

AGE UK EXETER

Controlled Document

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Next review due: November 2023

Owner (Responsibility) CEO

Amendments to: Governance Officer

Revision History: See end of document

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Signed:



Document Description

This document outlines Age UK Exeter's position on health and safety. Age UK Exeter, as an employer and service provider, recognises the importance of health and safety. The following policy outlines the control measures to create a safe environment.

Implementation and Quality Assurance

Implementation is immediate and this Policy shall stay in force until any alterations are formally agreed.

The Policy will be reviewed every year by the Board of Trustees, sooner if legislation, best practice, or other circumstances indicate this is necessary.

All aspects of this Policy shall be open to review at any time. If you have any comments or suggestions on the content of this policy, please contact the CEO on info@ageukexeter.org.uk

Health and Safety Policy

1. Statement of Intent

Age UK Exeter, as an employer and service provider, recognises the importance of health and safety. The following policy outlines the control measures to create a safe environment.

Our Health and Safety Policy is to:

- Prevent accidents and cases of work-related ill health
- Manage health and safety risks in our workplace
- Provide clear instructions and information and adequate training to ensure employees and volunteers are competent to do their work
- Provide personal protective equipment where necessary
- Consult with employees and volunteers on matters affecting their health and safety
- Maintain safe and healthy working conditions
- Implement emergency procedures, including evacuation in case of fire and other significant incidents
- Review and revise policy regularly in consultation with Board of Trustees.

2. Responsibilities for Health and Safety

2.1 Over-all and final responsibility for health and safety lies with the Board of Trustees and Nicky Flynn (CEO). Through committees, analysis, staff consultation and regular review, the Risk and Quality Committee, Board and CEO will review compliance.

2.2 Day to day responsibility for ensuring this policy is put into practice lies with individual service co-ordinators/line managers and all staff members.

2.3 To ensure health and safety standards are maintained and improved, all staff and volunteers work together and have good methods of communication and sensible, effective arrangements for health and safety as detailed below.

3. Arrangements for Health and Safety

See table below:

Arrangements	Responsibility	Detail
Risk Assessment	CEO, line managers, Governance Officer	Individual line managers will prepare risk assessments for their staff and actions arising out of those risk assessments will be implemented. Staff and volunteers will sign-off that they can work within the remit of the risk assessment and risk assessments will be reviewed annually or sooner if conditions or best practice changes.
Training	Staff member with responsibility for training/ currently Social Support Coordinator. Also, Line Managers and Governance and Administration Team	Training needs are identified by line managers, policy, and best practice requirements. The governance officer is responsible for collating training reports to help ensure training is up to date. Good quality in-house training is delivered where required. Current mandatory training includes manual handling, safeguarding and boundary training (delivered as condensed in-house training). Dementia Awareness training is also delivered to all staff within the induction period. Staff and volunteers have the opportunity to access further training in consultation with their line manager as required.

Consultation	Board, CEO, Governance, Line Managers	Staff and volunteers are routinely consulted on all matters, through staff meetings, coordinators meetings and one-ones. Staff are encouraged to voice concerns as they arise and we have a suggestions, concerns, and complaints form, easily obtainable for all visitors.
Accident reporting and investigation	Administration, Governance	Administration actively collates accident, incident and near miss reports. All line managers and staff are encouraged to report any incidents or near misses. The governance officer is responsible for analysis of accident and incident reports and reporting to the Risk and Quality Committee and Board. The Risk Committee and CEO note any trends and review and action changes required.
Monitoring	Board, Risk Committee, CEO, Governance, Administration	Health and safety arrangements are monitored through relevant committees and meetings. This Health and Safety Policy and Risk Assessments are reviewed annually. The workplace is inspected annually, including systems and alarms checks, fire safety checks, heating checks, water quality checks and portable appliance (PAT) tests.

