



Statement of  
**CARESCO LTD**  
***Health and Safety Policy***

Signed

.....  
(Chair of **CARESCO Ltd**)

Policy agreed on  
2<sup>nd</sup> December 2021

## **Part One**

### **General Statement of Policy, Duties & Responsibilities**

#### **1.1 Policy Statement**

CARESCO Ltd recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its staff (paid or volunteer) and other visitors to its premises under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care.

Throughout this Statement, terms such as "staff", "volunteers", "members", "service users" "visitors" whether paid or not will be referred as "staff members".

It is the policy of CARESCO Ltd to promote the health and safety of the trustees, staffmembers, service users, volunteers, and of all visitors to any of the CARESCO premises ("the Premises") and to that intent to:

- Take all reasonably practicable steps to safeguard the health, safety, and welfare of all personnel on the premises.
- Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety.
- Encourage staff members on the premises to co-operate with CARESCO Ltd in all safety matters, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory.
- Ensure the provision and maintenance of plant, equipment and systems of work that are safe.
- Maintain safe arrangements for the use, handling, storage and transport of articles and substances.
- Provide sufficient information, instruction, training, and supervision to enable everyone to avoid hazards and contribute to their own safety and health.
- Provide specific information, instruction, training, and supervision to personnel who have particular health and safety responsibilities (on this matter the Trustees have delegated the General Manager as the person appointed as Health and Safety Officer. The General Manager can seek external advice and services from outside agencies to perform their duties as Health & Safety Officer of the organisation).
- Make, as reasonably practicable, safe arrangements for protection against any risk to health and safety of the public or other persons that may arise for the CARESCO's activities.
- Make suitable and sufficient assessment of the risks to the health and safety of employees and of persons not in the employment of CARESCO Ltd arising out of or in connection with CARESCO's activities.
- Make specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen.

This statement and policies and procedures are to be reviewed in the (*autumn*) of each year by the Health and Safety Officer or delegated *persons appointed by the Trustees*. A report on the review, with any other proposals for amendment to the statement and procedures, is to be made to the next following management meeting of the Trustees.

## **1.2 Statutory Duty**

CARESCO Ltd will comply with its duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of its Staff members to its premises and, in general, to:

- Make workplaces safe and without risks to health.
- Ensure plant and machinery are safe and that safe systems of work are set and followed.
- Ensure articles and substances are moved, stored and used safely,
- Give Staff members the information, instruction, training and supervision necessary for their health and safety.

In particular, CARESCO Ltd will:

- Assess the risks to the health and safety of its staff members.
- Make the necessary arrangements for implementing the health and safety measures identified a risk assessment.
- Record the significant findings of the risk assessment and the arrangements for health and safety measures.
- Draw up a health and safety policy statement; including the health and safety organisation and arrangements in force and bring it to the attention of its staff members.
- Set up emergency procedures.
- Provide adequate First Aid training and facilities.
- Make sure that the workplace satisfies health, safety and welfare requirements, eg for ventilation, temperature, lighting and for sanitary, washing and rest facilities.
- Make sure that work equipment is suitable for its intended use as far as health and safety is concerned, and that it is properly supervised, maintained and used.
- Prevent or adequately control exposure to substances that may damage health.
- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise, radiation.
- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury.
- Provide health surveillance as appropriate.
- Provide free any protective clothing or equipment, where risks are not adequately controlled by other means.
- Ensure that appropriate safety signs are provided and maintained.
- Report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.

## **1.3 Statutory Duty of CARESCO's Staff Members.**

Staff members also have legal duties, and CARESCO requests they also observe these. They include the following:

- To take reasonable care for their own health and safety, and that of other persons who may be affected by what they do or do not do.
- To co-operate with CARESCO on health and safety.

- To use work items provided by CARESCO correctly, including personal protective equipment, in accordance with training or instructions.
- Not to interfere with or misuse anything provided for health, safety and welfare purposes.
- To report at the earliest opportunity injuries, accidents, or dangerous occurrences at work, including those involving the public and participants in activities organised by CARESCO.
- Health and Safety law applies not only to staff members in the workplace, it also applies to organisations and people who occupy or use any CARESCO premises to which members of the public have access.

#### **1.4 *Policy for Visitors and Contractors***

- Contractors working in the building should report any concerns relating to their own safety or suspected unsafe working practices to the General Manager who will investigate and report to the Trustees of CARESCO.

## **Part Two**

### **Organisation of Health and Safety**

#### **2.1 Health and Safety Officers Duties**

The Trustees have delegated Health and Safety matters to the General Manager which, including representation for both of themselves and of staff members. This delegation does not remove the legal obligation placed under current Legislation, Regulations and Codes of Practices as amended of the Trustees legal responsibilities and duties, these include:

- To have a broad overview of Health and Safety matters.
- To keep the Organisation's Health and Safety policy and procedures under review.
- To conduct safety tours of the premises.
- To ensure that risk assessments are carried out, including assessments regarding substances hazardous to health (COSSH Regulations)
- To take such action as may be required to ensure that CARESCO's responsibilities for Health and Safety are fulfilled
- To report to the Trustees on their performance of these responsibilities.

#### **Safety Tours**

The General Manager or his/her representative shall carry out 6-monthly tours and inspections of the premises and make a report to the next meeting of the Trustees Management Committee. All necessary actions as a result of the tour shall, where reasonable and practicable, be implemented immediately.

#### **2.2 Health and Safety Rules**

All staff members must exercise ordinary care to avoid accidents in their activities at work and comply with the following general rules and with any further rules which the General Manager [Safety Officer] may publish from time to time.

#### **2.3 Accident Forms and Book**

The book must be kept in a locked drawer once completed.

