Health and Safety Policy

Purpose

This policy outlines our commitment to maintaining a safe and healthy environment for all employees, whether working on-site, at events, or remotely. This policy must be read in conjunction with the Lone Working and Driving policies as set out in the Employee Handbook.

First Aid and Incident Reporting

Purpose of First Aid:

- To preserve life
- To limit the effects of the condition
- To promote early recovery

First Aid Requirements:

- All staff members must complete certified First Aid training
- All staff members must regularly inspect their First Aid kit and restock this as necessary
- At all events, staff must bring:
    - Accident report forms
    - Fully stocked First Aid kit
- All accidents and injuries **must** be recorded in the Accident Book

In Case of Accident:

1. Assess the situation and identify any risks to casualty or others
2. Remove dangers safely if possible

3. Contact the nearest First Aider
4. Provide assistance and identify witnesses
5. Call Paramedics if necessary (**999 or 112**)
6. Complete Accident Report

Display Screen Equipment (DSE) for Remote Working

- All employees working from home must complete a DSE checklist
- The checklist must be reviewed and updated annually or when significant changes occur to the working environment
- Managers will follow up on any issues identified in the DSE assessment

Risk Management

- The charity maintains a risk register that grades risks as red, amber, or green
- The risk register is reviewed at each trustees meeting
- For child protection matters, designated trustees work jointly with the CEO to provide oversight

Responsibilities

Managers will:

- Ensure all staff complete required First Aid training
- Maintain records of completed DSE assessments
- Review incident reports and implement necessary changes

Employees will:

- Complete and maintain current First Aid certification

- Submit DSE checklists for home working environments
- Report all accidents and incidents promptly

Review

This policy will be reviewed annually or when significant changes in operations occur.

Last Updated: November 2024