

Telford Mind Health and Safety Policy



For better
mental health

Statement of general policy

This policy statement covers all staff (paid and unpaid), service users, contractors and visitors to Telford Mind.

The Telford Mind Executive Board is committed to ensuring the health, safety and welfare at work of its staff, (including all volunteers), service users, contractors and any visitor or member of the public affected by its activities.

The board adheres to the Health and Safety at Work Act 1974 and other relevant or subsequent regulations, codes of practice and best guidance, in so far as it is reasonably practicable and works to ensure a hazard free occupational area and safe and healthy environment throughout the workplace.

The policy and its organisation and arrangements are reviewed by the Quality team and the Health and Safety Executive team leader.

Telford Mind aims to comply fully with relevant health and safety legislation and to:

- Provide adequate control of the health and safety risks arising from our work activities
- Maintain the health and safety of all staff (paid and unpaid), service users and visitors
- Consult with staff (paid and unpaid) and service users on matters affecting their health and safety
- Provide and maintain safe work environments and equipment
- Ensure safe handling and use of substances
- Ensure all food preparation and storage is hygienic and undertaken by appropriately trained staff
- Provide information, instruction and supervision for all staff (paid and unpaid) and service users as appropriate. Also, in accordance with Health and Safety Regulations, ensure that staff are aware of their duties not only for themselves but to other persons who may be affected by their acts or omissions.
- Ensure all staff (paid and unpaid) are competent to carry out their duties safely
- Minimise the occurrence of accidents and cases of work-related ill health
- Maintain safe and healthy working conditions
- Review and revise this policy as necessary.

Responsibilities

Overall and final responsibility for health and safety is that of:

- The Executive Board

Responsibility for ensuring that this policy is put into practice across the organisation lies with:

- The Service Development Manager

The following service coordinators have delegated day-to-day responsibility for ensuring that health and safety standards are maintained in the designated areas. (Service coordinators may in turn delegate some areas of responsibility to other staff members, provided that they consider them competent to take on the role):

- Volunteer coordinator
- Centre co-ordinator
- Service assistant

All staff (paid and unpaid) have a duty to:

- Co-operate with coordinators and managers on health and safety matters
- To appropriately use anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety
- Be proactive in promoting a healthy environment and encouraging service users to participate in this
- Report all health and safety concerns

Risks Arising from Work Activities

Risk assessments will be undertaken by the service managers and coordinators. They are responsible for ensuring that the actions required to remove or control risks have been implemented and that these actions have reduced or removed risk effectively.

Risk assessments will be reviewed annually or whenever the work activity changes, whichever is soonest. Health and safety is a standing agenda item at the staff meetings that are held regularly within each service.

Health and safety matters are reported in the Service Development Manager's report to the executive board.

Staff are expected to raise any urgent health and safety matters directly with their line manager as and when they arise. Service Users are consulted on health and safety matters via means appropriate to each particular service – this may be via individual discussion, joint H&S checks etc.

The Executive team leader for Health and Safety works closely with the Service Development Manager to identify areas of concern in working practice and to ensure appropriate resolution.

Safe Use of Equipment

The centre assistant will ensure that all workplace equipment meets relevant health and safety standards before it is purchased and that effective routine maintenance procedures are drawn up and implemented.

The centre assistant ensures that staff receive any guidance/training required for safe operation of the equipment. If this creates a training need it is raised with the Service Development Manager.

Staff identifying problems with equipment should voice their concerns to the Service Assistant (or to the person in charge in their absence), who will ensure that appropriately qualified maintenance staff address the issue within a suitable timescale.

Where staff habitually use VDU's as a significant part of their normal work a VDU risk assessment will be undertaken on an annual basis at a point diaried in by the centre assistant.

Where equipment or appliances are supplied by Telford Mind specifically for the use of service users the appropriate service coordinator will ensure that appropriate instruction/guidance on safe use has been given to the service user.

A general COSHH assessment will be undertaken by the service coordinators for their areas of work, with support from the centre assistant.

As part of this process the centre assistant will normally ensure that product data sheets are obtained for any COSHH substances provided by Telford Mind for use at the project.

