

Health and Safety Policy

October 2019

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1. Introduction

1. ADCA is a small not for profit charitable company with fewer than five employees, and health and safety arrangements are not generally formally recorded. Nonetheless, health and safety are taken into account in all aspects of our work. Food safety is separately covered in ADCA's Food Hygiene Policy.
2. This document sets out the health and safety arrangements covering the whole of ADCA's activities. It provides a base level of health and safety which ADCA will build on through training, development and the improvement of knowledge, standards and performance.

2. Statement of intent

1. ADCA acknowledges and accepts its legal responsibilities for securing the health, safety and welfare of its Trustees, staff, volunteers, members and carers who may undertake duties on its behalf or participate in any or all of ADCA's services.
2. ADCA will provide and maintain safe and healthy working conditions so far as reasonably practicable and will encourage all staff, volunteers, members and carers to be actively involved in maintaining safe operating conditions and practices.
3. ADCA will regularly review this policy to ensure that these standards are maintained and fully reflect changes in legislation and in good practice.
4. Everyone in ADCA has a moral obligation to safeguard each other, our members and carers and the environment in which we operate our services.

3. Responsibility

1. ADCA Trustees have overall responsibility for health and safety within ADCA, and will:
 - ensure adequate financial provision is made to meet health and safety obligations
 - provide appropriate information and instruction to staff and volunteers
 - ensure planned work and developments take full account of health and safety
 - designate a nominated person to be ADCA's Health and Safety Lead.
2. The Health and Safety Lead will be the **Development Coordinator**.
3. The Health and Safety Lead has overall responsibility to monitor implementation of this policy and to bring any issues that arise to the Trustees as soon as possible for corrective action or to undertake a root cause analysis of any accidents or incidents.
4. All staff, volunteers and Trustees should take reasonable care of themselves at all times and have due regard for the health and safety of others who may be affected by their work activities. They must:
 - fully co-operate on all health and safety matters
 - report any health and safety defects or concerns to the Development Coordinator
 - refrain from interfering with equipment or material provided to protect their health and safety.

4. Policy implementation

Communication

1. All staff and volunteers will be made aware of the content of this policy. Training and awareness in health and safety will be a key part of induction training.

Training

2. Staff and volunteers will receive specific training appropriate to their responsibilities.
3. When new work activities or new equipment or substances are introduced, additional training will be provided.
4. Refresher training will be arranged to keep staff up to date with legislation and industry best practice.

Risk assessment

5. The Development Coordinator and a designated Trustee will carry out and record formal risk assessments as required, and will review any accidents or near misses to improve practice.
6. All staff and volunteers must **be continuously risk aware**. Potential hazards need to be constantly considered and work methods established to minimise risk of injury to themselves and others affected by the work. Where a staff member or volunteer has insufficient knowledge about a specific hazard they will take further advice from the Development Coordinator as required.
7. The health and safety of the people who use ADCA's services must be a primary consideration for all staff, volunteers and Trustees. As many ADCA members are frail or disabled and use walking sticks or frames, particular attention must be paid to spotting and correcting any 'slips or trips' hazards – for example, loose carpets or rugs, equipment left in a thoroughfare, spillages.
8. Any identified hazards should be corrected as quickly as possible, or immediately reported to a staff member for correction.

Equipment

9. All equipment used by ADCA must be subject to routine inspection (and repair or replacement where appropriate), including electrical testing which takes into account:
 - statutory testing
 - type of equipment
 - amount of use
 - consequences of failure.
10. Personal Protective Equipment will be provided when required for work activities. Such equipment should be kept in good order by the individual using it, and if found not to be in good order must be reported to the Development Coordinator for repair or replacement.

Hazardous substances

11. Risks associated with hazardous substances are considered for all work activities. Alternative less harmful substances are used wherever possible. Where necessary Personal Protective Equipment is provided and health surveillance undertaken.
12. Unidentified potentially hazardous substances encountered during work activity should be referred to the Development Coordinator or ADCA Chairman who will take action to investigate as appropriate.
13. Significant risks associated with hazardous substances will be subject to a formal written assessment in accordance with the Control of Substances Hazardous to Health Regulations (COSHH).

First aid and accident reporting

14. First Aid equipment will be made available in all venues used by ADCA.
15. All accidents must be recorded in the **Accident Book**. Those defined as 'statutory notifiable' will be reported to the Incident Contact Centre by telephone on 0845 3009923.
16. All accidents/incidents will be investigated by the Development Coordinator with a designated Trustee. Any actions and recommendations taken as a result of an investigation will be formally recorded and reported to the next ADCA Committee meeting.

Manual handling

17. ADCA staff and volunteers **do not undertake any moving or handling** of members or carers, or assistance with toileting. ADCA's Operational Policy specifies that all members and carers must be independently mobile.
18. Staff and volunteers (including voluntary drivers) provide only 'gentle guidance'.

Fire safety

19. All staff, volunteers and members must remain vigilant to the risk of fire.

Public safety

20. The safety of members of the public is considered at all times and appropriate protective action taken.