

Policy	41. Health and Safety
Approved by	CEO, SLT, Trustees. May-20
Next review	Apr-22

Woking Mind's 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 chair of the Trustees.

Even though the day to day responsibility is delegated to the Chief Executive, the actual responsibility is shared between all Trustees, volunteers and staff.

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's 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 Trustee meetings and recorded in the minutes of the meeting.

Procedures

This policy incorporates health and safety considerations for the following circumstances

- Liability Insurance
- Activities at the Woking Mind centre
- Assessment of external events
- Working with 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
- The Treasurer takes responsibility for ensuring the insurance is renewed on an annual basis

Activities at the Woking Mind centre

2 Courtenay Road is the building in which Woking Mind operates and administrates its services.

Responsibility for the building's maintenance and overall health and safety compliance sits with Woking Mind. Woking Mind had a rental agreement with SABP (NHS Trust) detailing our specific obligations. Woking Mind will conduct regular Risk Assessments to ensure the locations, activities and Walks used are safe (see Appendix 1).

Assessment of external events

Woking Mind organises a number of external activities for service members to support the charity's 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 will be completed at such events:

- Suitability of venue. A risk assessment is completed by the Manager or lead volunteer using an agreed checklist and a record of this is kept in the office file
- Any issues regarding a venue that may influence a member's suitability for attending are recorded and will be taken into consideration when members express interest in attending an event.
- Members are required to read and sign a liability waiver before signing up to our annual day trip

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

Working with secure units

Woking Mind is sometimes joined at its activities by members of Cygnet Hospital Woking, to support individuals who are preparing to return to living in a community setting. Such members are accompanied by carers from the hospital and are required to complete a specific member registration form which confirms that a full risk assessment has been undertaken for that individual.

Training

Woking Mind will ensure all Trustees, employees and volunteers understand the health and safety policy as part of the induction process.

Lone or isolated working (Please refer to Lone Worker policy)

Woking Mind has a duty to assess risks to lone or isolated workers and take steps to avoid or control risks where necessary. This includes:

- involving workers when considering potential risks and measures to control them;
- taking steps to ensure risks are removed where possible, or putting in place control measures
- instruction, training and supervision - training may also be crucial in enabling people to cope in unexpected circumstances and with potential exposure to violence and aggression reviewing risk assessments periodically or when there has been a significant change in working practice.

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 or Trustees from doing their normal work for more than three days

Appendix 1

RISK ASSESSMENT

Location/Route:

Date:

Assessment carried out by:

Hazard	Who might be harmed?	How can the risk be controlled?	What further action is needed to control the risk? (Who and by when)