

People


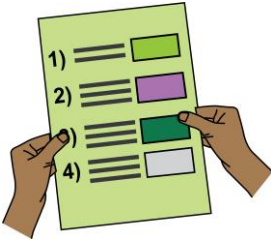


First

a voice for people with learning difficulties



Health and Safety Policy Statement

Title of Policy	Health and Safety Policy
Date of Policy	October 2019
Scope of Policy	This policy applies to all People First staff. It also applies to anyone working on behalf of People First Self Advocacy. It applies to all activities.
Purpose of Policy	To make sure staff know the right ways to act about Health and safety
Date to review	October 2021
Other related Policies	Breaks Policy Lone Working Policy Safeguarding Policy

	<p>People First aim to provide safe conditions for its staff, volunteers, Trustees and visitors.</p>
	<p>A statement of Health and Safety at work is required for all organisations with 5 or more employees.</p>
	<p>Health and Safety procedures are the responsibility of the Management Board (Trustees), but may be carried out in practice by the staff of the organisation; however, Trustees must be aware of procedures and checks and make sure that these are being put into action.</p>
	<p>Note for Staff: Health and safety at work procedures are the joint responsibility of employer and staff. As an employee, you have certain rights to enforce your employer's duty through the Health and Safety representative. You can get more information from your Trade Union or by reading what the law says.</p>

Health and Safety at Work Policy and Procedures



1. Values

People First will:

- Provide safe working conditions for Staff, Volunteers, Visitors and Trustees
- Advise employees and volunteers of any changes in Health and Safety policy or law.
- Carry out regular risk assessments of its workplace and record and act on the findings.
- Check its Health and Safety policies, procedures and equipment.
- Provide training in Health and Safety for its employees and Trustees and where appropriate, for its volunteers.



- Insure the organisation against accidents, fire and other emergencies.
- Make sure that a Safety Officer is chosen for the workplace. The name of the Safety Officer will be on the Health and Safety law poster which is on the wall in the general office of People First.



2. Premises

It is the responsibility of People First Trustees to make sure that office premises are:

- Properly lit
- Properly heated and ventilated
- Have enough space for the number of staff and volunteers, (and in the case of meeting held on the premises, for other people present)



- Cleaned regularly
- Kept properly secure

People First have a responsibility to:

- Choose a Health and Safety person
- Carry out regular safety inspections

Employees responsibility

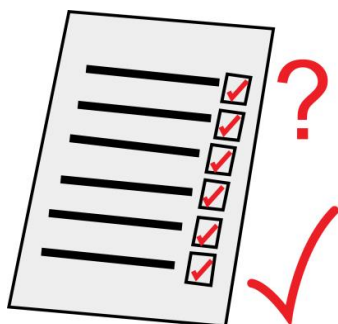
- Report any worries to the trustees



3. Equipment

It is the responsibility of the People First Trustees to make sure that the equipment in the office is:

- Suitable for the tasks undertaken
- Safely positioned and secured



- Subject to regular maintenance checks

Staff and Volunteers have a duty to:

- Report Health and Safety failures to their Line Manager
- Follow the organisation's security procedures
- Use equipment safely and properly
- Ensure that equipment is properly maintained



4. Working practices

The People First Trustees are responsible for making sure that staff and volunteers are:

- Trained in the use of any equipment as necessary and appropriate
- Aware of safety procedures



- Aware of We Are 336 Brixton –Health and Safety Policy

Staff and Volunteers have a duty to:

- Do their work in a safe and responsible manner
- Ask for help with heavy or unfamiliar tasks
- At all times be aware of the safety of other staff, volunteers, visitors and Trustees when on the premises.
- Keep offices tidy and clear of hazards and obstruction
- Provide emergency contact information for a person to be contacted in an emergency to be placed on file.
- Note any external meetings or visits in online diary.

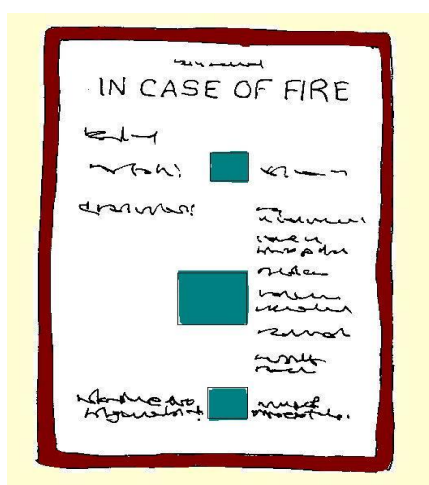


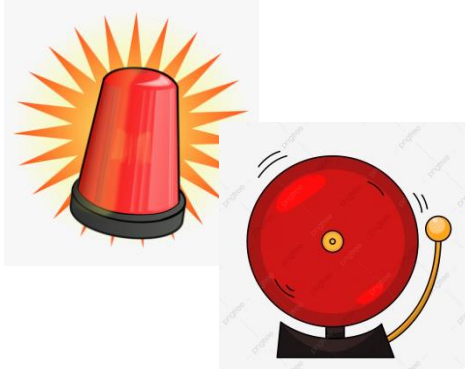
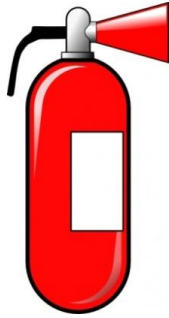
5. Fire and emergency evacuation

In an emergency, the most senior person present will take charge. People's safety must always come first.

The trustees are responsible for making sure that:

- The Fire Procedure is displayed in the main office and other rooms on the premises so that everyone can see them easily.
- All staff, volunteers and Trustees are aware of the fire and emergency procedures. These are placed on the notice board in the general office.
- All staff, volunteers and Trustees must be given a copy of procedures in the format of their choice or explained through an interpreter or support worker.

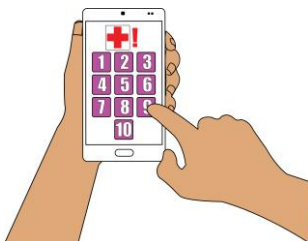




- Accessible fire extinguishers are available
- Fire exits are clearly marked and working
- Visual as well as audible fire alarms are fitted if appropriate
- Staff, Volunteers and Trustees working in the office are trained in fire procedures.

Staff and Volunteers have a duty to:

- Take every reasonable safety measure against fire
- Follow fire procedures
- Not smoke on the premises
- Not allow other people to smoke on the premises



6. First Aid

The Trustees will ensure that:

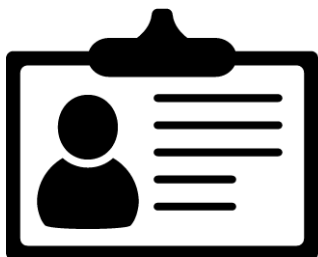
- First Aid equipment is kept in an accessible place on the premises and that its location will be clearly marked.
- First Aid training is given to staff. At least one person should be a trained first aider

Staff will ensure that:

- First Aid equipment is replaced and updated as appropriate.
- First Aid equipment is put back in the same accessible place each time.

7. Other emergencies

Contacts for local Police and Emergency, and utility Services, will be displayed in the office.



8. Safety Officer

The staff will choose a Safety Officer who will:

- Make sure that staff and visitors sign-in to the office and events.
- Office keys are kept at the front desk and are signed for and returned at the end of the day.
- Make sure that an accident book is kept up to date and records any accidents in the office.
- Report any hazards and incidents to the Trustees for action.
- The name of the Safety Officer must be made known to all staff, volunteers and Trustees so they may report any hazards and accidents. The job of the Safety Officer can be changed every year.