

Health and Safety Policy & Procedure

Jan 23

Policy no. 003

Fair Shares was the first Time Bank in the UK, established in 1998. We use a reciprocal process, working with local people in building communities. We work collaboratively with individuals, in one-to-one or group activities, along with organisations and partners to promote positive and enduring relationships. Together we find out what communities want and how we can all achieve this by supporting each other. These skills foster new projects as well as maintaining and strengthening existing work.

Fair Shares is committed to ensuring the safety and well-being of all our participants at our community Time banks based in Gloucester and Stroud.

The purpose of this policy

This policy sets out Fair Shares commitments to ensure that all of its activities minimise risks to the health and safety of all of those involved.

Access to information

If you require this information in any other accessible format please contact:

Fair Shares
Chequers Bridge Centre
Painswick Road
Gloucester GL4 6PR

Email: Time@fairshares.org.uk
Phone: 01452 415900

Review dates

This policy was last reviewed, and approved by the board of trustees and minuted on: 24.07.23

Named management and trustee member assigned to review: CEO and Alison Cathles

Date of next board review:

Last updated: 29 Jan 24

Next review due: Jan 26

Approved on: 29/01/24

Named leads assigned to review: CEO (Katie Adkins) and Trustee (Alison Cathles)

Date of next review: 01/26

Fair Shares is committed to:

- to provide adequate control of the health and safety risks arising from our work activities;
- consulting with our employees and participants on matters affecting their health and safety
- reviewing and revising this policy as necessary at regular intervals
- to provide and maintain safe equipment, machinery, tools;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Legal Framework

What the law requires - We have to have a written statement of Health and Safety General Policy for the protection of our employees and others who may be affected by our work activities. You are reading this document now.

This policy forms the basis of the actions necessary to combat issues within our organisation. Our H&S General Policy reflects our commitment to a planned and systematic approach to policy implementation.

A full review is undertaken from time to time, to ensure high standards and commitments are maintained by us. Legislation like 'The Health and Safety at Work etc. Act (1974)' are the primary laws which determine everyone's health and safety responsibility at work. The Act covers all our possible places of work (Gloucester, Stroud, activities in the wood workshop, allotment, in the community, in people's homes, traveling & events) and aims to minimise every hazard so that employees and the public are protected from dangers arising from our work.

A breach of the provisions of the Health and Safety at Work etc Act 1974, Health & Safety (Offences) Act 2008 and/ or a breach of Regulations, is a criminal offence punishable by a fine or imprisonment, or both.

Roles and responsibilities

1. Overall and final responsibility for health and safety is that of:

The Board of Trustees. They must ensure that Fair Shares complies with all statutory requirements.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

The Chief Executive Officer

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

- Wood workshop Manager -

Activities, tools and equipment within the Wood Workshop, and activities using the tools and equipment outside the workshop.

- Community Development Allotment Project Worker -

Activities, tools and equipment within the allotment space

- Stroud Timebroker -

Activities, trips and equipment used/organised by the Stroud Time Broker with Stroud participants

- Gloucester Timebroker -

General Gloucester activities, art group, lunch club, vehicle use and trips with Gloucester participants

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Although ultimate accountability for Health and Safety sits with Trustees, this is delegated to staff. Health and safety is everyone's day to day responsibility, and the promotion of safety, and health, at work, must be regarded as a mutual objective for all employees at all levels.

All staff are responsible for ensuring that the policy is put into practice on a day-by-day basis. All employees are responsible for taking reasonable care for the health and safety of themselves and others who will be affected by their work actions.

