



Name of Local Mind	Carrick Mind
Policy	Health and Safety
Version	2
Date when last reviewed	October 2016
Date when next review due	October 2017
Author	Jon Gladstone
This policy is for:	Staff, Volunteers, Clients

## 1. Introduction

- 1.1 Carrick Mind seeks to ensure that employees, clients and volunteers are able to work or use services in a safe and healthy environment by implementing best practise to reduce risk.
- 1.2 Many aspects of health and safety at work and in the provision of services to members of the public are covered by Acts of Parliament, European Community legislation and Local Authority regulations and we are legally required to comply with these.
- 1.3 Employees, users of Carrick Mind's services and volunteers are all required to comply with the provisions of this policy. The policy applies also to members of the public, contractors working on Carrick Mind premises, and visitors.

## 2. Implementing the Policy

- 2.1 Legal responsibility for health and safety lies with the Chair of Trustees, advised by the Board of Trustees. Overall responsibility for ensuring the

Health and Safety Policy is implemented is delegated to Mind's designated Health and Safety Co-ordinator. This is currently Jon Gladstone

- 2.2 Health and safety reports will be produced for each premises used by Carrick Mind, including an assessment of risk, recommended action and a contingency plan.
- 2.3 Health and safety requirements will be considered in any action undertaken by Carrick Mind.

### **3. Monitoring the Policy**

- 3.1 The policy will be monitored through the yearly health and safety inspections.
- 3.2 Monitoring and inspection may also be carried by outside agencies, for example Environmental Health, and by contractors, for example fire security and electrical firms.
- 3.3 Individual employees, volunteers and clients can assist by reporting health and safety issues and potential risks to health to the named Health and Safety Officer.

### **4. Health and Safety of Employees, Volunteers and Clients**

- 4.1 **Personal Safety:** Carrick Mind recognizes the safety of people using our premises and services as a priority. It will do everything in its power to protect people from assault and to prevent unauthorized entry into each building used by Carrick Mind.
- 4.2 **Stress:** The nature of our work can be stressful. Mind will do all it can to reduce work-related stress and to offer support to employees who are affected by stress.

4.3 **Physical working environment:** The work environment can also cause risk to the physical health of employees. Mind will do all it can to keep the workplace in a safe and clean condition by cleaning, maintenance and repair and regulations on heating, lighting, ventilation, cleanliness etc. will be observed.

4.4 **Smoking:** All premises used by Carrick Mind are strictly non-smoking.

4.5 **First Aid:** Employees and volunteers are encouraged to undertake first aid training. An adequately stocked First Aid box must be readily available at all premises used by Carrick Mind.

4.6 **Vaccination:** Employees are encouraged to consider receiving necessary vaccinations, particularly hepatitis B. Mind will allow time off work and fund the cost of vaccinations if necessary.

4.7 **Noise:** Mind will do its best to ensure that no aspect of its work causes noise nuisance or damage to other people.

## 5. **Computers**

5.1 Equipment should be checked for glare and reflection, light levels, noise and vibration.

5.2 Employees who work for a considerable amount of time on this equipment should ensure that frequent short breaks are taken. Mind recommends that two hours is the maximum time to be spent without a break working at a VDU.

Employees who regularly work on VDU equipment for more than 50% of their working day are entitled to eye tests and if necessary, the provision of spectacles, at Mind's expense.

- 5.3 Suitable seating must be provided for this type of work. The chair must move freely across the floor and have adjustable height and a back rest. A foot rest will be provided if necessary.
- 5.4 Employees working with computers must report any discomfort, strains etc either to their line manager or to the Health and Safety Co-ordinator.
- 5.5 Document holders should be provided for the use of staff working with computers.
- 5.6 Windows in all rooms where computers are used must be fitted with blinds or curtains.

## **6. Fire Safety**

- 6.1 We have a legal duty to ensure that adequate precautions are taken on our premises to protect against fire. This includes ensuring that escape routes are kept free from obstruction, regular fire drills are held, appropriate and regularly serviced fire alarms and extinguishers are in place, fire resistant furniture and fittings, and fire notices prominently displayed.
- 6.2 The person responsible for health and safety is responsible for fire safety, including organizing and recording fire drills.
- 6.3 Appropriate fire extinguishers must be provided on Mind premises and must be serviced at least annually (every six months in some premises). Fire blankets should also be provided in kitchens.
- 6.4 It is important that fire extinguishers are placed in the appropriate places and that the correct ones are used. Labels on the extinguisher should indicate the type of fire for which use is intended.

