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Who this document applies to:	All staff and all volunteers.

## 1. Policy statement

OPAL Services (OPAL) recognises and accepts its responsibilities for ensuring the health, safety and wellbeing of its employees, volunteers [for these purposes trustees are considered to be volunteers] members and visitors and others who may be affected by its workplace activities. The workplace is defined as *anywhere* 'work is undertaken' on behalf of the organisation, including an office, home working, agile working, the location of an outing with service users or external venues.

OPAL is committed to achieving and maintaining the highest standards in health, safety and wellbeing at all levels of the organisation and acknowledges that achieving these aims is essential to its success.

OPAL will deliver compliance and where possible excel in every respect within the Health and Safety at Work Act 1974 and all other applicable regulations made under this Act.

So far as is reasonably practicable, OPAL will ensure the health, safety and wellbeing of all employees and non-employees, including volunteers, users of its services, visitors and the public, who may be affected by the services that OPAL deliver.

## 2. Purpose and aims of this policy

The organisation will manage health and safety on a constant and consistent basis. It will aim for continual improvement with a regular review of the policy taking place through the Board of Trustees.

This will include;

- 2.1 Appropriate systems for the assessment and management of risk to employees and volunteers when undertaking their work with the aim of removing or reducing that risk to an acceptable level.
- 2.2 Appropriate systems for the assessment and management of risk associated with any premises (whether owned, rented or used on an informal basis).
- 2.3 Appropriate systems for the assessment and management of risk associated with service users and/or carers.
- 2.4 Appropriate systems for the assessment and management of risks arising from the organisation of events, fundraising and social activities.
- 2.5 Appropriate emergency procedures in place to reduce the level of risk to employees, volunteers and others.
- 2.6 Suitable and adequate information, instruction and training to all employees and volunteers, so they can learn and be empowered to create a safe and health workplace.
- 2.7 Establishing a safe and healthy working environment as it applies to premises, equipment and one which ensures the safe storage and use of substances.
- 2.8 Ensuring employees and volunteers take responsibility and reasonable care of their own health and safety at work and that of others around them.

### 3. Responsibilities under this policy.

#### 3.1 Responsibilities of the Board

The Board of Trustees of OPAL Services (Rural West Cheshire) has overall responsibility for all aspects of Health and Safety (H&S) and for ensuring appropriate arrangements are made to comply with all statutory requirements of the Health and Safety at Work Act 1974 and any other related legislation or regulation.

The Board are ultimately responsible for providing:

- healthy and safe venues and workplaces for its employees, volunteers [in this context trustees are included as volunteers] service users and visitors.
- information, training and supervision on H&S matters, including food hygiene.
- safe equipment, work processes, and activities.

The Board of Trustees will appoint a Trustee, referred to as the H&S Officer, to take responsibility for ensuring that the H&S policy and procedures are implemented.

Day-to-day responsibility for ensuring the policy and procedures are implemented is delegated to staff and through them to volunteers. This delegated responsibility will be reflected in staff job descriptions and volunteer role descriptions.

#### 3.2 Responsibilities of staff and volunteers

All staff and volunteers are required to:

- take reasonable care of their own health and safety and that of other people who may be affected by their acts or omissions
- co-operate on health and safety matters
- not interfere with or ignore anything provided to safeguard their health and safety
- use all equipment and materials according to the manufacturer's instructions
- familiarise themselves and comply with health and safety procedures
- report any health or safety concerns using the "Accident and Incidents Reporting Procedure"
- report all accidents and incidents that occur in the working/volunteering environment using the "Accidents and Incidents – Actions for Staff" / "Accidents and Incidents – Actions for Key Volunteers" which covers this aspect.
- request training if they are unsure how to perform a task safely

A breach of the H&S policy or procedures may result in disciplinary action.

### 4. The approach to the monitoring of Health and Safety

The Board acknowledges the need to continuously monitor standards of health and safety in the organisation and in particular to monitor that the policy is being effectively applied.

A proactive approach to monitoring will be in place, which includes:

- regular supervision and discussion in which Health and Safety matters are considered and encouraged.
- annual risk assessments undertaken in respect of venues and working environments.
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- Health and Safety related issues raised at service committees and Board meetings being dealt with promptly and that this includes a focus on whether the Health and Safety Policy is effective.
- Sick leave instances and levels will be reviewed by the OPAL Manager who will investigate all work-related absences.

OPAL will have a system of recording and reporting all accidents and incidents to the OPAL Manager and the documents will be retained by OPAL in accordance with the current Records Retention Schedule.

The OPAL Manager is responsible for reporting notifiable accidents to the Health and Safety Executive to meet the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

In addition, these accidents and incidents will be analysed by the OPAL Manager who will identify any appropriate improvements to policy or procedures to eliminate or reduce risks. The register of all reported accidents and incidents will be reviewed regularly, and those of a serious or notifiable nature will be reported at the next Board of Trustees meeting.

Employees and volunteers are asked to be constantly aware of health and safety standards in their workplace and report any hazards or problems to the OPAL Manager immediately.

