

Adur Council for Voluntary Service

Health and Safety Policy

General statement of intent

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our volunteers and service users, and to provide such information, training and supervision as they need for this purpose. We accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements, which we will make to implement the policy, are set out below.

The policy will be kept up to date, particularly as the organisation changes in nature and size to ensure our responsibilities are met in relation to:

- Health & Safety at Work Act (1974)
- Management Regulations (1999)
- Other relevant current legislation.

To ensure this, the policy and the way in which it has operated will be reviewed every two years by the Chief Officer who will report to the Board of Trustees

Responsibilities

Overall and final responsibility for health and safety in the organisation is that of the Chief Officer.

The Chief Officer is responsible for this policy being carried out at the organisation's offices in Lancing and for ensuring the preparation, implementation and review of risk assessments and safe work practices.

All staff and volunteers are responsible for bringing to the attention of the Chief Officer or Chairman any deficiencies in safety arrangements.

Volunteers

All volunteers have the responsibility to co-operate with supervisors to achieve high standards of safety within the work area and to take reasonable care of themselves and others. Deficiencies or defects in current arrangements must be reported to the Chief Officer.

Accidents

All accidents are to be reported to the Chief Officer and recorded in the organisation's accident book.

Reportable accidents must be brought to the attention of the Chief Officer for notification to the Local Authority using form F2508A

Unusual or unexpected incidents are also to be reported to the Chief Officer and recorded in the accident book for review of current arrangements.

Accident records are located in the First Aid Box.

First aid

The First Aid Box is located in the admin room. The Chief Officer is the appointed person responsible for the First Aid Box.

The CVS will ensure that at least two staff are qualified first aiders.

Fire safety

All volunteers will be advised of the fire action procedure, location of fire alarms and fire exits at their induction.

Fire evacuation drills are arranged by the Chief Officer, practised regularly, and records maintained by the of the evacuation time.

Housekeeping and premises

The Chief Officer will monitor that:

- safe stacking and storage methods are followed
- standards of cleanliness and hygiene are maintained in kitchen areas
- waste is disposed of safely in appropriate containers
- corridors and exits are kept clear and free of obstruction
- equipment in their work area is in good working order.

Electrical equipment

Electrical equipment is inspected annually by the Chief Officer.

The Chief Officer will ensure a risk assessment is prepared and safe work practices are in place to ensure trailing wires are covered and fastened down, portable equipment is placed in a safe position, regular visual checks of equipment are made, equipment faults are reported and corrected.

Faults should be reported to the Chief Officer.

Equipment for hire or use by visitors will be inspected visually prior to the event for loose connections and faults to plugs or cables. Equipment with known faults will not be used.

Electrical equipment will be PAT tested every two years.

Display screen equipment

The organisation offers to all display screen users a free eye test with a designated optician on request

Supervisors will involve volunteers in assessing their workstation and ensuring it meets their individual needs.

Information in adjusting their workstation and good work practices will be available from the Chief Officer following HSE guidance.

Manual handling

Manual handling will be reduced as far as possible by monitor and review of all work tasks. The Chief Officer will ensure a risk assessment is prepared of manual handling tasks and agree safe work practices. These work practices will be reviewed to meet individual needs, particularly where changes in health indicate they are not appropriate e.g. pregnancy, known back complaints. Volunteers and staff must bring to the attention of their supervisor any health problems that may be affected by handling activities.

Training

An induction programme with information about Health and Safety arrangements within the organisation will be provided to new staff and volunteers. Any updates or changes to these arrangements will be discussed at regular staff meetings

If further information is required, contact the Chief Officer

Adur Council for Voluntary Service
May 2006