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**HEALTH & SAFETY POLICY**

* 1. Dudley Advocacy will comply with and require its’ agents to comply with all duties regarding health, safety and welfare as laid down by statute.

Through its’ Chief Officer and Management Committee it will provide and maintain safe and health working conditions, equipment and systems of work for all employees and volunteers and expect similar provision by its agents. The Chief Officer and Management Committee will ensure that all necessary information, training and supervision will be provided for this purpose.

Dudley Advocacy is committed to taking all reasonably practicable action in instigating and developing systems to ensure the health and safety of its employees and to safe guard volunteers and clients from injury and health of employees, both direct employed and volunteers, through positive strategies.

Employee participation both direct and its volunteers, in the establishment and maintenance of a safe and healthy environment would be encouraged. Dudley Advocacy will provide all necessary information, instruction, training and supervision to stimulate interest and concern amongst all employees and volunteers’ health and safety at work.

The allocation of duties for Health and Safety matters and the particular arrangements made to implement the Health and Safety Policy are set out in subsequent sections relating to personnel employed by Dudley Advocacy.

The policy will be kept up to date and directly related to the organisation’s business plan, which will reflect changes and the size and nature of the operation. The effectiveness of the policy will be reviewed annually and amended accordingly.

Signed on behalf of Chief Officer: …………………………………………….

Date: …………………………………

This Health and Safety Policy is made under the Health and Safety at Work Act 1974 Section 2 (3) and places duties upon Employers and Employees.

In support of the policy, the National Body has developed guidance Notes Based on experience and best practice.

**2.0** **Responsibilities**

2.1 Overall and final responsibility for health, safety and welfare arrangements for Dudley Advocacy is that of the Management Committee signed on their behalf by the Chairperson.

2.2 The Chief Officer is responsible for the implementation of this Policy for personnel both in their premises and on field operations.

2.3 In the absence of the Chief Officer responsibility for the policy implementation will revert to a designated person.

2.4 All employees have the responsibility to co-operate with Chief Officer, to achieve a healthy and safe place of work and to take reasonable care of themselves and their staff.

2.5 Whenever a member of staff becomes aware of health and safety issue they must notify the Chief Officer.

**3.0 Other Identified Responsibilities**

**3.1.1 Accident Reporting**

Health and Safety legislation requires the employer to keep record of accidents at work. All accidents to staff, clients’ visitors or volunteers must be noted in the scheme’s Accident Report Book.

 Information recorded must include date and time of accident, occupation of the individual concerned and factual details of the incident itself.

**3.1.2 All records relating to an accident must be retained by the Chief Officer for a period not less than (7) years.**

 The reporting of injuries, Diseases and Dangerous Occurrences Regulations

 (RIDDOR) places a duty of employers to report the following to their Environmental Health Officer (EHO) using F2508.

1. Any fracture, other than fingers, thumbs or toes.
2. Any amputation.
3. Loss of sight. (Whether temporary or permanent).
4. Dislocation of the shoulder, hip, knee or spine.
5. A chemical or hot metal burn to the eye or any penetrating injury to the eye.
6. Any injury from an electric Shock or electrical burn (including any electrical burn caused by arcing or caring products.) leading to unconsciousness or requiring hospitalisation or admittance to hospital for more than 24 hours
7. Any other inquiry:

ii) Leading to hypothermia, heat induced illness or to unconsciousness.

iii) Requiring resuscitation or

iv) Requiring admittance to hospital for more than 24 hours.

1. Loss of consciousness caused by asphyxia or by exposure to a harmful substance of biological agent.
2. Either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin.

ii) acute illness requiring medical treatment

iii) loss of consciousness.

1. Acute illness which requires medical treatment where there is a reason to believe that this has resulted from exposure to a biological agent or its toxins or infected material.

3.1.4 Certain diseases incurred by people require to be reported under RIDDOR. Such diseases include tuberculosis, hepatitis, anthrax and poisoning by a specific list of substances.

3.1.5 Dangerous occurrences normally an industrial problem where plant and equipment break causing a potential risk of injury, must be reported to RIDDOR.

3.1.6 An accident to any person arising out of or in connection with work which results in major injury must be reported to the local Environmental Health Officer by telephone and followed within 10 days by a full written report.

 Minor injuries, which occur whilst an employee is at work, resulting in the employee being absent for more than 3 consecutive days, must be reported to the environmental Health Officer.

