



## FRIENDS OF THE FAMILY WINCHESTER LIMITED

### HEALTH AND SAFETY POLICY

#### **STATEMENT OF INTENT**

Friends of the Family believes that the health and safety of children and their families, staff and volunteers are of paramount importance. We are committed to promoting their safety and wellbeing.

#### **AIM**

We aim to make children, parents, staff and volunteers aware of health and safety issues and aim to minimise hazards and risks.

#### **INSURANCE COVER**

We have Public Liability insurance (£10m) and Employers' Liability insurance (£10m). The certificate for Public Liability insurance is displayed in The Project Office. The Trustees review the levels of cover on an annual basis.

#### **GENERAL SAFETY**

- We recognise and accept that it is our duty to protect the health and safety of all users of our services, including employees, temporary workers, volunteers and service users, as well as any members of the public who may be affected by our services.
- Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults can adhere to our policy and understand their shared responsibility for health and safety. It is the duty of staff and volunteers to take reasonable care of their own and other people's welfare and to report any situation that may pose a threat to the wellbeing of any other person.
- Health and safety issues are explained to the new families so that they understand the part played by these issues. Reminders are given as appropriate.
- As necessary, health and safety training is included in the annual training plans of staff and volunteers, and health and safety is discussed regularly at staff and Trustee meetings.

## **CHILDREN'S SAFETY**

- We ensure all staff and volunteers have been checked for criminal records by an enhanced DBS disclosure.
- All children are supervised by adults at all times.

## **RISK ASSESSMENT AND REPORTING**

- The objective of assessing risk is to identify whether an activity can be made safe enough for it to be suitable for Friends of the Family to undertake.
- Risk Assessments should take into account all types of potential risk to health and safety including physical, mental and emotional risks.
- All staff/volunteers are responsible for reporting any accident or incident of concern as soon as possible with all the relevant details (e.g. time, place, circumstances, names and addresses of any witnesses).
- The Accident Book is kept in the office. In the event of an accident the details must be reported to the relevant Project Manager who will complete the accident book. A copy of any report is referred to the next Trustee meeting.
- In the event of an incident, volunteers should report the details to their Project Manager and the Health and Safety Incident Report Form (Appendix 1) should be completed. In the event of a staff incident the Trustee appointed to the project must be notified, failing which the Chair of Trustees.

## **HEALTH AND SAFETY OFF THE PREMISES**

### **Home Visiting**

We have agreed procedures for home visiting:

- For "Recommendations for Home Visiting Families" See Appendix 1 Friends of the Family's Lone Worker Policy.

### **Outings and visits**

We have agreed procedures for the safe conduct of outings:

- An earlier visit to the vicinity of the outing will be made by a member of staff and a risk assessment will be completed.
- Staff will take a fully charged mobile phone with a list of the key telephone numbers out with them on all outings.
- Emergency contact details for staff, volunteers, children and their parents participating in an outing are kept by Project staff/volunteer throughout the duration of the trip. An additional copy will be kept at the Friends of the Family office for reference.
- Staff will always take a First Aid kit, water, supplies of tissues and wipes on outings.
- When undertaking an outing with school aged children without their parents we endeavour to ensure a ratio of one adult to two children.

## **MEDICAL CONDITIONS**

- If a volunteer is under medical supervision for a condition that might require emergency specialist treatment e.g. epilepsy/diabetes, it is the responsibility of the volunteer to let the Project Manager know prior to any involvement with a service user.
- If a service user is under medical supervision for a condition that might require emergency specialist treatment e.g. asthma/epilepsy/severe allergy this will be included in a risk assessment and the appropriate emergency procedures will be shared with all adults supporting them.

## **SUBSTANCE USE**

- On no occasion should a staff member or volunteer report for work/meetings under the influence of alcohol or illicit drugs. This will result in the staff member/volunteer being sent home and disciplinary action may be taken.
- The main office premises are substance free, alcohol or drugs must not be brought on to the premises.
- Staff/volunteers must not smoke (including e-cigarettes and vaporisers), use drugs or alcohol while at the main office premises or when out with a service user.

## **SAFEGUARDING**

Whilst it is not the responsibility of Friends of the Family to investigate abuse, there is an expectation on all volunteers that they must alert the Project Manager if they have any knowledge or suspicion of abuse or neglect, or any anxiety about the safety and welfare of a service user.

We have a clear Safeguarding and Child Welfare Policy and volunteers must be fully aware of it.

## **FIRE REGULATIONS**

- We will only use premises for our charitable purposes that conform to current standards and requirements relating to fire safety.
- We will ensure that there is a fire risk assessment at the main office and will engage with the Quaker Meeting House to facilitate this.
- We will follow the fire procedures and policies in place for the venues which we use.

## **FIRST AID**

- There is a first aid box kept in the office. An appointed person will check that the first aid box is well stocked.
- Staff will be trained so that where possible there is a first aid appointed person available, that will hold responsibility for checking first aid equipment and taking charge of an emergency situation.

**ELECTRICAL EQUIPMENT**

- The use of electrical equipment must be in accordance with the manufacturer’s instructions and warranties.
- A visual check of electrical equipment should be undertaken regularly. Any electrical equipment found to be defective will be immediately taken out of use until it is professionally repaired or replaced.
- Portable Appliance Testing will be organised by The Meeting House and undertaken by a qualified electrician.

**TRANSPORT**

All those who use their personal vehicle for Charity business must:

- Hold a clean driving licence and update us with any changes to it.
- Ensure that their vehicle is properly maintained and has the correct level of insurance, particularly with regard to the carriage of passengers.
- Staff and volunteers must not use their mobile phone whilst driving

Policy reviewed and approved at Friends of the Family Trustee Meeting:

Signed 

Position: Chair of Trustees

Date: 24/06/2021

Review Date: June 2023

**Appendix A**  
**Health and Safety Incident Report Form**

Incident			
Name of person reporting incident			
Role			
Please give details of the incident / cause for concern (including who, where, when, what, how)			
Date the incident / cause for concern occurred			
Signed		Date	

Investigation			
Carried out by			
Position			
Please give details of the investigation and findings			
Recommended Preventive Actions			
Signed		Date	

Actions			
Carried out by			
Role			
Signed		Date	