



HEALTH & SAFETY POLICY & PROCESSES

Policy	Health & Safety Policy
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HEALTH & SAFETY POLICY & PROCESSES

1 STATEMENT OF INTENT

- 1.1 Holt & District Dementia Support recognises and accepts its responsibility to provide a safe and healthy environment for clients, carers and volunteers taking part in its activities and services.
- 1.2 Although the organisation is operated on a voluntary basis, Holt & District Dementia Support recognises that it has a particular duty of care to ensure the health & safety of those living with dementia who access its services.
- 1.3 In order to meet its obligations, the organisation will:
 - Assess the risks associated with its activities and put in place controls to manage or eliminate identified risks;
 - Provide guidance and training to volunteers to ensure that safe practices are understood and followed;
 - Ensure a clean environment at all times;
 - Check equipment is sound and safe to use at each session or home visit;
 - Follow external professional guidance to manage specific risks.

2 PURPOSE

- 2.1 To set out the standards that Holt & District Dementia Support intend to meet to ensure the health & safety of all service users and volunteers.
- 2.2 To set out the duties and responsibilities to be exercised by Trustees, Committee members and Volunteer members of Holt & District Dementia Support in relation to maintaining the health and safety of service users and fellow volunteers.

3 DEFINITIONS

3.1 Health & Safety Executive (HSE)

- 3.1.1 The national body that is empowered to enforce the government's guidance on health & safety.

3.2 Personal Protective Equipment (PPE)

- 3.2.1 Equipment that should be used to protect the individual from potential harm.

4 DUTIES AND RESPONSIBILITIES

4.1 Trustees

- 4.1.1 Trustees have a duty to put in place policies and processes to ensure that Holt & District Dementia Support meets its obligations to maintain the health & safety of all clients, carers and volunteers who utilise its services or activities.
- 4.1.2 Trustees have a responsibility to ensure that resources are provided to maintain health & safety.

- 4.1.3 Trustees have a responsibility to provide guidance and training so that volunteers have the understanding and confidence to maintain standards of health & safety.
- 4.1.4 Trustees have a legal duty to maintain a record of any accidents or incidents that occur during its activities.
- 4.1.5 The Chair has a duty to ensure that as part of the recruitment process potential volunteers are assessed as to whether they are able to exercise the responsibilities associated with the role without compromising the health & safety of themselves or others.

4.2 Working Committee

- 4.2.1 The Working Committee has a duty to support the Trustees in putting in place the correct policy and processes to ensure that the organisation is able to set out and maintain standards of health & safety and in conjunction with the Trustees, to monitor the implementation of those processes in practice.

4.3 Coordinators

- 4.3.1 Coordinators have a responsibility to oversee practice and ensure compliance with health & safety standards during café sessions and on home visits.
- 4.3.2 Coordinators are required to advise the Trustees if a volunteer persistently fails to maintain appropriate standards of health & safety practice.

4.4 Volunteer Members

- 4.4.1 Volunteers have a duty to act in accordance with this policy to maintain their own safety and that of others.
- 4.4.2 Volunteers have a responsibility to read all organisational guidance issued on health & safety matters and managing incidents to ensure that they are familiar and confident to maintain their own safety and that of others.

5 SPECIFIC HEALTH & SAFETY MEASURES

5.1 First Aid

- 5.1.1 A First Aid box is available in the Meeting Room and all the Poppy Café and Poppy PM coordinators are expected to familiarise themselves with its contents and be comfortable in knowing how to deal with minor incidents.

5.2 Incidents and Accidents

- 5.2.1 All accidents, incidents and near misses must be recorded in an Incident book at the earliest opportunity. There is an Incident book in the cupboard of the Meeting Room and one is kept by the Home Visiting Coordinator for any incidents occurring in a client's home. If an incident involves harm to an individual it should be reported to the Coordinator immediately and should be communicated to the Lead Coordinator after the session is over. All incidents that are rated as more than minor will be discussed at the next Working Committee meeting and a follow-up risk assessment undertaken by the Lead Coordinator or Chair.

5.3 **Kitchen**

- 5.3.1 The kitchen is a potential area of risk to both the clients and volunteers due to the potential for infective contamination of consumables and use of hazardous equipment. The kitchen area will be kept secure at all times and only volunteers that have completed their 'kitchen training' will be allowed to undertake the responsibilities of being the designated kitchen attendant for Poppy café sessions or Poppy PM. All volunteers undertaking this role are expected to comply with the instructions provided during training.

5.4 **Client incidents**

- 5.4.1 Written guidance is provided in the form of flow charts for common emergencies and volunteers are expected to comply with the guidance should such an incident occur. These are available in hard copy in the Meeting Room cupboard and have been distributed to home visiting volunteers on an individual basis.

5.5 **PPE**

- 5.5.1 PPE is available and supplied to all volunteers attending Poppy Café and Poppy PM sessions and individually to home visiting volunteers. All volunteers are expected to comply with requirements to use PPE to safeguard themselves and others.
- 5.5.2 PPE will be made available to clients and carers should they wish to utilise it but clients will not be expected to fully comply with the use of face coverings if they are unable to tolerate their use.

5.6 **Infection Control**

- 5.6.1 All volunteers are expected to follow the general principles of good hygiene to protect themselves and others.
- 5.6.2 Volunteers who undertake kitchen duties are required to follow best practice in maintaining hand hygiene within a catering setting and in accordance with their kitchen training.

6 **COVID-19**

- 6.1 Holt & District Dementia Support commits to implementing and following the specific guidance on health & safety that has arisen as a result of the Covid-19 pandemic.
- 6.2 The organisation will subject its activities in the Poppy Café and Poppy PM setting and in that of home visiting to a Covid-19 risk assessment and risk reduction measures will be put in place.
- 6.3 Guidance on how the organisation's activities can continue whilst ensuring the safety of all will be made available to clients, carers and volunteers. All volunteers will be required to follow the guidance when participating in the organisation's activities.
- 6.4 The risk assessment and guidance will remain under constant review and will be subject to discussion and ratification at each Working Committee meeting until the pandemic is nationally under control.

7 LONE WORKING

- 7.1 Holt & District Dementia Support recognises that its Home Visiting service exposes volunteers to additional hazards related to lone working and as such has put in place specific measures to minimise the risk to volunteers. These are described in detail in the Lone Working policy.

8 MONITORING

- 8.1 The services and activities of Holt & District Dementia Support will be subject to an annual health & safety audit in addition to real time evaluation of any incidents or near misses that might occur. The audits will be discussed and signed off by the Working Committee.

9 REFERENCES

- 9.1 Health & Safety at Work Act 1974
<https://www.hse.gov.uk/legislation/hswa.htm>
- 9.2 Management Regulations 1999
<https://www.legislation.gov.uk/ukxi/1999/3242/contents/made>
- 9.3 Coronavirus Covid-19 Guidance
<https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>