



## **Health and Safety Policy**

Parenting Special Children will take all steps necessary to ensure the health, safety and welfare of all employees and volunteers at work.

PSC will also take responsibility for the health and safety of visitors to the premises and will adhere to the requirements of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, and other relevant health and safety legislation and codes of practice.

To achieve those objectives it has appointed the CEO to be the designated member of staff to be responsible for health and safety; to keep workplace health, safety and welfare procedures under constant review; and to keep the staff, volunteers and trustees abreast of new legislation, EU directives, Regulations and British Standards, in order to ensure ongoing compliance with the law.

Parenting Special Children will:

- Establish, maintain and regularly review safety systems and risk assessments
- Make regular risk assessments available to employees
- Take appropriate preventative/protective measures
- Provide adequate and competent supervision of all activities involving risk
- Ensure appropriate training in health and safety is delivered
- Establish and maintain systems for consulting staff and volunteers about health and safety issues
- Take health and safety considerations into account when planning developments in the service, purchasing equipment and occupying new premises
- Maintain accurate records of accidents and other events with health and safety implications and review and monitor these records to establish what remedial action, if any, should be taken
- Appoint competent personnel to secure compliance with statutory duties, and to undertake reviews of the policy as necessary.

## **Responsibilities**

### **Responsibilities of the trustees**

The trustees have overall responsibility for health and safety in PSC premises, and for ensuring that legal responsibilities are fulfilled, that policy objectives are achieved and that effective machinery is in place for the achievement of policies concerned with health, safety, welfare and environmental protection. The trustees are also responsible for ensuring that procedures and systems are agreed and implemented. To these ends the trustees will ensure the allocation of the resources necessary to maintain sound and efficient health and safety arrangements.

## **Responsibilities of the CEO**

The CEO is responsible for the effective implementation of procedures and systems including monitoring, prevention of hazards and taking remedial action in their area of responsibility.

The CEO will ensure that all staff and volunteers are informed about safety issues and that there are adequate signs about hazards and emergency procedures.

The CEO will bring the health and safety policy and all associated procedures to the attention of all staff and volunteers.

## **Competent persons**

The Trustee Board shall appoint a competent person to assist in undertaking the measures required to comply with the requirements and prohibitions imposed by the relevant statutory provisions.

A person shall be regarded as competent when he/she has sufficient training or knowledge to enable him/her to assist in this task.

The following individuals have been designated competent person for the responsibilities shown:

- 1 x PSC Health & Safety Officer – Ruth Pearse, CEO
- 2 x PSC First Aiders – Ruth Pearse, Jennie Kettell (trained in first aid in workplace 7.6.16).
- 1 x Fire Warden – Kevin Woods of Arcade, who is responsible for upkeep of the building including fire regulations

## **Responsibilities of employees and volunteers**

All employees and volunteers will ensure that:

- They are fully conversant with this policy.
- They comply with this policy.
- They cooperate with supervisors or managers on health and safety matters.
- They take care of their own health and safety and of others who may be affected by their acts or omissions.
- They report all accidents, near misses and dangerous occurrences immediately to the manager.
- They are fully conversant with all fire procedures applicable to the area in which they are working.
- If they identify any condition which in their opinion is hazardous, they will report the situation to the manager.

## **Arrangements**

### **Risk assessments**

The trustees will ensure that all premises and activities subject to risk assessment are assessed in accordance with the relevant legislation. Assessments will be regularly reviewed and repeated whenever any of the following factors occur:

- Change in legislation
- Change of premises
- Significant change in work carried out
- Transfer to new technology
- Original assessment is no longer valid.

Assessments will be recorded and records maintained by the CEO/competent person. The findings of risk assessments will be reported to the CEO who will approve action to remove or control risks.

### **Reporting and investigating of accidents and dangerous occurrences**

All accidents, dangerous occurrences and near misses will be reported immediately to the CEO as soon as possible after the event.

All accidents, near misses and dangerous occurrences will be investigated within 24 hours by the CEO, and she is also responsible for acting on investigation findings to prevent a recurrence.

