



Skills & Volunteering Cymru (SVC)

HEALTH AND SAFETY POLICY

Reviewed September 2019



Health & Safety Statement of Intent

It is the aim of Skills & Volunteering Cymru (SVC) to:-

Provide as safe a working environment as possible and to minimise the instances of occupational accidents and illnesses experienced by employees. In addition SVC recognises and accepts its duty to protect the health and safety of all volunteers, visitors, clients and beneficiaries.

It is the responsibility of the Trustees and Manager to:-

- Establish clear lines of communication, reporting and responsibility (for all matters relating to Health and Safety) throughout the organisation.
- Provide all staff/volunteers with such equipment, information, training and supervision so as to implement the policy and carry out any duties which have been delegated to them.
- Ensure there is an investigation and action taken following the reporting of any Incident, Accident or Concern.
- Ensure that SVC constantly monitors and updates all relevant policies and procedures as required, completing at least an Annual review of Health and Safety Policies and Procedures.
- Ensure all equipment used is in good working order, properly maintained and is suitable for the purpose for which it is being used.

In return the Trustees expect SVC staff and volunteers to:-

- Comply with all Health and Safety legislation policies and procedures and undertake any delegated responsibilities as instructed by their coordinator.
- Take reasonable care of their own and other people's welfare and report any situation, which may pose a threat to the well-being of any other person.
- Report Accidents, Incidents and Concerns (however small) so that effective remedial action can be taken.
- Follow any arrangements in place for Safety (whether implemented by SVC or a volunteering host organisation) and not to interfere with those arrangements.
- Follow training and instructions given particularly in regards to safety, and seek additional help and support from SVC if they are unsure how to perform a task or feel it would be dangerous to do so.

Signed on Behalf of the Trustees:
Date: 12/09/19

Adrienne Earls, SVC Manager

Health and Safety Policy	
1.0	Legal Requirements
1.1	<p>Control of Substances Hazardous to Health Act 2002 Display Screen Equipment Regulations 1992 Electricity at Work Regulations 1989 Food Hygiene (Wales) Regulations 2006 Food Safety Act 1990 Health and Safety (First Aid) Regulations 1981 Health and Safety (Safety Signs and Signals) Regulations 1996 Health and Safety at Work Act 1974 Lifting Operations and Lifting Equipment Regulations 1998 Personal Protection Equipment at Work Regulations 2002 Provision and Use of Work Equipment Regulations (PUWER) 1998 Regulatory Reform (Fire Safety) Order 2005 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 The Management of Health and Safety at Work Regulations 1999</p>
2.0	Scope of the Policy
2.1	<p>This policy applies to:</p> <ul style="list-style-type: none"> • All employees of SVC • All staff who support SVC • All volunteers working for SVC • All clients/beneficiaries • All visitors and where applicable general members of the public
2.2	It is hoped that all your questions relating to this policy have been clearly answered. If you have any questions please refer to the manager or Board of Trustees.
3.0	Responsibilities for Health & Safety
3.1	The Trustees, being the governing body have overall and final responsibility for health and safety. The Trustees have responsibility to ensure that adequate resources are allocated for health and safety information implementation and monitoring safety.
3.2	The Chair has overall responsibility to the Board of Trustees for health and safety.
3.3	The manager of SVC has responsibility for compiling health and safety information and presenting updated Health and Safety Policies to the Trustees.
3.4	SVC staff/staff who support SVC must follow any reasonable requests from the manager/trustees in regards to safety and support volunteers in understanding and completing their safety responsibilities, staff may be required to fulfil additional safety roles – for instance being a first aider or fire warden for the office.
3.5	Lead Volunteers have responsibility to ensure that the standard of safety within the project is sufficient, they may act independently and close or suspend the project if they are not satisfied with the level of safety. Lead Volunteers must inform their Project Coordinators and/or the SVC manager and the Trustees as soon as possible when such a decision is made. The Trustees reserve the right to overturn this decision in the unlikely event that they disagree with the Lead Volunteers.
3.6	Volunteers are responsible to their Lead Volunteers for all health and safety matters over which they have immediate control.