Any injury suffered by staff member in the course of employment or otherwise on CARESCO's premises, [these include the CARESCO Centre and designated parking area, the Man Cave workshop, the Foodbank foodstore, the Charity Shop and whilst using transport supplied by CARESCO], however slight, must be recorded, together with such other particulars as are required by statutory regulations, on an accident form maintained by CARESCO.

#### **2.4 Fire Precautions**

All personnel must familiarise themselves with fire escape routes and procedures and follow the directions of the General Manager [Safety Officer] or designated person in relation to fire.

- **See [a] Emergency Evacuation & Capacity Policy [b] Fire Risk Assessment**

#### **2.5 Equipment and Appliances**

No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of CARESCO and any directions for the use of such must be followed precisely.

## **2.6 Safety Clearways**

Corridors and doorways must be kept free of obstructions and properly lit.

## **2.7 Maintenance**

Defective equipment, furniture and structures must be reported as such without delay.

## **2.8 Hygiene and Waste Disposal**

Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

## **2.9 Food Hygiene**

- **See Food Safety & Hygiene Policy/Procedure**

## **2.10 Display Screen Equipment**

CARESCO recognises its responsibility to ensure the well-being of its staff who habitually use display screen equipment for a significant part of their normal work. If any of the staff that use DSE experience vision defects or other discomfort that they believe may be wholly or in part a consequence of their use of such equipment, they have the right to an eye-test at CARESCO's expense.

- **See Display Screen Risk Procedure**

## **2.11 Alcohol, Drugs and Tobacco**

Smoking within the premises and the use of drugs (except under medical supervision) on any CARESCO premises are prohibited at all times. The use of intoxicants (alcohol) is prohibited during working hours, and no member of staff or volunteer may undertake his/her duties if under the influence of alcohol or drugs (except under medical supervision).

## **2.12 Hazardous Substances**

Maintain safe arrangements for the use, handling, storage and transport of articles and substances

- **See COSHH Procedure & Assessment**

## **Part Three**

### **Arrangement and Procedures**

The Trustees of CARESCO have delegated Health and Safety matters to the General Manager who may delegate or seek advice from outside agencies or any other persons with responsibility for ensuring that the safety policy is carried out and that responsibilities for safety, health and welfare are properly assigned and accepted at all levels. His/her details and contact number will be displayed in all premises.

#### **3.1 First Aid**

The current First Aider(s) for the premises is/are displayed in the

- CARESCO Centre entrance area
- Cave workshop
- Foodbank foodstore
- Charity Shop

First Aid Boxes are provided in the following location(s):

- i) CARESCO Centre: Collating Room, Club Room, Kitchen
  - ii) Cave workshop
  - iii) Charity Shop
  - iv) Foodbank foodstore
  - v) Minibus
- **See First Aid Procedures**

#### **3.2 Accidents**

- All accidents or incidents must be reported to the Health and Safety Officer or another member of staff on duty immediately or as soon as practicable.
- All accidents must be entered on an accident form, available from the activity Manager/Supervisor. The procedures for “notifiable” accidents as shown in Appendix A below must be followed.
- The Health and Safety Officer will investigate incidents and accidents, writing a detailed report for the Trustees to consider the actions necessary to prevent recurrence.
- **See Accident Procedures**

#### **3.3 Fire Drills**

- All staff and volunteers must know the fire procedures, position of fire appliances and escape routes.
- The Health and Safety Officer will ensure that the fire alarm points, fire exits, and emergency lighting system are tested by during the first week of each month and the findings entered in the logbook provided.
- The Health and Safety Officer will arrange for fire drills and fire prevention checks (see Appendix C below) to be carried out at least once every three months and entered in the logbook. In addition, these drills will be carried out at different times and on different days, so that all users know the procedures.

- The last person securing the premises will ensure fire prevention close down checks are made of all parts of the premises at the end of a session,

### **3.4 Evacuation Procedures**

- Persons discovering a fire should sound the nearest alarm.
- The first duty of all staff is to evacuate all people from the building by the nearest exit immediately the fire is discovered.
- All persons must evacuate the building and, where possible without personal risk, leave all doors and windows closed.
- The assembly point for the CARESCO Centre, the Man Cave workshop and the Foodbank foodstore is at the end of the parish garden.

The assembly point for the Charity Shop is on the grass to the side of the shops.

- No-one should leave the assembly point without the permission of a member of staff.
- If any fire occurs, the fire brigade must be called immediately by dialling 999 and asking for "Fire".
- When the fire brigade arrives advise whether all persons are accounted for and location of fire.
- **See Emergency and Capacity Evacuation Policy**

### **3.5 Cleaning Materials, General Machinery and High-Risk Areas**

- All portable machinery must be switched off and unplugged when not in use.
- Wandering cables are a hazard; use with caution and safety in mind.
- Slippery floors are dangerous; use warning signs.
- Use protective clothing and equipment provided and as instructed on machinery/equipment/material. It is the duty of a worker to report any loss of or defect in protective clothing or equipment.
- **See COSHH Procedure**

### **3.6 General**

- All thoroughfares, exits and gates must be left clear at all times.
- Corridors and fire exits must not be blocked by furniture or equipment.
- Vehicles must not be parked near to the building so as to cause any obstruction or hazard.
- Hazards or suspected hazards or other health and safety matters should be reported to the Health and Safety Officer or the staff member on duty immediately or as soon as practicable, so that action can be taken. If the hazard is of a serious nature, immediate action must be taken to protect or clear the area to prevent injury to staff or other users.

**We request that our Staff, Volunteers, Member and Visitors respect this Policy, a copy of which will be available on demand.**

The management board of CARESCO trustees should review this policy at 3 year intervals or as appropriate.

**Approved by the CARESCO trustees**

Signed.....

Date.....

(Chair of **CARESCO Ltd**)