Back on the Map - Health & Safety Policy

Introduction - This is the Health and Safety Policy Statement of Back on the Map (BotM), written in accordance with the Health and Safety at Work etc Act 1974**.** Our statement of general policy is to:

- provide adequate control of the health and safety risks arising from our work activities
- consult with our employees on matters affecting their health and safety
- provide and maintain safe plant and equipment
- ensure safe handling and use of substances
- provide information, instruction and supervision for employees
- ensure all employees are competent to do their tasks, and to give them adequate training
- prevent accidents and cases of work-related ill health
- maintain safe and healthy working conditions and review this policy at regular intervals

Responsibilities - Overall and final responsibility for health and safety is that of the Trustees/Directors of Back on the Map. Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Trust Director and senior managers. To ensure health and safety standards are maintained and improved, all employees must:

- co-operate with supervisors and managers on health and safety matters
- not interfere with anything provided to safeguard their health and safety
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed below).

Health and safety risks arising from work activities - Risk assessments will be undertaken by senior managers for their areas of work and staff. The findings of the risk assessments will be reported to the Trust Director or Chair/Trustee. Action required to remove/control risks will be approved by the Trust Director, who will be responsible for ensuring the action required is implemented. The Back on the Map trustees/directors are responsible for ensuring that the implemented actions have removed/reduced the risks. Assessments will be reviewed bi-annually or when the work activity changes, whichever is soonest.

Consultation with employees - BotM will consult employees on the following:

- any new measure which may substantially affect their health and safety at work, for example new equipment, new ways of working and new procedures
- arrangements for getting competent people to help satisfy health and safety laws
- the information we give to employees on the risks to health and safety arising from their work, measures to reduce or get rid of these risks and what they should do if they are exposed to a risk, including emergency procedures
- planning and organising health and safety training and
- the health and safety consequences for them of any new technology we plan to introduce.

BotM will also;

- ensure the information provided to employees is in a form that can be easily understood
- consult directly with employees through team meetings and face-to-face discussions
- encourage employees to ask questions, raise concerns and make recommendations
- allow enough time for employees to consider the issues and give informed responses
- take employees' views into account before a final decision is made, respond to any concerns and questions raised and explain the final decision and why it has been taken

Safe equipment - The Office & Housing Manager will be responsible for identifying all equipment needing maintenance and for ensuring effective maintenance procedures are drawn up. Chair/Trustee will be responsible for ensuring that all identified maintenance is implemented.

Any problems found with equipment should be reported to the Trust Director, who will check that new equipment meets health and safety standards before it is purchased.

Safe handling and use of substances - The Office & Housing Manager will check that new substances can be used safely before they are purchased. BotM does not currently use or store any substances which need a COSHH assessment.

Responsibilities for provision of information, instruction and supervision - The Office & Housing Manager will ensure that a Health and Safety Law poster is displayed in Main Office in the Library. Health and safety advice is available from the Office & Housing Manager and/or Trust Director. Supervision of volunteers/young workers/trainees will be arranged/undertaken/monitored by Community Services Manager. The Trust Director and trustees are responsible for ensuring that Back on the Map employees working at locations under the control of other employers are given relevant health and safety information.

Competency for tasks and training - Induction training will be provided for all employees by a senior manager or Trust Director. Job specific training is not required for any jobs within BotM. Training will be identified, arranged and monitored by a senior manager or Trust Director.

Accidents, first aid and work-related ill health - Health surveillance is not required in relation to any jobs at BotM. The first aid boxes (2) are kept in main staff office and central reception. The appointed person(s)/first aider(s) are the Trust Director, Office & Housing Manager, Community Services Manager and Community Support Officer and at least one volunteer. All accidents and cases of work-related ill health are to be recorded in the accident books, which are kept in the first aid boxes in the staff office and central reception. The accident book must be completed by the First Aider and details of stock to be replenished provided to the Office & Housing Manager. Subsequent to any accidents or information gleaned regarding diseases or occurrences, First Aiders must reporting these to the Trust Director or enforcing authority.

Monitoring - To check our working conditions and ensure our safe working practices are being followed, we will carry out inspections and spot checks investigate any accidents or sickness absences that occur. Senior managers and the Trust Director are responsible for investigating accidents. The Trust Director and Chair/Trustee are responsible for investigating work-related causes of sickness absences and for acting on investigation findings to prevent a recurrence.

Emergency procedures (fire and evacuation) – Senior managers and the Trust Director are responsible for ensuring the fire risk assessment is undertaken and implemented. Escape routes are checked by the Office & Housing Manager or the Community Services Manager every day. Fire extinguishers are maintained and checked by MacDonald Martin Fire Safety Consultants every year. Fire alarms are tested by the Office & Housing Manager every week and are checked and maintained by Sunderland City Council annually.

Fire Drill Procedure - Emergency evacuation drills are the responsibility of senior managers and will be carried out annually and the procedure is on display situated by the Fire Extinguishers. The Board of Trustees will support senior managers and the Trust Director in ensuring all tasks regarding the legal obligations of the organisation are upheld and good practice followed at all times.

This is the end of the Policy Statement.