

## Health and Safety Policy

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### **Purpose**

This document describes Voluntary Impact Northamptonshire's policy for maintaining a safe and healthy environment for employees, volunteers and visitors. It has been prepared in line with guidance and legislation in the Health and Safety at Work Act 1974.

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### **Scope**

This policy applies to all Voluntary Impact Northamptonshire employees.

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### **Responsibilities**

- People and Places Fundraiser: Policy Owner.
  - Board of Trustees: Approving content and ensuring implementation.
  - Chief Executive: Delegated responsibility for policy implementation.
  - Development Manager: Day-to-day responsibility for policy implementation and development.
  - All employees: Maintain a safe environment and report health and safety concerns.
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### **Policy statement**

Our Statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our employees on matters affecting their health and safety;
- To provide and maintain safe equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for employees;
- To ensure all employees are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cases of work-related ill health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals.

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## Procedures

### 1. Responsibility for Health and Safety

The Voluntary Impact Northamptonshire Board of Trustees has a legal obligation to ensure that Health and Safety legislation is implemented. The Trustees delegate responsibility for health and safety policy to the Chief Executive of Voluntary Impact Northamptonshire who has the role of ensuring that this is implemented and of ensuring that all employees are fully aware of health and safety issues and comply with policy and procedures.

The Development Manager supports the Chief Executive in the implementation of health and safety policy.

All staff have a responsibility to:

- Co-operate with supervisors and managers on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own health and safety through
  - use of a workplace assessment form
  - reading Voluntary Impact Northamptonshire policies and procedures
  - working safely and responsibly;
- Report all health and safety concerns to the Development Manager or the Chief Executive.

In line with legislation, there is no smoking or vaping in the Voluntary Impact Northamptonshire building or outside areas.

### 2. Risks arising from our work activities

Risk assessments will be undertaken by the Development Manager and the findings reported to the Chief Executive, who will approve any action to remove / control risks.

The Development Manager is responsible for ensuring the action required is implemented, and will check that this has removed / reduced the risk.

Assessments will be reviewed every 12 months, or when the work activity changes, whichever is soonest.

### 3. Consultation with employees

Any significant HSS concern will require engagement and consultation with all staff.

### 4. Safe Equipment

The Development Manager is responsible for identifying all equipment needing maintenance and ensuring that maintenance is carried out. All new equipment will be checked to ensure that it conforms with health and safety standards before it is purchased.

Any problems found with equipment must be reported to the Development Manager.

### 5. Safe handling and use of substances

The Development Manager will be responsible for identifying all substances which need a COSHH assessment, undertaking that assessment, and ensuring that any actions are implemented. All staff using handling relevant substances will be informed of any COSHH

assessments. All new substances will be checked that they can be used safely before purchase.

Assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.

## **6. Information, instruction and supervision**

The Health and Safety Law poster is displayed in the hallway on each floor.

Health and safety advice is available from the Development Manager.

Supervision of young workers/trainees will be arranged/ undertaken / monitored by their line manager or supervisor.

## **7. Competency for tasks and training**

Induction training will be provided for all employees by their line manager / supervisor, who will also provide any job specific training.

Training will be identified, arranged and monitored by line managers / supervisors. Training records are kept in the individual's personnel file.

## **8. Accidents, first aid and work-related ill health**

The first aid box is kept in the first-floor office. Trained first-aiders are listed next to the first-aid box and in the hallway on each floor.

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept in the first-floor office. All accidents should also be reported to the Development Manager and the Chief Executive. The Chief Executive bears overall responsibility for ensuring that accidents, diseases and dangerous occurrences are reported to the enforcing authority.

## **9. Monitoring**

To check our working conditions, and ensure our safe working practices are being followed, we will carry out twice yearly health and safety checks and all staff will take responsibility for reporting health and safety issues.

The Chief Executive is responsible for ensuring that accidents and work-related causes of sickness absences are investigated, and acting on these investigations to prevent a recurrence.

Health and Safety issues will be reported, by exception, as a standing item on the agenda of Team Meetings and the Trustee Board.

## **10. Emergency procedures – fire and evacuation**

The Chief Executive is responsible for ensuring the fire risk assessment is undertaken and implemented.

Fire alarms are tested every week and escape routes checked daily.

Fire extinguishers are tested by an external company every 12 months. The fire alarm and emergency lighting will be tested by an external company every 6 months.

Emergency evacuation will be tested every 6 months.

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## Monitoring and reporting

Monthly health and safety checks will be carried out by the Development Manager and Health and Safety Sub-group and all staff will take responsibility for reporting health and safety issues.

The Chief Executive is responsible for ensuring that accidents and work-related causes of sickness absences are investigated, and acting on these investigations to prevent a recurrence.

Health and Safety issues will be reported, by exception, as a standing item on the agenda of Team Meetings and the Trustee Board.

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## Additional information

- Emergency and fire evacuation procedure
- Lone working policy
- Health and Safety Executive: [www.hse.gov.uk](http://www.hse.gov.uk)

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## Policy waivers

If, for exceptional reasons, it is not possible to adhere to this policy, a waiver must be requested by submitting a policy waiver form to the Chief Executive for consideration. All waivers must be carefully documented.

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## Version control

Version no.	Changes	Updated by	Approved by	Release date	Review due
4.2	Edited Job roles for clarity. Removed references to H&S Sub Group bi- monthly meetings	C Howe	Board	May 2021	May 2023
4.1	No changes necessary	M Woolf	Board	April 2018	April 2019
4.0	Re-formatted and edited for clarity, new responsibilities specified	M Keyes P Crockett	D Cummins	July 2017	April 2018