

1.0 Health and Safety Policy Statement:

York Mind is an independent provider of high quality mental health services in York and its surrounding area. It is the policy of York Mind to undertake operations and services in such a manner as to ensure “as far as is practicable”, the Health, Safety and Welfare of its employees, volunteers, clients and all persons likely to be affected by its operations including visitors to the York Mind premises and contractors appointed to carry out work or supply goods and services. York Mind is committed to ongoing monitoring and review processes, so that continual improvement in the management of health and safety can be achieved. Our general intentions are to:

- Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace
- Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work
- Engage and consult with employees on day-to-day health and safety conditions
- Implement emergency procedures – evacuation in case of fire or other significant incident
- Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.

2.0 Scope of policy:

This policy applies to:

- All employees of York Mind
- Volunteers working on behalf of York Mind
- Clients
- Visitors to York Mind premises
- Contractors appointed to carry out work or supply goods and services.

3.0 Responsibilities:

The **Chair of the Board of Trustees** (advised by the Board) has overall and final responsibility for Health and Safety and is responsible for approving the H&S policy statement.

The **Chief Executive Officer** has day to day responsibility for ensuring that the policy is put into practice.

The **Senior Management Team** has a collective role in providing H&S leadership in York Mind. This responsibility is fulfilled by ensuring that York Mind has effective systems in place to manage H&S.

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The **Chief Executive Officer** is the nominated Health and Safety Officer and is responsible for:

- Devising the Health and Safety policy and establishing strategies to ensure the policy is incorporated into the general activities of York Mind
- Ensuring that the H&S policy is reviewed regularly and reflects current practices and priorities
- Ensuring York Mind has H&S systems in place which are effectively developed, reviewed and implemented
- Actively promoting and upholding good H&S
- Ensuring adequate resources are available for the development and implementation of the Health and Safety policy
- Ensure decisions take account of H&S implications
- Updating the Board of Trustees on H&S matters including performance and plans for improvements
- Promoting the active involvement and participation of employees in H&S matters
- Providing adequate levels of professional competence and H&S advice and assistance
- All day to day H&S matters throughout the building (with exceptions outlined below)
- All matters relating to the Control of Substances Hazardous to Health – COSHH)
- All matters relating to Fire Safety.

The **Senior Management Team /Line managers** are responsible for:

The effective planning and management of H&S within their own areas of control including:

- Providing H&S leadership
- Ensuring H&S is considered as part of all actions and decisions
- Obtaining the necessary level of professional advice and keeping up to date with changes to H&S Legislation, standards and good practice
- Promoting and encouraging active management involvement and support for H&S matters
- Involving others partners, volunteers and other interested parties in the management of H&S
- Ensure that where services are provided by external partners, arrangements for managing H&S are detailed in fully in the contract and all parties are aware of their responsibilities
- Ensuring the management of H&S is implemented in line with the Health and Safety Executive (HSE) requirements i.e. Controlling risks

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- Ensuring effective communication, consultation and participation takes place with employees, volunteers and clients
- Providing training to employees, volunteers and clients
- Provision of workplace facilities including: welfare facilities, providing a healthy environment and keeping the workplace safe
- Ensuring arrangements are in place for first aid, accidents and ill health
- Monitoring and measuring H&S performance on a regular basis.

All **employees, volunteers and clients** are responsible for:

- Complying with the requirements of York Mind's H&S policy
- Taking responsibility for their own H&S and that of others affected by their acts or omissions
- Co-operating with supervisors and managers on health and safety matters
- Using work equipment and substances in accordance with instructions and training received
- Not intentionally interfering with anything provided to safeguard their health and safety
- Reporting (to their supervisor or manager) any H&S matters which could present serious or imminent danger to themselves or others.

Serious or intentional breaches of the H&S policy maybe referred to the York Mind Disciplinary Policy.

Agency Staff:

An Employment Agency has prime responsibility for the H&S of its staff and must ensure they are provided with the appropriate H&S information, instruction, training and equipment to perform their duties.

Contractors and Partners:

All persons working with or involved in the provision of goods or services on behalf of York Mind are responsible for:

- Co-operating with the requirements of the H&S policy
- Accepting responsibility for their own H&S and that of others ○ Submitting relevant risk assessments and controls and ensuring that these are reviewed and accepted before commencing work
- Taking additional measures (where necessary) to protect employees and others from risks that arise from the nature of the work.

York Mind will provide contractors and partners with any specific H&S information relevant to the work involved.

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Other groups:

In addition to the above, the following groups also have specific roles relating to H&S:

Fundraising Manager has specific responsibilities for day to day H&S matters relating to fundraising including external events.

Project leaders have specific responsibility for day to day H&S matters relating to individual projects which they lead.

4.0 Responsibility for reviewing this document:

It is the responsibility of the **Chief Executive Officer** to review this document at least every two years to take account of changes in legislation and policies and practices within York Mind.

5.0 Monitoring and Review:

The **Board of Trustees** will review policies and procedures at the date of review.

The **Senior Management Team and the Board of Trustees** will review H&S performance information every 6 months.

6.0 Additional information:

York Mind's Health and Safety policy should be read in conjunction with York Mind's Health and Safety procedures.

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York Mind's Health and Safety procedures should be read in conjunction with York Mind's Health and Safety policy.