6.5 Soft furnishings in premises used by Carrick Mind must comply with Fire Safety Regulations.

## 7. Hazardous Substances

7.1 We will ensure that hazardous substances kept on its premises will be safely stored and handled in accordance with COSHH regulations.

7.2 Hazardous substances used on premises will be stored in a lockable cupboard, preferably a metal one. This should be kept locked except when items are being taken out or replaced.

7.3 The Health and Safety Representative for each premises is responsible for:-

- Checking the labels of potentially hazardous substances in use in the building.
- Assessing the risks involved (if any) to employees, clients, volunteers and members of the public;
- Establishing effective controls including the provision of protective clothing and gloves.
- Instructing employees and any others likely to use the substances about the risks in their use and action to be taken in case anything goes wrong.

7.4 If there is any doubt about whether the substance is hazardous it should be locked away.

## 8. Vehicles

We will ensure that all staff vehicles used for business purposes have an MOT certificate and are adequately insured for the protection of staff, volunteers and clients who may be transported in such vehicles.

## **9. Premises**

- 9.1 To avoid overcrowding there should be at least 40 square feet of floor space for each person employed or volunteering. When the ceiling height is less than 10 feet 400 cubic feet for each person is needed.
- 9.2 All rooms should be adequately lit. If strip lights are fitted they should also have a diffuser fitted. Desks should have a free standing light.
- 9.3 All rooms must have adequate heating which does not give off fumes.
- 9.4 Any room where windows cannot be opened must be ventilated by some other method.
- 9.5 All heating, lighting and ventilation equipment should be serviced on a regular basis.

## **10. Equipment**

- 10.1 Equipment, including electrical equipment and electrical and gas supplies, will be appropriately tested and maintained. Employees, volunteers and students will be instructed and trained in its use.
- 10.2 All portable electrical equipment will be checked annually by a qualified electrician who will supply a report on its condition. Unsafe equipment will be repaired or disposed of as recommended in the report.
- 10.3 All wiring for electrical equipment must be positioned so as not to cause a trip hazard.

## **11. Accidents and Infectious Diseases**

- 11.1 Accidents will be recorded in an accident book. It is the responsibility of each employee to record in detail any accident that happens on the premises, however minor. The record should show: the date; the place where the incident happened; the circumstances of the incident; treatment (if none state this); time off work; and other consequences if applicable.

When these are serious or may lead to recommendations for action they will be reported to the Chair of Trustees.

- 11.2 Accidents involving actual or potentially serious risk of harm to individuals and infectious diseases will be reported as required to the relevant statutory authority. The responsibility for reporting lies with the relevant project manager.

## **12. Staff Safety**

- 12.1 As far as possible staff and volunteers should avoid being the only person in a building but this is not always possible. A staff member or volunteer who is alone in a building should not allow anyone into the building who is not known to them and should be aware that even someone well-known could pose a threat to safety. If you feel threatened dial 999 immediately.
- 12.2 Staff and volunteers should not go alone to visit clients in their own homes unless the client is well known to Mind and a risk assessment has been undertaken. Information on the name and address to be visited and estimated time of return must be left at the employee's base when home visits are made.

- 12.3 If any client is intoxicated or under the influence of an illicit drug then service provision should be refused. This applies to both one to one befriending and group sessions.
- 12.4 Carrick Mind will not tolerate any physical intimidation or verbal attacks on members of staff, clients or volunteers. Anyone making such threats or carrying out abuse will be reported to the Chair of Trustees, and further action shall be taken where deemed necessary.

### **13. Information, Training and Supervision**

- 13.1 Health and safety will be a mandatory part of the induction of new employees and volunteers.
- 13.2 Line managers will ensure that employees and volunteers are supervised in their work to the extent necessary for their safety. Any worker or volunteer carrying out unfamiliar tasks or working in unfamiliar locations requires particularly careful supervision.