

## Health and Safety Policy

Surrey Care Trust delivers a diverse range of programmes: early help for families, parenting programmes, mentoring, education and other services for disadvantaged and socially marginalised groups, including: low income families, vulnerable children and young people and adults who are unemployed and have low qualifications.

We work across Surrey delivering services virtually or face to face, operating from the home base environment, premises that are owned by external landlords, from two community boats owned by the Trust and on two allotments.

The programmes currently consist of Counselling, Stanwell Community Group, Spelthorne Family Centres, Swingbridge Community Boats, Woking Learning Centre, Steps2Work, Steps2Work Wellbeing and Gateway Community Garden. Our central office is at FF2 Astolat, Coniers Way, Guildford, GU4 7HL and we run a variety of fundraising events throughout the year at venues and locations across Surrey.

### Statement of General Policy

All employers have a duty to ensure, so far as is reasonably practicable, the health, safety and welfare of their employees. They also have a duty to protect non-employees from risks arising out of their work activities (Health and Safety at Work Act 1974).

The Trust will ensure that all necessary procedures and systems of work are developed, implemented and reviewed, so as to ensure the successful application of this policy and compliance with statutory requirements.

All employees have a duty under the Health and Safety at Work Act 1974 to take care of their own health, safety and welfare and that of other people affected by their acts or omissions. This includes observing the health and safety systems the employer has put into effect, removing or highlighting potential hazards, using work equipment correctly, wearing personal protective equipment and undertaking training identified by their employer and co-operating in promoting improved safety measures.

### **Our health and safety policy and practices aim to:**

- Prevent accidents and cases of work-related ill health (physical and mental) by managing the health and safety risks in the workplace
- Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work
- Provide personal protective equipment
- Engage and consult with our employees on day-to-day health and safety conditions
- Implement emergency procedures, including evacuation in case of fire or other significant incidents
- Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage, handling and use of hazardous substances
- Review and revise this policy regularly.

Signed: *John Downing*  
Chief Executive Officer

Dated: *December 2024*

**Responsibilities for health and safety**

- John Downing, Chief Executive and the Board of Trustees hold overall and final responsibility for health and safety for the Trust.
- Each of the Programme/ Workplace Managers/Responsible volunteers are responsible for the implementation of health and safety on a day-to-day basis in their programme or workplace. This includes ensuring that staff, students, beneficiaries, volunteers and visitors are working and behaving safely and ensuring that policies are reviewed regularly, to ensure their relevance to the programme or workplace for which they are responsible.

Manager Name	Role	Programme / Workplace
Sian Jones	Early Help Project Lead and Programme Manager	Counselling / CAMHS/Early Help
Cathy Leamon	Early Help Project Lead and Programme Manager	Mentoring/Steps2Work/Steps2workwellbeing/ Gateway Community Garden
Kate Lynn	Deputy CEO - Mentoring and Quality Manager	Oversight of mentoring, safeguarding, HR and Deputy CEO
Janette Breese	Family Centre Manager	Spelthorne Family centres/Stanwell Community Group
Mark Lempriere And Skippers	Appointed Steering Group H&S representative	Swingbridge Community Boats
Richard Tweddle	WLC Programme Manager	Woking Learning Centre
Rachel Perez-Lofty	Fundraising and Marketing Manager	Fundraising & Marketing (including events)

- To ensure health and safety standards are maintained the following people have responsibility for the specified areas:
  - Board of Trustees – carry out an annual review of the health and safety policy, its implementation and effectiveness
  - Chief Executive – ensure regular assessments of the overall implementation of the health and safety policy and make recommendations to the Board as required. Consult with the Senior Management Team on a regular basis on health and safety matters, policy development and implementation
  - Health & Safety group – carry out annual audits for each programme / workplace, compile a report for the Chief Executive and Board of Trustees with recommendations; work with the programme and workplace managers to improve health and safety standards across the Trust on an on-going basis; collate all programme information and maintain central records.
  - Programme/Workplace Manager/Responsible volunteer – as per the standards detailed below in ‘Arrangements for managing health and safety within each programme and workplace’
  - Employees and Volunteers – as per the standards detailed below in ‘Responsibilities of all employees and volunteers’

**Arrangements for managing health and safety within each programme and workplace**

1. **Prevent accidents and cases of work-related ill health (physical and mental) by managing the health and safety risks in the workplace**

**Responsibility:** Programme/Workplace Manager/Responsible volunteer will:

- Ensure that programme-specific practices and procedures relating to health and safety are reviewed and updated regularly. Once reviewed, any changes to health and safety forms are passed to Kathryn Davies, PA to the Chief Executive for ISO approval and stored in the All Staff/ Forms, Policies and Central Documents folder
- Carry out suitable and sufficient risk assessments for new and ongoing activities, including risk assessments for employees who work remotely, work-related stress, new and expectant mothers and young workers. Involve teams in the risk assessment process and document accordingly. Take any identified actions within the agreed timescales and refer to the programme line manager to authorise expenditure.
- Review all risk assessments when working habits or conditions change, or on an annual basis
- Monitor and raise identified health and safety issues in a timely manner
- Carry out regular checks to review all aspects of health and safety within own programme, at least termly
- When visiting other programmes and workplaces across the Trust highlight any health and safety related concerns to the relevant Manager as soon as possible
- Ensure accident and incident report forms are completed and that any accidents covered by RIDDOR are reported appropriately. <http://www.hse.gov.uk/riddor>