Fair Shares is responsible for:

- Securing the health, safety and welfare of all staff at work, through providing and maintaining safe and healthy working conditions and environments within the framework of statutory requirements.
- Protecting other people, such as participants, trustees, visitors, and members of the public, and any other involved person against risks to health and safety arising out of, or in connection with the activities of persons at work.
- Ensuring that all staff are aware of this policy and how it applies to their work and responsibilities.
- Ensuring that all participants, trustees, members of the public and any other visitors to Fair Shares are aware of health and safety guidelines and have access to the relevant policies.
- Providing information, instruction, training and supervision, for employees as may be necessary.
- Ensuring that risk assessments are completed for all activities.
- Ensuring all health and safety concerns are recorded and shared with an appropriate person (as detailed)
- Providing all necessary safety devices and protective equipment and ensuring the use of such devices and equipment.
- Ensuring all staff and participants adhere to lifting and handling guidelines.
- Making sure, as far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles, medication and other substances. Any potentially dangerous liquids or substances must be stored safely.
- Providing safe access to and exits from places of work.
- Ensuring that the charity has current and adequate public liability insurance, and that a copy of the certificate is available for viewing on request.

Health Safety Procedure

1. Health and safety at Fair Shares activities

Where Fair Shares is staffing, organising or running an activity, whether for participants or for the general public, the following guidelines must be followed.

- The Chief Executive Officer, in conjunction with designated staff(s) members will ensure risk assessments are in place for identified activities.
- Employees are responsible for ensuring risk assessments are read/undertaken before engaging in new/one-off activities outside the normal day to day practices.
- Employees are responsible for reading general relevant risk assessments and undertaking reasonable action to minimise identified risks.
- Risk assessments will be reviewed annually or when the work activity/legislation or equipment changes, whichever is soonest.
- Incidents resulting in physical injury, or near misses, must be reported to the Chief Executive. (Follow Accident reporting Guidelines)
- Cooked food must be prepared under the supervision of qualified staff with the minimum of level 2 Food safety

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- Health and safety notices to be clearly displayed in Hazard areas such as Wood workshop and Allotment

Risk Assessments - Ensuring the area is safe

- Risk assessments must be undertaken before each activity if in the community, or updated annually within our regular locations, or in event of any changes to the premise.
- Risk assessments must be undertaken by the CEO or Staff undertaking the activity on the day. These must be shared with other staff members prior to the event, to ensure all are aware of risks and mitigation measures.
- Staff must ensure that areas in which activities take place, including off site activities, are checked for safety and against the Risk Assessment before the commencement of each day's activities.
- Note must be taken of any potential hazards along with any risk control measures that should be put in place to minimise the risk caused by these hazards.
- Staff must cancel or postpone an activity where the environment is found to be unsafe.
- All employees are responsible for carrying out checks to ensure that their personally assigned equipment has no obvious defects. Defects must be reported to the CEO and equipment not used.
- Manufacturers operating instructions must be adhered to at all times.
- Walkways and exits must be kept clear at all times
- If walkway/passageways become wet the floor must be wiped up immediately.

Ensuring an appropriate staffing level is in place

Group Activities

- As far as possible, the number of potential attendees at activities should be ascertained, so that an appropriate level of support can be planned for. No activity should go ahead unless there is an adequate level of support.
- Should an unexpected number of attendees make an activity unsafe, the activity must be cancelled or postponed.

Lone Working

- See [Lone Working Policy](#) and Guidelines

Ensuring that the right information is in place

Within any given activity, information/knowledge should be available for:

- Names of all participants
- Fair Shares First Aider
- Location of First Aid Kit
- Location of Accident Report form
- Emergency Exits

Ensuring that accidents and incidents are responded to, recorded and reported

1. All accidents must be recorded regardless of severity.
2. There must be an accident book or [online recording process](#) on each site/ accessible to all staff during all FS activities.
3. All accidents and incidents should be reported to the on-site First Aider as soon as possible after they have occurred.
4. All accidents and incidents should be recorded in the accident form as soon after they have occurred as possible.
5. Accidents and incidents should be reported to the CEO as soon as possible after occurrence, sharing the completed Accident Report form.
6. Where appropriate, effort must be made to inform family or carers of any accident and the action taken.

