



Camberley Care

Health & Safety Policy

Health and Safety Responsibilities

Health and safety in the workplace is a major concern for the Charity and it is the mutual responsibility of Trustees, Administrators and all employees to ensure that the Charity is a safe and healthy place to work.

Charity Responsibilities

It is Charity policy to ensure (as far as is reasonably practicable) the health, safety and welfare of all employees, volunteers and members of the public.

The Charity will have particular health and safety responsibility for the following:

- The provision and maintenance of safe premises, safe plant and equipment, safe systems of work and safe places of work (including entrance to and exit from them);
- The provision and maintenance of a safe working environment;
- Ensuring the safety and absence of risks to health, in connection with the handling, storage and transportation of all articles and substances;
- The provision of information, instruction and supervision; and
- The appointment of, and consultation with, a Safety Committee and Safety Representatives.

Employees Responsibilities

Employees have a duty to act responsibly and to take reasonable care of the health and safety at work of themselves, their colleagues and members of the public.

Employees will have particular health and safety responsibility for the following:

- Working safely and efficiently in accordance with instructions that have been issued;
- Knowing the rules and following the correct procedures at all times;
- Using any protective equipment that is provided and ensuring that they meet any statutory obligations;
- Reporting all accidents and injuries within the workplace;
- Reporting any potential hazards or health risks within the workplace;
- Taking reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work; and
- Co-operating with the Administrator and/or Trustees to ensure that the highest standards of safety are maintained at all times.

Where employees do not comply with the above requirements, disciplinary action may be taken which may result in dismissal.



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Accidents and Unsafe Working Conditions

In the event of unsafe or dangerous workplace conditions, an employee should inform the Administrator immediately.

Any accidents or injuries which occur in the workplace, to either a client, visitor, volunteer or an employee, no matter how minor, must be reported to the Administrator, in accordance with Charity procedure. In addition, depending upon the nature of the accident, it may also need to be reported to the VSNS Manager.

Fire and Bomb Procedures

It is vital that all employees acquaint themselves with the laid down evacuation procedures in the event of a fire or other emergency. All employees should ensure that they are familiar with the location of emergency exits, assembly points and first aid kits.

Fire-fighting equipment is available in the VSNS main office.

The fire Officer, or in his/her absence, the Administrator, will complete a roll call and liaise with the Fire Service personnel.

Further details in respect of Fire and Bomb Procedures are held in the VSNS offices.

First Aid

Where an individual incurs minor injuries then an employee should assist that person, however, where more serious injuries are incurred, the emergency services should be called immediately. The first aid box is located on the wall in the main VSNS office.

Display Screen Equipment

Whilst working with a display screen all employees must ensure that they take regular breaks or change their activity to break up the amount of time spent at the screen. Where work cannot be reorganised e.g. during jobs requiring sustained attention, an employee must arrange for deliberate breaks or pauses to be built into their work.

The Charity provides for paid eyesight tests for employees who are VDU users. This includes both initial eye tests, follow up and interim tests as and when advised by an optician.

In addition, where an employee's eyesight test determines that they require corrective glasses which either incorporate a prescription for VDU use or are solely prescribed for VDU use, the Charity will also contribute towards the cost of glasses. Such a contribution will only be made for this purpose and will not be made where the prescription is not directly attributable to VDU use.

Should an employee require an eye test they should contact the Administrator.



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Smoking

Camberley Care operates a no smoking policy on its premises.

Lone Working

Due to the nature of the work there are occasions when employees will be in a situation where they are working alone in the office or as in the case of the handyman, working in client's homes. Given some forethought and a few simple precautions, the risk of becoming the subject of abuse or an assault can be reduced to a minimum.

If you are going out of the office let someone know your movements i.e. where you are going, who you are meeting, what time you are expected and when the meeting is likely to finish. Also keep the office informed of any last-minute changes.

Always carry a mobile phone with you and keep it charged and make sure the office has a record of the number.

All staff are required to follow the guidelines as set down in the leaflet "Working Safely in Other People Homes" as produced by the Suzy Lamplugh Trust. A copy is available from the Administrator.