

## **HEALTH AND SAFETY POLICY**

### **Policy Statement**

New Forest Mencap (NFM) recognises its duty to:-

- Provide and maintain safe and healthy working conditions – taking into account any statutory requirements.
- Provide appropriate instruction and training to enable staff and volunteers to perform their work tasks safely and efficiently.
- Make available to staff and volunteers all necessary safety devices and protective equipment and to supervise their use.
- Maintain a constant and on-going interest in health and safety matters which are applicable to its activities; in particular by consulting and involving staff.
- Provide and maintain, so far as is reasonably practical, safe access and egress to the place of work.
- Provide and maintain a working environment that is, so far as is reasonably practical, safe without risk to health and safety and adequate as regards facilities and arrangements for welfare at work.

NFM further recognises that staff equally have a duty under the law to exercise personal responsibility and to do everything practical to prevent injury to themselves and others by:-

- Working safely and efficiently.
- Using the appropriate protective equipment provided and meeting all statutory obligations.
- Immediately reporting incidents that have led or may lead to injury of persons or damage to property.
- Assisting in the investigation of accidents with the objectives of upgrading existing measures or introducing new measures to prevent a recurrence.
- Fulfilling the duty to refrain from the wilful misuse or interference with protective equipment which has been provided and to take reasonable care in any action which might endanger themselves or others.

## **Duty of Care**

In exercising this duty of care NFM will:-

- Appoint a person to take overall responsibility for Health and Safety. The person will be known as the Safety Officer and will be the Office Administrator.
- Provide such information, instruction, training and supervision as is necessary to ensure the Health and Safety of staff and attendees.
- Keep the place of work in a safe condition with safe means of access and egress from the place of work.
- Where operating from a premises owned by another to ensure staff are aware of any Health and Safety requirements relevant to those premises.
- Provide adequate First Aid facilities and ensure that a minimum of one on-duty staff member has attended a basic first aid course.

In exercising this Duty of Care staff will:-

- Take reasonable care for the Health and Safety of themselves and attendees.
- Co-operate with NFM to ensure that duty or requirement is performed or complied with.

## **Duties of the Safety Officer**

The duties of the Safety Officer include:-

- Advising staff in order to assist the fulfilment of the responsibilities for health and safety.
- Promoting and, where appropriate, participating in safety education programmes to raise the level of safety awareness with the organisation.
- Investigating accidents; assessing possible causes of injury and circumstances likely to produce accidents and the tendering of reports and advice to prevent recurrence ensuring details are entered in the appropriate Accident Report Book.
- Up-dating the organisation's policies and procedures to ensure compliance with all relevant health, safety and environmental legislation. Such up-dating to be carried out annually.

## **Statutory Provisions**

Under the Health and Safety at Work etc. Act 1974 there is a common duty on all persons at work to operate in a safe manner and this duty is enforceable at law. Breach of the relevant statutory provisions is a criminal offence. Employees may be liable to prosecution as may other persons (e.g. manufacturers) who are in breach of any duty imposed upon them by such statutory provisions.

Any staff member who endangers the health and safety of any other person is liable to prosecution, irrespective of whether their conduct is a breach of any specific rule or not.

## **Responsibilities of Contractors**

All tender documents for services will set out the contractor's responsibilities by:-

- Ensuring reasonable care for the protection of their own employees.
- Ensuring that all reasonable care is taken for the protection of NFM staff and attendees.
- Ensuring that their employees abide by any health and safety arrangements for the premises where the work is being undertaken.
- Providing that any such equipment, articles or substances provided for use at NFM premises is safe and maintained as such.
- Ensuring that prior arrangements are made with NFM to create a safe place of work.

## **Risk Assessment Policy**

See separate Policy details.

## **Reporting on Accidents, Incidents and Near Misses.**

See separate Policy details.

### **Definitions**

**Staff** means paid employee

**Office Administrator** is the Office Administrator at New Forest Mencap, Nedderman Centre The Nedderman Centre Marryat Road New Milton BH25 5NY Telephone: 01425 621893 Email: [office@newforestmencap.org](mailto:office@newforestmencap.org)

**Chairperson** For most Club activities this refers to the Chairperson of the relevant Club Management Committee. Otherwise issues can be raised with the Chairperson of New Forest Mencap.

**Team Leader** will be identified for each volunteer or is the person next in seniority to the person reading this policy.