



Health & Safety Policy

This policy is intended to make clear how Sussex Against Bullying adheres to all applicable conditions of the Health and Safety at Work Act.

1. Responsibilities

- (a) Overall health and safety responsibility lie with the Trustee board who shall appoint a person to the role of health and safety lead.
- (b) The health & safety lead will be responsible for liaising between the trustee board and all staff regarding any health and safety matters. They will be responsible for ensuring all staff are aware of this policy, how they report incidents or hazards and where the accident at work book is located.
- (c) All staff and volunteers working for, or acting on behalf of, Sussex Against Bullying, have a duty to work safely, efficiently and without endangering the health and safety of themselves or others.
- (d) The Health & Safety at Work Act 1974 sets out certain duties on all staff and volunteers. The duties are to take care of their own safety and that of other staff, volunteers and visitors and to co-operate with the Trustee Board and its officers to enable it to carry out its responsibilities.

2. Health & Safety lead

- (a) The designated health and safety lead will ensure that any locations to be used by the organisation are assessed to ensure it is safe for all staff and service users. They are responsible for ensuring fire escapes are clearly marked and brought to the attention of relevant people. This person is also responsible for ensuring all staff and volunteers understand this policy and know how to record concerns and incidents.
- (b) The health & safety lead must ensure there are adequate fire safety procedures in place at any location used by Sussex Against Bullying. If the location is not subject to statutory fire safety policies and procedures then the health & safety lead must ensure they have complete a risk assessment covering the eventuality of an incident involving fire.

3. First aid

- (a) A first aid kit is to be readily available and stocked at any location used by Sussex Against Bullying in accordance with the Health and Safety, first aid regulations 1981.
- (b) A member of staff will be designated the first aid lead and retains responsibility for ensuring the first aid kit is stocked and in date.

4. Accidents, incidents and hazards

- (a) Safety procedures set out by Sussex Against Bullying will be adhered to and accurate records will be kept in relation to accidents and hazardous situations.

- (b) Any incident will be recorded and reported to the designated person as soon as possible but no later than 24 hours.
- (c) Once an accident, incident or hazard is reported all staff with knowledge of the matter have a responsibility to ensure that action is taken to prevent a reoccurrence and remove any hazard.
- (d) All electronic items will be PAT tested by a qualified individual.
- (e) Staff and volunteers should provide Sussex Against Bullying with details of who should be contacted in case of an emergency.

5. Personal safety

- (a) Members of the public will not be permitted access to any area designated staff only.
- (b) Staff and volunteers will meet statutory safety obligations, including those laid down in Section 8 of the Health and Safety at Work Act 1974.
- (c) Staff and volunteers shall not put themselves at risk on account of property belonging to Sussex Against Bullying.
- (d) All incidents or aggression and/or violence and any threat to personal safety or the wellbeing of another shall be recorded and reported to the health & safety lead.
- (e) Staff carrying money on behalf of Sussex Against Bullying can opt to be in the company of another and visits to the bank should not be at regular times.

6. Fire

- (a) The health & safety lead will ensure there are fire safety provisions in place with signed escape routes at all locations used by the organisation.
- (b) In the event of a suspected fire Sussex Against Bullying staff will not direct a person under the age of 18 to attend to such fire.
- (c) Staff will identify, contain and extinguish any fire within their capability. If the fire cannot be contained or source is not known the fire brigade must be contacted.

7. Welfare

- (a) Working with young people can expose a member of staff or volunteer to information and situations that could be harmful both in the short and long term. Staff and volunteers are responsible for their own wellbeing and that of their colleagues. Any concerns should be reported to their line manager.
- (b) All foods and beverages supplied by Sussex Against Bullying for consumption by staff, volunteers and/or service users will be within the use by date and correctly stored. No food shall be provided where there is a known allergy in connection with that food.

8. Training

- (a) Sussex Against Bullying retains responsibility for ensuring all staff and volunteers have relevant up to date training. All staff and volunteers, regardless of duration with the organisation, must complete and sign a health and safety policy checklist (*Appendix A*) and provide this to the health and safety lead.

Review date: 7th August 2018

Reviewing person: Benjamin Checkley

HEALTH AND SAFETY POLICY CHECKLIST

Appendix A

Name:	Date:	
<ul style="list-style-type: none"> ● Staff / volunteer confirms they are aware of the health & safety policy and understand their responsibilities in relation to it. 		
<ul style="list-style-type: none"> ● Staff / volunteer has identified an adequate office space to complete work on their computer relating to Sussex Against Bullying. 		
<ul style="list-style-type: none"> ● Staff / volunteer agrees to complete any assigned training. 		
<ul style="list-style-type: none"> ● Staff / volunteer has basic first aid training and in the event they do not confirms that if no trained first aider is available they will tend to any person requiring assistance within their capabilities. 		
<ul style="list-style-type: none"> ● Staff / volunteer will make reasonable efforts and adjustments to ensure the service they are providing is accessible to all. 		
<ul style="list-style-type: none"> ● Staff / volunteer confirms that all electronic equipment must be labelled as PAT tested, if it doesn't have this then it shall not be used. 		
<ul style="list-style-type: none"> ● Staff / volunteer is responsible for ensuring all known hazards are removed or made safe. 		
<ul style="list-style-type: none"> ● Staff / volunteer accepts they are responsible for their own personal safety and wellbeing. 		
<ul style="list-style-type: none"> ● Staff / volunteer understands they are not expected to act outside their ability including the lifting of items above their individual capability. 		
<ul style="list-style-type: none"> ● Staff / volunteer will ensure that fire exits are kept clear. 		
SIGNATURE:		

Approved 28th august 2018