

Health and Safety Policy

1. Introduction

- 1.1 Burton and District Mind aims to ensure that employees, service users and volunteers work or use Burton and District Mind services at all times in a safe and healthy environment.
- 1.2 Many aspects of health and safety at work and in the provision of services to members of the public are covered by Acts of Parliament, European Community legislation and Local Authority regulations. Burton and District Mind is required to comply with these and will ensure that information on them is available to employees, volunteers and service users on request.
- 1.3 Employees, users of Burton and District Mind's services and volunteers in our projects are all required to comply with the provision of this policy. The policy applies also to members of the public, contractors working on our premises and members, clients, staff and volunteers of other organisations while on our premises whether or not they are involved in the activities run by Burton and District Mind.

2. Implementing the Policy

- 2.1 Legal responsibility for health and safety within Burton and District Mind lies with the Board of Directors and the Chief Officer. Overall responsibility for ensuring the Health and Safety Policy is implemented is delegated to Burton and District Mind's Health and Safety Co-ordinator. This currently is: Chief Officer (CO) or in the absence of the Chief Officer a member of the Senior management team (SMT).
- 2.2 The team will be assisted by an appointed safety representative for each service conducted by Burton and District Mind that takes place outside of the main office. They will be responsible for conducting initial health and safety risk assessments at each location and reporting any concerns to the Health and Safety Co-ordinator (CO).
- 2.3 Health and Safety requirements will be considered in any action undertaken by Burton and District Mind including the planning and development of new or existing services, building work, the introduction of new activities and the reorganisation or relocation of any aspect of Burton and District Mind's work. Those requirements and any risks involved will be communicated to all those taking responsibility in a particular situation (including outside contractors) and plans for dealing with the risk will be jointly made and monitored.

- 2.4 Any problems in implementing the policy, action needing substantial expenditure or major health and safety hazards not covered by this policy should be reported either to the Health and Safety Co-ordinator (CO) or the Senior Management team (SMT), for consideration by the Board of Directors.
- 2.5 All employees and volunteers will have access to this policy to ensure their understanding and commitment to their responsibilities which lay within.

3. Monitoring the Policy

- 3.1 The policy will be monitored through monthly health and safety inspections and subsequently reported to the Board of Directors.
- 3.2 Monitoring and inspection will also be carried out by external agencies, for example Environmental Health, and by contractors, fire security and electrical firms.
- 3.3 Individual employees, volunteers and service users can assist by immediately reporting health and safety issues and potential risks to health to the CO or SMT.

4. Health and Safety of Employees, Volunteers and Service Users

- 4.1 **Personal safety:** Burton and District Mind recognises the safety of people using and working in its buildings and services is a priority. It will do everything in its power to protect people from assault and to prevent unauthorised entry into our premises, or premises being used by Burton and District Mind to conduct its services. It must also be recognised that individuals both using and working in Burton and District Mind premises and services must be mindful of their own practices in maintaining the safety of themselves and others. For that reason, all stakeholders are asked to respect and maintain personal boundaries and in the case of staff, professional boundaries concerning relationships with service users, volunteers and other staff. Also, to act in a professional and responsible manner that does not have a negative impact on the service or the organisation as a whole. It is the responsibility of everyone to inform a member of the senior management team immediately if service users, volunteers or staff do not comply with the above.
- 4.2 **Stress:** The nature of Burton and District Mind's work can be stressful. Burton and District Mind will do all it can to reduce work-related stress and to offer support to employees who are affected by stress. For further information, please refer to our Wellbeing at work policy.

- 4.3 Physical working environment: The work environment can also cause risk to the physical health of employees. Burton and District Mind will do all it can to keep the workplace in a safe and clean condition by cleaning maintenance and repair and regulations on heating, lighting, ventilation cleanliness etc. will be observed.
- 4.4 Particular risk to physical health may be posed by the use of computers or the lifting of heavy or awkward loads. Burton and District Mind will do all it can to ensure that employees are training in the correct use of equipment and that necessary adjustments are made to the work environment.
- 4.5 Smoking: All Burton and District Mind premises and grounds are non-smoking.
- 4.6 First Aid: Employees are strongly encouraged to undertake first aid training which Burton and District Mind will fund. Appointed certified first aiders will receive funding to support this training.
- 4.7 Vaccination: Employees are encouraged to consider receiving necessary vaccinations, particularly hepatitis B, annual flu jabs and Covid-19 vaccinations. Burton and District Mind will allow time off work and fund the cost of vaccinations if necessary.
- 4.8 Noise: Burton and District Mind will do its best to ensure that no aspect of its work causes noise nuisance or damage to other people.
- 4.9 Lone working Staff and volunteers are required never to leave themselves in a vulnerable position, e.g., by seeing a client alone, when meeting clients for the first time. This is the case whether the meeting in on Burton and District Mind premises or not. Staff can be with a client alone once a risk assessment (oral or in writing) has been made and, as far as possible, a client has been identified as likely to be low/nil risk. *Reference Lone working policy

No member of staff or volunteer should need to enter the home premises of a client without that client being present. In the unlikely event that this becomes a possibility this must not be undertaken without prior agreement from a senior manager, this may only apply to our Floating Mental Health Support Worker. If this is deemed necessary, then the support worker should be accompanied by another worker if home visits are to be made in the absence of the client/tenant. Times of home visits, including the address and the time the visit is expected to end should be recorded with the line manager and logged at the main office when possible. Staff should phone/text the office after the visit ends. If staff do not phone in within the expected time, a member of staff should contact the staff member and take steps to ensure that all is well. We recommend that any staff

that lone work download the 'Hollieguard' app to their mobile phone for additional security.

