



The Braveheart Association SCIO Health & Safety Policy

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Contents

Introduction	3
Purpose of Policy	3
Health & Safety Policy Statement	3
Responsibility for Health and Safety	3
Assessing Health and Safety Risks	4
Consultation with Staff and Volunteers	5
Reporting Health and Safety Risks and Incidents	5
New or Expectant Mothers	5
Fire Safety	5
First Aid	6
Manual Handling and General Equipment	7
Workstations	7
General Safety	8
Investigation of Accidents	8

Introduction

This Health and Safety policy sets out to ensure, so far as possible, compliance with the legal requirements of the Health and Safety at Work Act 1974, and other EC Regulations which came into effect on 1 January 1993 and thereafter, and informs staff, volunteers, contractors and visitors to Braveheart premises, about the organisation's policy for Health and Safety standards that have a common application throughout the organisation. This will enable management, staff and volunteers to provide a healthy, safe and secure working environment.

The Health and Safety at Work Act 1974 places upon Braveheart the statutory duty of securing the health, safety and welfare of persons at work and protecting other persons against risks to health and safety arising out of the activities of the organisation's staff, volunteers or contractors.

Purpose of Policy

The objectives of the Health & Safety Policy are:

- To provide a healthy safe working environment with premises, equipment and procedures from which hazards to the health & safety of all staff, volunteers and the general public are eliminated or if not, controlled;
- To ensure that all staff and volunteers have a proper concern for their own health and safety at work and for that of others, and to engender a respect for the organisation's property and a concern to protect it from loss or damage;
- To aim to prevent the recurrence of accidents and other dangerous incidents by investigation of the cause and, where appropriate, carrying out remedial action, and,
- To ensure compliance with statutory requirements on matters of health and safety.

Health & Safety Policy Statement

Section 2(3) of the Act requires employers to prepare, update and bring to the attention of staff and volunteers a written policy statement.

Braveheart endeavours to provide adequate control of the health and safety risks arising from our work activities, with the aim of preventing accidents and work related ill health. Braveheart will fulfil this obligation by ensuring that health and safety risks are assessed and mitigated through the provision of training, control measures and safety equipment. Braveheart believes that Health and Safety is everyone's responsibility and we will support active participation from all employees, volunteers and contractors.

Responsibility for Health and Safety

Everyone at Braveheart, including employees, volunteers and contractors must take an active role in the assessment and prevention of Health and Safety Risk.

However, overall and final responsibility for health and safety is with the Board of Trustees of Braveheart as the legally responsible body. Relevant legislation includes Health and Safety at Work Act 1974, The Management of Health & Safety at Work Regulations 1992, and common law.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the General Manager. To ensure health and safety standards are maintained/improved, the General Manager will further delegate responsibility for the operational assessment and elimination of risk to other staff members.

The Health & Safety at Work Act places legal responsibilities on staff and volunteers to take care of the health and safety of themselves and others, and to co-operate with management to help them comply with the law. All employees of Braveheart, volunteers and sub-contractors have a responsibility to:

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

Braveheart Employees, volunteers and sub-contractors must also ensure that levels of alertness and/or ability, reduced due to illness or fatigue, are reported to their Line Manager or the General Manager if this might jeopardise the health and safety of themselves or another person.

It is a requirement that any accident or injury received while at in the course of work at Braveheart, either onsite, or offsite must be reported promptly to their Line Manager, or to the general manager if their line manager is not available. All accidents must be recorded in an accident book, either by the project lead, the General Manager or the most senior person present at that time. All significant accidents must be brought to the attention of the general manager and to the board.

The organisation encourages compliance with these duties and encourages dialogue between staff, volunteers and sub-contractors.

Assessing Health and Safety Risks

Braveheart, as an organisation is responsible for;

- assessing risks to health & safety of staff and volunteers and anyone else who may be affected by the employer's undertaking, so that the necessary preventative and protective measures can be identified
- making arrangements to put into practice the health & safety measures that follow from the risk assessment and to record these arrangements.
- providing appropriate health surveillance where the risk assessment shows this to be necessary.

Risk assessments will be undertaken by the General Manager, the Safety Officer and Project Leads. The findings of the risk assessments will be reported to the Board, detailing the action required to remove/control the risks identified. The General Manager will then be responsible for ensuring the action required is implemented. The Chair and General Manager will check that the implemented actions have removed/reduced the risks.

Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

Consultation with Staff and Volunteers

Under the Health and Safety Regulations 1996, employers have a duty to consult with staff and volunteers. The Board sees communication between workers at all levels as an essential part of effective health and safety management. Consultation will be through Team Meetings, and other relevant channels. The Board will endeavour to communicate their commitment to ensure that staff and volunteers and sub-contractors are familiar with the contents of the organisation's Health & Safety Policy. Braveheart will communicate with its workers orally, in the form of directions and statements and in writing, in the form of directives and this policy statement. Co-operation between workers at all levels is essential to build and maintain a healthy and safe working environment. All staff and volunteers and sub-contractors are expected to co-operate and accept their duties under this policy.

Reporting Health and Safety Risks and Incidents

Records of any accidents, which are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), will be kept on file. The General Manager will draw up a follow up report which will be completed after a reasonable period of time examining the effectiveness of any new measures adopted.

