



# Health and Safety Policy

## KEY INFORMATION

<b>Policy prepared, reviewed or amended by:</b>	James Beardsworth – Head of Corporate Services
<b>Policy approved by Board of Trustees on:</b>	19 May 2021.
<b>Policy became operational on:</b>	28 July 2015.
<b>Next Review Date</b>	Reviewed May 2019, May 2021, June 2024, September 2025 Next review date – September 2026

## **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.
- 1.2** 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.

## **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.
  - 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** Operational implementation of the Health and Safety Policy is delegated through the Distributed Leadership Model as follows:

- **Head of Corporate Services** – strategic responsibility for health and safety across Age UK Bolton, with specific operational responsibility for The Square
- **Head of Ageing Well** - Health and safety lead for the Ageing Well Centre and community-based Ageing Well services.
- **Head of Enterprises and Health** - Health and safety lead for Cleaning, Shopping and Handyperson services and the Strength and Balance programme (including online and in-person physical activities).

Each Head of Service is responsible for ensuring that risk assessments, incident reporting, staff awareness, and safety compliance are maintained within their respective service areas.

**3.4** Health & Safety issues affect each of us and so, in turn, each of us must accept 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** It is the responsibility of ALL Age UK Bolton workers to:

- co-operate with managers and team leaders 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 Head of Ageing Well for Ageing Well Centre or Head of Corporate Services at The Square.

#### **4. HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES**

**4.1** Risk assessments will be undertaken by the relevant Head of Service or their delegated Service Manager, or appropriate person. These must be reviewed every 12 months, when significant changes occur. Each Head of Service is responsible for:

- Ensuring staff and volunteers are aware of relevant assessments and control measures
- Approving and monitoring control actions
- Reporting findings to the Senior Leadership Team and/or Board as appropriate

**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.

## **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 endeavors to provide information to staff in a form which can be easily understood by them.

## **6. SAFE PREMISES AND EQUIPMENT**

- 6.1** The Responsibility for safe premises, maintenance, and equipment is delegated as follows:

- The Square – Head of Corporate Services
- Ageing Well Centre – Head of Ageing Well
- Community activities – Head of Ageing Well
- Health activities and Enterprises – Head of Enterprises and Health

Each is responsible for:

- Regular inspection and maintenance
- Ensuring PAT testing and statutory checks
- Reporting and resolving issues
- Ensuring compliance when acquiring new equipment or premises

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

**7.1** Each Head of Service is responsible for identifying and managing COSHH assessments in their areas, supported by the Head of Corporate Services for cross-organisational issues. They must ensure:

- Staff awareness of risks
- Actions from COSHH assessments are completed
- Reviews take place annually or upon changes

## **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** Each Head of Service must:

- Ensure First Aiders are trained and displayed at their relevant sites
- Maintain fully stocked first aid kits
- Ensure all incidents and near misses are recorded and reported on My HR Toolkit

The Head of Corporate Services coordinates organisational accident reporting and oversees submission to relevant authorities under RIDDOR.

## **10. MONITORING**

**10.1** The Head of Corporate Services leads on monitoring compliance, accident investigations, and organisational audits, supported by each Head of Service for their respective areas.

## **11. EMERGENCY PROCEDURES – FIRE AND EVACUATION**

**11.1** Fire safety responsibilities are operationally overseen by the relevant Head of Service, who ensures appointed individuals carry out fire checks, drills, and assessments in line with organisational policy.

**11.2 The Premises 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 **Ageing Well Centre in Farnworth**.

**11.3 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**. Their name shall be displayed by the lifts and stairs on each floor.

## **12. Computers and Display Screen Equipment**

**12.1** If you use a computer screen or other display screen equipment (DSE) as a significant part of your work, you are entitled to a workstation assessment and regular eyesight tests by an optician the costs of which are recoverable through UK Healthcare Membership paid for by Age UK Bolton.

## **13. EMPLOYEES, VOLUNTEERS AND TRUSTEES**

**13.1** All Age UK Bolton employees, volunteers and trustee workers will be issued with Health and Safety information as part of their induction.

**13.2** 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.

**13.3 Please note more information can be found at <http://www.hse.gov.uk/vulnerable-workers/older-workers.htm>**

**13.4 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 arrange for relevant reasonable adjustments?
- Any accidents, incidents or near misses must be reported to your Head of Service who will then record on My HR toolkit

#### **14. BREACH OF THE POLICY**

##### **14.1 Potential sanctions for breach of policy**

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

**14.1.2** 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

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