

## Health and Safety Policy

### A. STATEMENT OF INTENT

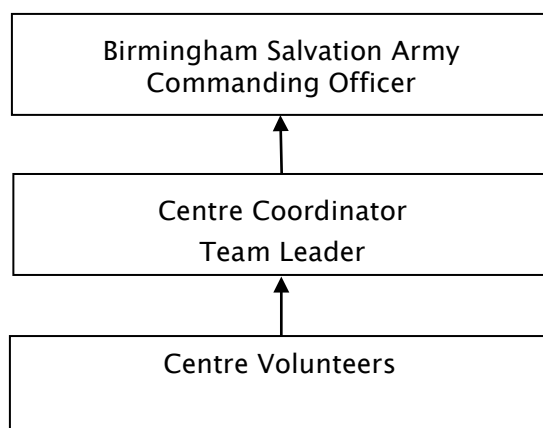
1. **Birmingham Salvation Army Child Contact Centre** is committed to ensure the health, safety and welfare of its volunteers and other persons who may be affected by our activities. We shall ensure that the requirements of the Health and Safety at Work etc Act 1974 and other relevant statutory provisions are carried out so far as reasonably practicable.
  - a. Premises which are well maintained in a safe condition.
  - b. Environments that are safe and without risk to health.
  - c. Equipment and systems of work that are safe and without risk to health.
  - d. Arrangements to identify and assess/minimise risk to volunteers and others who may be affected by our activities.
  - e. Sufficient information, instruction, training and supervision to ensure the health and safety of volunteers and others who may be affected by our activities.
  - f. Adequate facilities and arrangements to enable volunteers to be consulted on any matter relating to their health, safety and welfare whilst at the Centre.
2. The implementation of this policy will be regularly monitored to ensure that the objectives are being achieved. The policy will also be reviewed and if necessary revised to reflect any changes in organisational or legislative requirements.

### B. ORGANISATION

**Ultimate responsibility** for health and safety lies with the **Centre Coordinator** who will ensure that adequate resources are made available to achieve the aims set out in this policy statement. **The Safety Officer** responsible for Health & Safety matters is **Graham Andrews (Co-ordinator)**.

The successful implementation of this policy requires total commitment from all volunteers within the organisation. Each individual has a legal obligation to take reasonable care of his or her own health and safety, and the safety of other people who may be affected by his or her acts or omissions. A risk assessment review will be taken by each team annually and its findings implemented. Any risks related to the venue can be passed on to the relevant person at the church.

#### 1. Line of Reporting



#### 2. Health & Safety Responsibilities

##### Advisory Board

- a. Responsible for ensuring that this Health & Safety policy is followed by all volunteers.
- b. Responsible for approving any action recommended by risk assessments undertaken by the Centre
- c. Responsible for investigating with the Coordinator, any accidents that have been reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995).

## **Centre Coordinator**

- a. Responsible for co-ordinating Health & Safety matters for the Organisation.
- b. Responsibility for ensuring this policy is put into practice at the Centre.
- c. Responsibility for carrying out a fire risk assessment and emergency procedures.
- d. Responsibility for carrying out risk assessments annually with each team.
- e. Responsibility for reporting the findings of all risk assessments to the Advisory Board who will also approve any action required to remove or control risks.
- f. Responsibility for ensuring the action required is implemented and that these actions have removed or reduced the risks.
- g. Responsibility for carrying out periodic formal active monitoring to check precautions continue to work effectively.
- h. Responsibility for recording all accidents, incidents, and near misses in the accident book and for reporting accidents under RIDDOR – serious cases will be referred to the West Midlands Division HQ of the Salvation Army.
- i. Responsibility for investigating accidents, incidents, near misses and cases of work-related ill health for the Organisation following the investigation procedure and will act on findings to prevent a recurrence.

## **Centre volunteers**

- a. Responsibility for co-operating with supervisors on health and safety matters and to take part in annual team risk assessments with discussion about their findings.
- b. Responsibility for not interfering with anything provided to safeguard their health and safety.
- c. Responsibility for taking reasonable care of their own health and safety, complying with any rules or regulations in place and any safe systems of work.
- d. Responsibility for using equipment in accordance with instructions and training provided, not intentionally damaging or recklessly interfering with anything provided for the health and safety of themselves or others.
- e. Responsibility to check that workplace precautions continue to work effectively to reduce risk.
- f. Responsibility for reporting on all health and safety concerns to the Centre Coordinator, Commanding Officer or Advisory Board as appropriate.
- g. Responsibility for reporting any accidents, incidents, near misses and cases of work-related ill health to the Centre Coordinator or Team Leader
- h. Responsibility for following regulations regarding security.
- i. Responsibility for ensuring that any visitors and users of the Centre are made aware of emergency procedures and are supervised during an emergency evacuation.
- j. Responsibility for undertaking induction training and discussing any Health and Safety issues with the team leader.

Any volunteers failing to comply with these principles will be subject to disciplinary action, which could lead to dismissal.

## **C. ARRANGEMENTS**

### **Emergencies and Fire evacuation**

- a. The Centre Coordinator is responsible for ensuring that a fire risk assessment is undertaken and implemented for the Organisation. There is a fire procedure which all volunteers and users of the Centre are made aware of, which takes into consideration the sensitive nature of a Contact session.
- b. The emergency evacuation procedure will be tested every 12 months by the Co-ordinator. In the event of a fire, fire extinguishers should only be operated by a staff member who has been trained in their correct use. Volunteers must acquaint themselves with the locations of both Fire exits and Fire alarm points and must participate in any fire drill.

### **Security of volunteers and Centre users**

The Centre Coordinator is responsible for ensuring that a security risk assessment is undertaken and that it is implemented for the Centre Volunteers and Centre users. All volunteers and visitors will wear name badges. The Team Leader should request identification from any visitor that they do not recognise and who appears suspicious and should call the police if unsure.

The last person, i.e. Team Leader/Co-ordinator, to leave the premises must ensure that the windows are closed, appliances and lights are switched off and doors are locked.

### **4. Accidents**

A First Aid box must be kept at the Centre with an official accident book and pen.

© EMERGENCY AID Reference Guide (St John Ambulance)

All accidents, incidents, near misses and cases of work-related ill health are to be reported to the Centre Coordinator or Team Leader in the absence of the Centre Coordinator and recorded in the accident book that is kept with the first aid box in the Contact Kitchen. The Centre Co-ordinator is responsible by law for reporting serious accidents, diseases and dangerous occurrences under RIDDOR.

**Graham Andrews** (Co-ordinator) 2018