

## Mid Devon Community Family Trust Health & safety Policy

This is the Health and Safety Policy Statement of MID DEVON COMMUNITY FAMILY TRUST, in accordance with Health and Safety at Work etc. Act 1974

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities
- to consult with our employees/volunteers on matters affecting their health and safety
- to provide and maintain safe plant and equipment
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for employees/volunteers;
- to ensure all employees/volunteers are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Responsibilities Overall and final responsibility for health and safety is that of the Trustees of MID DEVON COMMUNITY FAMILY TRUST.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Named Trustee.

To ensure health and safety standards are maintained/improved, each trustee has responsibility for an aspect of the trusts work.

However all employees/volunteers have to:

- co-operate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

Health and safety risks arising from our work activities Risk assessments will be undertaken by the trustee responsible for each area. The findings of the risk assessments will be reported to the Named Trustee. Action required to remove/control risks will be approved by Named Trustee.

The Named Trustee will be responsible for ensuring the action required is implemented. The responsible trustee will check that the implemented actions have removed/reduced the risks. Assessments will be reviewed every year or when the work activity changes, whichever is soonest.

Consultation with employees/volunteers

MID DEVON COMMUNITY FAMILY TRUST will consult with employees/volunteers on the following:

- any new measure which may substantially affect their health and safety at work, for example new equipment, new ways of working and new procedures
- arrangements for getting competent people to help satisfy health and safety laws
- the information we give to employees/volunteers on the risks to health and safety arising from their work, measures to reduce or get rid of these risks and what they should do if they are exposed to a risk, including emergency procedures
- planning and organising health and safety training and
- the health and safety consequences for them of any new technology we plan to introduce.

The information provided to employees/volunteers will be in a form that can be easily understood.

MID DEVON COMMUNITY FAMILY TRUST will consult directly with employees/volunteers through team meetings and face-to-face discussions.

MID DEVON COMMUNITY FAMILY TRUST will allow enough time for employees/volunteers to consider the issues and give informed responses. Employees/volunteers are encouraged to ask questions, raise concerns and make recommendations.

MID DEVON COMMUNITY FAMILY TRUST will take employees/volunteers' views into account before a final decision is made, respond to any concerns and questions raised and explain the final decision and why it has been taken.

Safe equipment: the Named Trustee will be responsible for identifying all equipment needing maintenance.

The Named Trustee will be responsible for ensuring effective maintenance procedures are drawn up.

Chair/Trustee will be responsible for ensuring that all identified maintenance is implemented.

Any problems found with equipment should be reported to the Named Trustee immediately.

Named Trustee will check that new equipment meets health and safety standards before it is purchased.

Safe handling and use of substances The Named Trustee will check that new substances can be used safely before they are purchased. MID DEVON COMMUNITY FAMILY TRUST does not currently use or store any substances which need a COSHH assessment.

Health and safety advice is available from the Named Trustee.

Supervision of interns/trainees/volunteers will be arranged/undertaken/monitored by Named Trustee or the volunteer responsible.

The Named Trustee and Chair/Trustee is responsible for ensuring that our employees/volunteers working at locations under the control of other employers are given relevant health and safety information.

Competency for tasks and training Induction training will be provided for all employees/volunteers by the Named Trustee.

Job specific training is not required for any jobs within MID DEVON COMMUNITY FAMILY TRUST except delivery of Families Connecting services and Counselling.

Training records are kept at/by person leading that aspect of the trust.

Training will be identified, arranged and monitored by person leading that aspect of the trust.

No first aid boxes as public buildings are used.

No first aider as there is no work premises.

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept at Bridge House. EX15 2AD

Relationship Educator is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Monitoring To check our working conditions, and ensure our safe working practices are being followed, we will:

- investigate any accidents or sickness absences that occur.
- Named Trustee is responsible for investigating accidents.
- Named Trustee and relevant Trustee is responsible for investigating work-related causes of sickness absences.
- Named Trustee and relevant Trustee is responsible for acting on investigation findings to prevent a recurrence.

Emergency procedures – fire and evacuation The Named Trustee is responsible for ensuring the fire risk assessment for buildings used is undertaken and implemented.

Board of Trustees will be made available to support the Named Trustee with all tasks due to the legal obligation of the Mid Devon Community Family Trust and supporting Named Trustee in post with day to day running of the centre.

Signed.....Ed Thompson .....Date.....August 2019.....

Date of review.....September 2020.....