



Health and Safety Policy

Statement of General Policy

JustUs fully accepts the obligations placed upon it by the various Acts of Parliament covering health and safety. The Charitable Incorporated Organisation (CIO) requires its Administrator to ensure that the following policy is implemented and to report annually on its effectiveness.

Management Organisation and Arrangements

Introduction

This policy has been prepared and published under the requirements of Health & Safety at Work legislation. The purpose of the policy is to establish general standards for health and safety at work and to distribute responsibility for their achievement to all trustees, administrators, and other employees through the normal line management processes.

Management Responsibilities

Administrator

The Administrator has overall responsibility for the implementation of the JustUs policy. In particular, he is responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored.

Trustees

Trustees are wholly accountable to the Administrator for the implementation and monitoring of the policy within the area of their specified responsibility.

Safety Officer (Administrator)

Due to the size of JustUs the role of Safety Officer is also undertaken by the Administrator. The Safety Officer is a nominated person responsible for co-ordinating effective health and safety policies and controls across the organisation.

The Safety Officer is responsible for:

- the production and maintenance of the JustUs policy and ensuring that guidelines are consistent with policy
- its application
- monitoring and reporting on the effectiveness of the policy
- the provision of general advice about the implication of the law
- the identification of health and safety training needs. The Safety Officer also acts as JustUs' formal link with the Health and Safety Executive, Environment Health Departments, and other external agencies
- the production and maintenance of any health and safety documents or codes of practice as necessary for any relevant area of JustUs' services where this is required.

Health and Safety Management Process

JustUs believes that consideration of the health, safety and welfare of staff is an integral part of the management process. The provision of the Health and Safety at Work Act, associated Codes of Practice and

other relevant Directives will be adopted as required standards within JustUs. Responsibility for health and safety matters shall be explicitly stated in job descriptions.

JustUs requires the Administrator to approach health and safety in a systematic way, by identifying potential hazards and problems, assessing, and mitigating risks, planning improvements, taking executive action, and monitoring results so that most health and safety needs will be met from JustUs funds as part of day-to-day management, although many health and safety problems can be rectified at little additional cost.

For major additional expenditure, cases of need will be submitted by the Administrator to the Trustees.

If unpredictable health and safety issues arise during the year, the Administrator must assess the degree of risk, in deciding the necessary resources and actions to commit to addressing these issues.

Health, Safety and Welfare Guidelines

It is the policy of JustUs to have appropriate health and safety policies or guidelines. These should embody the minimum standards for health and safety for the work that JustUs does.

It shall be the responsibility of the Administrator to bring to the attention of all members of staff, the provisions of the guidelines, and to consult with appropriate Health and Safety Representatives about the updating of these guidelines. Suggested model contents of a guideline are:

- a clear statement of everyone's role
- regulations governing the work of JustUs
- clear reference to safe methods of working, for example lone-working procedures
- information about immediate matters of health and safety concern, such as first aid and fire drills when in other places of work
- training standards
- the role and identity of the Health and Safety Representative
- names of specialist advisers who can be approached about the work
- the person responsible for organisation and control of work
- accident reporting procedures
- safety rules
- fire procedures (where applicable)
- policies agreed by JustUs.

Identification of Health and Safety Hazards

Annual Audit and Regular Risk Assessments

It is the policy of JustUs to require a thorough examination of health and safety performance against established standards **at least** annually. The technique to be adopted for such examinations will be the 'Safety Audit'. The Audit requires review of:

- standards laid down in the policy
- guidelines
- relevant regulations
- environmental factors
- staff attitudes
- staff instructions
- methods of work
- contingency plans

- recording and provision of information about accidents and hazards and the assessment of risk.

The information obtained by the Audit will be used to form the basis of the plan for the following year.

The responsibility for ensuring that audit activity is carried out as part of this policy rests with the Administrator and will be carried out by him.

It is the Administrator's/Trustees' responsibility to ensure that any deficiencies highlighted in the Audit are dealt with as speedily as possible.

The Administrator has a continual responsibility for the elimination of hazards to maintain a safe working environment and will also be expected to carry out regular **risk assessments** in line with the Health and Safety Executive Guidelines; that is follow the 5 steps:

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the Risks and decide on precautions
4. Record the findings and implement the precautions
5. Review the assessment and update when necessary

Training

Health and Safety training shall be incorporated as part of the development of any training plan. Health and Safety training needs will, therefore, be identified and planned for in the same manner as other training needs.

Three areas of need shall be given special priority:

- training for the Administrator, to equip him with an understanding of his responsibilities under this policy
- training for all members of staff to acquaint them with the main provisions of the law and its practical implication, the main features of this policy and key safety rules
- induction and in-service training for staff at all levels to acquaint them fully with new requirements and hazards.

Reports to the Health and Safety Executive

The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR) to the Health and Safety Executive, shall rest with the Administrator.

Specialist Advisory Bodies

Certain bodies, and the individual members of those bodies, have always had a Health and Safety role, most notably, the Health & Safety executive, or local Environmental Health Departments. If further specialist advice is required, this may be obtained by the Administrator from expert individuals or bodies outside JustUs.

First Aid

It is the policy of JustUs to make provision for First Aid and the training of 'First Aiders' in accordance with the First Aid Regulations (1982). The Administrator is responsible for ensuring the Regulations are implemented and for identifying training needs.

Computers and Monitors (Display Screen Equipment)

All computer installations must adhere to the British Standard Specifications and comply with the Health and Safety (Display Screen Equipment) Regulations 1992. All employees operating such equipment are expected to read the Health and Safety Executive guidance entitled 'Working with Display Screen Equipment'.

Control of Working Time

JustUs is committed to the principles of the Working Time Regulations. No member of staff is expected to work more than 48 hours per week unless there are exceptional circumstances. However, as JustUs paid staff are self employed zero hours contracted or zero hours contracted to a maximum of 16 hours per week then the responsibility of safe working hours lies with each worker.

Health and Safety and the Individual Employee

The Health and Safety at Work Act requires each employee 'to take reasonable care for the Health and Safety of him/herself and of other persons who may be affected by their acts and omissions' and co-operate with the Administrator to enable him to carry out his responsibilities under the Act. Employees have equal responsibility with JustUs for Health and Safety at Work.

This policy will be reviewed every 3 years.

Adopted: April 2022

Next review date: April 2025