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7. Any accident requiring an individual being taken to a medical facility must be reported to the Chief Executive Officer and Lead Trustee at the earliest possible opportunity.
 8. Accidents resulting in an adult or young person being off work or unable to work or attend their usual activities as a result of the accident for more than 3 days must also be reported.
 9. The accident book should contain the name of the person injured, the date, time and location, details of the accident, witnesses, action taken and signature of the First Aider.
 10. It is the responsibility of staff to consider why any accident occurred and, if appropriate, take prompt action to ensure future prevention.
 11. As well as all accidents being recorded, it is important that any near misses should also be recorded, including the same information specified for accident reporting.
609139104. This includes any incidents which occur which cause concern and indicate the potential for an accident to occur and any action taken. It should also include any damage to equipment or furniture and any action taken to make safe any equipment, furniture or other risks.

Ensuring that the correct level of First Aid support is in place

- o There must be at least one qualified First Aider present at all Fair Shares activities, on or off site.
- o The names of First Aiders should be clearly displayed/known by all staff on site.
- o Whenever possible, there should be a qualified First Aider on any transport provided by Fair Shares.
- o There must be a clearly marked First Aid kit at any premises used by Fair Shares, which is easily accessible to staff only. A portable First Aid kit must also be available for any off site activities.
- o First Aid kits should be regularly checked every 3 months/after use, and items replaced as necessary. The contents of First Aid kits should be displayed in the kit.
- o All staff, participants and sessional workers should be made aware of basic First Aid procedures.

Ensuring that good hygiene and infection control procedures are in place

- o Staff catering for the public must have a Food hygiene certificate, and all food safety procedures and protocols followed.
- o Participants, staff or participants should not attend an activity if they are at the contagious stage of any infectious illness, including COVID-19.

Ensuring that appropriate fire safety measures are in place

The Chief Executive is responsible for ensuring that:

- o Fire extinguishers are checked at the Gloucester Fair Shares office by A&E Fire and Security annually.
- o Fire alarm testing for the Gloucester Fair Shares office facility takes place twice per month.
- o A Fire Drill and evacuation process will be conducted for offices and ongoing activities at least once per year, in collaboration with The Friendship Cafe.
- o Fire risk assessments are undertaken and implemented where necessary
- o Escape routes are checked at Fair Shares offices
- o Emergency evacuations are tested at Fair Shares offices and facilities
- o Copies of the procedure to be followed in the event of a fire will be clearly displayed.
- o All members of staff must be fully aware of the action to be taken in the event of fire, including evacuation procedures and assembly points.
- o Staff must familiarise themselves with the location of all fire extinguishers and read instructions detailing what type of fire each can be used for before an activity begins.
- o All fire exits and corridors leading to them must be clear of obstruction.
- o Fire doors must never be propped open.

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In the event of a fire, the person discovering a fire must:

- o Sound the alarm
- o Leave the building by the nearest available exit.
- o Dial 999 for the Fire Brigade
- o Only tackle the fire if safe to do so, after the building has been evacuated, using correct extinguishers available.

In the event of a fire, staff must:

- o Not use any electrical equipment
- o Report to the Assembly point which should be clearly displayed within any
- o Premises, overseen by a delegated member of staff. Belongings should not be collected.

The delegated member of staff will check who has evacuated against the register for the activity.

Personal safety is paramount. No risks must be taken in the event of fire.

Health and Safety Guidelines Relating to Transport

When providing transport Fair Shares will conform to all current transport law and County Council guidelines.

The use of mobile phones by a driver, with or without a hands-free adaptor, is prohibited when carrying out Fair Shares business. A mobile phone should only be used after the vehicle has safely stopped, the engine turned off. And the vehicle is no longer in any traffic. The use of a mobile phone whilst driving is not only a legal offence but is also a serious disciplinary offence.

