



## **Health and Safety Policy**

### **1) Policy**

This policy applies to all Dudley Mind staff, service users volunteers and those working or present on Dudley Mind premises. For the purpose of this policy trainees, secondees, volunteers and individuals in work placements will be regarded as “staff” and any property let, leased, licensed to and/or managed by Dudley Mind will be regarded as “premises”.

The overall responsibility for Health and Safety lies with the CEO. Within each location this overall responsibility is delegated to the Operations Manager and Team Managers who have ultimate responsibility for their work area and staff team.

Training will be provided to all staff commensurate with their duties. We will adopt a minimum standard whereby all staff will receive introductory training in Health and Safety, Fire Awareness and Manual Handling. Additional training will be considered dependent on role.

### **2) Risk Assessment**

We will have a balanced approach to risk assessment in all of our client work. We are sensitive to the fact that we could be seen to support the stigmatising idea that everyone with mental health problems is dangerous. We wish to make it clear that we understand that people with mental health problems are more likely to be victims of violence and abuse. We will therefore make sure that all clients are involved in their risk assessments and that these assessments are conducted in a spirit of openness, honesty and mutual respect.

Each team will make arrangements for the assessment and management of risk each time they undertake a new task. This may mean that under certain circumstances there is no specific procedure to cover an eventuality. Under these circumstances we have to be able to rely on the professionalism and prudence of our staff in applying our procedures. For example if day services are to use a new venue then this demands a building risk assessment. If they undertake a new activity with a client then the client risk assessment will need to be updated. It is impossible for our procedures to be able to cover all eventualities; it is thus the stated aim of Dudley Mind to provide sufficient tools in terms of procedures, and sufficient training and management to make sure that all our activities can be conducted in a safe way. Management will do all they can to support this aim, but we must also rely on the professionalism, diligence and good sense of all of our staff at all times.

### 3) Procedures authorised by this policy

Dudley Mind have decided that it is not adequate to have a single Health and Safety Procedure to cover all aspects of Health and Safety. We have therefore decided to have a suite of Health and Safety Procedures which allow for sufficient specific detail and can be reviewed as and when the internal and external environments dictate. Procedures are available that cover our responsibilities around:

- i) Lone working (including lone working risk assessment)
- ii) Stress in the Workplace (including stress risk assessment)
- iii) Display Screen Equipment (including DSE assessment for all habitual users)
- iv) COSHH
- v) Accidents
- vi) Fire
- vii) Client Risk Assessment (including risk assessment form, risk screening tool, risk checklist and sample risk assessment form). This paperwork resides with our operational policies.
- viii) Building Risk Assessment
- ix) Food Hygiene
- x) On Call
- xi) Infection Control

### 4) Roles and responsibilities:

This policy document was signed off by the Dudley Mind Board of Management as an adequate means of satisfying those legal obligations incumbent on the Board on the 15<sup>th</sup> April 2009.

Job Title	Responsibility
Chief Executive Officer	<ol style="list-style-type: none"><li>1. Overall responsibility for health and safety matters within the organisation</li><li>2. Make necessary provision for resources to be provided to allow the function to be carried out</li><li>3. Require senior staff team to regard health and safety as a priority issue</li><li>4. Periodically assess the performance of the organisation in health and safety matters in the light of reports statistics etcetera presented to him and take necessary action</li></ol>
Operations Manager	<ol style="list-style-type: none"><li>1. Obtain proper and appropriate advice to ensure the correct organisation of and allocation of responsibility for health and safety within Dudley Mind</li><li>2. Monitor management systems for the application review (at least annually or upon a major change in legislation or circumstances ) and updating of Dudley Mind's Health &amp; Safety policy.</li><li>3. Lead and co-ordinate organisation-wide action on</li></ol>

	<p>health and safety matters as per policy</p> <p>4.Ensure systems exist for all employees to have access to the Dudley Mind health and safety policy and supporting manuals which will be available at relevant sites</p> <p>5.Have practical experience of the management of health and safety in an organisation or undertake suitable training to gain required knowledge</p>
<p>Team Managers</p>	<p>1.Will carry out duties in relation to health and safety as directed</p> <p>2.Will undertake risk assessments act on those assessments and review them at least quarterly but earlier if required</p> <p>3.Will action on site where possible or refer to their Manager all reported or observed hazards</p> <p>4.Will ensure that all accidents and acts of violence are appropriately recorded and where necessary reported under RIDDOR and then investigated</p> <p>5.Will monitor the fire arrangements and ensure all regulations are followed at all times</p> <p>6.Will be able for consultation on health and safety matters and actively encourage all staff to participate in the maintenance of a safe environment</p> <p>7.Will induct supervise and instruct employees and recommend for training</p> <p>8 Will ensure that the health and safety policy is available in their office and all staff in their team have read and understood its provisions.</p> <p>9.Will ensure that the induction sheet for all new starters in their team is completed within five working days and returned to the HR Officer</p> <p>10.Will investigate complaints by any staff of his/her team relating to their health safety or welfare at work</p> <p>11.Will investigate potential hazards and dangerous occurrences at the workplace ( whether they are drawn to his/her attention or not ) and to examine the causes of accidents at the workplace along with recommending remedial action/s.</p>
<p>All Employees</p>	<p>1.Will read understand the Dudley Mind Policies and Procedures and confirm they have done so</p> <p>2.Will observe and abide by any safety rules laid down and undertake training as directed</p> <p>3.Will report any hazards observed to their line manager or deal with them themselves as appropriate</p> <p>4.Will take reasonable care of themselves and others who may be affected by their actions</p> <p>6.Will not misuse or interfere with anything provided for health and safety welfare</p>

June 2009

## **5) Relevant Legislation**

Health and Safety at Work Act 1974  
Management of Health and Safety at Work Regulations 1999  
Workplace (Health, Safety and Welfare) Regulations 1992  
Provision and Use of Work Equipment Regulations 1992  
Electricity at Work Regulations 1989  
Electrical Equipment Regulations 1994  
Plugs and Sockets Regulations 1994  
Health and Safety (First Aid) Regulations 1981  
Control of Substances Hazardous to Health Regulations (COSHH) 1999  
Manual Handling Operations Regulations 1992  
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995  
Gas Safety (Installation and Use) Regulations 1998  
The Personal Protective Equipment at Work Regulations 1992  
Health and Safety (Display Screen Equipment) Regulations 1992  
Furniture and Furnishing Regulations 1988 (as amended 1993)  
Housing (Management of Houses in Multiple Occupation) Regulations 1990  
Consumer Protection Act 1987  
Disability Discrimination Act 1995  
Construction Design and Management Regulations 1994  
Regulatory Reform (Fire Safety) Order 2005  
The Health Act 2006

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The Board delegate the day to day management of these policies and procedures to the Executive of the organisation. This delegation will be monitored through a standard agenda item of 'Organisational Health and Safety Issues' at all board meetings.