Out-side providers	Administration, CEO	It is ensured that all out-side providers are legally compliant and have the relevant health and safety certificates relevant to their trade or area of expertise.
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Safe systems of work	Line Managers	<p>All members of staff and volunteers complete an induction, including manual handling training. The workplace is assessed to be a safe place of work and risk assessments are completed of the site. All offices have windows and good airflow, and office-based staff complete a workstation self-assessment in consultation with their line manager. Toilets, hand-washing facilities and drinking water are provided and there is a system in place to report defects and get facilities repaired (facilitated by a reporting board in the staff room). The building is kept warm in winter and staff have access to extra equipment, including personal, protective equipment (PPE) and hand-sanitiser if required.</p> <p>Staff and volunteers are instructed in the safe handling/use of substances hazardous to health.</p> <p>Staff receive guidance on lone working and have work phones where appropriate.</p> <p>Driving checks are carried out on all staff and volunteers who require use of their car to complete their work.</p>
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Emergency Procedures/Evacuations	Administration Team, Staff Members	<p>Evacuation plans are tried and tested and updated if necessary. Escape routes are well signposted, and always kept clear. Fire alarms are tested weekly.</p> <p>Five members of in-house staff are appointed as fire marshals and receive the appropriate training.</p>
Equipment	CEO, Line Managers, Administration Team	<p>The Health and Safety Law Poster is displayed in the lobby at the main site and at the Shed. Personal, protective equipment (PPE) is provided to all staff who need it and covid tests are supplied to all staff. Staff have access to workstation devices to aid their work and can access other devices to aid the service they deliver where required.</p>

First Aid	Line Managers, Administration Team	<p>The First Aid box is located in the main reception area at Sycamores with the accidents and incidents form. There is also a First Aid box and accidents form at the Shed.</p> <p>Accidents and ill health at work is reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).</p> <p>First Aid Training is undertaken by all front-line staff, updated every three years, with an in-house annual review.</p> <p>New staff and volunteers at the Shed update their First Aid training, completing Emergency First Aid at work annually.</p>
Visitor Safety	All Staff	<p>A risk assessment is carried out for the main site. The building is well lit and has wheelchair access. The building also provides accessible toilets. Staff are available to aid visitors if required.</p>
Welfare	CEO, Line Managers	<p>Welfare is put at the top of one-one sessions. Age UK Exeter has access to external welfare provision through Devon Wellbeing Hub if required.</p> <p>All staff are currently asked to do a covid test weekly.</p>

Environmental Controls	CEO, Administration Team, Cleaning	Special consideration is given to the disposal of waste materials. Items for recycling are disposed of in one outside bin. If sharps/needles are found around the site, they are safely disposed of by the neighbouring Health Centre Team.
Arrangements for the control of Specific Hazards, eg. Hazardous Substances, Manual Handling, Transport, Machinery etc	CEO, Men in Sheds Coordinator, Shed Manager, Administration Team, Cleaning	<p>Training is given if staff are required to handle or dispose of hazardous substances. PPE is provided and risk assessments completed.</p> <p>Training is given if staff or volunteers are required to use machinery or electrical equipment and management are accredited to deliver appropriate training.</p>
Adherence to Best Practice	Board, Risk and Quality Committee, CEO, Governance	Attention is given to changes in best practice, law, and legislation in line with the Health and Safety Executive (HSE).

Revision History

Revision date	Summary of Changes	Other Comments
January 2016	Routine review by the Standards Committee. No changes	
12 January 2016	Approved by the Board of Trustees	Next review due January 2017
19 December 2016	Routine review by the Standards Committee – no changes	Recommended to the Board for approval.
10 January 2017	Approved by the Board of Trustees	Next review due January 2018
08 January 2018	Routine review by the Standards Committee – no changes	Recommended to the Board for approval.

9 January 2018	Approved by the Board of Trustees	Next review due January 2018
7 January 2019	Routine review by the Standards Committee – minor amendments relating to location of first aid boxes.	Recommended to the Board for approval.
15 January 2019	Approved by Board of Trustees	Next review due January 2019
6 January 2020	Routine review by the Standards Committee	Recommended to the Board for approval.
14 January 2020	Reviewed and approved by Board of Trustees	Next review due January 2020
25 October 2022	Rewrite based on Health and Safety Executive (HSE) Template, approved by Risk Committee 10.11.22 Approved by Board 13.12.22	Next review November 2023