# Health & Safety Policy

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| Review schedule | Every year |
| Last review | Feb 2025 |
| Approved by Board of Trustees | Feb 2025 |
| Next review due | Feb 2026 |
| Owner | Karen Martin |

SELFA will take all reasonable and practical steps to provide and maintain a safe and healthy environment on its premises for all its employees, volunteers, service users and visitors. For staff and volunteers who undertake activity away from the office, SELFA will implement the Health & Safety Policy and the relevant procedures and ensure that staff and volunteers are aware of their responsibilities.

The SELFA statement of general policy is:

- to provide adequate control of the health and safety risks arising out of its work activities
- to consult with employees on matters affecting their health and safety
- to provide and maintain safe equipment
- 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
- to review and revise this policy as necessary at regular intervals

## Responsibilities

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| Link Trustee | Joanne Lloyd |
| Chief Officer | Emma Pears |
| Service Manager | Karen Martin |

The Service Manager has overall responsibility for all aspects of health and safety at SELFA and for ensuring appropriate arrangements are made to comply with all statutory requirements.

Day-to-day responsibility for ensuring the policy is put into practice is delegated to the Activity Leaders and they will have responsibility for ensuring a healthy and safe environment for staff, volunteers and service users.

All employees must:

- co-operate with SELFA staff and the Service Manager on health and safety matters

- not interfere with anything provided to safeguard their health and safety
- Update risk assessments for every after school group/holiday group relevant to venue, activity and individual needs. All risk assessments should be attached to Salesforce.
- take reasonable care of their own health and safety and that of other people who may be affected by their acts or omissions at work
- familiarise themselves and comply with the charity's procedures on health and safety
- work to the highest possible standards of safety with regard to service users
- report all health and safety concerns to their Line Manager
- ensure that all accidents or injury caused by the working environment are reported to their Line Manager
- report to their Line Manager if they are unsure how to perform a task safely, believe it would be dangerous to perform a specific job or use specific equipment

A breach of the Health & Safety policy or procedures could result in disciplinary action being taken.

SELFA will ensure:

- the provision and maintenance of a working environment for its employees, volunteers, service users and visitors that is safe, without risks to health and with adequate facilities
- a safe means of access to and exit from the workplace
- the provision and maintenance of equipment and systems of work that are safe and without undue risks to health
- safety in the use, handling, storage and transport of articles and substances
- the provision of information, instruction, training and supervision necessary to ensure the health and safety of its employees, volunteers and service users

## Consultation with employees

Employees will be consulted on health and safety matters during staff meetings. SELFA will act on any legitimate concerns expressed by any interested party.

## Reporting

All potential hazards should be reported to the Service Manager. Once notified, action should be taken to clear the hazard. All accidents whilst at work must be recorded in the Accident book and the Line Manager notified.

The Service Manager has responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 and reporting such incidents to the Health and Safety Executive.

## Monitoring health and safety

Responsibility for carrying out monthly Health & Safety inspections will be delegated to the Service Manager, both the Service Manager and Link Trustee, Joanne Lloyd will also do occasional health and safety spot checks.

Accidents will be investigated by the Service Manager and the safety systems will be reviewed to try and prevent a recurrence. Sick leave will be reviewed by the Service Manager who will investigate any work-related absences.

## Review

The Health & Safety policy and procedures will be reviewed every year or when risk assessments indicate policy and procedures should be amended, whichever is the soonest.

## Version History

| Date | Who | Comments |
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| 06/09/2021 | Rosie Hall | Policy reviewed – no changes. Ratified by Trustees 10th September 2021 |
| 08/08/2022 | Karen Roberts | Policy reviewed and updated. |
| 14/09/2022 | Trustees | Overall responsibility changed to Chief Officer. Names of individuals added. Policy ratified. |
| 17/10/23 | Karen Martin | Overall responsibility changed to Service Manager, Karen Martin. Ratified by Trustees 19/10/2023 |
| 05/02/25 | Karen Martin | Added risk assessment update and trustee in charge of H&S |