

## Health and Safety Policy

***[This policy should be read by, and made available to all volunteers, staff, sub-contractors who are involved with Dyslexia Cornwall]***

### **Introduction**

Dyslexia Cornwall is committed to maintaining safe and healthy working conditions, equipment and systems of work for all staff, volunteers and clients, and to provide such information, training and supervision as they need for this purpose.

Dyslexia Cornwall accepts responsibility for the health and safety of other people who may be affected by our activities including sub-contractors, activists and supporters.

Dyslexia Cornwall will work to meet this commitment by:

- Identifying and assessing significant hazards to which these people will be exposed, and arranging and introducing specific measures to eliminate or reduce the risks arising from them.
- Continuing to build, adopt and review a body of safe and healthy working practices, safety precautions and accident prevention procedures.
- Providing sufficient skilled supervision, relevant instructions and appropriate training to all levels, in both health and safety, and job specific skills.
- Providing competent people to advise staff and others on meeting any obligations that arise.
- Providing a safe and healthy working environment, with suitable welfare and first aid facilities.
- Consulting with volunteers and staff when any new or changed safety procedures are being introduced or planned and ensuring that we all have a say in contributing ideas for such changes.
- Collecting and analysing information on accidents, dangerous incidents and work or volunteer related ill-health and using the information to review working practices.

### **Safety Responsibilities**

Dyslexia Cornwall is committed to complying with the requirements of the Management of Health and Safety at Work Regulations 1999, the Health and Safety at Work Act 1974 and its associated Regulations and Approved Codes of Practice and other Regulations that apply to the charity's work activities.

Dyslexia Cornwall regards its legal compliance with this, and all other appropriate statutory provisions, as our minimum acceptable standards and will aim to achieve "best working practice" in health and safety.

Dyslexia Cornwall understands its responsibilities under RIDDOR which puts duties on employers to report serious workplace accidents, occupational disease and specific dangerous occurrences (near misses). The reportable types of injury are: deaths, major injuries, over seven-day injuries.

Trustees, staff, volunteers and clients all have health and safety duties specified in this document, and these should be considered as an integral part of a post holder's job description. These practices must be strictly adhered to regardless of the nature of their specific duties.

### **Board of Trustees:**

The Board of Trustees have overall and final responsibility for health and safety.

To assist the Board in ensuring that Dyslexia Cornwall complies with its obligations and duties the responsibility for ensuring that this policy is implemented and put into practice are delegated to the persons nominated below:

### **Chairperson:**

The Chairperson has the responsibility for the implementation of the Health and Safety policy and procedures and the day to day responsibility for managing health and safety.

The Chairperson's main responsibilities are to:

- Prevent accidents and cases of work related ill health by managing the health and safety risks in the workplace.
- Initiate the charity's policy for the prevention of injury, ill-health and damage.
- Be aware of the requirements of current legislation and establish systems to implement and monitor compliance.
- Ensure that at all levels of staff receive adequate and appropriate training, information, instruction and supervision.
- Ensure that employees and clients are consulted on matters affecting their health and safety.
- Ensure that risk and other assessments as required by the appropriate regulations (i.e. COSHH, Manual Handling, Noise, Fire etc) are undertaken and reviewed annually and as necessary and that action is taken to remove or control the risks identified.
- Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances.

- Ensure that toilets, washing facilities and drinking water are provided.
- Implement emergency procedures – evacuation in case of fire (see Fire Safety policy) or other significant incident.
- Ensure systems are in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.
- Insist that safe working practices are regularly observed.
- Ensure that injuries, accidents and dangerous occurrences are recorded and reported in accordance with statutory requirements.
- Reprimand any member of staff or volunteer failing to discharge satisfactorily their responsibilities.
- Arrange for adequate resources and facilities to meet the requirements of this policy.
- Regularly monitor and review this policy annually to ensure that it is effective, continues to be relevant and considers changes in activities or circumstances.
- Consult with the Health & Safety Officer on a regular basis about matters arising and when/if something needs to be addressed urgently.
- Ensure that the charity provides adequate financial resources to meet these objectives, so far as reasonably practicable.
- Set a personal example.

