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| Policy Name: Health and Safety Policy | |
| Version | 4 |
| Date when last reviewed | August 2024 |
| Date when next review due | September 2025 |
| Author | Jon Gladstone |
| This policy is for: | Staff, volunteers Trustees, the people who use our services, the public and visitors (e.g. contractors) All locations – office, individual homes, community locations. |
| Date ratified by the Board | 28 th June 2023 |
| Policy implementation (Explains how relevant parties will be made aware of and have access to the policy. For example, induction, training (and refresh), shared drive (Sharepoint/Drop Box/etc). | Induction and mandatory training, regular updates as to changes, policy available in SharePoint. |
| Related policies and procedures | Lone Working Policy, Home Working Policy, Wellbeing at Work Policy, Volunteering Policy, Trustee Recruitment and Induction Policy |

Change History

| Version | Changed by | Change Summary | Date |
|---------|---------------|--|-------------|
| 4 | Jon Gladstone | Changed onto new policy template. Added paragraph re competent person and Board of Trustees responsibility. Details of RIDDOR and COSHH. Updated electrical safety. Signed by Health and Safety Officer | June 2023 |
| 4 | Jon Gladstone | Reviewed by Competent Person and signed and dated. No changes required. | August 2024 |
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| Equality Impact Assessment | | |
|--|---|-----------------------|
| Who does the policy affect? | Staff, volunteers, Trustees, the people who use our services, contracted third parties. | |
| | Positive or Yes | Negative or No |
| Will the policy have a positive or negative impact on discrimination, equality of opportunity or relations between groups? | Positive | |
| Is the communication of the policy accessible to all groups? | Yes | |
| Do the procedures and behaviours outlined in this policy proactively address the inclusion of marginalised or excluded groups? | Yes | |
| Will there be a positive benefit to the users or workforce as a result of the proposed policy? | Yes | |
| Were the relevant groups (i.e. staff, volunteers, those with lived experience) involved in the development and review of the policy? | Yes | |
| Detail any other consideration specific to this policy | | |

| Environmental Impact Assessment | | | |
|---|--|------------|-----------|
| Who does the policy affect? | Staff, Volunteers, Trustees, Contracted third parties. General public. | | |
| | Yes | N/A | No |
| Does the policy encourage use of climate friendly travel i.e. public transport, car sharing? | | n/a | |
| Does the policy consider the environmental impact where considering suppliers, products, digital footprint, printing documents linked to the implementation of this policy? | Yes, see section 6 | | |
| Does the policy recommend monitoring and measuring the activities to understand the environmental impact where appropriate i.e. carbon footprint | Yes, see section 6 | | |
| Should the policy make specific reference to the Environmental Policy? | | | no |
| Does the policy require a more detailed Environmental Impact Assessment? | | No | |

1. About this policy

This policy sets out our arrangements for ensuring we meet our health and safety obligations to staff, volunteers, and anyone visiting our premises or affected by our work.

This policy does not form part of any employee's contract of employment and we may amend it at any time. We will continue to review this policy to ensure it is achieving its aims.

Our statement of general policy is:

- To provide adequate control of the health & safety arising from our work activities
- To consult with our employees 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
- To ensure all employees 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
- To review and revise this policy as necessary at regular intervals

2. Responsibilities

As an employer Cornwall Mind must appoint a competent person to ensure that we meet our health and safety responsibilities. If we do not have a staff member with the skills to be that person, we will enlist the support of the 'Competent Person' service offered by our insurance broker, Gallaghers. **The current Competent Person is Lorna Richardson, Operations Manager.**

The Board of Trustees has ultimate responsibility for health and safety but day to day responsibilities are detailed below.

The Chief Executive has overall responsibility for the operation of this policy.

The Operations Manager will assume the role of Health and Safety Officer and ensure adherence to the health and safety procedures as laid out in this policy. Also to ensure that all staff complete mandatory Health and Safety training.

Everyone shares responsibility for achieving safe working conditions. You must take care of your own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.

You should report any health and safety concerns immediately to your line manager or any member of staff.

You must co-operate with managers on health and safety matters, including the investigation of any incident.

Staff failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

The Senior Management Team will inform and consult directly with all staff and volunteers regarding health and safety matters.

3. Procedures

- Risk Assessments and measures to control risk

Managers and Coordinators carry out general workplace risk assessments in each of the specific work areas in conjunction with the staff in that work area. They are reviewed annually. The purpose is to assess the risks to health and safety of employees, visitors and other third parties as a result of our activities, and to identify any measures that need to be taken to control those risks. The risk assessments are stored in SharePoint and shared with all staff and volunteers engaged in activity in the specific work area.

- Accidents and first aid

Details of first aid facilities and the names of trained first aiders are displayed on the notice boards in the Bodmin office. Contact the Health and Safety Officer for details. Community venues that Cornwall Mind use may have their own arrangements.

All accidents and injuries at work, however minor, should be reported to your manager and recorded in the Accident Book which is kept in the Bodmin office. When accidents and injuries occur outside the Bodmin office then arrangements should be made to complete the Accident Book as soon as possible.

RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. A RIDDOR report is required only when: the accident is work-related, and it results in an injury of a type which is reportable. Consult the HSE website for details and consult the Senior Management Team.

- Fire safety

All staff and volunteers should familiarise themselves with the fire safety instructions, which are displayed on notice boards and near fire exits in the workplace.

All staff and volunteers must familiarise themselves with the fire arrangements at all venues where activities take place.

If you hear a fire alarm, leave the building immediately by the nearest fire exit and go to the fire assembly point shown on the fire safety notices. The senior manager in the building or the administrator will be responsible for taking the signing in sheet and will do a roll call.

Fire drills at the main office will be held at least every 12 months and must be taken seriously. Cornwall Council, our landlord, also carries out regular fire risk assessments and regular checks of fire extinguishers, fire alarms, escape routes and emergency lighting.

- COSHH

The law requires you to adequately control exposure to materials in the workplace that cause ill health. This is the Control of Substances Hazardous to Health Regulations (COSHH).

Cornwall Mind does not generally use potentially harmful substances, but guidance can be found at -

<https://www.hse.gov.uk/coshh/basics/index.htm>

- Electrical safety
 - Do not overload sockets.
 - No trailing cables.
 - Regular visual checks of all electrical equipment
 - Regular PAT testing.
 - Do not use faulty items and report any to your manager.

- Dispose of old electrical equipment safely.
- You must use equipment in accordance with any instructions given to you.
- Computers and display screen equipment

If you use a computer screen or other display screen equipment (DSE) as a significant part of your work, you are entitled to a workstation assessment and regular eyesight tests by an optician at our expense.

Further information on workstation assessments, eye tests and the use of DSE can be obtained from the Chief Executive.

4. Health and Safety Toolbox.

Below is a link to the Health and Safety Executive – “Health and Safety Toolbox” how to control risks at work which will give more detailed information on various aspects of health and safety.

<https://www.hse.gov.uk/toolbox/index.htm>

5. Training


We will ensure that you are given adequate training and supervision to perform your work competently and safely.

Staff and volunteers will be given a health and safety induction and provided with appropriate health and safety training and regular refreshers.

6. Environmental Impact

We will consider using environmental cleaning and other products wherever possible. Where possible all assessments will be done electronically and stored on SharePoint. Part of the revision of this policy will consider the environmental impact of any products used.

Signed by the Competent Person, Operation Manager, Lorna Richardson –

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Date.....13th August 2024.....