



# Health and Safety

## Guidance for staff and members

This policy sets out the arrangements which CHC's will make for ensuring they meet health and safety obligations to their staff, members and visitors to their premises.

Our legal duties are set out in the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999 and any related regulations and approved codes of practice. Legal duties may also be established by common law.

This policy does not form part of any employee's contract of employment and we may amend it at any time

The Chief Officer of the CHC is responsible for health and safety. Any concerns relating to health and safety should be raised with the Chief Officer or the Deputy Chief Officer.

### **CHCs will take all reasonable steps to:**

- safeguard the health, safety and welfare of our staff and members and of anyone who visits our offices;
- provide a safe place to work, safe equipment and safe ways of working ;
- Encourage our staff, members and others to report anything which they feel is unsafe;
- Maintain safe arrangements for manual handling where this is required;

- Provide the information and training needed to help individuals to carry out their role safely;
- Carry out our activities in a way that minimises the risk of harm to others;
- Identify any area of our activities where our staff, members or others might be at risk and put in place measures to eliminate or reduce it. This will include giving staff, members and others any equipment they need to undertake their role safely.

### **Statutory duty of CHC staff and our expectation of members.**

Employees have a legal duty to take care of their own health and safety and that of others who may be affected by their actions at work. Whilst CHC members do not share this legal duty, nonetheless there is an expectation that all CHC members to follow the same guidance and:

- Take reasonable care for their own health and safety, and that of other persons who may be affected by what they do or do not do;
- Use any equipment provided by the CHC correctly, in accordance with training or instructions;
- Not to interfere with or misuse anything provided for health, safety and welfare purposes;
- To report at the earliest opportunity injuries, accidents or dangerous occurrences, including those involving the public and participants in activities organised by the CHC.

It should be remembered that Health and Safety law applies not only to employees in the workplace, but also to anyone affected by work activities and to organisations and people who occupy or use community buildings to which members of the public have access.

## **Accident Forms and Book**

There is an accident book kept in every CHC office. It is kept in a locked drawer when not in use.

Any injury suffered by a member, member of staff or visitor, however slight, should be recorded.

## **First Aid**

Details of first aid facilities and the names of trained first aiders are displayed on the notice boards at every CHC office.

## **Fire Precautions**

All personnel must familiarise themselves with fire escape routes and procedures which are displayed on notice boards at each CHC office. Employees and members should leave the building immediately by the nearest fire exit on hearing a fire alarm and go to the fire assembly point. Thereafter they should follow the directions specified by the CHC in relation to fire on CHC premises.

## **Risk Assessment**

The CHC will undertake risk assessments periodically for our offices and for all the activities we are involved in. This includes visits to NHS settings and attendance at engagement events. Special attention is paid to the circumstances of workers under the age of eighteen and to expectant mothers, women who have given birth within the past six months or who are breastfeeding.

Before we undertake a new area of activity members may be invited to attend a member briefing. Discussing our planned activity gives members and staff the chance to raise any potential risks specific to that area of work and agree how we can eliminate or reduce them. This might include additional training where necessary.

Some requirements apply to all visits to clinical areas such as:

- the need to maintain hand hygiene to reduce spread of infection,
- checking with the nurse in charge whether there are any patients who it is not appropriate to talk to.

Some apply to everything we do such as:

- always staying in sight of another member

Others will apply to specific activities and include things like:

- Carrying equipment safely
- Setting up a stand or gazebo

Team meetings provide an opportunity for staff to contribute to the process of identifying risks in their area of work and to discuss ways of reducing risk for example in relation to:

- Lone working
- Office security
- Home visits