



<b>Title</b>	<b>Health and Safety Policy</b>
<b>Chairperson</b>	<b>Amanda Nicklin</b>
<b>Vice-Chair</b>	<b>Jerry Archer</b>
<b>Secretary</b>	<b>Nicola Hall</b>
<b>Treasurer</b>	<b>John Hunt</b>
<b>Safeguarding Lead</b>	<b>Gaynor Robinson</b>
<b>Approved by</b>	<b>Management committee</b>
<b>Date Implemented</b>	<b>June 2020</b>
<b>Date to be revised</b>	<b>June 2023</b>

**Contents**

- 1. Introduction ..... 3
- 2. Purpose ..... 3
- 3. Scope ..... 4
- 4. Responsibilities ..... 4
- 5. Policies and Procedures ..... 5
- 6. Process for Monitoring Compliance and Effectiveness ..... 5
- 7. Further Information ..... 6
- 8. References ..... 6

## 1. Introduction

Emerge recognises and accepts its responsibilities for providing a safe and healthy work place and promoting safe working practices for all its volunteers, clients and others who may be affected by its activities. It will take all reasonable steps to meet its responsibilities.

The Health and Safety at Work Act 1974 and Management of Health and Safety at Work Regulations 1999 require that employers protect all people at work and others not at work including clients and the general public. Emerge is required to assess risks and take positive measures to promote health and safety in the work place and provide volunteers with a safe place of work, safe equipment, safe systems of work, safe substances and competent fellow workers along with adequate information, instruction, training and supervision.

This safety policy sets out the organisational arrangements to enable Emerge and its volunteers to comply with these responsibilities and legal duties imposed by all health and safety legislation. It is supported by a number of additional health and safety policies and standard operating procedures (SOPs) covering a range of topics, all of which are applicable to all volunteers.

As part of the policy statement, Emerge will;

- Ensure as far as is reasonably practicable the health, safety and welfare of all affected by Emerge activities including volunteers, clients, contractors and members of the public
- Comply with all current health and safety legislation, regulations and codes of practice
- Provide safe equipment and healthy work conditions
- Assess and manage risks including those associated with slips, trips and falls involving volunteers and others in all working environments in order to ensure that all risks are identified and minimised as far as is reasonably practicable
- Raise the level of volunteer knowledge on health and safety through the provision of education and training programmes
- Monitor and audit that working practices are in accordance with relevant policies and procedures

## 2. Purpose

The purpose of this policy is to promote behaviour and practices which will minimise danger for all volunteers, clients, visitors, contractors and the general public through the activities of Emerge. The policy has been written in general health and safety terms for all volunteers and is supported by local safety codes to address specific aspects relevant to those areas. You should comply with this policy and other Emerge guidance at all times unless you consider that an alternative course of action is safer. If in doubt seek advice.

### **3. Scope**

This policy describes the procedures which Emerge has put in place to meet its legal obligations. This policy is Emerge's overarching health and safety policy which is accompanied by a number of relevant SOPs.

### **4. Responsibilities**

The Management Committee has overall responsibility for the implementation of all aspects of health and safety legislation and to ensure that the organisational commitment to Health and Safety is fully implemented and monitored.

The management committee recognises that a successful health care organisation ensures that its expertise in service provision is translated into all aspects of its work and that effective health and safety management is an integral part of sound management practice.

The management committee is therefore committed to the development of comprehensive health and safety policies and procedures which fulfil both the letter and spirit of the law.

The management committee recognises that to ensure a safe healthy workplace and working environment also requires a culture and systems which support the identification and control of risks at work and engages volunteers in promoting safe working practices.

The management committee believes that the allocation of resources to provide an effective system for managing health and safety will ultimately reduce accidents and ill health and enable volunteers to give a better standard of care to clients.

To this end, the management committee will ensure that health and safety objectives will stand alongside all its corporate objectives in order to enable progressive and sustained improvements in its attainment of the highest possible standards of health and safety.

The management committee will ensure as far as is reasonably practicable that adequate resources are there to meet health and safety requirements within Emerge and will continually review the effectiveness of the health and safety policies and those designated with specific responsibilities within the health and safety policies of the Trust.

It is the responsibility of every volunteer to implement and abide by this policy and take all reasonable steps to maintain and, where necessary, improve health and safety. Volunteers who have identified shortcomings in health and safety practices must report the problem areas and the steps taken to rectify the problems to the management committee.

The management committee are responsible for achieving the objectives of this Health and Safety Policy. They must ensure that;

- All new volunteers are given instructions in Emmerge health and safety rules and procedures
- All volunteers are instructed in the health and safety aspects of their duties and ensure that training records for each member are maintained
- Risk assessments are carried out for volunteering activities in line with agreed procedures and that control measures identified are implemented
- Health and safety issues are a standing agenda item at all volunteer meetings
- Issues are acted upon following recommendations from health and safety related audits/inspections and relevant actions are implemented from incident reports
- Equipment checks are carried out in conjunction with appropriate specialist advisers to ensure that adequate equipment is available and in good order
- Accidents, injuries, diseases and dangerous occurrences are reported, investigated and relevant remedial action is taken
- Health and safety responsibilities are included in all job descriptions for all volunteers including the management committee

## **5. Policies and Procedures**

### Standard Operating Procedures (SOPs)

This policy permits the use of Standard Operating Procedures to address the multitude of health and safety topics which arise at Emmerge where it is considered that this is a preferred format. Policies may continue to be used where the subject matter merits.

### Relationship to Other Policies

Emmerge has a range of policies and procedures covering a range of subjects. There are also strong links between documents; therefore they must be implemented jointly.

### Applying the Safety Policies

All safety policies, procedures, information, codes etc. will apply to all volunteers at all times.

### Resolving Health and Safety Problems

In the first instance it is preferred that health and safety problems are discussed directly with the management committee.

Emmerge will endeavour to minimise any effects upon the health and safety of volunteers and will aim to identify solutions and prioritise resources in order to address any identified issues.

## **6. Process for Monitoring Compliance and Effectiveness**

Compliance to this policy will be monitored through annual audits, incident reporting, mandatory training, offered advice, published documents and meetings.

## **7. Further Information**

The Health and Safety Executive website [www.hse.gov.uk](http://www.hse.gov.uk) is a useful source of information.

## **8. References**

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- The Workplace (Health Safety and Welfare) Regulations 1992
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health and Safety (First Aid) Regulations 1981
- Lone Working SOP