

HEADWAY TYNESIDE HEALTH AND SAFETY POLICY

POLICY SUMMARY

1. Headway Tyneside attaches great importance to the health and safety and welfare of all persons with whom it has contact. We will conduct business in such a way as to ensure, so far as is reasonably practicable, that persons who may be affected by our activities are not exposed to risks to their health and safety. We regard the promotion of & adherence to health and safety measures as an objective for everyone with whom Headway Tyneside is involved – members, staff, volunteers, trustees and visitors. The commitment to health and safety is a management responsibility equivalent to that of any other management function. Not only is this the “right thing to do”, but also, the Health & Safety at Work Act 1974 (& subsequent health and safety legislation) places wide ranging responsibilities on all employers. It is the duty of our Trustee Board/Committee to uphold this policy at all times.

POLICY STATEMENT

2. Headway Tyneside will:
- a. Promote a culture where the health and safety of all is a priority, where we look after each other and where we learn from accidents and near misses;
 - b. Provide appropriate, adequate training and instruction to enable members of staff to perform their work safely and efficiently with minimum risk to health, including but not limited to working from home;
 - c. Provide appropriate, adequate training and instruction to enable members of staff to risk assess activities and venues where they are interacting with members;
 - d. Risk assess activities and venues for members, volunteers & staff, identifying measures needed to reduce health and safety risks and comply with legal obligations. Develop job specific health, safety & emergency procedures if/where appropriate.

- e. Provide adequate information, instruction, training and supervision in safe working procedures & expectations so as to ensure all volunteers and members are fully aware of the requirement to take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions;
- f. Make available all necessary safety devices and protective equipment along with supervision and/or instruction to all who will use such devices and equipment;
- g. Record and report to the trustees all accidents and near misses, and the learnings from them. Ensure any statutory reporting requirements are met (RIDDOR 2013);
- h. Acquire and maintain the necessary knowledge of current legislation, codes of practice and other available guidance relating to health and safety within Headway Tyneside activities, maintaining regular contact with relevant outside organisations. Headway Tyneside will ensure that such information is shared & readily available;
- i. Update and generally maintain this policy statement, and associated health and safety procedures, as appropriate, being mindful of any new statutory requirements or work hazards or learnings from accidents or near misses;
- j. Invoke disciplinary action and/or removal where any employee, volunteer or member persistently refuses to comply with this policy or health and safety procedures.

RESPONSIBILITIES

3. The Trustees (Committee) of Headway Tyneside have the ultimate responsibility for health and safety at Headway Tyneside. The committee is responsible for:-

- a. Keeping this Health and Safety Policy under regular review, revising it as necessary;
- b. Monitoring the implementation of this Policy, and, in particular, auditing all incidents, accidents and near misses;
- c. Providing the necessary financial resources to assist in the implementation of these policies and procedures;
- d. Consult staff, volunteers and members as appropriate regarding health and safety practices and pay due regard to all reasonable requests in respect of safety;



5. The staff of Headway Tyneside are responsible for the implementation of this policy in the day-to-day work. This includes:-

- a. Prioritising the completion of relevant training (eg. Display Screen Assessment, Manual Handling etc);
- b. Always acting in a way which prioritises their own health and safety and that of others they work with;
- c. Performing & documenting risk assessments, and job specific safety procedures;
- d. Providing appropriate instruction and training to volunteers and members to ensure a safe environment;
- d. Reporting regularly to the Trustees on health and safety matters, and particularly accidents and near misses.

6. Volunteers & members of, and visitors to, Headway Tyneside are responsible for completing any relevant training and complying with all instructions given to ensure a safe environment for all. All accidents or near misses, and any safety concerns should be reported to a member of Headway Tyneside staff.

POLICY REVIEW

7. This Policy will be reviewed at least once every 3 years.

Last Review Date – June 2024



APPENDIX: REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS (RIDDOR 2013)

<https://www.hse.gov.uk/pubns/indg453.pdf>

Staff and Volunteers

Any accident arising out of work involving staff (ours or a contractor's or agency's on our premises) or volunteer needs reporting if it:

- Results in a fracture (except fingers, thumbs and toes)
- Results in a dislocation of shoulder, hip, knee or spine
- Results in amputation
- Causes death
- Causes unconsciousness
- Requires resuscitation
- Causes temporary or permanent loss of sight
- Is a penetrating injury to the eye
- Results in the injured person being in hospital for more than 24 hours.
- Results in the injured person being absent from or unfit for their normal work for three or more days not including the day of the accident.

Please note that people do not have to be absent from work, merely 'unfit for their normal work'.

We have a legal duty to report the accident within ten days.

Members of the Public/ Members

An accident arising out of work involving members of the public needs reporting if it:

- Results in death
- Results in the injured person being taken from the scene to a hospital for treatment

We do not have to accept accident records from members of the public as being 'true' in order to have a duty to report them. We report accidents as they are reported to us.

There is no time limit for reporting an accident, which makes a person unfit for their normal work for three days or more. The period of unfitness can be any length of time after the accident as long as we are told that they are linked.

National Incident Reporting Centre number is **0345 300 9923** or report online at:

<https://www.hse.gov.uk/riddor/>