



Health and Safety Policy Statement

Health and Safety at Work Act 1974

As an organisation which employs more than five people, Age UK Bolton complies with its legal duty to have a Health and Safety Policy Statement stating how we manage Health and Safety in the workplace in order to comply with legislation and to ensure confidence in the operation and continued success of our Organisation.

KEY INFORMATION

Policy prepared, reviewed or amended by:	Bridgette Doyle and Suzanne Hilton – Chief Executive and David McCoy Learning & Activities Centre Manager
Policy approved by Board of Trustees on:	19 May 2021
Policy became operational on:	28 July 2015. The Board last reviewed the policy on 21 May 2019.
Next Review Date	The Health and Safety Policy, and associated guidance and procedures does not form part of staff contracts of employment and may be reviewed and updated at any time. It will be reviewed annually , or sooner where there are significant changes to guidance or legislation. Minor updates will be made as required. Reviewed May 2019, May 2021

1. INTRODUCTION

1.1 Age UK Bolton's employees and volunteers are of paramount importance and essential to ensuring the quality and continuity of the Charity's services and activities. Their health and safety demands deserve at least the same degree of attention and emphasis as that placed on environmental and financial issues and, as a caring organisation, Age UK Bolton places a high priority on all matters affecting the health and safety of its employees, volunteers and other persons on its premises. We are committed to providing a safe, healthy and pleasant working environment for the benefit of staff, volunteers, clients and visitors.

2. POLICY STATEMENT

2.1 Age UK Bolton understands the importance of Health and Safety and our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activity;
- to consult with our employees on matters affecting their health and safety;
- to provide safe access and egress from our buildings;
- to provide and maintain safe premises, plant and equipment;
- to ensure safe handling and use of substances (COSHH);
- to provide information, instruction and supervision for employees and volunteers;
- to ensure all employees and volunteers are competent to do their tasks; and to give them adequate training;
- to prevent accidents and cases of work-related ill health;

- to maintain safe and healthy working conditions and work stations;
- to review and revise this policy as necessary at regular intervals.

2.2 For the purpose of this policy, 'client' means anyone who uses the service directly or indirectly, whether this be an individual older person, their representative or carer or another organisation.

3. SCOPE AND RESPONSIBILITY

3.1 This policy applies to all permanent and temporary employees, trustees, volunteers, agency staff, job applicants, contractors, consultants who are working for or supplying services to Age UK Bolton or Age UK Bolton Enterprises Limited (which is a wholly owned subsidiary of Age UK Bolton), hereafter referred to as 'workers', and also applies to customers, clients, visitors.

3.2 Overall and final responsibility for health and safety is that of the **Trustees**.

3.3 Day-to-day responsibility for ensuring this policy is put into practice is delegated to the organisational Health and Safety Lead, working to the Chief Executive.

3.4 Health & Safety issues affect each of us and so, in turn, each of us must accept some responsibility for ensuring our own health & safety in the workplace and also that of colleagues, volunteers and everyone who visits our premises for whatever reason.

3.5 Age UK Bolton has appointed the following persons to undertake protective and preventative measures relating to health and safety:

3.5.1 At The Square, Bolton - the Chief Executive, the Corporate Services Manager and Admin Officer.

3.5.2 At The Learning and Activities Centre, Farnworth - the Ageing Well Manager and the Centre Manager.

3.6 It is the responsibility of ALL Age UK Bolton workers to:

- co-operate with supervisors and 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 statement);
- make sure any problems found with premises / equipment are reported to the Chief Executive.

4. HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

4.1 Risk assessments will be undertaken for all service areas. These are recorded and maintained by the Chief Executive, or the appropriate manager or responsible person identified for that area of work.

4.2 Staff and volunteers should ensure that they familiarise themselves with any risk assessments, any hazards identified and the control measures in place to

minimise risks. Please read and be familiar with the Lone Working and Driving policies, which also relate to health and safety issues.

