

1. Objective

It is the intention of Family Matters to provide and maintain safe and healthy working conditions, equipment and systems of work for all staff, volunteers and families using the service. It will provide such information, training and supervision, as its staff, volunteers and families need to meet this end. This commitment does not replace the responsibilities of user organisations to their own employees, volunteers and service users. The policy, where appropriate to the **physical building** covers Family Matters Stoke Premises only. The policy will follow compliance with the Health and Safety at Work Act (1974).

2. Responsibilities

- 2.1 The Board of Trustees of Family Matters will hold the overall responsibility for the implementation of this policy. The Trustees will take collective responsibility for drawing the attention of staff to any Health and Safety matters that may need to be discussed and/or acted upon.
- 2.2 The Chief Executive of Family Matters will be delegated responsibility for ensuring the compliance of Health and Safety regulations and policy at the organisation's premises of 46-48 Devonport Road, Stoke, Plymouth PL3 4DH.
- 2.3 The Chief Executive, with the support of the Office Manager, will carry out a risk assessment of the work place as and when required. Risk assessments will be carried out after any change in layout of the office, after the introduction of new equipment into the office environment or on the request of the Board of Trustees. A risk assessment will also be conducted for any member of staff who is pregnant.
- 2.4 The nominated Trustee will monitor the effectiveness of the Family Matters policy. The monitoring will look at the number and type of accidents and incidents occurring and the understanding and knowledge of the policy by staff, volunteers and families using the service.
- 2.5 The Office Manager, with the support of the Chief Executive, will investigate potential hazards and dangerous occurrences in the workplace.
- 2.6 The Office Manager, with the support of the Chief Executive, will investigate any complaints by any member of staff relating to Health and Safety or welfare at work.
- 2.7 Chief Executive will make representations to the Board of Trustees on matters arising out of any investigations.
- 2.8 The Chief Executive will ensure that all members of staff have read a copy of the Health and Safety policy.
- 2.9 The Office Manager will maintain an accident book.

2.10 The office manager will ensure that the Trustees receive a regular update report at each Trustee's meeting.

2.11 An annual audit will be undertaken and reported on to the Trustees.

3. Duties

3.1 Staff, volunteers and families using the service have a duty to co-operate in the operation of this policy by:

- working safely and efficiently and without endangering the health and safety of themselves, their colleagues or the general public.
- familiarising themselves with the policy statement and general Health and Safety arrangements.
- logging all accidents in the Accident Book (kept on the shelf above the Office Manager's desk – yellow book).
- bringing to the notice of the Chief Executive any potentially dangerous circumstances that the employee is unable to put right.

3.2 All organisations that use Family Matters premises are responsible for ensuring the health and safety of all their workers, volunteers and service users.

4. Reporting Arrangements

4.1 An Accident Book will be maintained by the Office Manager. This will serve as a register for all accidents and injuries occurring at work. The register will include the date of the accident, name, address and occupation of the person injured, nature of the injury, place where the accident occurred and brief description, name of person recording the incident and names of any witnesses.

4.2 Family Matters will, in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985, report any fatal accidents, major injury, dangerous occurrence, accidents causing incapacity for more than 3 days and work related diseases to the local authority's Environmental Health Department.

4.3 A written record of the accidents will be kept for at least 3 years.

5. Training

5.1 The Office Manager will undergo suitable training in the field of Health and Safety and advise staff on job safety and accident prevention.

5.2 The Chief Executive will recommend any training that may be necessary under the direction of the Management Committee.

6. Compliance with Regulations

6.1 Workplace (Health and Safety) Regulations 1992

Family Matters will provide for the maintenance of its buildings, equipment and systems. Corridors and workplaces will be adequately lit and kept clear of obstruction. Furniture, furnishings, fittings, walls, ceilings, kitchens and toilet areas will be cleaned regularly. Rubbish will be stored in suitable receptacles. Floors will be kept clear of all obstacles which might impede access. Workplaces will be effectively ventilated and maintained at a reasonable temperature.

6.2 Provision and Use of Work Equipment Regulations 1992,

Guidance on how to use equipment will be available to all staff and volunteers. It is the responsibility of staff and volunteers to ensure that they are familiar with the instructions for operating equipment before doing so.

Family Matters will not accept any liability for accidents resulting from the misuse of equipment or using incorrect equipment for a given task.

6.3 Manual Handling Operations Regulations 1992.

Staff should avoid manual lifting where at all possible. Staff should not put themselves at risk by attempting to lift heavy loads which could be divided into smaller quantities or by lifting heavy and awkward loads.

6.4 Health and Safety (Display Screen Equipment) Regulations 1992

Any member of staff or volunteer will be deemed a VDU 'user' under the regulations if they meet the following criteria:

- They depend on the use of a VDU for their job; or
- They use the VDU for a continuous period of over one hour on a regular basis.

Identified members of staff will be allowed a 5-10 minute break away from the VDU after one hour of continuous screen/ keyboard use.

Full consideration will be given to members of staff who request to be allowed a period of time where they will not be expected to use a VDU for medical reasons. These reasons include pregnancy, upper limb pains, discomfort to hands, arms or shoulders as well as eye and eyesight problems and headaches.

Family Matters will ensure that workstations comply with the relevant regulations.

6.5 Working Time Regulations 1998

A worker must have at least a 30 minute break if working more than six consecutive hours a day. It should be a break in working time and should not be taken at the end of or before a working day. This is to allow enough rest for each employee from their daily work, as well as a break from their positions.

7. Fire, bomb and other emergencies.

- 7.1 Family Matters accepts a duty to take adequate precautions against fire and other emergencies. Family Matters will provide information about actions to be taken in such emergencies.
- 7.2 Emergency exits and routes will be clearly marked. Emergency exits and routes will be kept clear at all times. All Family Matters staff, volunteers and families using the service will be made familiar with their individual roles in case of emergency, the location of emergency exits and the location of fire fighting equipment.
- 7.3 The fire extinguishers and fire alarms will be checked at least annually.
- 7.4 Family Matters will ensure as precautions in case of fire:
 - staff have a safe means of escape, kept free from obstructions and clearly marked
 - everyone knows what to do if a fire starts, especially how to raise the alarm, display fire action instructions and have a fire drill periodically
 - there are enough extinguishers, of the right type, to deal promptly with small outbreaks of fire
 - staff know how to use the extinguishers
 - all extinguishers are serviced, maintained and checked on a regular basis.

8. Contractors

The health, safety and working practices of the employees of contracted companies remain the responsibility of their direct employers.

9. Personal Safety

- 9.1 The main doors of the Family Matters building will remain securely closed at all times.
- 9.2 It will be made clear to all Family Matters staff and volunteers that it is not their responsibility to confront violent or threatening people and/or intruders. In these cases the police should be called.