

LOVE ME LOVE MY MIND

Registered Charity No 1125595

HEALTH & SAFETY POLICY

STATEMENT OF INTENT

HEALTH & SAFETY POLICY

CONTENTS

PART I	-	LEGISLATION
PART II	-	POLICY STATEMENT
PART III	-	ORGANISATION AND RESPONSIBILITIES
PART IV	-	SAFETY RULES
PART V	-	ARRANGEMENTS FOR IMPLEMENTATION
PART VI	-	AGREEMENT CERTIFICATE
APPENDIX A	-	RISK ASSESSMENT FORM

PART I

LEGISLATION

ALL EMPLOYERS HAVE DUTIES UNDER HEALTH AND SAFETY LEGISLATION

Every employer must by law:

- 1 Display the approved poster - 'Health and Safety Law - What You Should Know.'
- 2 Have a written 'Safety Policy Statement.'
- 3 Make suitable and sufficient assessments of the risks to the health and safety of employers and others.
- 4 Avoid the need for employees to undertake hazardous manual handling operations.
- 5 Comply with the requirements relating to fire precautions in the work place.
- 6 Record the significant findings of risk assessments.
- 7 Instruct and train employees exposed to risks on the protective/preventive measures.
- 8 Communicate emergency and evacuation procedures to employees and others.
- 9 Consult employees, in good time, on matters which may affect their health and safety at work.
- 10 Maintain records of injuries and first aid treatment.
- 11 Monitor and review health and safety procedures.

'WHISTLEBLOWING'

The Public Interest Disclosure Act 1998 gives workers the right not to be victimised or dismissed if they 'blow the whistle' on employers, for covering up or failing to comply with any areas addressed by the Act - that includes any danger to their health and safety.

PART II

POLICY STATEMENT

- 1 Love Me Love My Mind (LMLMM) regards the promotion of Health & Safety as an essential function of good management.
- 2 LMLMM recognises it has a duty of care to employees/friends/volunteers/members.
- 3 LMLMM also accepts, so far as it is reasonably practicable, responsibility for all other people who may be affected by its activities.
- 4 The requirements of the Health and Safety at Work Act and other relevant statutory provisions will be met as a minimum standard and, in particular, LMLMM will:
 - a Provide and maintain a safe place of work and working environment.
 - b Provide information, instruction, training and supervision to ensure staff (employees/friends/volunteers/members) work safely and responsibly.
 - c Consult and involve staff (employees/friends/volunteers/members) wherever possible, about arrangements for their safety.
 - d Monitor and evaluate the effectiveness of working practices to ensure they reflect best practice, new developments and the changing nature of the work.
 - e Revise policy, procedures and working practices as appropriate.

Whilst implementation of the policy is primarily a management function, the objectives will only be achieved with the co-operation and involvement of all staff (employees/friends/volunteers/members) acting responsibly to prevent injury to themselves and others.

Signed.....

Date:

PART III

ORGANISATION AND RESPONSIBILITIES

2.1 The Trustees of Love Me Love My Mind

Are responsible for ensuring that the Health & Safety Policy is complied with and that any identified risks are assessed and acted upon to ensure the Health & Safety of staff at work.

Are responsible for monitoring the effectiveness of the Policy and of future developments.

Will provide staff (employees/volunteers/members) with information, instruction and training to enable them to carry out their tasks safely and be responsive to any improvements suggested.

Will discuss and/or debate any issues concerning Health & Safety.

Will act upon any reported accident as per the agreed policy.

Are responsible for carrying out, and recording, a risk assessment. The assessment should be carried out at least every 12 months (A sample Risk Assessment form appears on page 12).

2.2 Staff (employees/friends/volunteers/members)

The Health and Safety at Work Act places responsibilities for health and safety on staff as well as employers. Everyone has a statutory duty to work safely and responsibly with regard to others who may be affected by their activities.

All staff will actively promote LMLMM's Safety Policy. They will take steps to eliminate or control any unacceptable risks and make recommendations to the Manager for new or revised safety procedures.