5. Fire Safety

5.1 Burton and District Mind has a legal duty to ensure that adequate precautions are taken in its premises against fire. This includes escape routes which are kept free from obstruction, regular fire drills, and regular fire alarm tests, appropriate and regularly serviced fire alarms and extinguishers, fire resistance furniture and fittings, fire notices.

5.2 The person responsible for health and safety at each premises is also responsible for fire safety for that building, including organising and recording fire drills.

6. Hazardous Substances

Burton and District Mind will ensure that hazardous cleaning substances kept on its premises will be safely stored and handled in accordance with COSHH regulations.

7. Equipment

Equipment, including electrical equipment and electrical and gas supplies, will be appropriately tested and annually maintained.

8. Accident and Infectious Disease

Accidents will be recorded in an accident book, which is kept with the first aid box.

The following injuries are reportable under RIDDOR when they result from a work-related accident:

- **The death of any person** (Regulation 6)
- **Specified Injuries** to workers (Regulation 4)
- Injuries to workers which result in their **incapacitation for more than 7 days** (Regulation 4)
- Injuries to non-workers which result in them **being taken directly to hospital for treatment**, or specified injuries to non-workers which occur on hospital premises. (Regulation 5)

When these are serious or may lead to recommendations for action they will be reported to the Board of Directors.

- 8.1 Accidents involving actual or potentially serious risk of harm to individuals and infectious diseases will be reported as required to the relevant statutory authority. The responsibility for reporting lies with the relevant project manager.
- 8.2 Each room is provided with antibacterial gel and each sink has antibacterial soap and paper hand towels provided. Also, reference *Contingency plan regarding pandemic 2020 and guidance on returning to the Mind office.

9. Information, Training and Supervision

- 9.1 Health and safety will be a mandatory part of induction for new employees. The Health and Safety Co-ordinator will be responsible for arranging this.
 - 9.2 Burton and District Mind will fund external training for the Health and Safety Co-ordinator and health and safety representatives.
 - 9.3 The Health and Safety Co-ordinator is responsible for circulating information on health and safety matters to employees and volunteers. Employees and volunteers are expected to read what is circulated.
 - 9.4 Managers will ensure that employees are supervised in their work to the extent necessary for their safety. Any worker or volunteer carrying out unfamiliar tasks or working in unfamiliar locations requires particularly careful supervision.
- 10 There is an Asbestos Management Plan attached to our premises at 67 Branston Road. Asbestos can be found within our roof tiles and should any work on our roof be necessary then the contractor should be made aware of this potential hazard prior to any roofing work being conducted. This plan is attached to this document.

Further Information

Further information surrounding this Health and Safety Policy and the Health and Safety at Work Act 1974 can be found on the Health and Safety Executive website: <http://www.hse.gov.uk/legislation/hswa.htm> (11/12/216)

Amendment 1 below - Asbestos Management Plan as provided by John Birkett – Landlord

This policy and procedure was adopted by the Board of Directors April 2019

This policy was reviewed by the Centre Manager May 2020

This policy was reviewed by the Chief Officer May 2021 and readopted Dec 2021

Asbestos Management Plan

Premises of Mind

67 Branston Road Burton on Trent DE14 3BY

- Asbestos in the form of Chrysotile has been identified in roof tiles on the building.

These are inaccessible to occupiers of the building in the ordinary course of the use of the premises. (See Asbestos Management Survey dated 2 March 2018) Nevertheless, in the event that any work requires to be undertaken to the roof, any responsible contractor will be informed of the presence of asbestos in roof tiles and advised to comply with the relevant regulations governing any disturbance, removal or alteration to the positioning of roof tiles.

The responsible officer for complying with the requirements of this report and the advice of the Management Survey will be the principal administrative officer of Mind who will hold this plan and the Management Survey available for inspection by anyone potentially in contact with any roofing materials during the course of their activities on behalf of the tenants of the premises.

The Landlord will undertake to instigate inspection of the roof for damage to the roof tiles on a periodic cycle of 5 years. The date of the survey will be designated the start of this process. Should the landlords instigate any examination of the roof or work thereon they will first inform the principal administrative officer and simultaneously instigate compliance with this report and the Management Survey.

Readopted by the Trustee board following H & S training Oct 2018

These guidelines have been reviewed by the Chief Officer as part of our Health and Safety procedures for the Data protection and security toolkit – March 2021