## 2. Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work

**Responsibility:** Each of the Programme/Workplace Manager/Responsible volunteer will:

- Give all staff and volunteers a full health and safety induction including but not limited to the completion of the Britsafe online health and safety training for staff.
- Ensure staff record all induction and future training in BreatheHR. Ensure volunteer training is recorded; update during each stage from requesting, through to successful completion
- Ensure all staff and volunteers are given a copy of the Trust's health and safety policy, along with any programme / workplace specific health and safety practices and procedures
- Ensure staff receive appropriate instruction, including training in risk assessment, use of personal protective equipment (PPE), display screen equipment (DSE) and Programme-specific training (e.g. mini-bus training, lone working, fire warden training, display screen equipment, skipper and boat handling training, tool handling) to enable them to carry out their roles safely
- Managers will highlight and arrange programme-specific health and safety training, where appropriate
- Ensure appropriate arrangements are made for service users and volunteers on site for instance, appropriate behaviour, safe use of ICT, signing in and out of premises, safe handling of equipment etc.

## 3. Engage and consult with our employees on day-to-day health and safety conditions

**Responsibility:** Programme/Workplace Manager/Responsible volunteer will:

- Ensure staff and volunteers are involved with the completion of risk assessments for all activities
- Agree safe working practices with a full range of staff and volunteers in relation to, for example, safe use of chemicals, instruction for the use of PPE, lone working etc.
- Ensure health and safety is discussed at team meetings and that any item of concern can be raised and a Corrective Action Report is completed and shared with Kathryn Davies, PA to CEO.
- Consult with employees during policy, practice and procedure reviews

- Give staff and volunteers relevant contact information should they wish to escalate a health and safety concern outside of the Programme
- Enable staff and volunteers to give feedback and request health and safety training via monthly updates, the appointed health and safety group or team meetings (for Swingbridge through the daily log sheets)

**4. Implement emergency procedures, including evacuation in case of fire or other significant incident**

**Responsibility:** Programme/Workplace Manager/Responsible volunteer will:

- For premises-related programmes, ensure regular evacuation drills are held throughout the year, at least termly
- Ensure that smoke alarms and fire alarms are checked on a monthly basis
- Provide adequate training to all staff and volunteers for emergency procedures including fire marshal, first aid, accident prevention to ensure there are sufficient trained personnel to coordinate and manage emergency situations
- When scheduling staff, events or trips allocate the appropriate ratios of staff with relevant health and safety qualifications including fire marshals, first aiders etc.

**5. Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage, handling and use of substances**

**Responsibility:** Programme or Workplace Manager, Responsible volunteer or Swingbridge Skippers will:

- Complete ISO venues checklist for all premises being used
- Complete a health and safety mini audit for their premises, team and activities on a termly basis
- Ensure the HSE health and safety information is displayed at each venue and SCT information is made available to all non-location based staff
- Display all relevant and required notices, fully detailing the required information, e.g. first aid, evacuation procedures, fire assembly points etc.
- Ensure a full maintenance programme is developed, implemented and reviewed for all plant, equipment and machinery within their programme area
- Carry out remote working, lone working and other relevant risk assessments for activities undertaken within your programme / workplace area
- Ensure that only authorised chemicals are purchased and used, COSHH assessments are complete and that adequate storage is available for the safe and secure storage of all chemicals and substances
- Ensure tools are stored safely and only used by staff, volunteers, students, mentors and beneficiaries who are trained and competent to use them
- Arrange annual checks for fire extinguishers and portable electrical applications for each of their premises (or boats, in the case of Swingbridge)
- Swingbridge only – complete a checklist for each boat trip and group

**Responsibility of all employees and volunteers**

In addition to any specific responsibilities which may be delegated to them, all employees and volunteers have a responsibility to:

- Take reasonable care of their own health, safety and welfare and that of other persons affected by their acts or omissions

- Co-operate with the Trust, so far as is reasonably practicable, to enable it to meet its responsibilities for health, safety and welfare. This includes taking part in training and promoting improved safety measures in the Trust
- Be aware of, and follow, this policy, the arrangements, relevant codes of practice, risk assessments and guidelines
- Make sure they are aware of the hazards associated with their work and familiarise themselves with emergency procedures, first aid provision and accident/incident reporting
- Use work equipment provided correctly and carry out any activities in accordance with instructions and training
- Inform their line manager/the health and safety co-ordinator of any defects with equipment used to control exposure to hazardous substances
- Take reasonable care of all safety equipment and clothing given to them, report any defects, and always wear personal protective equipment when undertaking those jobs for which it is required, and use all safety devices provided
- Use, and not wilfully misuse, neither neglect nor interfere with things provided for their own safety and the safety of others
- Ensure good housekeeping and prevention of trip hazards
- Ensure that occasional one-off manual handling operations are assessed before attempting them
- Report all accidents, incidents, damage, hazards, issues of concern and defects to their manager, or in their absence to the relevant contact within their Programme (Deputy Manager, Volunteer coordinator). Should they feel it appropriate any concerns or reports should be escalated
- Inform their line manager of any work situations which represent a serious and immediate danger to health, safety and welfare, and take immediate measures to protect persons from such risk
- Co-operate with any monitoring and health surveillance that is required of them and inform their manager of any symptoms they may be experiencing using hazardous substances

Staff and volunteers are responsible as far as practicable for ensuring the safety of students and other beneficiaries and to work within the procedures established for their Programmes.

#### **Policy Review**

This policy will be reviewed and updated in line with our ISO 2015 guidelines in order to reflect best practice in information management, security and control and to ensure compliance with most recent Data Protection legislation

Last review date: December 2024

Next review date: December 2025