

Health & Safety Policy

Adapt (NE) is committed to providing a safe environment to work in. Adapt (NE) will provide any training or equipment needed for the health and safety of staff and volunteers. Staff and volunteers are expected to co-operate in keeping the workplace safe and bring to the attention of the Health and Safety Officer any potential hazard as soon as it is noticed.

The aim of this policy is to provide a safe and comfortable area to work in. Adapt will act on any potential hazard to employees, volunteers and visitors. Adapt will provide any protective equipment and training deemed necessary. It is the responsibility of staff and volunteers to use any equipment provided appropriately and follow training guidelines. Any neglect of health and safety requirements will be regarded serious and the Adapt Trustee Board will take appropriate action.

All accidents to staff / volunteers and visitors, including passengers on any minibus, must be reported as soon as possible and be entered into the Accident Book. Any deaths or major accidents and illnesses must be reported to the Health and Safety Executive by the Health & Safety Officer.

Any faults with equipment or machinery must be notified at once to the general office / Health & Safety Officer, and should not be used until repaired or if it is a fault on one of the buses, e.g. passenger lifts, this would be notified to the Maintenance Officer and in their absence, the Director.

All staff and volunteers are responsible in keeping stairwells, floor space, doorways and food preparation area clear of any hazards. It is the responsibility of Adapt to keep the workplace clean and hygienic.

Fire extinguishers are situated along the main corridors, in the large meeting room, the kitchen, the reception area, the driver's office and at the meeting point. Fire alarms are situated at the main door to the office and the fire exit door. Fire escapes are indicated. All escape routes and doorways should be kept clear at all times. The site emergency plan, identifying the location of fire extinguishers, fire exits, Air horn alarms and exit routes, can be found in each office in the building.

The First Aid box in the general office is situated on the top of the book shelf, there is also a First Aid box above the fridge in the kitchen. The first aid box in the driver's office is located on the wall next to the drivers information rack.

- Fire Safety Officer – Jenna Lee & Andrew Wild
- First Aiders – Jenna Lee & Andrew Wild
- Maintenance Officer – Andrew Wild
- Health & Safety Officer – Jenna Lee & Liz Prudhoe

There are separate policies covering specific Health & Safety and Lone Working issues. If you have any queries or wish to raise any issues about health and safety, you can talk to the Health & Safety Officers.

Adapt (NE)

Information for staff and volunteers on the implementation of the Health & Safety Policy

- ❖ Do not attempt to do anything if you have not received the relevant training.
- ❖ Do not use equipment or machinery you have not been trained to use.
- ❖ Always use the appropriate equipment for the task you are undertaking.
- ❖ Do not lift any heavy objects.
- ❖ Consider your personal safety and the safety of others and adhere to Adapt (NE)'s Lone Working Policy at all times.
- ❖ When undertaking a home visit, complete the home visit book and inform someone where you are going and when you will be back.
- ❖ Ensure when undertaking home visits that you have a mobile phone on you.
- ❖ Whilst driving, if you have a mobile phone, turn it off.
- ❖ Complete in the Accident Book when an accident occurs.
- ❖ Report any hazards at once and take any measures necessary to prevent injury to yourself and others if a hazard occurs (e.g. warn people if the floor is wet).
- ❖ Familiarise yourself with all escape routes and safety policies.

Adapt (NE) will carry out a risk assessment every year or sooner if deemed necessary.

Staff and volunteers are encouraged to participate in identifying any safety issues that arise.

This policy will be reviewed by Adapt (NE) every 3 years.

I,, agree to abide by the health and safety policy:

Signed:

Position:

Date:

Adapt (NE)

Health and Safety Policy - Implementation

Adapt (NE) is committed to the Health & Safety of all of its staff, volunteers and visitors and ensures the implementation of its Health and Safety Policy by providing information, instruction and training.

Information - All staff and volunteers shall receive the Health & Safety Policy within Staff or Volunteer Handbooks and be made aware of who is responsible for the specific tasks.

All statutory notices will be displayed on the general notice board and in all appropriate areas. Staff and volunteers will be informed of changes in legislation. Staff and volunteers will be encouraged to identify risks and record them in a 'risk register' which will be monitored and acted on by Health and Safety Officers.

Instruction - All staff and volunteers will be made aware of all handbooks for equipment used in the Adapt office. Staff and volunteers will be given written instructions in the use of all printers, photocopiers, fax machines, telephones and computers. All Adapt driving staff and volunteers will be given written instructions on the safe use of vehicle lifts, clamping equipment and fixing of vehicle seats.

Training – All staff and volunteers will receive training in understanding the purpose of the Health & Safety Policy. All staff and volunteers will be trained in the use of all equipment and will be trained in first aid, moving and handling and equality where appropriate. All driving staff and volunteers will receive ongoing training in Safe and Efficient Driving, Moving and Handling and all other relevant training.