- 4.3 On occasion, Age UK Bolton will work with Children and/or Young People as volunteers, work experience placements or employees. Prior to a Child or Young Person commencing their work activities a Child / Young Person Risk Assessment will be completed to assess their competence for the intended work activities and any additional control measures that may be required. The findings of the Risk Assessment will be explained to the Child / Young Person as part of their Health and Safety Induction.
- 4.4 The findings of the risk assessments will be reported to the Chief Executive or Trustees as appropriate.
- 4.5 Action required to remove / control risks will be approved by the Chief Executive.
- 4.6 The Chief Executive will check that the implemented actions have removed / reduced the risks.
- 4.7 Assessments will be reviewed every twelve months, or when the work activity changes, whichever is soonest.

5. CONSULTATION WITH EMPLOYEE AND VOLUNTEER WORKERS

- 5.1 Health and safety information is provided to employees and volunteers as part of their induction, following which consultation with employees / volunteers is provided by meetings with staff, and one-to-one meetings,. Age UK Bolton will consult with staff on the following:
 - any new measure to be introduced which may substantially affect their health and safety at work, such as new equipment, new ways of working, or new procedures;
 - health and safety consequences in connection with any new technology the Organisation plans to introduce;
 - planning and organising health and safety training;
 - the information given to staff on the health and safety risks arising from their work, measures to reduce or eliminate these risks, and what they should do if they are exposed to a risk, including emergency procedures.
- 5.2 Age UK Bolton will use all reasonable endeavours to provide information to staff in a form which can be easily understood by them

6. SAFE PREMISES AND EQUIPMENT

- 6.1 The **Chief Executive** will be responsible for identifying all equipment / premises requiring maintenance.
- 6.2 The **Chief Executive** will be responsible for ensuring effective maintenance procedures are drawn up.

- 6.3 The **Chief Executive** will be responsible for ensuring that all identified maintenance is implemented, including PAT testing where required.
- 6.4 Any problems found with premises / equipment should be reported to the **Chief Executive**.
- 6.5 The **Chief Executive** will check that new premises and equipment meets health and safety standards before it is leased or purchased.
- 6.6 The **Chief Executive** will be responsible for ensuring the appropriate risk assessment is undertaken, and measures identified are implemented in connection with any new and expectant mothers and anyone who has any disability or mobility impairment, and anyone who has any medical condition or additional needs working for Age UK Bolton.

7. **SAFE HANDLING AND USE OF SUBSTANCES**

- 7.1 The **Chief Executive** will be responsible for identifying all substances which need a COSHH assessment.
- 7.2 The **Chief Executive** will be responsible for either undertaking COSHH assessments or engaging a suitably qualified consultant to do the assessment.
- 7.3 The **Chief Executive** will be responsible for ensuring that all actions identified in the assessments are implemented.
- 7.4 The **Chief Executive** will be responsible for ensuring that all relevant workers are informed about the COSHH assessments.
- 7.5 The **Chief Executive** will check that new substances can be used safely before they are purchased.
- 7.6 Assessments will be reviewed every **twelve months** or when the work activity changes, whichever is soonest.

8. **COMPETENCE FOR TASKS AND TRAINING**

- 8.1 Induction training will be provided for all employees / volunteers by their line manager.
- 8.2 Job specific training will be provided by an appropriate person. The member of staff's line manager will designate either an appropriate member of staff, or an external consultant to provide the training.
- 8.3 Training records are kept by each line manager and a copy is given to the member of staff.
- 8.4 Training will be identified, arranged and monitored by the staff member's line manager.

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

- 9.1 Health surveillance is required for employees doing the following jobs: **NONE** identified.
- 9.2 Health surveillance records, if applicable, will be kept by the **Chief Executive at The Square, Bolton.**
- 9.3 First aid boxes are kept in each location that Age UK Bolton staff and volunteers are located in. The names of trained and qualified first aiders will be displayed in each location. The appointed persons, with responsibility for first aid equipment, are:
- **The Ageing Well Manager or Centre Manager** at the Learning & Activities Centre Farnworth
 - **The Admin Officer** at the Square in Bolton
- 9.4 The first-aid kits are checked and replenished periodically; but if anyone finds a kit without any of the items listed, please inform the appointed person immediately.
- 9.5 **Information posters, stating the locations of all first aid kits, will be displayed at all Age UK Bolton premises.**
- 9.6 All accidents and cases of work-related ill health are to be recorded in the accident at work book. The accident books are kept at each location and available from the Corporate Services Manager at The Square and from the Centre Manager at the Learning & Activities Centre.
- 9.7 **The Chief Executive**, or an individual nominated by the Chief Executive, is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

