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# **Caring and Sharing Rochdale**

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## **Health and Safety Policy**

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## **1. General Statement**

This document details a thorough health and safety policy for Caring and Sharing -Rochdale in compliance with the Health and Safety at Work Act. This legislation outlines specific obligations for all staff and volunteers. These responsibilities include ensuring their own safety, as well as that of fellow staff, volunteers, and visitors, and collaborating with the trustee board and its officers to facilitate the fulfilment of their duties. Specifically, staff and volunteers are obligated to:

- Work safely, efficiently and without endangering the health and safety of themselves, their colleagues or any other person who has a right of access to the organisation's premises at any time
- Adhere to safety procedures laid down by Caring and Sharing -Rochdale from time to time, and conform to all instructions given by those with a responsibility for health and safety
- Record all accidents, near-miss occurrences and hazardous situations in the health and safety/accident book and report them in the next team meeting.
- Meet other statutory safety obligations, including that laid down in Section 8 of the Act, which states that 'no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions'.

## **2. Organisation and Responsibilities**

### **2.1. Trustee Board/Management Committee**

The overall and final health and safety responsibility within the organisation lies with the trustee board. The trustee board shall appoint one person, who will take the responsibility for drawing to the attention of the trustee board, staff and office volunteers any health and safety matters that need to be discussed and/or acted upon.

### **2.2. Delegated Responsibility**

The designated individual will be entrusted with the responsibility of overseeing the implementation of the health and safety policy within the organisation. Specifically, they will be tasked with:

- Conducting regular safety inspections of the premises utilised by Caring and Sharing -Rochdale.

- Ensuring that pathways and walkways are kept clear, as far as reasonably practicable, of trailing wires, equipment, stationery, and so on.
- Ensuring that the general fabric of the premises (including office items and equipment used by staff) is maintained.
- Investigating and reporting any accidents that occur.
- Ensuring that a workplace poster outlining health and safety laws is prominently displayed.
- Familiarising staff and office volunteers with the location of fire escapes and fire extinguishers within the building.
- Providing staff and volunteers with a copy of the health and safety policy and ensuring they understand its contents.
- Ensuring that staff and volunteers are knowledgeable about the building's alarm systems and the appropriate procedures to follow in the event of a fire.
- Bringing any new health and safety legislation relevant to the organisation's work to the attention of the trustee board and staff.
- Alerting the trustee board to any issues they are unable to address.

### **2.3. Staff and Volunteers**

All staff and office volunteers have a responsibility to:

- Read and fully understand the Caring and Sharing -Rochdale policy statement and the procedures to be carried out in the event of an emergency; if there is any doubt about the meaning, staff must seek clarification from .....Nicky Iginla.....
- Cooperate with the trustee board and the designated person at Caring and Sharing, as appropriate, to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- Report to the designated person at Caring and Sharing within 24 hours of any accident occurring:
  - on the premises.
  - off the premises, while acting on behalf of Caring and Sharing -Rochdale.
- Bring to the notice of .....Nicky Iginla.....any potentially dangerous circumstances that staff or volunteers are unable to put right.

## **2.4. Review**

The CEO in conjunction with the board of trustees will keep this policy under constant review to reflect any changes in legislation. The policy will be fully reviewed every three years and will be subject to approval by the trustee board.

## **3. General Arrangements**

### **3.1. Accidents, Near-miss Occurrences and Hazardous Situations**

The Caring and Sharing -Rochdale has a health and safety accident book located in the ground floor of the Caring and Sharing hub, and all incidents, no matter how small, must be recorded as soon as possible after the incident. The incident should also be reported to .....Omolara Kolajo..... In addition to reporting accidents, it is equally important to report near misses and potential hazards as this ensures that preventive actions are taken before it is too late. Once an incident has been recorded in the accident book, the sheet must be removed and stored separately, for example, in the personnel file.

It is the responsibility of Omolara Kolajo to ensure that the necessary follow-up action is taken to reduce the risk of the accident or near accident reoccurring.

.....Omolara Kolajo.....is responsible for reporting incidents and/or fatal accidents.

- Major injury accidents/conditions.
- Dangerous occurrences.
- Accidents causing more than three days' incapacity for work.
- Certain work-related diseases.
- A first-aid kit is available in the ground floor of the building.

### **3.2. General Fire Safety**

.....Olla Iginla..... is responsible for the maintenance of the fire-fighting equipment and the arrangement of regular fire safety checks and fire drills. The Caring and Sharing designated person also holds a fire certificate for the building. All staff must also read and understand the fire procedure. A fire notice is located in the ground floor of the building.

#### **4. Personal Safety**

- Individuals working alone, whether staff or volunteers, should refrain from granting entry to unplanned visitors without an appointment.
- All windows and entrance doors must be equipped with locks.
- Staff who are going to be away on Caring and Sharing -Rochdale business should make it clear to other staff where they will be, for how long and how they can be contacted.
- Staff members are required to notify the office of their preferred emergency contact person and provide their contact information.
- Staff members carrying funds for Caring and Sharing Organization are entitled to have another person accompany them.
- Trips to the bank should vary in timing and not follow a predictable schedule.
- Staff members should prioritise their personal safety and refrain from putting themselves at risk for the sake of Caring and Sharing Organization's property.
- All incidents of aggression or violence and any threat to personal safety should be reported to .....Olla Iginla..... and recorded in the accident book.
- Staff members should remain vigilant regarding terrorist threat alerts, such as unattended bags.

#### **5. Stress Management**

- Stress at work is a serious issue: workers can suffer severe medical problems, which can result in under-performance at work, and cause major disruptions to the organisation.
- The responsibility for reducing stress at work lies both with the employer and the employee.
- Employees should identify potential stressors and ensure that their work practices do not contribute to their own stress levels or the stress levels of others.
- If an employee experiences work-related stress, they should promptly discuss it with their supervisor or the designated contact person at Caring and Sharing -Rochdale. Where practicable and reasonable, Caring and Sharing -Rochdale will seek to provide assistance to the employee.
- Caring and Sharing -Rochdale is committed to addressing and resolving issues related to workplace stress to the best of its ability.

Agreed by the Management Committee

Signed:  .....

Date: .....21/07/2023.....