

Health and Safety Policy Statement

1. Introduction

WAY Widowed and Young is committed to ensuring the health, safety and welfare of its employees, so far as is reasonably practicable. With commitment from all trustees and the Chief Executive the Charity objective is to continually improve and maintain health and safety standards. All personnel must accept that their responsibilities for health and safety rank equally with all other responsibilities. Every employee must co-operate fully with management on issues of health and safety to enable and assist the Charity to meet our statutory obligations. The successful implementation of this policy requires total commitment from all levels of employee.

2. Health and Safety at Work etc. Act 1974

This is the Health and Safety Policy Statement of WAY Widowed and Young. Our statement of general policy is to:

- 2.1 prevent accidents and cases of work-related ill health by managing health and safety risks in the workplace.
- 2.2 provide clear instructions and information, and adequate training to ensure employees are competent to do their work.
- 2.3 engage and consult with employees regarding health and safety conditions.
- 2.4 maintain safe and healthy working conditions, provide and maintain equipment and ensure safe storage /use of substances.
- 2.5 review and revise this policy as necessary at regular intervals.

3. Responsibilities

Overall and final responsibility for health and safety is that of the Trustees of WAY Widowed and Young.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to Chief Executive.

All employees must:

- 3.1 co-operate with the Chief Executive and Trustees on health and safety matters;
- 3.2 not interfere with anything provided to safeguard their health and safety;
- 3.3 take reasonable care of their own health and safety; and
- 3.4 report all health and safety concerns to an appropriate person (as detailed in this policy statement).

4. Health and Safety Risks Arising from our Work Activities

Risk assessments will be undertaken by a member of staff. Where external venues are used, we will request copies of their assessment and review accordingly.

The findings of the risk assessments will be reported to Chief Executive. Action required to remove/control risks will be approved by Chief Executive or, in their absence, a Trustee. The Chief Executive will be responsible for ensuring the action required is implemented. Health and safety risks and significant incidents will be reported and recorded at Trustee board meetings. Assessments will be reviewed every twelve months or when the work activity changes, whichever is soonest.

5. Consultation with Employees and Volunteers

WAY Widowed and Young will consult with employees and volunteers on the following:

- 5.1 any new measure which may substantially affect their health and safety at work, for example new equipment, new ways of working and new procedures;
- 5.2 arrangements for getting competent people to satisfy health and safety requirements;
- 5.3 information we provide to employees and volunteers on the risks to health and safety arising from their work, measures to reduce or get rid of these risks and what they should do if they are exposed to a risk, including emergency procedures;
- 5.4 planning and organising health and safety training; and
- 5.5 health and safety consequences for them of any new technology we plan to introduce.

During any consultations, the information provided to employees and volunteers will be provided in a format that can be easily understood.

WAY Widowed and Young will consult directly with employees and volunteers through regular team/staff meetings and face-to-face discussions.

WAY Widowed and Young will allow enough time for employees and volunteers to consider the issues and give informed responses. Employees and volunteers are encouraged to ask questions, raise concerns and make recommendations.

6. Safe Equipment

The Chief Executive will;

- 6.1 have overall responsible for identifying all equipment needing maintenance;
- 6.2 be responsible for ensuring effective maintenance procedures are drawn up; and
- 6.3 will be responsible for ensuring that all identified maintenance is implemented.

The Chief Executive will have responsibility for ensuring that new equipment meets health and safety standards before it is purchased.

Any problems found with equipment should be reported to the Chief Executive or in their absence the most senior member of staff available immediately.

7. Safe Handling and Use of Substances

The Chief Executive will have overall responsibility for checking that new substances can be used safely before they are purchased. WAY Widowed and Young does not currently use or store any substances which need a COSHH assessment.

8. Safe use of VDU Equipment

The Chief Executive will have overall responsibility for ensuring that use of work stations is analysed and risks reduced including putting controls in place, providing information and training to staff and volunteers, ensuring that eye and eyesight tests and special spectacles are provided if needed to regular users of VDUs who use the equipment for more than an hour continuously. The Chief Executive will ensure that VDU risk assessments are completed as necessary.

9. Manual Handling

The Chief Executive has responsibility for ensuring that hazardous manual handling operations are avoided so far as is practicable. When necessary, tasks will be redesigned to

avoid moving the load or by automating or mechanising the process. An assessment of the risk of injury from any hazardous manual handling operations that cannot be avoided will be made and any risk of injury from those operations will be reduced so far as is practicable. Where possible, mechanical assistance, for example, a sack trolley or hoist, will be provided. Where this is not practicable changes to the task, the load and the working environment will be explored.

10. Information, Instruction and Supervision

The Health and Safety Law poster is located on [Google Drive > Shared Office > H&S](#).

The Chief Executive is responsible for ensuring that our employees and volunteers working at locations under the control of other employers are given relevant health and safety information.

11. Competency for Tasks and Training

Induction training will be provided for all employees, although job specific training is not required for any jobs within WAY Widowed and Young.

Training will be identified, arranged and monitored by line managers and training records, including health and safety training, are kept by line managers. The Chief Executive is responsible for maintaining an overview of training undertaken and for reporting on this to trustees.

12. Control of Working Time

WAY Widowed and Young is committed to the principles of the Working Time Regulations. No member of staff is expected to work more than 48 hours per week (including overtime) unless there are exceptional circumstances. Similarly, all other requirements of the regulations e.g. in relation to breaks, night workers etc. will be complied with.

13. Home working

13.1. Slips and trips

All staff are provided advice on how to minimise the risks of [slips and trips](#) by keeping their work area clear of obstructions, spillages and trailing wires. [GOOGLE DRIVE > SHARED OFFICE > H&S](#)

13.2. Emergencies

In the event of an emergency, staff should phone the appropriate emergency services via 999.

Staff should then contact the CEO or line manager by phone and/or email at the earliest opportunity.

All staff must provide an emergency contact which will be kept on their employment personal records who may be contacted in the event of an emergency and/or in the event a home worker can not be contacted.

13.3 Reporting accidents for home workers

An incident may be reportable under [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\)](#) if it occurred as a result of:

- the work activity being done
- the equipment you have provided to carry out that work

13.4 Stress and mental health

WAY Widowed and Young recognises that working from home can make it more difficult to recognise symptoms of stress and mental health. The Chief Executive will have overall responsibility to ensure that Additional opportunities are provided to ensure home workers are safe and well. These could include;

- team chat functions
- regular all team meetings
- regular team updates

All staff are provided access to BHFS RISE Employee Wellbeing and Assistance Programme and are encouraged to talk to their line manager if they feel they need support.

13.5. Work/life balance.

Home workers are required to take regular breaks and use their annual leave. Monthly timesheets are submitted to ensure this occurs. Out of hours working should be agreed by a line manager and claimed as TOIL at the earliest time (see staff handbook for further information)

14 Changes to this Policy

WAY Widowed and Young, reserve the right to change this policy at any time, in which case the amended policy will be updated on our website and will apply from the date we post them.

The format and content of our website changes constantly. It is recommended that you refresh your browser each time you visit our sites to ensure that you access the most up to date version.

Our Contact Details

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Policy Control

Version	2	Issue Date MM/YY	December 2019	Review Date MM/YY	Feb 2024
Signed (Chair Trustee)	or	Agreed by WAY Board of Trustees, Meeting Date 11 th February 2023			

****END OF POLICY****