

Health and Safety Policy

Document History:

Version:	Date:	Drafted by:	Authorised by:	Reason for Revision:
1.1	12/10/11	P Rogers	Management Committee	Pg 3 Responsibility while at St Michael's Church lies with the Sheerwater Co-ordinator.

This policy was approved on 10/08/2011 and will be reviewed within one calendar year.

Health and Safety Policy

Policy Statement

Woking Mind policy is to provide healthy and safe working conditions, equipment and systems of work for all its employees, volunteers, trustees and members, and to provide training and information as necessary. It also accepts responsibility for all other people who may be affected by its activities.

This policy will be kept up to date, particularly as the organisation changes in nature and size. It will be reviewed at least once a year. Overall and final responsibility is vested in the chairman of the Trustees

Even though the day to day responsibility is delegated to Services Co-ordinator, the actual responsibility is shared between all members of the Management Committee.

All employees, trustees and volunteers have a responsibility to co-operate with the above in the implementation of the policy and to take reasonable care of themselves or others. Whenever an employee or volunteer notices a health and safety problem which they are not able to address, they must immediately inform the appropriate person named above.

Purpose

The purpose of the policy is to declare Woking Mind commitment and responsibilities in relation to Health and Safety. It describes the procedures it will follow in order to manage Health and Safety.

Principles

Woking Mind will do everything reasonably practicable to provide a safe and healthy workplace with adequate welfare facilities. This is done through:

- Recruitment and training of staff, trustees and volunteers with the right skills
- Providing a safe system of work
- Providing adequate equipment
- Providing a safe place of work
- Conducting regular risk assessments

Health and Safety reviews will be discussed at the Management Committee and recorded in the minutes of the meeting. The minutes will be published on the website.

Procedures:

This policy incorporates health and safety considerations for the following circumstances

- Liability Insurance

- Use of the minibus
- Activities at CornerHouse
- Activities at St. Michael's Church, Sheerwater
- Assessment of external events
- Referrals from secure units

Liability Insurance:

- Woking Mind will maintain affiliation with National Mind and access support and advice as required
- A copy of the Employee liability insurance will be displayed in the office at CornerHouse
- The Treasurer takes responsibility for ensuring the insurance is renewed on an annual basis

Use of the Minibus:

Woking Mind owns a minibus and uses it to transport members to and from the drop-in centre as well as events organized on behalf of the members.

There is an up to date policy on the management of the minibus which will be reviewed at least every two years.

A record of incidents and defects noted is kept in the minibus and the policy provides guidelines for reporting and managing these.

A copy of the policy and record form is kept with this policy.

Activities at CornerHouse:

CornerHouse is the building in which Woking Mind has office accommodation. It is also the principle building for drop-in centre activity.

Woking Mind has an agreed license with CornerHouse. The licensee policy sets out Health and Safety responsibilities and actions expected by both parties.

A copy of the Licensee Policy is kept with this policy.

Activities at St Michael's Church, Sheerwater

Woking Mind pays rent to the church for use of the church hall for a half day each week. Whilst on the premises Woking Mind has agreed to abide by the health and safety regulations of the church.

Assessment of external events

Woking Mind organizes a number of external activities for the members to support the charities aims and objectives. These range from short trips within Woking Borough to longer trips of up to one day at venues across London and the South East of England.

Two types of assessment are completed at such events:

- Suitability of venue. A risk assessment is completed by the Services Co-ordinator using an agreed checklist and a record of this is kept in the office file

- Any particular issues regarding a venue, that may influence a members suitability for attending, are recorded and will be taken into consideration when members express interest in attending an event.

A copy of the assessment checklist is kept with this policy.

Catering at external events will be supervised by an individual who has passed the Food Handling Certificate.

Referrals from Secure Units:

Woking Mind currently accepts referrals from Alpha Hospital to support individuals who are preparing to return to living in a community setting.

A copy of the protocol that specifies this working arrangement is kept with this policy.

Training:

Woking Mind will ensure all Trustees, employees and volunteers understand the Health and Safety Policy as part of the induction process.

Accident Reporting:

Woking Mind will report the following to the HSE or local council:

- Fatal accidents
- Major injury or conditions which require medical treatment
- Dangerous occurrences
- Accidents which prevent employees, volunteers, trustees from doing their normal work for more than 3 days

Accompanying documents

1. Minibus Policy
2. Minibus incident/defect reporting form
3. Licensee agreement
4. Risk assessment checklist for external visits
5. Protocol for referral from Alpha Hospital