



Health & Safety Policy

Policy Statement:

This statement is issued in accordance with the Health and Safety at Work Act (1974). This policy represents the agreed principles for Healthy and Safe working throughout the services provided by Parent in Partnership Croydon (PIP).

The Trustees and employees have agreed this policy. This policy is reviewed annually. All Partners of PIP will be expected to have regard for this policy and its procedures.

Every establishment employing five or more people must, by law, write down its policy for their safety and health, bring it to the attention of the employees, and show it to an HSE Inspector if requested.

Parents in Partnership aims to provide healthy and safe working conditions, equipment and systems of work for all our employees, volunteers and trustees, and to provide all such training, information and supervision as is necessary. We also accept responsibility for the health and safety of other people who take part in our activities.

Although PIP does not own any premises, it will make sure that steps are in place via this policy to ensure health and safety requirements are met

PIP has a legal responsibility to ensure the health, safety and well-being of all staff and volunteers.

Employees also have a legal responsibility to ensure that they do everything possible to prevent injury to themselves and others.

Due to the nature of the work arrangement of all staff, consultation on this policy and its implementation will be done through supervision meetings which will be fed back by the Partnership Manager to the Board of Trustees.

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Appendixes:

1. Workstation Assessment form
2. Risk Assessment Form
3. Incident/Near Miss reporting and action form

Related Documents:

Carers Support Centre Guide for Users

1. Responsibilities

1.1 Overall responsibility

The Trustees of Parents in Partnership (PIP) hold overall and final responsibility for health and safety.

1.2 Day to Day Responsibility

The Partnership Manager is responsible for ensuring that this policy is put into practice on a day to day basis and to ensure safety standard are maintained.

1.3 Staff responsibility

All staff must:

- Cooperate with their Manager 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 of health and safety concerns to their line Manager

2. Risk & Assessments

2.1 Workstation

An assessment of each staff members work station, including VDU, desk, seating and all other areas is conducted on appointment and thereafter if there is any change, by their Line Manager (see appendix 1).

Any adjustments to the work station required will be recommended by the Line Manger with the staff member and if necessary the cost is to be approved in line with expenditure approval procedure (See Finance policy COP004).

2.2 Events

A risk assessment will be undertaken for all planned events or activities. (See appendix 2). This will be approved by the Partnership Manager and any events which require adjustments or are high risk are to be reported to the Chair/Trustees.

Health and safety announcements will be made at the start of the activity which will tell service users about fire exits, different facilities and who to approach in case of emergencies or concerns.

The staff member in charge of the activity will be responsible for investigating, recording and reporting accidents and incidents (including violence) during any PIP event.

2.3 Lone working

Due to the nature our Family link work PIP provides, some staff may undertake visits alone and therefore are required to follow those guidelines provided in the Lone Work policy.

3. Safe handling and use of Substances

PIP does not buy or use chemical materials, other than small retail amounts of photo copier toner and complies with the Manufacturer's instructions in respect of use, handling and disposal.

4. First Aid/Accidents/Ill Health

4.1 Two First Aid boxes are held at the PIP office each has a separate accident book. One is for incidents occurring in the office, the other is used for any events out of the office.

4.2 All accidents and cases of work-related ill-health are to be recorded in the accident book.

4.3 All PIP events which not held in the office, staff leaders are required to take the correct first aid kit and accident book with them. Unless the risk assessment shows this is provided by the venue and/or facilitators.

4.4 All incidents/accidents/near misses are to be recorded as soon as possible and passed to the Line Manager and reported to the Trustees. These are reviewed and any remedial action agreed and undertaken. (see appendix 3)

5. Training/Supervision

5.1 Employees will be provided with a safety briefing during their period of induction for our office and the building. This may be undertaken by the a member of the company/owner of the premises. A record will be kept.

5.2 All employees and volunteers who may on occasion undertake PIP work at their own homes or at other locations have the responsibility to co-operate with PIP Managers to achieve high standards of safety within their respective work area and environment.

5.3 Information about the health and safety arrangements within the organisation will be discussed during supervision sessions. Staff will also be offered further Health and Safety training to support their identified training needs appropriate to their specific work tasks.

6. Emergency Procedures (Fire/evacuation)

As PIP does not own any premises, the landlord at our Registered office site is responsible for the compilation and coordination of the emergency procedure. However, PIP accepts responsibilities as a tenant to co-operate with the induction and training of staff. Details of the emergency fire precautions and procedures will be made available to staff and located in the office.

7. Terrorist attack and lockdown

If the threat is external or outside the premises, full lock down procedures should be put in place. The main doors should be closed and locked and staff/visitors should be asked to keep clear of the windows etc. If it is safe to do so members of the public fleeing the incident can be let in to the premises and be offered first aid if required, otherwise the doors should remain locked until the Police indicate it is safe.

If the threat is within the premises and there is no time to fully lock down the site, then;

RUN

(to a place of safety),
HIDE
(away from windows, doors and turn mobile phones to silent),
TELL
(the authorities).

Call the Police on 999

If you suspect terrorist activity call the **Anti-terrorist hotline 0800 789 321**

If you alone and locked down in the office, inform another member of staff as soon as possible.

Health & Safety Policy was approved at a meeting of the Board of Trustees on:

Julie Newton-Smith Chair of Trustees	Signed:	Date: Review: July 2018
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