



**81 Weelsby Street, Grimsby,
North East Lincolnshire DN32 7RY.
Tel 07505 701150
posdisabilitynelincs@gmail.com
www.posdisablednelincs.org**



Health and Safety Policy

Statement of General Policy

Positively Disabled will take all steps necessary to ensure the health, safety and welfare of all employees and volunteers at work.

Positively Disabled will also take responsibility for the health and safety of clients, volunteers, staff members and other visitors to the centre. Positively Disabled 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, we have appointed a designated member of staff to be responsible for the organisations health and safety; to keep workplace health, safety and welfare procedures under constant review; to liaise with the Health and Safety Executive where necessary; and to keep the staff, volunteers and the Trustee Board abreast of new legislation, Regulations and British Standards, in order to ensure ongoing compliance with the law.

Positively Disabled 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 paid and voluntary workers 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 Overall and final responsibility for health and safety is that of The Board of Directors	Day-to-day responsibility for ensuring this policy is put into practice is delegated to The Operations Manager to ensure health and safety standards are maintained / improved, the following people have responsibility in the following areas
Name	Responsibility
	Health & Safety officer for organisation
	Operation managers for the community centre
	Safeguarding Officer

4. All employees have to:

- Co-operate with supervisors and managers on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own health and safety; and
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement)

Health and Safety Risks Arising from our Work Activities	
Risk assessments will be undertaken by Organisation Health & Safety officer and Safeguarding Officer	The findings of the risk assessments will be reported to Trustees and Operations Manager
Action required to remove / control risks will be approved by Organisation Health & Safety officer / Trustees / Safeguarding Officer Operations Manager	Organisation Health & Safety Officer will check that the implemented actions have removed / reduced the risks Will be responsible for ensuring the action required is implemented.
Assessments will be reviewed annually or when the work activity changes Or when the work activity changes, whichever is soonest.	

Consultation with Employees	
Employee representative(s) are Operations Manager	Consultation with employees is provided by Health & Safety Officer & Safeguarding Officer will be responsible for ensuring that all actions identified in the assessments are implemented.

Safe Handling and Use of Substances	
Organisation Health & Safety officer will be responsible for identifying all substances which need a COSHH assessment.	Operations Manager will be responsible for undertaking COSHH assessments.
Organisation Health & Safety officer, will be responsible for ensuring that all actions identified in the assessments are implemented.	Organisation Health & Safety officer, will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
Organisation Health & Safety officer, will check that new substances can be used safely before they are purchased.	Assessments will be reviewed, annually or when the work activity changes, whichever is soonest.

Information, Instruction and Supervision	
The Health and Safety Law poster is displayed at Reception	Health and safety advice is available from Organisation Health & Safety officer & Operations Manager, Safeguarding Officer
Supervision of young workers / trainees will be arranged / undertaken / monitored by. Safeguarding Officer, Operations Manager & Volunteer Co-ordinator	Organisation Health & Safety officer, Operations Manager & Volunteer Co-ordinator, Safeguarding Officer is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information.

Competency for Tasks and Training	
Induction training will be provided for all employees by Line Manager	Job specific training will be provided by Line Manager
Training records are kept at/by Operations Managers office and Volunteer Managers office	Training will be identified, arranged and monitored by Operations Manager and Volunteer Co-ordinator and Safeguarding officer

Accidents, First Aid and Work-Related Ill Health	
Health surveillance is required for employees doing the following jobs N/A	Health surveillance will be arranged by N/A
Health surveillance records will be kept by/at N/A	The first aid box/es is /are kept at Reception area, First floor administration office, second floor hub cupboard
The appointed person(s)/first aider(s) is/are Operations Manager, Assistant to Operations Manager, Receptionist on days and evening receptionist, two administrators, Youth Hub support worker	All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by/at All First aid posts and a master copy In the operations managers office.
Operations Manager or Assistant to operations manager takes responsibility of reporting incidents. Both are first aid trained. Is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.	

Monitoring	
To check our working conditions, and ensure our safe working practices are being followed, we will: Have daily checks of all working areas. Hold weekly team meetings Hold user forums and volunteer forums	Health and Safety Officer and Operations Manager are responsible for investigating accidents.
Operations Manager is responsible for investigating work-related causes of sickness absences.	Operations Manager & Volunteer Co-ordinator is responsible for acting on investigation findings to prevent a recurrence

Emergency Procedures- Fire and Evacuation	
Organisation Health & Safety officer is responsible for ensuring the fire risk assessment is undertaken and implemented.	Escape routes are checked by/every Operations Manager and fire marshalls
Fire extinguishers are maintained and checked by/every Operations Manager	Alarms are tested by/every Operations Manager / weekly
Emergency evacuation will be tested Every six months	

This information is also available in other formats