

# Wendover Dementia Support

*Helping families through difficult times*

*Registered Charity no. 1182184*

## **HEALTH AND SAFETY POLICY**

### **Purpose of policy**

1. Wendover Dementia Support (WDS) takes health and safety issues seriously and is committed to protecting the health and safety of its Dementia Advisory Volunteers (DAVs), volunteers and all those affected by its activities and attending its premises. This policy is intended to help WDS achieve this by clarifying who is responsible for health and safety matters and what those responsibilities are.
2. This policy may be amended at any time by WDS in its absolute discretion. WDS will review this policy at regular intervals to ensure that it is achieving its aims effectively.

### **Who is responsible for workplace health and safety?**

3. Achieving a healthy and safe workplace is a collective task shared between WDS and DAVs. This policy and the rules contained in it apply to all staff of WDS, irrespective of seniority, including all trustees, committee members, consultants and contractors, trainees, homeworkers and any volunteers. Specific responsibilities of committee members are set out in the section headed "Responsibilities of all committee members" below.

### **WDS responsibilities**

4. WDS is responsible for:
  - a. taking reasonable steps to safeguard the health and safety of committee members, DAVs, volunteers, people affected by the WDS's activities and of people visiting the Christian Centre;
  - b. identifying health and safety risks and finding ways to manage or overcome them;
  - c. providing a safe and healthy place of work and safe entry and exit arrangements, including during an emergency situation;
  - d. providing and maintaining safe working areas, equipment and systems and, where necessary, appropriate protective clothing;

- e. providing safe arrangements for the use, handling, storage and transport of articles and substances;
  - f. providing adequate information, instruction, training and supervision to enable all committee members and volunteers to do their work safely, to avoid hazards and to contribute positively to their own health and safety at work.
  - g. ensuring any health and safety representatives receive appropriate training to carry out their functions effectively;
  - h. providing a health and safety induction and appropriate safety training to your role, including:
    - manual handling;
    - electrical safety;
    - the use of personal protective equipment (PPE);
  - i. promoting effective communication and consultation between WDS and DAVs concerning health and safety matters and will consult with trustees and committee members directly relating to health and safety;
  - j. if an epidemic or pandemic alert is issued, providing instructions, arrangements and advice to DAVs, trustees and volunteers as to the organisation of business operations and steps to be taken to minimise the risk of infection; and
  - k. regularly monitoring and reviewing the management of health and safety at work, making any necessary changes and bringing those to the attention of everyone.
5. The trustees have overall responsibility for health and safety and have appointed a Chairperson as the Principal Health and Safety Officer with day-to-day responsibility for health and safety matters.
  6. Any concerns about health and safety matters should be notified to the Principal Health and Safety Officer.

## **Responsibilities of all committee members**

### *General responsibilities*

7. All DAVs, volunteers and committee members must:
  - a. take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions;
  - b. co-operate with the Principal Health and Safety Officer and WDS generally to enable compliance with health and safety duties and requirements;
  - c. comply with any health and safety instructions and rules, including instructions on the safe use of equipment;

- d. keep health and safety issues in the front of their minds and take personal responsibility for the health and safety implications of their own acts and omissions;
- e. keep the workplace tidy and hazard-free;
- f. report all health and safety concerns to the Principal Health and Safety Officer promptly, including any potential risk, hazard or malfunction of equipment, however minor or trivial it may seem; and
- g. co-operate in WDS's investigation of any incident or accident which either has led to injury or which could have led to injury, in the WDS's opinion.

*Responsibilities relating to equipment*

- 8. All DAVs, committee members and volunteers must:
  - a. use equipment as directed by any instructions given by representatives of management or contained in any written operating manual or instructions for use and any relevant training;
  - b. report any fault with, damage to or concern about any equipment (including health and safety equipment) or its use to the Principal Health and Safety Officer, who is responsible for maintenance and safety of equipment;
  - c. ensure that health and safety equipment is not interfered with; and
  - d. not attempt to repair equipment unless suitably trained and authorised.

*Responsibilities relating to accidents and first aid*

- 9. All DAVs, committee members and volunteers must:
  - a. promptly report any accident during sessions involving personal injury, however trivial, to the Principal Health and Safety Officer so that details can be recorded in the Accident Book and cooperate in any associated investigation;
  - b. familiarise themselves with the details of first aid facilities and trained first aiders, which are displayed on the notice board in The Christian Centre and available from the Principal Health and Safety Officer;
  - c. if an accident occurs, report to DAVs or Principal Health and Safety Officer, giving name and brief details of the problem.
  - d. The Principal Health and Safety Officer is responsible for investigating any injuries or work-related disease, preparing and keeping accident records, and for submitting reports under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), where required.

*Responsibilities relating to Coronavirus (COVID-19)*

- 10. Given the outbreak of Coronavirus (COVID-19), it is important that all DAVs, committee members and volunteers follow these guidelines to ensure maximum safety and minimise

the risk of infection. We will review these guidelines regularly to ensure they are kept up-to-date with government guidance.

*Staff responsibilities relating to emergency evacuation and fire*

11. All DAVs, committee members and volunteers must:
  - a. familiarise themselves with the instructions about what to do if there is a fire which are displayed on the notice board in The Christian Centre and are available from the Principal Health and Safety Officer;
  - b. ensure they are aware of the location of fire extinguishers; fire exits and alternative ways of leaving the building in an emergency;
  - c. comply with the instructions of fire wardens if there is a fire, suspected fire or fire alarm (or a practice drill for any of these scenarios);
  - d. co-operate in fire drills and take them seriously (ensuring that any visitors to the building do the same), fire drills will be held at least once every 12 months;
  - e. ensure that fire exits or fire notices or emergency exit signs are not obstructed or hidden at any time;
  - f. notify the Principal Health and Safety Officer immediately of any circumstances (for example, impaired mobility) which might hinder or delay evacuation in a fire. This will allow the Principal Health and Safety Officer to discuss a personal evacuation plan.
12. On discovering a fire, all DAVs, committee members and volunteers must:
  - a. immediately trigger the nearest fire alarm and, if time permits, call the Chairperson and notify the location of the fire; and
  - b. attempt to tackle the fire ONLY if they have been trained or otherwise feel competent to do so. DAVs will be trained in the use of fire extinguishers.
13. On hearing the fire alarm, all DAVs, committee members and volunteers must:
  - a. remain calm and immediately evacuate the building, walking quickly without running, following any instructions of the fire wardens;
  - b. leave without stopping to collect personal belongings;
  - c. stay out of any lifts; and
  - d. remain out of the building until notified by a fire warden that it is safe to re-enter.

The Principal Health and Safety Officer is responsible for ensuring fire risk assessments take place and changes made where required, and for making sure there are regular checks of fire extinguishers, fire alarms, escape routes, signage and emergency lighting.

## **Risk assessments and manual handling**

14. Risk assessments are simply a careful examination of what in the workplace could cause harm to people. WDS will assess any risks and consider measures to best minimise any risk. WDS will carry out general workplace risk assessments when required. DAVs must ensure that any necessary risk assessments take place and the resulting recommendations are implemented. The Principal Health and Safety Officer is responsible for workplace risk assessments and any measures to control risks.
15. Personal Protective Equipment (PPE) is provided where risks cannot be otherwise effectively controlled.
17. Guidance on manual handling (for example, lifting and carrying heavy objects) can be obtained from the Principal Health and Safety Officer and where necessary training will be provided by WDS, but WDS will try to minimise or avoid the need for manual handling where there is a risk of injury.

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