

PHASE Thornbury Health & Safety Policy

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Purpose

The aim of this policy is to outline PHASEs commitment to the health and safety of all those involved with its work, including staff, volunteers, contractors and clients. Our aim is to prevent accidents and minimise, as far as reasonably possible, any risk to health relating to the provision of our services.

PHASE is committed to fulfilling all of its legal obligations under the Health and Safety at Work Act 1974, along with all other relevant legislation, in its aim of providing a safe and secure space for all of its activities.

For the purpose of this policy volunteers are treated in the same way as employees. This means that Phase accepts that it has a duty of care for its volunteers as well as its employees.

Scope and Responsibilities

This policy applies to all those involved in the delivery of the services provided by PHASE.

The directors are responsible for ensuring that risks are identified, assessed and that action is taken to mitigate those risks to an acceptable level, and, in doing so, provide operational guidance that allows activities to be carried out safely.

Directors are also responsible for reviewing risks on a regular basis, and taking appropriate action in response to changes, along with the provision of appropriate health and safety training for staff, volunteers and, in some circumstances, contractors. They are also responsible for ensuring that any health and safety issue raised with them, including any reported accident or work health related issue, is addressed in an appropriate way and that the response is communicated to all those who may be affected.

The Operational Manager (OM) is the first point of contact for any other member of staff, volunteer or contractor who may have a legitimate concern about health and safety. The OM is responsible for ensuring that appropriate action is taken and communicated to those affected or takes the matter to the directors for a response. Reported accidents and work related health incidents should be recorded.

Staff and volunteers also have a responsibility for the health and safety of one another, along with a duty of care towards the young people who receive the services of PHASE. This includes familiarity with this policy and attendance at any training deemed necessary for the safe and effective discharge of their roles.

Principles

This policy forms an essential part of PHASE's efforts to provide a safe and secure environment in which its services can be delivered.

In any situation, that presents a risk to health and safety, that has not been explicitly identified and covered by operational guidance, PHASE expects its staff, volunteers and contractors to act in such a way as to minimise the risk of harm, and that this should be the primary concern in such circumstances.

Arrangements

The principal method for providing a safe and secure environment in which staff, volunteers and contractors can work is through a clear and established method of working which has been informed by an effective assessment of risk, which is regularly reviewed. All those providing services on behalf of PHASE should, therefore, be made aware of the assessed risks and the agreed operational means of delivering services.

Anyone connected to PHASE who becomes aware of any issue relating to health and safety should, in the first instance, raise it with the Operational Manager (OM). If this is not possible, or appropriate, then it should be raised with a director. Any reported accident or work related health incident, should be recorded by the OM and reviewed by the directors.

Any health and safety matters that arise, along with any resulting actions, should be communicated to all staff, volunteers or contractors that could be affected.

This policy should be read in conjunction with PHASE's policies relating to Safeguarding and Lone Working.

This policy has been reviewed and approved by	Name (Position):	Signed:
		Date:
	Name (Position):	Signed:
		Date:
Policy to be reviewed:		