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| Gloucestershire Nightstop | |  |
| Health and Safety Policy | | |
| Approved | November 2014 | |
| Last Review | June 2022 | |
| Next Review Due | June 2023 | |

Statement of Policy

Gloucestershire Nightstop will take all steps necessary to ensure the health, safety and welfare of all employees and volunteers at work.

Gloucestershire Nightstop will also take responsibility for the health and safety of its clients whilst placed on Nightstop.

Gloucestershire Nightstop will adhere to the requirements of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, and other relevant health and safety legislation and codes of practice.

To achieve these objectives the Board of Trustees has appointed the Executive Director to be responsible for health and safety; to keep workplace health, safety and welfare procedures under constant review; to liaise with the Health and Safety Executive where necessary; and to keep the Board of Trustees abreast of new legislation, Regulations and British Standards, in order to ensure ongoing compliance with the law.

Gloucestershire Nightstop will:

- establish, maintain and regularly review safety systems and risk assessments
- make regular risk assessments available to employees
- undertake Health and Safety assessments with volunteer hosts
- take appropriate preventative/protective measures
- provide adequate and competent supervision of all activities involving risk
- ensure appropriate training in health and safety is delivered
- establish and maintain systems for consulting paid and voluntary workers about health and safety issues
- take health and safety considerations into account when planning developments in the service, purchasing equipment and occupying new premises

- maintain accurate records of accidents and other events with health and safety implications and review and monitor these records to establish what remedial action, if any, should be taken
- appoint competent personnel to secure compliance with statutory duties, and to undertake reviews of the policy as necessary.

Organisation

Board of Trustees

The Board of Trustees has overall responsibility for health and safety issues in the organisation, and for ensuring that Gloucestershire Nightstop fulfils its legal responsibilities, that policy objectives are achieved and that effective machinery is in place for the achievement of policies concerned with health, safety, welfare and environmental protection. The Board of Trustees is also responsible for ensuring that procedures and systems are agreed and implemented. To these ends the Board of Trustees will ensure the allocation of the resources necessary to maintain sound and efficient health and safety arrangements.

The Executive Director

The Executive Director is the nominated Health and Safety representative for Gloucestershire Nightstop, he/she is responsible for the effective implementation of procedures and systems including monitoring, prevention of hazards and taking remedial action in their area of responsibility. This includes:

- Complete risk assessments relating to the workplace, activities and lone working.
- Quarterly safety and fire inspections of Gloucestershire Nightstop's offices.
- Ensuring accidents, incidents and near misses are reported correctly.
- Ensuring that staff and volunteers are properly trained and receive the support they need to perform their duties.
- Ensuring that all paid and voluntary staff are informed about health, safety and welfare issues and that there are adequate signs about hazards and emergency procedures.
- Dissemination of information to staff and volunteers regarding Health and Safety and all associated procedures.
- Ensuring that the first aid box is checked regularly in order to replenish.
- Ensure all staff complete appropriate training relating to Health and Safety.

Employees and Volunteers

All employees and volunteers will ensure that:

- they are fully conversant with this safety policy
- they comply with this policy

- they take care of themselves and others who may be affected by their acts or omissions
- they report all accidents, near misses and dangerous occurrences immediately to the Executive Director or Line Manager*. This includes accidents, near misses and dangerous occurrences that have affected a young person whilst on a Nighstop placement.
- they are fully conversant with all fire procedures applicable to the area in which they are working
- if they identify any condition that in their opinion is hazardous, they will report the situation to the Executive Director.
- Attend/Complete all relevant training as requested

Arrangements

1. Risk assessments

The Executive Director will ensure that all premises and activities subject to risk assessment are assessed in accordance with the relevant legislation. Assessments will be repeated whenever any of the following factors occur:

- change in legislation
- change of premises
- significant change in work carried out
- transfer to new technology
- original assessment is no longer valid.

Assessments will be recorded and records maintained by the Project Development Manager.

2. Reporting and investigating of accidents and dangerous occurrences (RIDDOR)

- All accidents, dangerous occurrences and near misses will be reported immediately to the Executive Director as soon as possible after the event.
- All accidents, near misses and dangerous occurrences will be investigated within 72 hours by the Executive Director (depending on the severity).
- A central record of all accidents, incidents and near misses will be maintained.

3. First Aiders

- The Executive Director will ensure that all staff and volunteers know what to do in an emergency i.e. who will take charge and call the emergency services. This will normally be the Executive Director or The Duty Worker.
- An appointed person is Elaine Pearson, Richard Lodder, Keesha Carpenter, Michelle Lavis.

- All staff will be responsible for taking prompt action following any accident, whether involving an employee or not.
- All accidents, no matter how minor, will be reported on the correct accident report form.

4. Fire Safety

All staff will be made aware of the fire/emergency procedure relating to the office of Gloucestershire Nightstop. Health and Safety checks that are undertaken with host volunteers will address Fire Safety.

Fire Extinguishers: These are maintained by the owners of Morroway House and are inspected annually

Location of Extinguishers:

CO2: Hallway at the top of the stairs

Water: Hallway at the top of the stairs

Fire Alarms: 1 button at the bottom of the stairs, 1 at the end of the corridor by CCP office. Control Panel is located in the entrance hall next to the meeting room door. If any red lights are flashing, this should be reported to Morroway House management immediately.

Fire Exits: The front door at the bottom of the stairs.

5. Training

To comply with the general duty to provide such information, instruction, training and supervision as are necessary to ensure, so far as reasonably practicable, the health, safety and welfare of staff_and volunteers, health and safety training will be provided as follows:

- at inductions
- on transfer or promotion to new duties
- on the introduction of new technology
- when changes are made to systems of work
- when training needs are identified during risk assessments.

Repeat training will be provided at regular intervals.

The Executive Director will maintain records of all health and safety training.

6. Consultation

The Executive Director and Board of Trustees will be responsible for carrying out consultation on matters of health and safety as required.

7. Resolution of Health and Safety Problems

Any employee/volunteer with a health and safety concern must first inform the Executive Director or their Line Manger*. If, after investigation, the problem is not corrected in a reasonable time, or the Executive Director/Line Manager* decides that no action is required but the employee/volunteer is not satisfied with the outcome, the employee/volunteer may then refer the matter to a member of the Board of Trustees who will review the decision that have been made. This must be in writing to the employee/volunteer.

8. Planning and Control

The Board of Trustees will make, and implement, any appropriate arrangements for the effective planning, organisation, control, monitoring and review of any preventative or protective measures identified as a result of risk assessments.

9. Supplementary Policies and Procedures

All policies and procedures issued by the bureau in the interests of health and safety will be regarded as supplementary to this policy. They include:

Risk Assessments Policy and Procedures

Display Screen Equipment (DSE)

Control of Substances Hazardous to Health (COSHH)

Fire Safety, fire prevention and emergency evacuation procedures

Lone Working Policy

On Call Policy

Work-related stress

Reporting and recording of accidents, incidents and ill-health (RIDDOR)

First Aid

Manual Handling

10. Review

This policy will be reviewed at a period set by the Board of Trustees.

*If a Health and Safety issue involves the Executive Director then this must be reported to their Line Manager, this is normally the Chair of the Board of Trustees.