### **First Aiders**

First Aiders will be appointed for the premises in accordance with the Health and Safety (First Aid) Regulations 1981.

First Aiders will be responsible for taking prompt action following any accident, whether involving a member of staff, volunteer or a member of the public.

All accidents, no matter how minor, will be reported on the correct accident report form and entered in the accident file.

### **Emergency procedures – fire and evacuation**

The CEO in cooperation with building manager Kevin Woods is responsible for fire risk assessment.

Escape routes are checked by the Fire Warden Kevin Woods.

Fire extinguishers are maintained and checked by Kevin Woods.

## **Off-site working**

The CEO and trustees will ensure that the health and safety of both volunteers and staff are included in the employer's and volunteer's risk assessment.

Service coordinators will know who is working where and when – both paid staff and volunteers. Staff will be responsible for ensuring that if they are working off site that the whereabouts are logged on the online calendar which is available to all coordinators and the CEO. Details will include where they may be contacted and estimated time for return to office or completion of their work.

Personal safety – staff and volunteers should be aware of the risks of off-site working, lone working, safe transport, isolated locations. The CEO and trustees are responsible for lone working training for all staff and volunteers.

## **Manual handling**

Assessment should be carried out of manual handling activities, which will include:

- The task e.g. lifting, stretching, pulling
- The loads e.g. are they heavy, bulky or difficult to grasp
- The working environment, space constraints, uneven or slippery floors, changes in floor level etc.

## **Planning and control**

The trustees Board will make, and implement, any appropriate arrangements for the effective planning, organisation, control, monitoring and review of any preventative or protective measures identified as a result of risk.

## **Consultation with staff**

Consultation with employees is provided by regularly reviewing health and safety as a standing item on staff meeting agendas.

## **Training**

To comply with the general duty to provide such information, instruction, training and supervision as are necessary to ensure, so far as reasonably practicable, the health, welfare and safety of staff and volunteers, health and safety training will be provided as follows:

- At inductions
- On transfer to work at other premises
- On the introduction of new technology
- When changes are made to systems of work
- When training needs are identified during risk assessments

Repeat training will be provided at regular intervals. Managers at all levels will be included in the health and safety training programme. Records will be maintained of all health and safety

training.

## Audit Guidance

This checklist was successfully completed with PSC service managers in December 2018.

Check	Evidence
Do staff know who the designated Health & Safety Officer is for the charity, who they can raise concerns with?	Ask staff and volunteers
All staff have received Health & Safety training?	Check the Training Records to see whether all staff and volunteers have completed training
Are Incident Forms available on site?	Check the project file on-site. Check that blank Incident Forms are in the file and that staff know they are there
Do staff know the procedure to record any incidents/accidents/near misses?	Ask staff and volunteers what they would do to record an incident/accident/near miss
Incident Forms are being completed accurately and passed to the Projects Manager and any follow ups completed	Check the Incident Form file at the office and check whether Incident Forms have been completed appropriately
Risk Assessment Form for office and course venues has been completed and is in the file and online document at the offices and is being followed by staff and volunteers	Check file/document and ask staff whether they have read the Risk Assessment – check their knowledge of it
Fire Evacuation Procedure is in place and a copy at the office	Check that a Fire Evacuation Procedure Form is in place and is at the project. Ask Staff what they would do in the event of the fire
There is a qualified First Aider in the office	Check that there is a First Aider on duty. Check that the training is up to date.
Volunteers and staff feel safe working off site	Check that all staff and volunteers working off site have completed lone working training. Service co ordinators check online diary daily to check who is off and onsite.

## **Associated PSC documents and policies**

This policy should be read in conjunction with:  
PSC Employees handbook

## **Resources used to draw up this policy**

This policy was drawn up with reference to:  
The RVA Health and Safety policy

## **Review of this policy**

This policy will be reviewed by the PSC board of trustees every two years.

This policy was adopted by the trustees in July 2016 and reviewed in January 2019

Review date: January 2021

ENDS