



HEALTH AND SAFETY POLICY

1. Our Statement of general policy is:

- 1.1 To provide adequate control of the health and safety risks arising from our work activities;
- 1.2 To consult with our employees and volunteers on matters affecting their health and safety;
- 1.3 To provide information, instruction and supervision for employees and volunteers;
- 1.4 To ensure all employees/volunteers are competent to do their tasks, and to give them adequate training;
- 1.5 To prevent accidents and cases of work-related ill health;
- 1.6 To maintain safe and healthy working conditions; and
- 1.7 To review and revise this policy as necessary at regular intervals

2. Responsibilities

- 2.1 The Board will take overall and final responsibility for health and safety in the organisation. Where staff, volunteers and associates are home working they must:
- a. Take reasonable care of their own health and safety; and
 - b. Report all health and safety concerns to the Director (as detailed in this policy statement)
 - c. Ensure appropriate levels of insurance are in place for Directors, staff and contractors.

3. Health and safety risks arising from our work activities

- 3.1 Risk assessments will be undertaken by the individual charged with leading/delivering contracts and will include:
- An assessment of the risks incurred during travel to and from contractor/delivery locations; and
 - An assessment of any risks of lone working when visiting clients or communities in areas which may present higher risk in terms of their remoteness or other factors
- 3.2 The findings of the risk assessments will be reported to, and discussed with, the Board of FDT, action required to remove/control risks will be agreed and the staff/volunteer/associate will be responsible for ensuring the action required is implemented.
- Mitigating action may include:
- Maintaining contact with colleagues at agreed times when away from work base/home during contract delivery;
 - Liaising with contractors or beneficiary organisations to ensure their own policies relevant to health and safety are understood and are appropriate to the activities planned on which the contractor will be engaged
- 3.3 Assessments will be reviewed for each contract.

4. Information and instruction

- 4.1 Health and safety advice is available from ??? Named Board member.
- 4.2 FDT aims to ensure good practice in health at work, and will provide support to promote positive health and mental and emotional wellbeing for all staff, volunteers and associates proportionate to their level of work with FDT. Requests for support (e.g. therapy, adapted office furniture) should be made to the Manager of FDT in the first instance and will be considered for approval by the Board of Directors as quickly as possible.

5. Accidents, first aid and work-related ill health

- 5.1 Staff, volunteers and associates are expected to keep a first aid box in their work space (at home) and the car they use to travel for contract delivery.
- 5.2 All accidents and cases of work-related ill health are to be recorded by emailing the Manager of FDT. Reports will be filed and RIDDOR (Reporting of Injuries Diseases, and Dangerous Occurrences Regulations 2013) reports made as appropriate. A review will take place when necessary to ensure an appropriate response by FDT to reduce future risk to employees;

ensure appropriate support for the employee involved (and, if required, to his/her family)

6. Monitoring

6.1 To check our working conditions, and ensure our safe working practices are being followed, we will hold regular discussions to review practices. A Board director will from time to time visit staff, volunteers and associates in the home-based environment to ensure it is a safe and healthy base.

6.2 The HR Directors of FDT are responsible for investigating work-related causes of sickness absences and for acting on investigation findings to prevent a recurrence.

7. Emergency procedures – fire and evacuation

7.1 All home working staff, volunteers and associates are responsible for ensuring that they have assessed their home base fire risks, and fire risks at locations for contract delivery (e.g. training venues) and are expected to

Be aware of the emergency exits in the event of fire;

Maintain a home fire alarm in working order

8. Health and safety of stakeholders

8.1 A risk assessments will be carried out of venues used for contract delivery to ensure the health and safety of our stakeholders, to include

Ensuring that we know in advance of the needs of our stakeholders by including relevant questions in our booking forms or contract agreement;

A review of disabled access including toilets;

Healthy dietary options arranged and where needed special dietary needs met;

Awareness of safe travel requirements of stakeholders and availability of public transport;

Where relevant, awareness of the needs of carers and parents

8.2 When working with children and vulnerable adults all staff, volunteers and associates will respect the guidelines in FDT's Care, Safety and Protection Policy

9. Risk Assessment Checklist for Working with Community Based – Voluntary Organisations

9.1 Staff should use the following checklist to consider all relevant issues for your risk assessment.

Does the organisation operate from a base which is safe to access and use as a meeting place?

Is it safe during daylight and dark working hours?

Does the organisation work with challenging client groups?

If so, what are its procedures for staff safety?

How much contact will be required with user groups?

Is this contact in partnership with the organisation?

If not, how will contact be managed safely?

When arranging venues for seminars:

What are the needs of attendees?

Is the venue fully accessible for all abilities?

Is safe transport to and from the venue available?

Have all dietary needs been catered for?

Is the timing suitable for parents/carers?

Policy update record

DATE OF CHANGE	CHANGED BY	COMMENTS
30.09.2020	The Board	Initial agreement of policy implementation