Failing a satisfactory response, the employee should refer it from there to the Board of Trustees who will determine as a Board if specialist advice is required and may contact HSE (Health and Safety Executive).

## **5. Risk Assessment**

OPAL will assess all health and safety risks to employees, volunteers and others and do whatever is reasonably practicable to remove or reduce those risks.

The necessary risk assessments will be carried out by staff, supported by the OPAL Manager as follows:

- Risk Assessments will be carried out by a competent person and relevant training and information must have been given to those assessing the risk
- COSHH assessments and guidance will be followed up by the OPAL Manager with assistance and support as necessary.
- All external venues used to deliver OPAL services and fundraising activities will be risk assessed by OPAL before they are hired, and this will include fire risk, an assessment of First Aid requirements and Safe Food Handling. Further regular updates will be carried out. The member of staff involved in the service will be fully briefed and included in these processes.
- Before public venues (e.g. garden centres, pubs) are visited by service users as part of their service, they will be visited by staff to check their safety, and such as the appropriate insurances, emergency evacuation processes, First Aid provisions and Food Safety procedures are in place.
- Individual risk assessments will be carried out where necessary (e.g. where services are provided on a 1 to 1 basis) where additional physical or emotional support needs are evident which could expose the individual or employees, volunteers and other service

users to risk. These assessments will be undertaken by staff, with advice from the OPAL Manager.

## 6. Learning and development

OPAL aims to ensure that every employee or volunteer has the necessary competence in health and safety to fulfil their responsibilities under this policy.

Initial health and safety awareness training should be provided and undertaken during the induction period, with job specific training given as required by the role. This approach is designed to deliver the skills and abilities required to work in a safe manner without detriment to health and safety and responsibility for this sits with the Organiser together with the OPAL Manager.

OPAL will comply with all relevant legislation and guidance and make first aid provision and training available within its services for employees, volunteers and service users.

## 7. Record keeping

All venues used by OPAL will hold the following premises records relevant to that premises:

- OPAL Health and Safety Policy
- H&S Accident and Incident Reporting Procedure
- H&S Accidents and Incidents – Actions for Staff
- H&S Accidents and Incidents – Actions for Key Volunteers
- The OPAL H&S Risk Assessment for the venue with updates.
- Copy of OPAL Insurance Certificate
- Fire/Emergency Evacuation Plan
- Record of Fire Drills, Fire Evacuation Discussions and Passive Fire Drills
- First Aid Box check log
- PAT Testing Record

All risk assessments shall be signed and dated by the lead assessor and marked with a review date. Review should be based on the risk factors in the assessment and take place at least annually, after an accident or incident or where a change in working practices or equipment occurs.

And, in addition, the following will be kept:

- Employee, volunteer and service user personal files containing copies of individual risk assessments, where appropriate, moving of people assessments, occupational health correspondence and any other confidential material.
- Individual risk assessments are confidential and will normally be held on the personal file of the individual involved.
- Records of the training provided to the employee and volunteer in matters pertaining to health and safety.

*The provisions of data protection legislation shall apply to all personal information contained in the records listed above. All documents and the information they contain must be managed in accordance with the policies we have currently to ensure that data protection legislation and information governance standards are met.*

## 8. Associated policies, procedures, guidelines and forms

### **Policies**

Adult Safeguarding policy  
Data Protection policy  
Disclosure and Barring Service Policy  
Fire Safety policy  
First Aid policy and Training Assessment  
Food Safety policy  
H&S Lone Working policy  
Moving and Handling policy  
Risk assessment policy

### **Procedures**

Adult Safeguarding Procedure  
Adult Safeguarding Thresholds  
Disclosure and Barring Service Procedures  
Fire/Emergency Evacuation Procedures  
H&S Accident and Incident Reporting Procedure  
H&S Accidents and Incidents – Actions for Staff  
H&S Accidents and Incidents – Actions for Key Volunteers  
H&S Accidents and Incidents – Actions for Others

### **Guidelines**

Emergency File Contents Checklist  
First Aid Kit Contents checklist  
First Aid Needs Assessment  
Hazardous substances (including COSHH assessments)  
H&S in Venues and Offices  
H&S Electrical Equipment Annual Checks Information Sheet  
H&S PAT Testing  
H&S Information Sheet – Lone Working  
H&S Driving on RCS Business – Information Sheet for Staff and Volunteers  
Moving and Handling  
Volunteer Drivers Information Sheet

### **Forms**

Adult Safeguarding Report form  
Accident and Incident Report Form  
Health and Safety Risk Assessment Form for Venues  
Staff Driver Form  
Volunteer Driver Form  
Fire Drill, Fire Evacuation Discussions and Passive Fire Drills Record  
Fire Evacuation Plan template  
Fire Evacuation Notice template  
First Aid Box Check log  
Moving and handling assessment form  
Risk Assessment Form BreakTime

## 9. Associated Legislation

- Health & Safety at Work Act 1974
- Health and Safety (First-Aid) Regulations 1981
- Regulatory Reform (Fire Safety) Order 2005
- Management of Health & Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- Control of Substances Hazardous to Health Regulations 2002
- Health and Safety (Display Screen Equipment) Regulations 1992