 In the event of a physical/verbal incident occurring, the following procedure must be adhered to:

* Staff must use personal alarms to highlight the incident.
* A senior member of staff must be called to the incident.
* The police must be summoned immediately.
* Everyone should support the police investigation when it proves necessary.
* NB any person who assaults a member of staff during the course of their employment, renders him/herself liable to prosecution.
* A senior member of staff will be available to accompany any member of staff to the police station and will remain with them during questioning.
* A member of staff who suffers shock or injury will be encouraged to consult a doctor as soon as it is practicable.

**3.1.7 Reporting procedure**

Any member of staff who suffers any act of violence whilst at work will ensure that it is reported immediately to the Chief Officer.

* The Chief Officer must make preliminary investigation of the circumstances and instigate a written report.
* Any recommendations will be shared with the immediate people affected, to ensure improved practice with Dudley Advocacy.

**3.1.8 Review of incidents**

The Chief Officer will review all incidents and make appropriate recommendations as to the action that will be taken to minimise future risk of subsequent incidents.

3.1.9 All accidents that are reportable under RIDDOR must be reported to the Chief Officer by telephone and followed with 10 days with a copy of form F2508.

**3.2 Accident investigation**

 All accident will be investigated and reported on by The Chief Officer.

**4.0 First Aid Facilities**

4.1 A first Aid box will be maintained to the legal standard, Health and Safety (First Aid) regulations 1981.

**5.0 Identification Badges**

5.1 All Dudley Advocacy personnel whether directly employed or agency will produce identification badges when presenting themselves at a client’s home or scheme premises.

5.2 The identification badge will contain a photograph and name of the person set aside to be easily read. The pass will be signed by the Chief Officer.

5.3 Procedures will be in place to control the issue and recall of the identification badges.

**6.0 Alcohol Policy**

6.1 All Dudley Advocacy personnel whether directly employed or from an agency must present themselves fit for work.

6.2 At any time whilst on duty no Dudley Advocacy personnel will partake of any alcohol beverage or substance.

6.3 As the consumption of alcohol is identified as a major risk to health activities, events involving alcohol must be discouraged.

**7.0 Chemical Hazards**

7.1 Offices

* All substances identified in The Control of Substance Hazardous to Health Regulation 1998 (COSHH) will be kept on a central register maintained by Chief Officer.
* Health and Safety data sheet will be stored on a central register maintained by Chief Officer.
* All substances stored on Dudley Advocacy premises will be stored in accordance with current regulations.

**8.0 Insurance**

8.1 All personnel employed by Dudley Advocacy directly or as part of an affiliated organisation will be insured as required by employers liability (compulsory insurance) Act 1969.

8.2 A current certificate of Employers Liability Compulsory Insurance will be displayed at all Dudley Advocacy premises.

8.3 Additional insurance will be arranged with accredited insurance company/broker to take account of future Dudley Advocacy development and may include Public Liability Insurance, Professional Indemnity Insurance as deemed relevant by the Management Committee.

8.4 Motor Vehicle Insurance. All staff using vehicles on Dudley Advocacy business and in receipt of mileage expenses should ensure that the vehicle is adequately insured as required by their individual insurance company i.e. business use.

**9.0 Organisation and Dissemination of Information**

9.1 All new staff will receive a personal copy of the Health and Safety Policy at their induction.

9.2 A copy of the Health and Safety Policy will be available at the Dudley Advocacy Office.

**10.0 Risk Assessments**

10.1 Risk assessment will be carried out as required by current legislation, which will include:

* Manual Handling Operations
* Display Screen Equipment Regulations
* Management of Health and Safety at Work Regulations
* Personal Protective Equipment Regulations

10.2 Dudley Advocacy Staff and its agencies will be responsible for carrying out an assessment at all clients home prior to any volunteer being contracted to provide any service.

10.3 Where any hazards are identified they must be in first instance eliminated or when this is not possible, training must be given to the member of staff or volunteer to minimise or eliminate the risk.

10.4 Risk assessment for lone working will be in place for both on and off site working. In all cases the initial visit to a client’s home will be accompanied.

**11.0 Out of Hours/Lone Working**

11.1 All staff should inform the Chief Officer of any forthcoming lone working meeting (inside/outside working hours) and agree the most practical arrangements for contacting their Chief Officer at the conclusion of the meeting see lone working guidance.

**12.0 Named Persons having Health and Safety Responsibilities**

12.1 Chairperson

12.2 Management Committee Members

12.3 Chief Officer