

SAFEGUARDING, HEALTH AND SAFETY POLICY

Policy nr 10
of

17billion

Policy

1. CODES OF PRACTICE

The Trust is responsible for other people and carries the duty to safeguard their welfare, health and safety whilst at work. The Safeguarding Officer will be one of these persons: CEO or Head of Operations or a Trustee, who will ensure the following so far as is reasonably practicable:-

the provision and maintenance of a safe place of work, with proper access;

sufficient and relevant information is obtained from suppliers of equipment and materials relating to their potential hazards, and communicated to employees accordingly;

periodic checks are carried out to monitor and control adherence to statutory requirements; in the case of mandated DBS safeguarding background checks in the UK the Safeguarding Officer will ensure that any of the Trustee's personnel who are likely to come into contact with children and vulnerable adults are DBS checked; in the case of personnel resident outside the UK we will seek assurances that personnel will be similarly vetted in accordance with local laws;

personnel likely to come into contact with children and vulnerable adults are DBS checked (or equivalent local practice in the case of personnel resident overseas);

codes of practice and Trustee standards relating to safeguarding, health, safety and welfare at work, with particular emphasis on new personnel, are monitored and controlled;

all accidents and near-accidents are thoroughly investigated with a view towards preventing a recurrence;

visitors to the Trustee's premises are made fully aware of, and comply with, the Policy, and national regulations.

2. RULES TO BE OBSERVED BY ALL PERSONNEL INCLUDING PATRONS, TRUSTEES, EMPLOYEES, VOLUNTEERS

All Trust personnel must comply with the following: -

Make themselves familiar with and conform to this Policy.

Conform to all instructions given by the Safeguarding Officer to other persons charged with health and safety responsibilities.

All safety regulations, precautions such as protective clothing and equipment prescribed for a particular area or activity are applied as directed. No safety apparatus may be removed from any premises other than as directed for legitimate use.

Only personnel who are trained and authorised to use equipment, machinery or vehicles may do so, provided always that it is in safe and in proper working condition.

All work and storage areas and staff facilities should be maintained in a clean and tidy condition.

Repairs and adjustments to equipment should be carried out only by those qualified and authorised to do so.

Dangerous or injurious incidents must be reported at the earliest opportunity to the Safeguarding Officer.

Practical joking or horseplay is forbidden. Examples are throwing objects, tripping up others, or any act that may startle or distract other personnel.

All inside premises, work/storage areas and staff facilities are non-smoking areas.

Whilst working on Trust premises personnel must comply with this Policy and with any local laws, procedures, rules, or customary precautions.

Whilst driving on or in the vicinity of the Trustee's premises, employees must drive carefully, safely and sensibly, observing the speed limit at all times.

No Trustee vehicle should be driven if the employee knows or suspects that it has mechanical defects that could adversely affect its safe handling.

3. SAFEGUARDING OFFICER

The Safeguarding Officer for the time being is Ian Ilsley.

He shall be responsible for updating the Policy every two years or as necessary.

He shall measure and appraise performance and strive to improve performance.

He shall periodically review his responsibilities with regard to Safeguarding, Health and Safety at Work.

He shall ensure that the Trust's Policy is understood, implemented and enforced at all levels.

He shall ensure that effective safety arrangements, fire precautions and first aid facilities are readily available in or near all work areas at all times.

He shall review Accident Investigation Reports and satisfy himself that they come to the correct conclusion and where appropriate suitable corrective action has been taken.

He shall ensure that all relevant legislation is complied with throughout the Trustee's operations.

He shall ensure that any unsafe equipment or vehicle or tool is immobilised until made safe.

He shall maintain a record of absences resulting from injuries sustained at work, where absence is longer than 3 days.

He shall be responsible for notifying the appropriate authorities of any Notifiable Accident or Dangerous Occurrence.

He shall ensure that each individual receives appropriate safeguarding, health and safety training, with particular emphasis given to new employees, young persons, volunteers, disabled employees working with newly-introduced equipment or materials.

END

21 February 2021 updated 7 April 2023