Risk Assessments must be carried out by law and are concerned with identifying sensible measures to control risks in the workplace. There are five key steps to risk assessments: Identify potential hazards; consider who might be harmed; evaluate the risks; record significant findings; regularly review your risk.

Useful Resources:

Risk assessment - A brief guide to controlling risks in the workplace
<http://www.hse.gov.uk/pubns/indg163.pdf>

York Mind Risk Assessment Template (saved in N Drive)

Practical guidance including FAQ's - <http://www.hse.gov.uk/risk/resources.htm>

Consulting employees – employers have a duty to consult with employees or their representative on H&S matters. The regulation which applies to York Mind is the Health and Safety (Consultation with Employees) Regulations 1996 (as amended). York Mind has elected to consult direct with employees. Employees must be consulted on:

- The introduction of any measure which may substantially affect their H&S at work (e.g. New equipment or systems of work)
- arrangements for getting competent people to help them comply with H&S laws
- the information you must give your employees on risks and dangers arising from their work, measures to reduce or remove risk and what employees should do if they are exposed to a risk
- planning and organisation of H&S training
- H&S consequences of introducing new technology

Employees must be given **information necessary** to allow them to participate fully and effectively in the consultation including: risks arising from employee work activities, measure in place or proposals to control risks and what they should do if they are exposed to a risk, including emergency procedures (this information should be readily available in the form of risk assessments and/or accident records).

Employees need to be given enough time for them to consider the matters being raised and provide them with informed responses.

Within York Mind, consultation takes place through existing communication channels including: 1-2-1's, supervision, team meetings and team away days.

Useful Resources:

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Consulting employees on health and safety – a brief guide to the law
<http://www.hse.gov.uk/pubns/indg232.pdf>

Training

There is a legal requirement to provide H&S training to employees and self-employed people (who are treated as employees for H&S purposes). Training should be provided to:

The Board of Trustees, Chief Executive, Senior Management Team and Line managers, employees (including self-employed), volunteers, agency staff, contractors and partners.

Consider specific training needs of:

- New recruits – York Mind's induction process provides basic training on how to work safely including arrangements for first aid, fire and evacuation
- Existing employees/volunteers who have changed jobs/taken on extra responsibilities and need to know about any new H&S implications – this is covered through the 1-2-1/supervision process
- Young/inexperienced employees/volunteers
- People who might need refresher H&S training

The risk assessment process should identify any further training needs associated with specific risks. To fulfil this legal requirement, York Mind will decide what H&S training the organisation needs, agreed training priorities, choose the method of training and resources, deliver training and check that training has worked. The guidance below (useful resources) will help ensure this is done effectively. A record of all H&S training carried out should be logged in individual training logs.

Useful resources

Health and Safety Training – a brief guide <http://www.hse.gov.uk/pubns/indg345.pdf>

Work place facilities

The right workplace facilities need to be provided for everyone in the work place, this includes:

Welfare facilities – toilets; hand basins; soap; towels or hand dryer; drinking water; place to store clothes (and changing facilities if special clothing worn for work); somewhere to eat meals and rest.

Health issues - good ventilation; a reasonable working temperature; lighting suitable for the work being carried out; enough room space and suitable workstations and seating; a clean workplace with appropriate waste containers. Useful resources:

- A safe place to work – <http://www.hse.gov.uk/toolbox/workplace/facilities.htm>

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- Designing workstations - <http://www.hse.gov.uk/toolbox/workplace/designing.htm>
- Display screen equipment - <http://www.hse.gov.uk/toolbox/workplace/display.htm>

Safety issues - properly maintain your premises and work equipment; keep floors and traffic routes free from obstruction; have windows that can be opened and also cleaned safely; make sure that any transparent (e.g. glass) doors or walls are protected or made of safety material. Useful resources:

Health and Safety toolkit - <http://www.hse.gov.uk/toolbox/index.htm>

Includes: electrical safety, fire safety, gas safety, COSHH, ventilation, asbestos; lead manual handling; PPE – Personal Protective Equipment; Slips and trips; lift maintenance.

Electrical safety - <http://www.hse.gov.uk/toolbox/electrical.htm>

Portable Appliance Testing (PAT) <http://www.hse.gov.uk/pubns/indg236.pdf>

Fire safety - <http://www.hse.gov.uk/toolbox/fire.htm>

Gas safety - <http://www.hse.gov.uk/toolbox/gas.htm>

Control of substances hazardous to health – (COSHH)
<http://www.hse.gov.uk/pubns/ priced/ l5.pdf>

First aid, accidents and ill health

- **First aid** - York Mind is responsible for making sure that their employees receive immediate attention if they are taken ill or are injured at work. We have First Aid Box, an appointed person to take charge of first-aid arrangements and provide information for all employees relating to our first-aid arrangements. All accidents are logged in our Accident Book. Details of our First Aid arrangements are displayed on the H&S notice board
- **Reportable** - Under health and safety law, certain injuries, incidents and cases of work-related disease must be recorded and reported. Details of what to report and how can be found by going to <http://www.hse.gov.uk/riddor/index.htm> and include: violence at work and people not at work

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Other

Health and Safety Poster – the H&S poster is displayed on the H&S notice board

Liability Insurance

York Mind has employer's liability insurance up to £10m.

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