



## **Health and Safety Policy and Statement**

The trustees of Faithworks Wessex are ultimately responsible for ensuring that all activities of the organization are conducted in a manner which adheres to sound Health and Safety principles and practice.

### 1 Duty towards employees

As a responsible employer Faithworks Wessex has a duty of care to:

- Provide a safe place of work
- Provide a safe system of work
- Recruit competent and safety conscious staff
- Consult employees on matters affecting their Health and Safety

2 All employees and volunteers of Faithworks Wessex share a responsibility to ensure that they work or volunteer in a manner and environment which is healthy and safe for them and for the safety of others who may be affected by what we do or fail to do.

3 All employees and volunteers must comply with all reasonable instructions in respect of health and safe working practices

4 The safe working of the employee/volunteer will always supersede that of the needs of the client; employees and volunteers should ask if they are unsure.

### 5 Responsibilities for Volunteers

- All volunteers have the responsibility to report any hazards to their project leader.
- All volunteers have the responsibility to report any accidents/incidents to their project leader using the Reported Incidents Form.

### 6 Responsibilities for Project Leaders

- All project leaders have the responsibility to undertake a full risk assessment of all activities which they, their staff and their volunteers

are engaged in whilst on Faithworks Wessex business, in line with Faithworks Wessex's risk management policy. Such assessments are recorded by the Chief Executive and presented to the trustees on at least an annual basis.

- All project leaders have the responsibility to take action consistent with the risk assessment to minimize hazards to an acceptable/permissible level.
- All project leaders have the responsibility to ensure that staff/volunteers are aware of reporting procedures re accidents/incidents.
- All project leaders have the responsibility to ensure that reporting procedures are adhered to including ensuring access to and correct use of the Reported Incidents Form.
- All project leaders have the authority to withdraw support from a client or environment where the activity and environment is not judged to be safe.
- All project leaders have the responsibility to report to the Chief Executive of Faithworks Wessex any of the following:
  - Withdrawal of support
  - Funding required to minimize hazards
  - Patterns of accident/incidents

## 7 Responsibilities for Chief Executive

- The Chief Executive is responsible for ensuring that project leaders comply with their responsibilities as outlined above and that responsibilities for health and safety are fully allocated, understood, monitored and fulfilled
- The Chief Executive is responsible for consulting with employees on matters affecting their Health and Safety.
- The Chief Executive is responsible for promoting an open attitude to health and safety issues, encouraging staff and volunteers to identify and report issues so that everyone can contribute to creating and maintaining a safe working environment
- The Chief Executive has the responsibility to report to the trustees regarding:
  - Proposed changes in policy/procedure
  - Unbudgeted financial commitments arising out of Health and Safety issues

- General Health and Safety matters at least once a year

## 8 Responsibilities for Trustees

- The trustees are responsible for all policies and procedures and must approve changes to this, as all other policies.
- The trustees are entitled to seek reports on any activity within Faithworks Wessex regarding Health and Safety matters.

## 9 Baseline Requirements

- All activities of volunteers/employees will be underpinned by a written risk assessment.
- All employees/volunteers will receive a copy of this policy and procedures and all subsequent amendments.
- Each location used regularly by Faithworks Wessex staff will have a trained First Aid representative, and a First Aid kit.
- All incidents are to be recorded on the Reported Incident Form and submitted to the Chief Executive. Those requiring First Aid will be recorded in the Accident Book held at each location.
- All public events organised by Faithworks Wessex will require First Aid representation, whether through a member of staff or the use of an external organisation, such as St John's Ambulance.
- All accident/incidents leading to hospital admission will be notified immediately to the Chief Executive who will in turn notify the trustees.

## 10 Review of this policy

This policy will be reviewed regularly by the trustees of Faithworks Wessex