



Old Mill Foundation

HOLISTIC CANCER SUPPORT CENTRE

Registered charity No. 1125120 Tel: 01792 851553

## Health and Safety Policy

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### **1. Purpose for ensuring health and safety of staff (paid and volunteer), clients and other visitors to our premises (including outreach sites)**

1.1 Ensure that we are doing all that is reasonably practical to ensure health and safety of our staff and anyone affected by our charitable operation. Also, to provide a safe and suitable environment for all those attending our premises

1.2 Comply with Health & Safety Act 1974 and all other relevant and current health and safety legislation

1.3 Having overall responsibility, the Trustees will provide leadership and strategic direction on health and safety ensuring that appropriate resources are made available and employers' liability and public liability insurances are in place

## **2. Processes and procedures**

2.1 To conduct risk assessments within offices, therapy rooms and outreach locations to identify and minimise hazards for staff, clients and visitors. This needs to include identifying trip hazards along with assessing suitability of ventilation, heating and lighting

2.2 To report and record all accidents as appropriate and provide summary and learning outcomes to Trustees

2.3 To ensure that fire extinguishers are provided and maintained and that exits from offices and therapy rooms are not blocked or could hamper evacuation

2.4 To ensure that a maintenance schedule is in place for all equipment e.g. Fire Extinguishers servicing, Pat testing and hazardous substances are stored safely

2.5 As duty of care for staff, undergo other interventions e.g Display Screen Evaluations

## **3. Responsibility of staff (paid and volunteers)**

3.1 The OMF Director is directly responsible for health and safety but may delegate responsibility for implementing the policy and procedures

3.2 A 'competent person' will be identified and trained to ensure day to day health and safety procedures are put into practice

3.3 All staff are responsible for taking reasonable care of their own health and safety and also other people where it is safe to do so.

3.4 All staff are responsible for attending health and safety training and following the policies and procedures relating to all health and safety matters

## **4. Responsibility of OMF**

4.1 At Induction signpost all staff to relevant health and safety information

4.2 Ensure that all staff know what to do in a) an emergency b) reporting an accident and/or a near miss c) know who the First Aider is on site

4.3 Display an HSE poster including those named with health and safety responsibilities and first aiders

4.4 Ensure that all staff have engaged in up to date health and safety training which may include First Aid, Manual Handling, COSHH and Hygiene

4.4. Encourage best practice e.g. health and safety appearing as standing item on all meeting agendas from Trustee meetings to informal team meetings

## 5. Scope of policy

5.1 Provide a safe setting for our service users recognising that they are often unwell and therefore more vulnerable

5.2 Provide a safe and healthy working environment for our staff

## 6. Costs

6.1 Training – staffing time and resources to deliver and/or provide information

6.2 Information - this may include posters, leaflets and training materials

## 7. Associated Policies

Data Protection  
Discipline & Grievance  
Disclosure and Baring Services  
Equality, Diversity & Inclusion  
Lone and Remote Working  
Safeguarding Vulnerable Adults  
Sickness  
Volunteer  
Welsh Language

## 8. Policy changes

Reason for change	Section changed	Date changed	New version number
Review of 'Statement of H&S Policy'	all	6 December 2017	v2
Review from Trustee	Most affected in some way	21 March 2018	V3
Review from Trustee	No changes	2 <sup>nd</sup> March 2021	V4

**9. Policy dates**

Trustee approval	2 <sup>nd</sup> March 2021
Review date	1 <sup>st</sup> March 2024

Signed by ..... *Colin Tarry* ..... Date *25/3/21* .....

**Colin Tarry**

**Chair of Trustees**