10. MONITORING

- 10.1 To check our working conditions, and ensure our safe working practices are being followed, we will carry out annual Health and Safety checks.
- 10.2 The **Chief Executive** is responsible for investigating accidents, investigating work-related causes of sickness absences and acting on investigation findings

11. EMERGENCY PROCEDURES – FIRE AND EVACUATION

- 11.1 **The Centre Manager** is responsible for ensuring the fire risk assessment including, but not limited to, assessing risks in connection with anyone who has any disability or mobility impairment, is undertaken and implemented at the **Learning and Activities Centre in Farnworth.**

- 11.2 The **Admin Officer** is responsible for liaising with Bolton at Home Facilities Manager, ensuring the fire risk assessment including, but not limited to, assessing risks in connection with anyone who has any disability or mobility impairment, is undertaken and implemented at **The Square** and their name shall be displayed by the lifts and stairs on each floor.
- 11.3 Escape routes are checked by a designated individual every week.
- 11.4 Fire extinguishers are maintained and checked by an approved fire safety company, annually.
- 11.5 Alarms are tested by the person identified above every month.
- 11.6 Emergency evacuation will be tested every month.

12. EMPLOYEES, VOLUNTEERS AND TRUSTEES

- 12.1 All Age UK Bolton employees, volunteers and trustee workers will be issued with Health and Safety information as part of their induction.
- 12.2 If you are at all concerned about any matter or situation relating to health & safety, no matter how small or insignificant you think it may be, please do not hesitate to report and or discuss it with your supervisor, manager, or the Health and Safety Lead.
- 12.3 **Please note more information can be found at <http://www.hse.gov.uk/vulnerable-workers/older-workers.htm>**
- 12.4 **Also, carefully read this Health & Safety Checklist:**
- Have you read this policy document thoroughly?
 - Do you take notice of the health and safety advice and information displayed in Age UK Bolton's premises?
 - Do you act upon the advice given?
 - Do you know where the following are located?
 - First-aid kits**
 - Fire extinguishers**
 - Fire alarm call points**
 - Fire exits**
 - Do you know where the **assembly points** are, in case of emergency evacuation?
 - Do you make sure that all passageways, stairs and fire exits are kept clear and free of hazards at all times?
 - Do you ensure that any fire door is closed once you have passed through it?
 - Do you **report any faulty switches** to your supervisor or the responsible person identified in this policy?
 - Do you remember to **unplug equipment** and devices before cleaning?
 - Do you **report electrical equipment that isn't working properly** to your supervisor or the responsible person identified in this policy?
 - Do you allow trailing leads to create **trip hazards** for yourself or for others?
 - Do you clear up spills quickly?

- Do you look out for and report bare wires or other defects of electrical equipment?
- Do you avoid kinking, crushing or twisting electrical cables?
- Do you ensure that sockets are not overloaded?
- Do you **check your work station** and report any difficulties or discomfort to your manager so they can make arrangements for relevant reasonable adjustments?

13. BREACH OF THE POLICY

13.1 Potential sanctions for breach of policy

13.1.1 Breaching this Health and Safety policy may be a serious matter. Employees who do so may be subject to disciplinary procedures.

13.1.2 Volunteers, contractors and other users may also be held personally liable for violating this policy and appropriate action will be taken.

EMPLOYEE/VOLUNTEER CONSENT STATEMENT

At Age UK Bolton we take our duties in connection with Health and Safety very seriously.

I (name of employee / volunteer) hereby confirm that I have read, understood and will comply with the attached Age UK Bolton Health and Safety Policy Statement.

Signed.....

Date