### **Trustees:**

Trustees are responsible to the Chairperson for the implementation and maintenance of the health and safety policy and procedures.

Their main responsibilities are to:

- Be aware of the requirements of current legislation and establish systems to implement and monitor compliance.
- Ensure that at all levels of staff are given adequate and appropriate health and safety induction and provided with appropriate training, information, instruction and supervision.
- Ensure systems are in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.

- Arrange for adequate resources and facilities to meet the requirements of this policy
- Consult with employees and volunteers on matters affecting their health and safety.
- Insist that safe working practices are regularly observed.
- Investigate accidents and incidents and act to prevent recurrence.
- Recommend improvements in health and safety to the Chairperson.
- Set a personal example.

### **Managers:**

Managers are responsible to the Chairperson for the implementation and maintenance of the health and safety policy and procedures.

Their main responsibilities are to:

- Be aware of the requirements of current legislation and establish systems to implement and monitor compliance.
- Ensure that at all levels of staff are given adequate and appropriate health and safety induction and provided with appropriate training, information, instruction and supervision.
- Before entrusting work tasks to employees and volunteers, consider their capabilities in regards to health and safety and ensure that suitable Risk Assessments are carried out on hazardous activity by liaising with the Health and Safety Officer.
- Ensure that employees and volunteers comply with safety instructions and procedures.
- Consult with employees and volunteers on matters affecting their health and safety.
- Insist that safe working practices are regularly observed.
- Investigate accidents and incidents and act to prevent recurrence.
- Report injuries, accidents and dangerous occurrences to the Chairperson/ Health & Safety Officer.
- Ensure that plant and equipment is properly maintained and the requirements for statutory inspections and examination of work equipment are met.

- Reprimand any member of staff or volunteer failing to discharge satisfactorily the responsibilities allocated to them.
- Recommend improvements in health and safety to the Chairperson.
- Set a personal example.

### **Employees, clients and volunteers:**

All employees, clients and volunteers must:

- take reasonable care for the health and safety of themselves and of other persons who may be affected by what they do or fail to do at work;
- co-operate with others so far as is necessary to enable the employer to comply with his statutory duties and requirements;
- take positive steps to understand the hazards in the workplace
- set a personal example

All employees, clients and volunteers should:

- Comply with safety rules and procedures.
- Use the correct tools and equipment for the job.
- Use safety equipment and protective clothing supplied.
- Report defects in plant or equipment to person in charge/line manager/Health & Safety Officer.
- Develop a personal concern for the safety and health of themselves and others and warn new employees of known hazards.
- Avoid improvising which entails unnecessary risk.
- Refrain from inappropriate behaviour and the abuse of welfare facilities.
- Suggest ways of eliminating hazards.
- Report accidents, incidents and any defects found or obvious health risks to the person in charge.

## **Health and Safety Officer**

The Health and Safety Officer is responsible for co-ordinating effective health and safety policies and controls across the organisation.

**Dyslexia Cornwall's nominated Safety Officer is:**

*Susan Mendham*

*Operations and Funding Manager*

*Tel: 01872 222 911*

*sue@dyslexiacornwall.org.uk*

All employees are to be aware that, in the event of any conflict between the charity's activities and safety, they will receive management support if they reasonably choose the safety of employees or third parties as the priority.

### **External Organisations:**

We require those organisations working for, or with us, to have in place and to implement suitable and sufficient health and safety procedures and to co-operate with us in ensuring we can continue to meet our commitment.

### **Monitoring and review**

The Board of Trustees, will regularly review the operation of this policy.

**This policy has been approved and authorised by the Trustees of Dyslexia Cornwall.**

Signed:



Name: Barbara Hewett-Silk

Position: Chairperson

Date: 4<sup>th</sup> May 2018

Next review due: May 2019

