

Health & Safety Policy

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AUTHOR:	DIRECTOR
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Signed by Director	<i>Holly Lathbury-Wilson</i>

Overview

As a provider of services in the community, ENCIC promotes and adopts good health and safety practices in its approach to the people we work with and services we provide. This policy applies to Directors, employees, volunteers, peer supporters, contractors, sub contractors, visitors and anyone affected by ENCIC's activities.

This policy sets out our overall approach and commitment to health and safety and does not include the detailed procedures which are used to implement the policy, for example relating to risk assessments.

Note also that other ENCIC policies, include in particular those relating to Safeguarding, Lone Working, and Volunteers relate to specific aspects of health and safety and should be read and considered in conjunction with this document.

Legal framework

ENCIC will comply with relevant health and safety legislation and guidance, including:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) where applicable
- Workplace (Health, Safety and Welfare) Regulations where applicable

ENCIC will ensure health and safety arrangements are proportionate to the size and activities of the organisation.

ENCIC provides information, training or equipment to people involved in our organisation, including Directors, staff and volunteers so they remain safe whilst carrying out their tasks. We carry out risk assessments, which we act upon to lower risk.

We undertake risk assessments of:

- our premises and places where we operate;
- our activities and services; and
- the roles carried out by people involved in our organisation

A risk assessment template is available from ENCIC.

All accidents, incidents, near misses and safety concerns must be reported promptly to the designated Health and Safety Lead. Records will be maintained and incidents reviewed to identify actions needed to prevent recurrence.

Volunteers

ENCIC involves volunteers in helping to deliver services and in other ways assist the organisation. All ENCIC policies, except those specifically relating to employees, apply to volunteers.

ENCIC will ensure that all volunteers are provided with the appropriate information, supervision and training required to enable them to undertake their role and work safely. Volunteers will be given the name of a designated Manager or Director to report to on any queries or concerns on health and safety matters.

Volunteers must take reasonable care of themselves and others while working with ENCIC and follow any health and safety advice and instruction given for their role. Volunteers are not responsible for managing risks beyond their role but must follow guidance, raise concerns and take reasonable care of themselves and others.

Volunteers should co-operate with the company on health and safety matters, and immediately report accidents/incidents (including near misses – accidents/incidents that may have led to injury). Volunteers should not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

Staff and sub contractors¹

We ask that sub contractors complete their own Health and Safety checks before taking on work with us, but we will endeavor to provide information to our sub contractors to help them decide if there are any health and safety concerns.

We assess risks prior to, and during activities and will inform contractors of workplace hazards, including special requirements, give information on emergency procedures, site rules and welfare facilities.

¹ Sub contractors are people engaged by ENCIC on a freelance or self-employed basis to deliver activities or support ENCIC in other ways.

We will co-ordinate and control the work and ensure all parties are aware of their responsibilities and maintain regular communication with all parties to ensure everyone has up-to-date information.

We will investigate all injuries, near misses and cases of ill health and maintain records of the contract activity.

When a contract ends, we will review the activity with all parties, discuss what went well and what areas could have been improved.

The Board will review health and safety arrangements regularly and after significant incidents, changes to activities, changes in legislation or where improvements are identified.

The Board of Directors has overall responsibility for ensuring appropriate health and safety arrangements are in place. A nominated Director will oversee health and safety matters and ensure concerns, incidents and improvements are appropriately managed.

END