health and safety and that of others who may be affected by their acts or omissions at work.
- Complies with POINT's Health and Safety Policy.

Team members must not wilfully or recklessly interfere with any safety equipment or systems provided for the purposes of health and safety.

POLICY REQUIREMENTS

- **Legislation**

The main legislative drivers for POINT's approach to managing health and safety are the Health and Safety at Work etc. Act 1974, and the Regulatory Reform (Fire Safety Order) 2005. POINT has regard to and takes steps to comply with all subordinate health, safety and fire legislation applicable to POINT's activities.

- **First Aid**

POINT will provide appropriate equipment and adequate facilities to administer first aid to team members service users and visitors who are injured, or become ill at work.

Details of all first Aiders will be given to all team members when required.

In the case of an emergency the Chief Executive Officer must be contacted immediately.

- **Risk Assessment**

All workplaces are subject to a programme of specific and general risk assessments intended to control, reduce or eliminate risk to the health and safety of all Team members and third parties on POINT's premises. The implementation of the risk assessment programme is the responsibility of the Board of Trustees.

Each department must identify any aspect of work (including processes, equipment use and operational changes) that presents a risk to employees and other persons of personal injury, disease or other harm to their physical or mental wellbeing.

POINT has procedures for the identification and management of substances which may be hazardous to health ('COSHH'). Details of COSHH procedures will be discussed during your induction and are available from your line manager upon request.

- **Use of Display Screen Equipment**

Team members will be taken through a Display Screen Equipment (DSE) Assessment at the beginning of their employment and periodically thereafter. Team members who suffer, for example, from a sporting or other injury which affects them at work will be re-assessed.

All DSE users are eligible for an eyesight test. Please contact your relevant Line Manager for further information.

ACCIDENTS

- **Accident Prevention**

Each team member has a legal responsibility to take reasonable care of themselves and others in the workplace. They are informed of this responsibility on joining the company and periodically thereafter.

As far as practicable therefore, team members should make every effort to prevent an unsafe condition arising from a hazard that could subsequently result in a potential accident, by reporting it promptly to their Line Manager or Chief Executive Officer, who will arrange for the potential risk to be assessed.

The Chief Executive Officer with support from the POINT Board of Trustees will then action any relevant preventative measure that may be identified following the assessment.

Fire Marshals are also trained to be alert to any hazards which might raise concerns.

- **Accident/Incident Reporting**

Any work-related accident, incident (including near miss incidents) and medical conditions arising from work activities undertaken for POINT must be reported to a Director who will complete an Accident Report Form.

Any absences of more than five days as a result of a workplace accident are reportable to the enforcing authorities by the Board of Trustees. Certain listed work related ill health conditions are also liable for reporting under the Reporting of Injuries, Disease and Dangerous Occurrence Regulations 1995 (RIDDOR).

- **Accident Book**

A POINT Accident Report Form must be completed for all absences which arise out of a workplace accident, near miss or alleged work related ill health.

The POINT Accident Book is held by the Director of Services. Any accident or 'near miss' at work should be reported, and the Accident Book:

- Completed by the injured person(s) or his/her nominee;
- Used to record team member, customer or visitor injuries that occur on the premises;
- Signed by the Director of POINT Services
- Signed by the Assistant Director of POINT if the injury is RIDDOR reportable.

For all accidents within Italia House but outside of POINT's office base, please contact the main reception for details of their accident reporting procedure.

EMERGENCY AND FIRE PRECAUTIONS

POINT has implemented suitable controls for the prevention of fires and the management of all workplaces to prevent the conditions that would support a fire in accordance with POINT's responsibilities under Fire legislation.

The "Responsible Person" for fire safety is the fire marshall who's name shall be displayed in all public areas of POINT premises for information.

Please refer to The Fire Safety evacuation procedures shown displayed in our office.

PROCEDURES IN THE EVENT OF AN EMERGENCY

Emergency situations may arise that call for special procedures to be implemented and followed. Key team members who are instrumental in these procedures receive the necessary training and education to support their additional role. Such categories of team members include:

- Fire Marshalls
- First Aiders
- Health and Safety Champions

The Board of Trustees ensure that all team members receive the necessary training in procedural awareness during emergency situations.

BUSINESS CONTINUITY

In the event that business operations are halted or disrupted, you will receive instruction on the procedures that need to be followed should such a situation arise.

TRAINING

Training is provided for team members to allow them to take ownership of workplace health and safety issues and is a key requirement from both a legal and business effectiveness perspective. This training is provided when:

- Team members are new-to-role and/or a new starter
- Specific health and safety risks exist in a particular role
- Change programmes introduce new or amended work processes
- New work equipment is introduced or

- New legislative or regulatory changes necessitate

POINT maintains a record of all training undertaken, which is held centrally and acts as confirmation that our obligations have been met in this area.

Support for team member's wellbeing is available through a wide range of resources, operational policies and guidance developed by POINT.

ENVIRONMENTAL POLICY

POINT is committed to reducing its carbon footprint in the workplace.

CONSULTATION

POINT recognises the need to consult with team members and their representatives on health, safety and fire matters by giving them information and considering their views before taking decisions.