



Health & Safety Policy

Our Organisation

The United Kingdom is at the forefront of change in supporting children, young people and adults with undiagnosed & diagnosed Fetal Alcohol Spectrum, we strive alongside our FASD Alliance to work across England and Wales to challenge attitudes, improve services and provide information and advice.

Health and Safety Policy

Purpose

Section 2(3) of the Health and Safety at Work Act 1974 states that it is the duty of every employer to prepare a general policy on health and safety.

Accordingly, FASD Friends has a duty to:

- state its general policy on health and safety
- bring the policy to the notice of all employees and volunteers
- review and revise the policy periodically
- Policy
- General Statement

FASD Friends UK recognises its responsibilities as an employer for providing a safe and healthy work place for its employees and is committed to developing safe systems of working.

FASD Friends UK recognises its responsibilities as a service provider for ensuring a safe environment for all who use its services and enter its premises.

FASD Friends UK will display the poster “Health and Safety law, what you should know”, at a location that ensures that all staff will see it in the normal course of their work.

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The Board of Trustees of FASD Friends UK shall form a Health and Safety Committee comprising of:

- at least two Board of Trustee representatives
- the Chief Executive and/or the Staff with designated H&S responsibilities
- a Staff Safety Representative (if staff have appointed one see 3.1.5)
- any other appropriate person.

FASD Friends UK aims to hold all required appropriate certifications with regard to conducting its practices in line with health and safety best practice including The Contractors Health and Safety Assessment Scheme.

FASD Friends UK will allocate the appropriate Finances to ensure the efficacy of this Policy.

Responsibilities

All employees are reminded of their duties under Sections 7 and 8 of the Health and Safety at Work Act 1974 in that they are responsible on a personal basis for taking reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work.

It is the duty of all employees to take reasonable care for the Health and Safety of themselves, their colleagues and other persons who may be affected by their work and to cooperate with any other employee or employer to enable statutory duties or requirements to be fulfilled.

All employees have a clear responsibility for Health and Safety and shall ensure that all FASD Friends UK Policies and Procedures are complied with. This shall include:

- being familiar with the Health and Safety Policy and all Health and Safety procedures
- ensuring that they comply with their responsibilities
- monitoring Health and Safety within their area of responsibility
- reporting any hazards or defective equipment to their line manager promptly
- consulting with their line manager and/or the Health and Safety Committee, if they are presented with a Health and Safety issue which they are not satisfied about ensuring training, instruction and information is provided to their staff and volunteers, which is adequate to achieve safe working practices
- ensuring risk assessments are undertaken for activities within their area of control
- reporting all accidents to their line manager as soon as possible whether persons are injured or not making themselves familiar with and conforming to any policies and procedures that relate to their work
- taking care of and using correctly any safety equipment or protective clothing provided,
- reporting any loss or defect to their line manager immediately
- being aware of any hazards or potential hazards relating to their work
- developing a personal concern for safety, for themselves and others
- participating in emergency practices such as fire drills
- not interfering with or misusing anything provided to them in the interests of Health and Safety
- following all laid down reporting procedures

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Employees who fail in this responsibility may render themselves liable for disciplinary action.

Employees may appoint from their number a Safety Representative who has the right to:

- carry out scheduled workplace inspections following accidents, including documentation
- attend meetings on Health and Safety
- investigate accidents and health and safety complaints
- serve on the Health and Safety Committee.

The committee has overall responsibility for ensuring adequate arrangements are provided for the Health and Safety of employees and volunteers within FASD Friends UK .

The implementation will be delegated to the Health and Safety Committee.

The main responsibilities of the Committee relating to health & safety are to:

- determine policy and strategy for managing Health and Safety
- ensure that necessary resources are available to meet Health and Safety requirements
- monitor and record health & safety
- promote training and instruction in Health and Safety for all staff within the organisation as may be necessary to implement this Health and Safety policy.

This may include:

- handling aggression, in and away from the office and on the phone
- undertaking risk assessments
- first aid
- manual handling, lifting and moving
- using computers safely
- fire safety
- anything else required, to ensure a safe service.
- ensure compliance with all statutory requirements and obtain information on all legislation related to Health and Safety and maintain this so that it is readily available when requested through the Directors continually review the effectiveness of the policy and its implementation by employees within FASD Friends UK consider Health and Safety regularly at Committee meetings, at least every six months at the time of the building audit liaise with, inform and advise the Directors on all Health and Safety matters audit and review the management of Health and Safety within Dorset Mind.