3.7	All volunteers and staff must report hazardous defects in equipment or materials being used, or any other shortcomings in the existing safety arrangements to the Lead Volunteers, Project Coordinators and/or manager without delay.
3.8	All volunteers and staff must work in accordance with any information, guidance or training received.
4.0	Arrangements for Health & Safety
4.1	<p>General Policy</p> <p>All Trustees, staff, volunteers, visitors must observe the following general safety rules. Where appropriate these rules should be brought to the attention of any visitors.</p> <ul style="list-style-type: none"> • All employees (volunteer, visitors, etc.) should be made aware of and respect and adhere to the Health and Safety policies and procedures. • All incidents and accidents and concerns/hazards must be reported to the SVC manager. • All equipment must be operated in a safe manner • All fire doors should be kept closed and all work areas must be kept safe. • All hazardous material should be stored in a safe manner and where required a COSHH risk assessment will be completed. • Any person whose level of alertness and/or ability are reduced whether due to ill health, tiredness or intoxication should be sent home if it is considered that they may jeopardise the Health and Safety of another person. • No employee/volunteer should undertake a job, which they consider is unsafe or for which she/he has not received adequate safety instruction. • All electrical and specialist equipment should not be used unless this has been checked for safety by a qualified person. • Any foreseeable and significant risks must be risk assessed and this assessment should be written and recorded. • Staff and volunteers should dress appropriately for their roles considering the nature of their project, the beneficiaries they are supporting and any risks involved, for example wearing appropriate footwear. • Volunteers will be trained or instructed in any relevant areas to their role to ensure their safety.
5.0	Accident Reporting
5.1	<p>All employees, staff who support SVC and volunteers are responsible for reporting any Incidents, Accidents or Concerns/hazards/near misses no matter how small. Accidents and concerns forms can be obtained from the SVC office or by speaking to the SVC Manager/a staff member.</p> <p>This policy should allow volunteers and staff members to feel empowered to report any accidents or concerns and know that this concern will be appropriately actioned and that they will receive support and guidance from the board of trustees.</p>
5.2	<p>Accidents</p> <p>Accidents may be reportable to the Health & Safety Executive (HSE) under the RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) 2013, so all accident forms must be completed in a timely manner and shared with the SVC Manager who is responsible for submitting RIDDOR reports.</p> <p>What to do in the event of an accident</p> <p>In the event of an accident the first priority is to ensure that the injured person is being cared for and that the medical attention has been sort. E.g. the ambulance service.</p> <p>Serious Accident</p> <ol style="list-style-type: none"> 1. Ensure access to the appropriate level of medical attention. 2. Then immediately after the emergency has been dealt with, volunteers should notify and

	<p>seek support from the project coordinator/SVC Manager or host organisation</p> <p>3. After the situation has calmed then the Accident form should be completed by the most appropriate person and forwarded to the manager by the next working day. Where possible, witness details should be recorded.</p> <p>Minor Accident</p> <p>1. Where an accident occurs and it is not of sufficient severity to require assistance from others then it is the volunteer's duty to report it.</p> <p>2. The volunteer should ensure they complete an Accident/Incident/Concern form it must then be passed to the SVC manager.</p> <p>Accidents to Clients/Beneficiaries and Staff Supporting SVC</p> <p>Any accident involving an individual supported by SVC or a staff member seconded to SVC/supporting SVC from another organisation, may require reporting under the host/parent organisations procedures in addition to SVC's accident reporting procedure.</p> <p><i>Remember every accident however minor must be reported.</i></p>
<p>5.3</p>	<p>Concerns</p> <p>Concerns can include near-misses, or acts of violence and aggression, harassment, personal accidents, volunteer/work related ill health, security concerns, complaints (relevant to safety/health), whether or not they have resulted in an injury.</p> <p>What to do after an incident.</p> <p>When near miss incidents occur, or something is causing concern then volunteers/staff should ensure that they record their concerns by completing a Concern form. It is vital that every concern, however trivial it may seem, be recorded by the guidelines set out in this policy.</p>
<p>5.4</p>	<p>Investigation</p> <p>It is the responsibility of the manager to investigate all accidents and concerns fully. The manager should document their findings and records of accidents and concerns should be kept securely on file for at least three years (longer where injuries to children occur). Where applicable the manager will submit a RIDDOR report to the Health & Safety Executive, seeking advice and support where necessary from partner organisations.</p> <p>All accidents should result in a review of the relevant risk assessment, and where identified additional control measures introduced. All staff/volunteers must be advised of these additional measures and ensure they follow the new procedures at all times.</p>
<p>6.0</p>	<p>Site Safety</p>
<p>6.1</p>	<p>Any location where SVC has significant control which is used for its work/volunteering must be safe and fit for purpose with adequate welfare facilities for volunteers, staff and beneficiaries.</p> <p>Volunteers and staff members are not expected to put themselves in danger and should support any beneficiaries to leave a place of danger, for example in the event of a fire.</p> <p>Coordination and cooperation with host organisations, landlords, venue owners and partner organisations will be undertaken to ensure that sufficient safety measures are in place at volunteering/work locations.</p>
<p>6.2</p>	<p>Volunteering Locations</p> <p>Where temporary locations are being used or one off events are being run, suitable checks will be undertaken beforehand so that volunteers can be provided with appropriate information on the welfare provisions available and how to access these.</p>

6.3 Fixed Work Location

Any location used on a regular basis or as a fixed work location, for example the SVC office will be subject to regular checks to ensure the ongoing safety and that safety standards are maintained consistently.

6.4 Safety Provisions

The SVC manager will be responsible for ensuring that a sufficient number of people are trained in Emergency First Aid at Work and are nominated as Fire Wardens to ensure safety in the event of an emergency.

The office will have a fully stocked first aid kit which adheres to British Standard BS8599, for the number of people likely to be in the office at any one time including visitors and volunteers.

Manual Handling

6.5 Manual Handling is to be kept to a minimum and items should be stored in such a way to ensure minimal handling is required or loads should be taken in multiple journeys and split into smaller loads. Staff should adhere to their manual handling training at all times.

Display Screen Equipment

6.6 Any display screen equipment (DSE) users (staff members who use an SVC computers for more than 8 hours a week) must notify the SVC Manager of any new or changing health conditions or needs in relation to their office equipment and comfort/health. New staff must complete a workstation DSE assessment and submit this to the SVC Manager in their first month of working with SVC.