



Douglas Valley Community (DVC)

Health & Safety Policy

This policy is based on the Health and Safety Executive publications: An introduction to health and safety: Health and safety in small businesses and Consulting employees on health and safety: A brief guide to the law”

In this document, the term “staff” shall be taken to include volunteers as well as paid employees.

Statement of Intent

Douglas Valley Community (DVC) will:

- provide adequate control of the health and safety risks arising from our work activities
- consult with our staff/volunteers on matters affecting their health and safety
- provide and maintain safe spaces and equipment
- provide information, instruction and supervision for staff/volunteers
- ensure all staff/volunteers are competent to do their tasks, and to give them adequate training
- prevent accidents and cases of work-related ill health
- maintain safe and healthy working conditions and
- review and revise this policy as necessary at regular intervals

Responsibilities

The Board has overall and final responsibility for health and safety. The Board will, where possible, appoint one of its members to take lead responsibility for championing and overseeing Health and Safety issues.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Manager. All staff have 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)

Consultation with the Workforce

We will encourage staff to elect a safety representative. In the absence of a safety representative, we will consult with staff collectively.

We will consult with them on all matters regarding health and safety, including:

- the introduction of any measure which may substantially affect their health and safety at work, for example the introduction of new equipment or new systems of work

- arrangements for getting competent people to help them comply with health and safety laws (A competent person is someone who has sufficient training and experience or knowledge and other qualities that allow them to help us meet the requirements of health and safety law)
- the information we are giving them on the risks and dangers arising from their work, measures to reduce or get rid of these risks and what they should do if they are exposed to a risk
- the planning and organisation of health and safety training and
- the health and safety consequences of introducing new technology

Health & safety risks arising from our work activities

Key areas of risk at **Douglas Valley Community (DVC)** are:

- Personal safety
- Events, including use of the meeting room
- Carrying / lifting
- Display screen equipment (VDU's)
- Electricity
- Falling objects
- Fire
- Slips, trips and falls
- Substances hazardous to health (including dust, fumes, etc.)
- Stress

Douglas Valley Community (DVC) risk assessments will be undertaken by the Manager, in consultation with staff, following HSE guidance.

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the risks and decide on precautions
4. Record findings and implement them
5. Review assessment and update if necessary

Action required to remove, or control risks will be approved by the **Douglas Valley Community (DVC)** Board.

The Manager is responsible for ensuring the action required is implemented and for checking with staff that the implemented actions have removed or reduced the risk.

Assessments will be reviewed every year or when the work activity changes, whichever is soonest. Assessments will also be carried out whenever a new activity is introduced, and/or a new location is used.

Project workers, in consultation with the Manager, will assess the risks in any public event organised, taking account of guidance available

Safe offices and equipment

Identifying maintenance needs for the offices and equipment is the responsibility of the Manager, with advice from staff.

Ensuring effective maintenance procedures are drawn up is the responsibility of the Administrator.

Ensuring that all identified maintenance is implemented is the responsibility of the Manager, to whom any problems found with offices and equipment should be reported.

Checking that new equipment meets health and safety standards before it is purchased is the responsibility of the Manager.

Equipment being loaned out is the responsibility of the Administrator.

Fire and evacuation

We will carry out a fire safety risk assessment and implement and maintain a fire management plan. Ensuring this is undertaken and implemented is the responsibility of the Manager, following appropriate advice.

Assuring competency for tasks and training

General induction training, and job-specific briefing and training, will be provided for all staff by the supervising staff member.

Any staff health and safety concerns will be identified in regular supervisions.

The supervising member of staff will identify training and development needs of staff, will arrange participation in any training and development, and will be responsible for monitoring the outcomes.

Training records are kept in the main personnel file held by the Manager.

Information

The HSE poster *Health and safety law* will be displayed prominently, with the blank sections filled in by the Manager.

Accidents, first aid and work-related ill health

The first aid box is kept outside of the Managers office

The appointed person(s)/first aider is Gemma Atkinson

All accidents and cases of work-related ill health are to be recorded in the accident book. *The book is kept in the manager's office.*

Where outreach venues are in regular use, staff will familiarise themselves with the location of the first aid box.

Investigating accidents is the responsibility of the Manager.

Investigating work-related causes of sickness absences is the responsibility of the Manager.

Acting on findings to prevent a recurrence is the responsibility of the Manager.

Reporting accidents, diseases and dangerous occurrences to the enforcing authority is the responsibility of the Manager.

Eye Tests

Free eye tests every two years will be available to staff using computers, whose personal responsibility it will be to arrange for the test. Payment will be reimbursed on provision of receipts.

Monitoring

To check working conditions, and ensure our safe working practices are being followed, we will:

- hold quarterly health and safety review meetings, reporting to the Board
- conduct annual risk assessments, reporting to the Board
- review the policy annually at Board level
- take other actions as necessary