New or Expectant Mothers

It is the policy of Braveheart to comply with the European Directive on Pregnant Workers.

In addition to the general risk assessment, a further assessment of risk to new or expectant mothers will be conducted within two weeks of Braveheart being informed that the employee is a new or expectant mother. Where a risk to new or expectant mothers is identified, working conditions and/or working hours will be adjusted so as to avoid the risk. The risk assessment will be updated when there are material changes to the risk.

Employees who are pregnant or a new mother should follow what is in relevant section of the staff handbook. While there is no obligation for expectant employees to inform Braveheart of their pregnancy until 15 weeks before the EWC, the expectant employee may wish to share this information before this date to receive any support or adaption needed.

Fire Safety

Braveheart is responsible for ensuring compliance with fire safety and prevention codes, for reviewing company practices and procedures, inspecting and testing firefighting, prevention and protection equipment and for advising on safe practices and procedures.

Braveheart has a duty to ensure that suitable firefighting equipment systems are in place, and that these are properly maintained and tested. Landlords are responsible for installing and maintaining alarm systems in the properties we use.

Braveheart should ensure a suitable means of egress is maintained from all Braveheart premises at all times

Emergency procedures must be written and all staff and volunteers must be informed of the arrangements made.

Fire drills will be carried out as required by law.

All staff and volunteers and subcontractors have a duty to conduct their operations in such a way as to minimise the risk of fire.

Staff, volunteers and subcontractors must ensure that they know and understand the fire alarm and evacuation procedures from the building.

Anyone discovering a fire should immediately raise the alarm and evacuate the building immediately using the identified exits and assembly points.

In line with current legislation, smoking is prohibited in Braveheart premises. All employees and volunteers must ensure that all visitors and contractors are made aware of Braveheart's smoking policy which is to be found in the employee handbook.

First Aid

Emergency First Aid at Work

The Health and Safety (First Aid) Regulations 1981 require that the organisation provide such equipment and facilities that are adequate and appropriate in the circumstances for enabling first aid to be administered to its staff and volunteers if they are injured or become ill at work.

The organisation's Employer's Liability Insurance policy protects a staff member who holds a current First Aid Certificate whilst giving first aid treatment against claims or damages arising from accidental injury to any person and all legal and other costs and expenses arising from dealing with these claims.

The Employer will arrange and pay for training with an approved training organisation for two First Aiders to obtain the required First Aid Certificates. Arrangements will be made as and when required for First Aiders to attend a re-qualification course to renew the appropriate certificates as appropriate.

First Aid Boxes are held in all offices and clinics. The contents of these boxes will be replenished after use to ensure that there is an adequate supply of all materials. First Aid boxes may not contain medication of any kind and Braveheart will not purchase any kind of painkillers for use by its staff or volunteers. The dispensing of painkillers is not part of First Aid Treatment and no workers should give drugs of any description to another staff or volunteer.

Written records of all First Aiders' Certification dates and additional specific or refresher training dates will be held on file.

Escalation of Medical Assistance

Medical assistance must be sought if the illness or injury is judged to be serious. The First Aider should remain with the casualty while someone else calls an ambulance.

If the casualty is taken to hospital, the next of kin or specified contact should be notified immediately. Where at all possible the casualty should be accompanied to hospital by a member of Braveheart staff.

Sending Employees Home Following First Aid Administration

Employees should be sent home at the discretion of the First Aider, and only when they are satisfied that no further medical assistance is required. We should ensure that the casualty is not going home to an empty house, without their emergency contact being informed. The worker should be accompanied home or provided with a taxi.

The First Aider must advise the patient to contact a doctor in the event that their condition deteriorates or is prolonged.

Manual Handling and General Equipment

Under the Manual Handling Operations Regulations 1992, Braveheart has a duty to make a suitable and sufficient assessment of risks to Health and Safety of its staff and volunteers while at work.

Braveheart will, as far as is reasonably practicable, avoid the need for staff and volunteers to undertake manual handling operations at work, which involve the risk of injury.

Any defect to equipment should be reported to the General Manager, who will arrange for the equipment to be checked and repaired as necessary.

No personal electrical equipment should be used on the premises unless tested for safety by a qualified person.

The General Manager should be informed of any equipment in use that does not bear a label confirming that it has been tested.

Workstations

Braveheart will carry out a suitable assessment of workstations for the purpose of assessing the health and safety risks to all users of VDUs provided for their use including those with disabilities.

As far as is reasonably practicable, Braveheart will reduce any risks highlighted by the risk assessments.

VDU screen users should control their work to vary the time spent at their screen with other work duties.

An appropriate eye and eyesight test will be provided to VDU users on request. The organisation will meet reasonable costs of any such test and where appropriate will contribute £100 towards the cost of corrective lenses, which are required for VDU use only.

Employers will take every reasonable effort to ensure the equipment used is suitable for and accessible to all workers regardless of any disability or impairment.

General Safety

All employees of Braveheart, volunteers and sub-contractors have the right to conduct their work free from any form of abuse. Braveheart will support anyone who experiences abuse in the course of their work to challenge this robustly, and where necessary through the involvement of the Police.

Investigation of Accidents

All significant accidents will be investigated by the General Manager and Board. The outcome of each investigation and the lessons learnt will be shared with all staff and volunteers. It is hoped that such information on accidents will increase awareness and lead towards reduction in accident rates.