In particular they have a responsibility to:

- a Co-operate by adhering to LMLMM's Health and Safety arrangements.
- b Refrain from interfering with, or misusing equipment provided for their Health and Safety.
- c Conduct a brief daily check of their immediate working area and report any unsafe conditions or equipment.

- d Report to the Trustees all accidents or damage, whether injury involved or not, and to assist with any subsequent investigation.
- e Familiarise themselves with Fire Action notices and to report any fire hazards.
- f Escort any visitors they may be hosting and be responsible for their safe evacuation in an emergency.
- g Obey any safety or warning notices.

2.3 Temporary Workers

It is the responsibility of the Trustees to inform temporary staff of the fire procedure, fire exits and other health and safety information.

2.4 Young Volunteers

In addition to the legislation contained in the Health and Safety Act 1974, when a Young Person (someone who has not reached the age of 18) is involved the specific provisions of the Health and Safety (Young Persons) Regulations 1997 must also be taken into consideration.

This will involve LMLMM in a specific Risk Assessment in respect of the proposed activities for Young Persons. LMLMM will provide the volunteer and his or her parent/guardian information of any risk identified by the Risk Assessment.

2.5 Safety Code

As the work areas of LMLMM are predominately social or clerical it is essential that all staff (employees/friends/volunteers/members):

- 1 Bear in mind that undue haste and forgetfulness causes many, if not most, domestic and office accidents.
- 2 Do not run down steps. Use handrails going up or down stairs.
- 3 Do not leave lower filing drawers open because this can cause trips and falls.
- 4 Wipe up spilled drinks, wet patches or other fluid to prevent accidents.
- 5 Do not allow electrical and telephone cords to lie uncovered on the floor since they are main tripping hazards.

- 6 Keep floor areas free from obstructions, waste baskets, briefcases and other objects should not be left in aisles. All furniture should be arranged to ensure that it does not project into aisles or create hazards.

2.6 Insurance

LMLMM will ensure that the agreed insurance cover is maintained at all times.

PART IV

SAFETY RULES

LMLMM takes a serious view of any infringement of Safety Rules or Procedures.

All staff (employees/friends/volunteers/members) must not:

- 3.1 Wilfully disregard the arrangements for their own safety or others.
- 3.2 Operate or tamper with equipment without authorisation or fail to abide by operating instructions.
- 3.3 Fail to report unsafe equipment or leave equipment in an unsafe condition.
- 3.4 Misuse, remove, deface or interfere with anything provided for Health and Safety.
- 3.5 Fail to co-operate with LMLMM to enable compliance with statutory requirements.
- 3.6 Fail to respond to the Fire Alarm.
- 3.7 Fail to observe Health and Safety Signs.
- 3.8 Engage in playful activity, which endangers the Health and Safety of themselves or others.
- 3.9 Contribute to poor housekeeping such as to cause obstruction of passageways or prop doors open with fire extinguishers.

PART V

ARRANGEMENTS FOR IMPLEMENTATION

Any reference in this section to ‘staff’ includes employees, friends, volunteers and members.

4.1 Accident Reporting

Staff must report all accidents, including injuries or ill health, arising from related LMLMM work activity; together with accidental damage to equipment or property.

All reports will be investigated by a Trustee or nominated person who will take remedial action to prevent a recurrence.

Accident Report Forms should be completed and an entry made in the Accident Report Book

4.2 First Aid Facilities

First Aid Boxes are located on the premises. Details of any injury or accident must be recorded in the Accident Report Book.

4.2b First Aid Training Courses are made available to all appropriate people within LMLMM in order to ensure the safety of the Clients whilst in our care.

4.3 Fire Emergency

Staff must familiarise themselves with the Fire Action Notices throughout all buildings.

All staff should be familiar with the location of the Fire Collection Points.

Fire extinguishers must not be used as door props.

Emergency exits and exit routes will be clearly marked.

Emergency exits and exit routes will be kept clear of obstruction at all times.

