

Health & Safety Statement

1.0 Health and Safety Responsibilities

The Health and Safety at Work Act 1974 places a statutory duty on all employers to ensure, so far as is reasonably practical, the safety, health, and welfare of all employees at work, and other people who may be affected by their activities, e.g. users, volunteers, and members of the public. The Management of Health and Safety at Work Regulations 1999 states that the Trustees must appoint from amongst “CCT “volunteers at least one “competent person” who will oversee implementing the Health and Safety Policy.

2.0 Charity Responsibilities

The Trustees have ultimate responsibility for health and safety at CCT and for ensuring that health and safety legislation is complied with. Facilitation of this will be aided by Risk Assessments.

Day-to-day responsibility for the implementation of the Health and Safety Policy is the responsibility of all CCT volunteers, but overseen by the Responsible Officer, and the Trustees will ensure that they have adequate time, information, training, and resources to undertake this task.

All volunteers have the responsibility to co-operate with the Trustees to achieve a safe and healthy workplace and to take reasonable care of themselves and others. Whenever a volunteer notices a health and safety problem which they are unable to put right, they must immediately inform the Office Manager/Administrator.

3.0 Accidents and Unsafe Working Conditions

In the event of unsafe or dangerous workplace conditions, an employee should inform the Administrator immediately.

Any accidents or injuries which occur in the workplace, to either a client, visitor, volunteer or an employee, no matter how minor, must be reported to the Administrator, in accordance with Charity procedure. In addition, depending upon the nature of the accident, it may also need to be reported to the VSNS Manager.

4.0 Fire and Bomb Procedures

It is vital that all employees acquaint themselves with the laid down evacuation procedures in the event of a fire or other emergency. All employees should ensure that they are familiar with the location of emergency exits, assembly points and first aid kits.

Fire-fighting equipment is available in the VSNS main office.

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The Fire Officer, or in their absence, the **Administrator**, will complete a roll call and liaise with the Fire Service personnel.

Further details in respect of Fire and Bomb Procedures are held in the VSNS offices.

5.0 First Aid

Where an individual incurs minor injuries then an employee should assist that person, however, where more serious injuries are incurred, the emergency services should be called immediately. The first aid box is located on the wall in the main VSNS office.

6.0 Display Screen Equipment

Where workers use display screen equipment (DSE) daily, as part of their normal work, continuously for an hour or more, a workplace assessment will be carried out by identified CCT Health & Safety Officer.

Whilst working with a display screen all employees must ensure that they take regular breaks or change their activity to break up the amount of time spent at the screen. Where work cannot be reorganised, e.g. during jobs requiring sustained attention, an employee must arrange for deliberate breaks or pauses to be built into their work.

The Charity provides paid eyesight tests for employees who are DSE users. This includes both initial eye tests, follow up and interim tests as and when advised by an optician.

In addition, where an employee's eyesight test determines that they require corrective glasses which either incorporate a prescription for DSE use or are solely prescribed for DSE use, the Charity will also contribute towards the cost of glasses. Such a contribution will only be made for this purpose and will not be made where the prescription is not directly attributable to DSE use.

Should an employee require an eye test they should contact the Office Manager.

7.0 Smoking

Camberley Care operates a no smoking policy on its premises.

8.0 Lone Working

Due to the nature of the work, there are occasions when an employee or volunteer will be in a situation where they are working alone in the office, or as in the case of the handyman, working in client's homes. Given some forethought and a few simple precautions, the risk of becoming the subject of abuse or an assault can be reduced to a minimum.

If you are going out of the office let someone know your movements i.e. where you are going, who you are meeting, what time you are expected, and when the meeting is likely to finish. Also keep the office informed of any last-minute changes.

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Always carry a mobile phone with you and keep it charged and make sure the office has a record of the number.

All staff are required to follow the guidelines as set down in the leaflet “Working Safely in Other People Homes” as produced by the Suzy Lamplugh Trust which is available via our website :

www.camberleycare.org.uk

This document replaces Health & Safety Policy last issued July 2016

	Name	Job Title
Created by	Sue Collett	Trustee -HR
Consulted for Comments		V Ayers H & S Responsible and Trustee Board
Approved by	Tony Bovenkamp	Chair Board of Trustees
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