

InterACT Church and Community Partnership: Health and Safety Policy

Last reviewed: January 2022 Date of next review: January 2023

<p>The Trustees have overall and final responsibility for health and safety. Vanessa Brown (Project Manager) has day-to-day responsibility for ensuring this policy is put into practice.</p>		
<p>Statement of General Policy: InterACT Church and Community Partnership takes health and safety issues seriously and is committed to protecting the health and safety of its staff, freelance workers, volunteers and clients. This policy is intended to help us achieve this by clarifying who is responsible for health and safety issues and what those responsibilities are.</p>		
	<p>Responsibility of: Name/Title</p>	<p>Action/Arrangements (What are you going to do?)</p>
<p>Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace.</p>	<p>Vanessa Brown, Project Manager.</p> <p>Line Managers and Management Team.</p>	<p>The Project Manager will keep up to date with Health and Safety regulations and guidelines. Relevant items will be reported to the Management Team and included in this policy and risk assessments.</p> <p>Generic actions: All equipment, including electrical equipment, will be regularly checked / tested to ensure it is safe and properly maintained. Inspections of office and regular work spaces will be carried out regularly and safety concerns reported to those responsible for maintenance. Home working assessments will be carried out with line managers.</p> <p>Risk assessments for all activities, including office work will be carried out, recorded and actions implemented. Depending on the activity, responsibility for implementation “on the ground” may need to be delegated to the named person supervising each activity. This will be managed and monitored through regular meetings between the Project Manager and the activity supervisor and by including health and safety as an agenda item on all meetings with teams leading activities. Where items relate specifically and only to the Project Manager, responsibility for implementation will be delegated to the Management Team. Where items relate specifically and only to the Community Development Officer, responsibility for implementation will be delegated to the Project Manager.</p>

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Provide clear instructions and information, and adequate training, to ensure the Project Manager is safe and competent to carry out their work.	Final responsibility: Trustees. Management Responsibility: Management Team.	Ensure the Project Manager is up to date with Health and Safety regulations and guidelines, including HSE Law, RIDDOR and COSHH regulations, manual handling guidelines, and guidelines for health, safety and welfare in the office. Include health and safety as an agenda item at management and trustee meetings – to include updates from the Project Manager.
Provide clear instructions and information, and adequate training, to ensure staff, freelance workers and volunteers are competent and safe to carry out their work .	Vanessa Brown or Maureen Lillywhite, as appropriate.	Provide guidance packs for staff, volunteers and freelance workers, specific to the activity they are involved with, including the relevant risk assessment (or template where it is more appropriate for them to carry out the risk assessment themselves, in which case the completed risk assessment should be shared with their line manager) . Make relevant publications from HSE available and ensure workers know they are available. Include them in guidance packs where appropriate. Ensure all workers know who to report to and where to go for guidance.
Provide clear instructions and information to ensure people attending InterACT activities are safe throughout the time of their participation.	Activity supervisors, under the guidance of Vanessa Brown or Maureen Lillywhite, as appropriate.	Ensure all supervisors implement actions of the risk assessment and provide all relevant information to members of the public and other staff team (including volunteers) to enable this.
Engage and consult with freelance workers and volunteers on day-to-day health and safety conditions.	Vanessa Brown, Maureen Lillywhite.	Ensure regular line management meetings/ team meetings and include agenda item on health and safety matters.
Engage and consult with staff members on day-to-day health and safety conditions.	InterACT Management Team Vanessa Brown	Ensure regular line management meetings/ team meetings and include agenda item on health and safety matters. Employees should ensure their work station complies is set up in accordance with the standards for display screen equipment (DSE) and has undergone a DSE assessment. Employees should take regular breaks from DSE work. Home working assessments will be carried out by the worker and supervisor together. Additional lone working procedures are covered elsewhere in this policy.
Implement emergency procedures – evacuation in case of fire or other significant incident.	Vanessa Brown, Project Manager.	Write a fire/emergency evacuation procedure for all activities and include in guidance packs and risk assessments for all activities and venues. Ensure all activity supervisors have read and understood the emergency procedures and are competent to carry them out if needed.

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<p>Lone Working</p> <p>For the purposes of this policy, we define lone working as activities where individuals are knowingly and foreseeably placed in circumstances in which they undertake work activities without direct or close supervision.</p> <p>In practical terms, persons are considered to be working alone if they have neither visual nor audible communication with someone who can summon assistance in the event of an accident or illness.</p> <p>The following assessments and actions should be made:</p>		
<p>Medical fitness. Ensure the employee is not subject to any medical condition that may place them at increased risk when working alone.</p>	<p>All employees Management Team</p>	<p>The employee must ensure that any medical conditions which might be relevant to their working alone are fully discussed with their line manager and, if necessary, Occupational Health and own GP. Individuals must not work alone if any such condition is assessed as placing them at increased risk.</p> <p>Any person who requires assistance to get out of a building in an emergency must not work alone.</p>
<p>Supervision Review what arrangements are in place to maintain contact with the employee.</p>	<p>Employees Vanessa Brown</p>	<p>Employees should carry a fully functioning mobile phone on their person when lone working, with easy access to dial.</p> <p>Activities that involve lone working should be recorded in a shared work diary.</p>
<p>Training & competency: Ensure the necessary information, instruction and training has been given to supervisors and employees in order to make an appropriate assessment of the work, its risks and whether or not the employee is competent to carry out the work alone.</p>	<p>Management Team Vanessa Brown</p>	<p>Any person authorised to work alone must be fully competent to carry out the work safely and be fully conversant with emergency procedures.</p> <p>An assessment of risk and competency should be carried out by the worker and supervisor together.</p>
<p>Access: Is there a safe means of access/egress for the employee [consider lighting, personal security issues and means of escape in emergency]</p>	<p>Management Team Employees Vanessa Brown</p>	<p>Carry out separate risk assessments of specific venues/buildings where lone working takes place.</p> <p>The employee should plan how to get to car/public transport after leaving, taking account of potential personal safety issues.</p>

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		Employees will be issued with personal attack alarms if their work involves visiting unfamiliar places/ people or where it is otherwise impossible to be confident of the level of risk to personal safety.
Emergencies: Ensure the employee has access to emergency warning devices to raise the alarm in event of emergency e.g. fire alarm, panic alarms.	Management Team Employees Vanessa Brown	The employee must know local arrangements on how to respond in event of fire or other emergency. Employees will be issued with personal attack alarms if their work involves visiting unfamiliar places/ people or where it is otherwise impossible to be confident of the level of risk to personal safety. Employees will carry a mobile phone on their person with easy access to dialling. Ideally, emergency numbers should be accessible from the lock screen.
First aid: Assess what arrangements are in place to deal with a situation where the employee or a member of the public becomes ill or has an accident.	Management Team Vanessa Brown	Lone workers will be given emergency first aid training and will be required to carry a first aid kit either in their vehicle or on their person while carrying out their work. In the event of an employee feeling unwell they should if possible return home or contact emergency services or NHS 111 for assistance.
Conduct an annual review of this policy (or earlier if activities change) and ensure regular updates are given.	Management Team	Conduct annual review, unless changes are required at an earlier date.
APPENDIX: COVID-19		We commit ourselves to follow Government and local guidelines to make our work spaces and activity COVID secure. Risk assessments and practice will be updated to reflect COVID guidelines and will be regularly reviewed as the situation develops. Responsibility for implementation will be with the Management Team, Project Manager and Activity Leaders.

- *RIDDOR: Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- *COSHH: Control of Substances Hazardous to Health
- *HSE: Health and Safety Executive