The Directors of FASD Friends and the Staff with designated H&S responsibilities are responsible for ensuring this Policy is adhered to and are responsible to the Committee for the monitoring and application of this policy.

Their main responsibilities are to:

- ensure appropriate Health and Safety Policies and Procedures are in place and regularly reviewed

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- continually review the effectiveness of the policy and monitor its application as far as possible be fully responsible for taking any immediate action needed to maintain safe working practices
- review all reported accidents and investigate where necessary produce for and report to the Committee on statistics on accidents and incidents every month distribute information relating to Health and Safety within FASD Friends UK put Health and Safety onto the agenda of meetings as required
- ensure consultation with all staff on Health and Safety matters takes place.

Health and Safety factors are taken into account when new methods of working or processes or changes in the existing ones are being considered or planned training, instruction and information is provided to all staff and volunteers, adequate to achieve safe working practices the Chief Executive and the Staff with designated H&S responsibilities and Health and Safety Committee are informed when any new major activity is to be undertaken risk assessments are undertaken all FASD Friends policies and procedures are complied with.

Volunteers of FASD Friends have a responsibility to take reasonable care for the Health and Safety of themselves and service users.

Volunteers of FASD Friends will ensure that they comply with policies, procedures or guidelines issued to them and with any training or verbal and/or written instructions issued to them regarding Health and Safety.

Overview

FASD Friends will provide up to date information, to enable all employees & volunteers to avoid hazards and to contribute positively to service users, volunteers and their own safety responsibilities). Records kept by the health & safety committee include:

- names of first aiders
- the location of the first aid box
- names of fire marshals
- the evacuation procedure for events
- the security procedure for event management
- training courses for health and safety and certified first aid
- location of accident forms
- minutes and papers of any Health and Safety meetings
- any other Health and Safety notices.

FASD South West will ensure that there are adequate Procedures in place that outline the frequency and method of inspections and monitoring designated team members with responsibilities for specific tasks, for example first aid, fire and the reporting lines arrangements for dealing with contractors arrangements for managing hazards accident reporting

- All accidents are required to be reported on FASD Friends accident report form
- RIDDOR (reporting of injuries, diseases and dangerous occurrences regulations 1995) requirements must be complied with reporting Incidents investigating accidents and incidents, including appropriate levels security.
- fire control and evacuation

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- undertaking risk assessments:
- including countersigning by senior management
- safe delivery of all services that FASD Friends provides.

Risk Assessments

FASD Friends recognises the importance of risk assessments. Undertaking risk assessments provides a structure for team members to come to an informed decision about what risks are acceptable and what reasonable procedures or precautions can be implemented.

It also provides a means of prioritising Health and Safety activity. Keeping a written record is essential to enable FASD Friends to demonstrate that risks have been considered. Suitable and sufficient risk assessments will be carried out by competent people and any identifiable hazards will be recorded.

Risk Assessments must be completed.

Team members of events are responsible for undertaking risk assessments for activities within their area of control.

A risk assessment involves identifying all hazards relating to an activity:

- defining the hazard and who may be affected
- identifying all existing precautions and procedures
- deciding whether there is still a significant risk that is not acceptable
- identifying and implementing further precautions and procedures to bring the risk down to a level that is acceptable.

Risk assessments must be produced on FASD Friends Risk Assessment forms, signed and dated and kept in the Risk Assessment File (except for individual client risk assessments which will be held securely following data protection protocol).

These shall

include:

- manual handling, lifting and moving
- COSHH (control of substances hazardous to health)
- computer workstations
- use of equipment
- banking money
- home visits, external meetings
- specific risk assessments
- service area/delivery
- anything else required to ensure a safe service.

All risk assessments are to be undertaken in consultation with the appropriate people concerned with the activity.

Risk Assessments will be reviewed annually or when circumstances change.

Review: This Policy will be reviewed every two years, or sooner, if legislative changes dictate.

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