Fair Shares Contracted Vehicles and Mini Buses

- o Fair Shares vehicles to be regularly checked to ensure safety and cleanliness. External users are required to report any faults or problems or damage they experience or incur.
- o For Fair Shares trips and outings, where possible, and dependent on numbers involved, an additional member of Fair Shares staff or where appropriate, an experienced volunteer will accompany the outing
- o All drivers must be aged 25 or over, have held a license for a minimum of 12 months and have previously driven the vehicle without passengers under the supervision of Fair Shares trained driver . Maximum age for drivers is 69.
- o As per DVLA regulations, anyone passing their driving test on or after 1st January 1997 can only drive vehicles with over 8 (up to maximum 16) passenger seats on a voluntary basis and providing the gross vehicle weight does not exceed 3.5 tonnes (or 4.25 tonnes with specialist tail-lift equipment) – and have held a full driving license for at least 2 years - otherwise a PCV test has to be taken.
- o All children under the age of **three years** must travel in a child car seat.
- o If children are between the ages of **3- 12yrs old** or under the height of 135 cms, to travel in Fair Shares vehicles they must be accompanied by a responsible adult who must supply a car seat/booster seat appropriate for their age/size and compatible with the vehicle.

Staff and Participants providing transport in their own vehicles

- o If any driver has more than 3 points on their license a decision will be made by the Chief Executive as to whether they will be accepted to drive, dependent on the reason points were

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awarded.

- Written confirmation must be supplied from the driver's insurance company that they are covered under their current policy, along with a current MOT and insurance certificate.
- Any driver who is to carry young people unaccompanied should undergo enhanced DBS check.
- Fair Shares staff should not transport children under 14 in their own vehicles
- Fair Shares accepts no responsibility for lifts arranged independently between staff, participants or members.
- All Fair Shares vehicles used will be covered by a recovery policy. All vehicles used will carry a first aid kit.
- All accidents must be recorded in the accident book for the relevant activity.
- At least one of the participants or members of staff on all Fair Shares vehicles should be a qualified First Aider.

In the event of accident or breakdown:

- The driver is responsible for going for help if necessary, while it is the responsibility of the escort to stay with the vehicle and passengers.
- If no escort is present, the driver must seek help while giving consideration to the safety of the people in their care.
- Drivers must carry fully charged mobile phone for use in emergencies.
- All passengers should remain in the vehicle unless it is considered unsafe to do so.
- If it is unsafe to remain in the vehicle, passengers should be escorted in safe and orderly fashion to a place out of danger. Emergency services should be notified as soon as possible.

Governance

- The Chief Executive is responsible for implementing the Health and Safety at Work Act 1974 which is aimed at securing the health, safety and welfare of employees in the workplace. The Act is also designed to protect people, other than employees, against risks to health or safety arising out of, or in connection with, the activities of people at work. The Chief Executive will monitor www.hse.gov.uk for H&S updates.
- The Chief Executive is responsible for ensuring the reporting of all accidents, diseases and dangerous occurrences to the enforcing authority. The Chief Executive will contact Health and Safety Executive Incident Contact Centre online on www.hse.gov.uk.
- Fair Shares will have health and safety as a standing agenda item at trustee and staff meetings to monitor any incidents and to provide an opportunity for concerns to be raised and any changes to working practices discussed.
- Health and Safety will be included in staff induction
- The Fair Shares Health and Safety procedure will be reviewed annually or when risk assessments indicate policy and procedures should be amended, whichever is soonest.

Information, Instruction and Supervision

- A Health and Safety Law poster (1974 Act) will be displayed at Fair Shares, Chequers Bridge, Gloucester, Gloucestershire. Leaflets are issued to all other locations.
- Employees working at locations under the control of other employers/partnerships should make themselves aware of relevant health and safety information.
- The Health and Safety Policy will be given to all new employees on their first day of work. Further copies and copies of any revised Health and Safety policy will be available on the server. The policy will also be on display at all Fair Shares offices.

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Competency for Tasks and Training

- All induction training will be organised for all employees by the Chief Executive Officer..
- The Chief Executive Officer, in conjunction with employees and Line Manager will identify training needs to meet the requirements of the job description.
- Employees may raise health and safety training needs through discussion/supervision or at monthly staff meeting
- Training records are kept at Fair Shares, Chequers Bridge, Gloucester.

I have read and understand this policy.

Signed **Date**

Counter Signed..... **Date**

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