The Service Development Manager is responsible for ensuring that safe practice resulting from the risk assessment is implemented and that basic personal protective equipment (gloves etc) is provided

if required. The risk assessment will be reviewed once a year by the service coordinator, the Service Development Manager and the executive with health and safety responsibility.

Food Safety

The Service Development Manager ensures that Telford Mind is responsible for the health and safety in storage or preparation of food by checking compliance against the 'Safe Food Better Business' with those involved in supporting activity in the kitchen: the volunteer coordinator, the Service Assistant and volunteers.

Together they identify and check that safe systems of work and appropriate control measures to prevent infection are in place. The volunteer coordinator will risk assess the degree of training required by staff who are involved in food handling and liaise with the Service Development Manager to ensure that this training is facilitated.

Safe handling and use of substances

A COSHH assessment will be undertaken by the Service Assistant (all product data sheets will be checked to do this) and reviewed with the Service Development Manager at yearly intervals and when new products are introduced. Together they will propose safe practice to minimise risk and record using the correct forms. The centre assistant will ensure that this is understood by all staff and volunteers involved in use of the substances, to implement and ensure safe practice. The centre assistant will check the potential hazard of new substances before purchase.

Fire Safety

The Service Development Manager is responsible for ensuring that a fire risk assessment is undertaken. Fire extinguishers will be checked on an annual basis, fire alarm systems will be serviced on an annual basis and emergency lighting will be checked on a monthly basis. Fire drills will be held for all staff (paid and unpaid) at least once every six months and all staff will receive fire training at least once a year.

Working with Service Users

The organisation recognises its duty of care to protect and promote the health, safety and well being of service users whenever possible. As part of the organisation's training plan all staff will receive health and safety training and risk management.

Information, Instruction and Supervision

The Health and Safety Law poster is displayed in the centre. New employees receive guidance on basic health and safety during their induction training. Ongoing training in health and safety is then provided to all employees as part of the organisation's training programme. Any identified training needs should be reported to the Service Development Manager.

Accidents, First Aid and Work Related Health

The Service Development Manager, together with the centre co-ordinator and the volunteer co-ordinator, will undertake an annual risk assessment identifying the level and type of first aid training and first aid provision that is required for existing services and new projects as they develop.

All accidents and causes of work related ill health will be recorded in the accident book. Managers and coordinators are responsible for ensuring that accidents, diseases and dangerous occurrences are correctly reported under RIDDOR.

All staff will undergo a risk assessment for work related stress on at least an annual basis.

All expectant mothers will undergo a risk assessment to identify and respond to any working issues that could impact on their health and safety – staff (paid and unpaid) have a responsibility to let their line manager know they are pregnant so this assessment can be carried out.

The responsibility for ensuring these risk assessments are carried out lies with the service coordinators. A response to any instances of work related staff sickness will be co-ordinated by the service development manager and the executive with responsibility for people management.

Monitoring

As a minimum requirement, service coordinators will undertake and record half yearly health and safety audits for their own area of work.

In addition to this the Service Development Manager and the Executive with responsibility for Health and Safety will undertake periodic ad hoc checks. The Service Development Manager, with support from the executive member will report on Health and Safety matters to the Executive board.

Health and Safety will be a standing item at staff meetings.

Relevant Legislation applying to our organisation

Construction Design and Management Regulations 1994

Consumer Protection Act 1987

Control of Substances Hazardous to Health Regulations (COSHH) 1999

Disability Discrimination Act 1995

Electrical Equipment Regulations 1994

Electricity at Work Regulations 1989

Fire precautions (Workplace act) 1997

Furniture and Furnishing Regulations 1988 (as amended 1993)

Gas Safety (Installation and Use) Regulations 1998

Health and Safety (Display Screen Equipment) Regulations 1992

Health and Safety (First Aid) Regulations 1981

Health and Safety at Work Act 1974

Housing (Management of Houses in Multiple Occupation) Regulations 1990

Management of Health and Safety at Work Regulations 1999

Manual Handling Operations Regulations 1992

Plugs and Sockets Regulations 1994

Provision and Use of Work Equipment Regulations 1992

Regulatory Reform (Fire Safety) Order 2005

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995

The Health Act 2006

The Personal Protective Equipment at Work Regulations 1992

Workplace (Health, Safety and Welfare) Regulations 1992

Signed:

Date: