

Health and Safety at Work Policy and Procedures

1. OUR STATEMENT OF GENERAL HEALTH AND SAFETY AT WORK POLICY IS TO:

- ⌚ Provide adequate control of the Health and Safety risks arising from our work activities.
- ⌚ Consult with our workers and volunteers on matters affecting their Health and Safety, including work related stress.
- ⌚ Provide and maintain safe plant and equipment.
- ⌚ Ensure safe handling and use of substances.
- ⌚ Provide information, instruction and supervision for workers.
- ⌚ Ensure that all workers and volunteers are competent to carry out their tasks and to provide them with adequate training.
- ⌚ Maintain safe and healthy working conditions.
- ⌚ Review and revise this policy as necessary at regular intervals.

2. RESPONSIBILITIES

The overall and final responsibility for health and safety is that of the Management Committee of UK BUTTERFLY – Child In Need LTD

The person with day-to-day responsibility for ensuring this policy is put into practice is the Coordinator.

All workers must:

- ⌚ co-operate with line managers on health and safety matters;
- ⌚ not interfere with anything provided to safeguard their health and safety;
- ⌚ take reasonable care of their own health and safety;

- ⌚ report all health and safety concerns to an appropriate person (as detailed in this policy).

3. RISK ASSESSMENTS

Risk assessments will be undertaken by persons nominated by the Management Committee. These are currently Teresa Wojtyła and Krzysztof Marcinkowski.

The findings of the risk assessment will be reported to the Coordinator (if available), who will then pass on to the Management Committee.

Action required to remove or control the risks will be approved by the Chair.

Assessments will be reviewed annually or when work activity changes or new methods or processes are introduced.

4. CONSULTATION

In order to encourage and facilitate consultation with workers, there will be an agenda item for health and safety at every staff meeting.

5. SMOKING

UK BUTTERFLY – Child In Need LTD is based in Shapla Community Hall which is a no-smoking environment. Staff and service users are not allowed to smoke anywhere on Shapla premises, including the toilet areas. UK BUTTERFLY – Child In Need LTD will display “No Smoking” signs and the NHS Smoke free policy on their premises.

Staff / Volunteers of UK BUTTERFLY – Child In Need LTD are not allowed to smoke in public whilst on duty/whilst in their uniforms.

6. SAFE EQUIPMENT

The person responsible for identifying all equipment that needs maintaining is the Centre Manager/Chair person.

The person responsible for ensuring effective maintenance procedures are drawn up is the Centre Manager/Chair person.

The person responsible for ensuring the above maintenance procedures are carried out is the Centre Manager/Chair person.

Problems found with any equipment should be reported to the Centre Manager/Chair person.

7. SAFE HANDLING OF AND USE OF SUBSTANCES

The person responsible for identifying substances which need a COSHH assessment is the Centre Manager/Chair person.

Assessments will be reviewed annually or when the work/activity changes or other significant change occurs.

8. INFORMATION, INSTRUCTION AND SUPERVISION

Health and Safety Law posters will be displayed appropriately.

Health and safety advice is available from Bradford and Leeds Occupational Health Projects, Kirklees Better Health at Work Project, PERS, Trade Unions.

Supervision of young workers/trainees will be arranged, undertaken and monitored by the appropriate manager/Chair person.

The person responsible for ensuring that UK BUTTERFLY – Child In Need LTD workers/volunteers working at locations under the control of other employers are given relevant health and safety information is the Centre Manager/Chair person.

9. HEALTH & SAFETY TRAINING

- Induction training will be arranged for all workers by their line manager.
- Job specific training will be arranged by each worker's line manager.
- Jobs and tasks requiring specific training are listed in the risk assessment.
- Training needs and refresher training is identified and arranged by the worker's line manager.
- Training records are kept by the worker's line manager.

10. WORK-RELATED STRESS

UK BUTTERFLY – Child In Need LTD will ensure that staff and volunteers are adequately supported and provide sufficient advice and support on issues around work-related stress. We take staff happiness as a serious issue and will support staff and volunteers at all times.

Adequate training and guidance will be provided to allow individuals to be aware of symptoms of work-related stress and we will seek to signpost support if appropriate.

Jobs and tasks requiring specific training are listed in the risk assessment.

11. ACCIDENTS, FIRST AID AND WORK-RELATED ILL-HEALTH

The First Aid box will be maintained and adequately kept by the appointed first Aid officer/chair person.

Information about appointed First Aiders is available from the Chair person. All accidents and cases of work related health are to be recorded on an accident sheet these are kept in the Central office.



UK BUTTERFLY - Child In Need LTD
21 Cornwall Terrace
BD8 7JS
Bradford

The person responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority is the Chair person.

12. MONITORING

To check our working conditions and ensure safe working practices are being followed, the Chair will make weekly spot checks of specific risk areas which have been identified.

There will be an annual review of the Health and Safety Policy (including risk assessments)

The person responsible for investigating accidents is the Chair.

The person responsible for investigating work related causes of sickness absence is the Chair.

The person responsible for acting on the findings of the investigation to prevent recurrence is the Chair.

Adopted by on.....

SIGNED BY CHAIR.....