All staff must familiarise themselves with the location of emergency exits and the location of fire fighting equipment.

Fire drills are held on a regular basis.

In the event of a fire, raise the alarm and get people out of the building. IF YOU

ATTEMPT TO EXTINGUISH THE FIRE DO NOT PUT YOURSELF OR OTHERS IN DANGER.

4.4 VDU Users

Staff will be deemed a VDU 'User' under the Health & Safety (Display Screen Equipment) Regulations 1992 if they meet the following criteria:

Dependence on the use of a VDU for their job.
Use of the VDU for continuous spells over one hour.

Identified users will be allowed a five minute break away from the VDU after one hour of continuous screen/keyboard use. Each VDU user will be expected to arrange the working pattern to ensure breaks away from the VDU are adequate.

Identified users will be expected to arrange an annual eye check by an Optician at the expense of LMLMM.

LMLMM will ensure that workstations (screen, keyboard, work desk, chair and environment) for VDU Users comply with the relevant regulations.

4.5 Personal Safety

Staff are required to report to the Trust Manager prior to carrying out any activity, or attending any meeting, which they feel may present a risk to their personal safety.

When staff are attending any event outside the office they should ensure that the remaining office staff are given prior notice of where they are and whom they are meeting with and at what time.

Staff should notify a Trustee in the event that they have any concern over their health, which may be work related such as symptoms of stress or illness.

4.6 Housekeeping

Good housekeeping is essential to keeping working environments healthy and safe.

Keep your work area tidy and put rubbish in the bins provided.

Keep drawers and furniture closed.

Only open one filing cabinet draw at a time. Keep heavy items near the bottom of the cabinet.

Keep passageways and corridors free of obstructions. Do not leave objects near

blind corners or doorways.

Pick up any item which has fallen and may cause tripping.

Clean up any spills to prevent slipping.

Close windows at the end of the working day.

4.7 Manual Handling and Lifting

Manual handling is transporting or supporting loads by hand or by bodily force. Many people hurt their back, arms, hands or feet. One bad lift can cause injury and cumulative damage can build up over time - even with lighter loads.

Upper limb disorders including repetitive strain injury (RSI) can occur in office based as well as manual jobs. They can happen if people have to adopt awkward body positions because of poorly designed workstations and as a result of repetitive or fast movements. If your workstation is uncomfortable it is important to discuss the problems with a Trustee at an early stage so that appropriate measures can be made to improve your working position. Varying the pace of your activity and building in variety to your work routine can help to reduce the risk of repetitive strain injury.

Staff are not expected to lift, move or carry a load which, in their own judgement, is likely to cause injury. Accidents can arise from this activity resulting in injuries to the back, hands and feet.

The following techniques should be followed when attempting to lift loads.

Use the trolley provided wherever possible.

Assess load for weight, balance and sharp edges to determine whether assistance is required.

Remove any obstructions over which you might need to lift the load.

Stand close to the load with feet apart, facing in the direction you intend to travel.

Put one foot forward for good balance.

Bend knees, keep back fairly straight and chin tucked in. Push upwards with leg muscles.

Keep arms and load close to body.

Do not twist spine but pivot on your feet.

If picking a load up from a shelf, put one foot forward and pull load to rest against your body before lifting.

Ensure you can see where you are going.

NOTE: If the load is particularly heavy or awkward ASK FOR ASSISTANCE.

REMEMBER: Lifting with a straight back reduces back injuries.

LOVE ME LOVE MY MIND

AGREEMENT CERTIFICATE

HEALTH AND SAFETY POLICY

Agreed by the Trustees of Love Me Love My Mind at the meeting held on
..... and entered into the Minutes

Signed:.....

Date.....

LOVE ME LOVE MY MIND

Registered Charity No 1125595

HEALTH & SAFETY RISK ASSESSMENT FORM

Assessment by.....
(signature)

Date

Review Date

SIGNIFICANT
HAZARDS

WHO IS AT RISK

RISK LEVEL
H/M/L

ACTION
