



Sefton CVS

Supporting Local Communities

Health & Safety Policy

Adopted Sept 2006
Reviewed July 2021

HEALTH & SAFETY POLICY

Sefton Council for Voluntary Service has a responsibility to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees, and to provide such information, training and supervision as required for these purposes. Sefton CVS also accepts responsibility for the health and safety of other people who may be affected by our activities.

Sefton CVS will observe the Health and Safety at Work Act 1974 and all relevant regulations and codes of practice made under it from time to time. Sefton CVS will take into account recommendations made by the Health and Safety Executive with regard to health and safety issues.

Aims of the Policy

- To secure the health and safety of persons at work.
- To reduce, as far as is reasonably practicable, the risk of injury and the danger to health of staff and protect persons, other than persons at work, against risk to health or safety arising out of, or in connection with, the activities of persons at work.
- To comply with all relevant statutory requirements.
- To reduce, as far as is reasonably practicable, accidents and damage to equipment and property.
- To provide such instruction, information, training and supervision as is necessary on health and safety matters.
- To promote the safe use of equipment and the application of safe systems of work.

Safety Officer

The Chief Executive of the CVS, in consultation with other senior staff members, has the function of ensuring implementation of the safety policy and keeping it under review. Regular safety checks will be carried out and staff encouraged to identify any possible dangers.

Appointed Health & Safety Officers will carry out regular checks and inspections and ensure compliance with the Health & Safety Policy and appropriate legal requirement.

All Staff

All Sefton CVS employees have a responsibility to cooperate with managers and other staff to achieve a healthy and safe workplace and to take responsible care of themselves and others.

Sefton CVS staff noticing or being made aware of a health and safety concern which they are themselves unable to safely put right, must immediately tell either the Chief Executive or their line manager as appropriate.

Staff must report and cooperate in the investigation of all accidents or incidents that have led to or which could lead to injury or accident.

Staff must, as appropriate, use equipment in accordance with training they have received.

Any failure by an employee to comply with any aspect of Sefton CVS's Health and Safety procedures will be regarded as a matter of misconduct which will be dealt with under the terms of the organisation's disciplinary procedure.

Consultation

All aspects of Health and Safety will be discussed at regular intervals with staff and they will be invited to put forward suggestions for improvement. Staff are encouraged to raise concerns with the Chief Executive as and when they arise.

Smoking

CVS has a non-smoking policy in all of its premises.

Visual Display Units

Members of CVS staff who use office computers on a regular basis are to be aware of Health and Safety Executive guidelines on working with VDU's and should take frequent breaks to prevent fatigue.

Specific Areas of Responsibility

a) Fire Drill

All staff will be expected to make themselves aware of the Fire Drill, details of which are displayed in each office.

Access to the fire door will be kept free at all times. Regular fire drills will be carried out to ensure staff are aware of evacuation procedures.

b) First Aid

Staff will be made aware of first Aid facilities within the organisation.

- c) Accidents
All accidents are to be reported to the senior member of staff on duty and details entered in the accident book.

- d) Training
Regular safety training sessions will be held to ensure that staff are safety conscious at all times.

In Conclusion

Staff will be encouraged to discuss and suggest improvements on all matters relating to health and safety.